

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday May 2, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo and Louise Novros, Supervisor William Moehle, Steve Zimmer, Tim Anderson, Mike Guyon, Tricia VanPutte, Barb Snyderman, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

**Approval of Minutes:** Approved minutes from the April 18, 2017 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Bid Award for Pervious Concrete (Highway) – The FASC discussed with Tim Anderson his request for Town Board action to award a bid to Hanson Aggregates NY, LLC for pervious concrete to be used in the Monroe Avenue GIGP for a total not-to-exceed \$37,000. Authorization is also requested to execute change orders not exceeding 10% in total and to authorize an additional one-year renewal.

The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract Award for Arborist Consulting Services (Public Works) – The FASC discussed with Mike Guyon and Tim Anderson the request from Chad Roscoe for Town Board action to award a contract to Jerry Peterson to provide arborist consulting services for 2017 for a not-to-exceed amount of \$4,000. Authorization is also requested to administratively renew the contract for up to three additional one-year periods.

The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

No matters for this meeting.

**Personnel Matters:**

No matters for this meeting.

### **Other Matters for Action of the Town Board:**

Declare Plotter as Junk for Disposal (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to declare one 2003 HP plotter as junk with no remaining value and to dispose of as such.

The FASC recommends the Town Board take favorable action on this matter.

Declare Equipment as Junk for Disposal (Info Systems) – The FASC discussed with Barb Snyderman her request for Town Board action to declare various computers and electronic equipment as junk with no remaining value and to dispose of as such.

The FASC recommends the Town Board take favorable action on this matter.

Bond Resolutions (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt three (3) bond resolutions to support various equipment and facility improvements as identified in the Town's 2017 Capital Improvement Plan.

The FASC recommends the Town Board take favorable action on this matter.

### **Other Matters for Discussion Only:**

No matters for this meeting.

### **Matters Tabled for Research and/or Discussion:**

Declare Equipment as Surplus for Donation (Info Systems) – The FASC discussed with Barb Snyderman her request for Town Board action to declare various computers as surplus and to authorize their donation to Action for a Better Community to benefit their Micrecycle program that repurposes such equipment into the community. While the FASC supported this request, it was not included on the May 10<sup>th</sup> Town Board agenda pending further review by the Attorney to the Town.

### **Executive Session:**

The FASC went into executive session at 3:33 p.m. to discuss the employment of particular people (motioned by DiPonzo and seconded by Moehle). The FASC exited executive session at 3:46 p.m. (motioned by DiPonzo and seconded by Moehle).

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, May 16, 2017 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.