

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, July 19, 2017 Meeting

Attendees: Councilmember Jason DiPonzo, Jim Vogel, and Louise Novros, Supervisor William Moehle, Mike Guyon, JP O'Brien, Tricia Van Putte, Colleen Rogers, 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 July 5, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Professional Services Agreement for Traffic Impact Study (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an agreement with Fisher Associates to provide professional services relating to a traffic impact study for a proposed development at 1925 S. Clinton Ave. at a cost not to exceed \$4,319.56, all of which will be reimbursed by the project applicant.

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

Professional Services Agreement for Metal Siding Replacement (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an agreement with Clark Patterson Lee for professional design services relating to the replacement of metal siding on a storage building at the DPW Operations Center at a cost not to exceed \$16,120. Funding for this project has been secured through a bond.

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

Agreement for On-Line Auction Services (Police Dept.) – The FASC discussed with JP O'Brien the request from Chief Mark Henderson for Town Board action to authorize the Supervisor to enter into an agreement with Roy Teitsworth Inc. for on-line auction services of abandoned property. The cost of this service will be paid for by the purchaser.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Appointment of Deputy Court Administrator (Justice Court) – The FASC discussed with Colleen Rogers her request for Town Board action to appoint Lisa Pavlovych to the permanent position of Deputy Court Administrator pursuant to Civil Service procedures. Ms. Pavlovych has held this position provisionally since May 2016.

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

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 9:00 a.m to discuss the employment of particular people (motioned by William Moehle, seconded by Jason DiPonzo). The FASC exited executive session at 9:10 a.m. (motioned by J. DiPonzo, seconded by W. Moehle).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday, August 2, 2017 beginning at 8:30 am** and will be held in the **Auditorium** at Town Hall.