

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, September 19, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Jeremy Lutz, Sue Wentworth, Colleen Rogers, 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 September 5, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Grant Application for Tables & File Carts (Justice Court) – The FASC discussed Colleen Rogers her request for Town Board authorization to pursue a Justice Court Assistance Program Grant (JCAP) for four (4) tables and two (2) rolling files to be used in the court rooms. The total anticipated grant request will be under \$10,000.

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

Contracts and Contract Change Orders:

Contract for Scheduling Software (Assessor) – The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute an agreement with Gar Associates LLC for proprietary scheduling software for the Town-wide assessment update project for a one-year \$3,500 fee. An additional year would cost \$1,500.

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

Budget Amendments and Transfers:

Appropriate Seized Funds for Networking Equipment (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$10,000 from seized funds for the purchase of computer networking equipment.

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:

Declare Vehicle as Surplus for Auction (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to declare two (2) 2013 Chevy Caprices as surplus and authorize disposal through auction. These were marked vehicles that are no longer useful for law enforcement purposes.

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 **Tuesday, October 3, 2017 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.