

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, July 5, 2017 Meeting

Attendees: Councilmembers Jason DiPonzo and Louise Novros, Supervisor William Moehle, Ramsey Boehner, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 June 20, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Modification to Grant Agreement for Comprehensive Plan Update (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to sign a modification to the grant agreement with NYSERDA (Cleaner, Greener Communities Program) for the Town's Comprehensive Plan Update to extend the date until 6/30/18 and amend the payment schedule.

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

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

Budget Transfer for Building Code Review (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize a budget transfer totaling \$3,985 to support code compliance reviews for building permits to be performed with in-house staff.

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Amend Seasonal Employee Wage Rates (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt new wage rates for seasonal employees effective 12/31/17 to be in compliance with the increase in the New York State minimum wage.

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

Clean Sweep 2017 Program Sponsorships – The FASC discussed with Suzanne Zaso her request for Town Board action to accept sponsorships of cash and in-kind services for the 2017 Clean Sweep Program.

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:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday, July 19, 2017 beginning at 8:30 am** and will be held in the **Stage Conference Room** at Town Hall.

The FASC will hold a special meeting on Friday, July 21, 2017 at 8:30 a.m. in the Downstairs Meeting Room to review the 2018-2020 Capital Improvement Plan (CIP). All members of the public are invited to attend FASC meetings.