

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, October 17, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo and Jim Vogel, Supervisor William Moehle, Chief Mark Henderson, Tim Keef, Ramsey Boehner, Matt Beeman, Jeremy Lutz, 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 October 3, 2017 meeting.

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

Solicit Proposals for Cultural Resources Surveys (Historic Preservation) – The FASC discussed with Ramsey Boehner his request for Town Board authorization to seek proposals for professional services to update and prepare cultural resources surveys for designating landmarks.

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:**

Revised Agreement for Communications System Maintenance (Info Systems) – The FASC discussed with Jeremy Lutz his request for Town Board action to authorize the Supervisor to execute a revised agreement with Rel Comm, Inc. to remove the replacement insurance on the individual phones.

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

Contract Renewal for WBFPD Service Award Program (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program.

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

### **Budget Amendments and Transfers:**

Budget Transfer for Vehicle Part/Repairs (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to transfer \$21,067 from the 2017 highway road repair budget the highway machinery budget for vehicle parts and repairs for the remainder of 2017.

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

**After review by the department after the FASC meeting, it was determined that this matter was no longer necessary.**

### **Personnel Matters:**

No matters for this meeting.

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

Sponsorships for July 4<sup>th</sup> Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to accept \$5,800 in sponsorships for the July 4<sup>th</sup>, 2017 celebration.

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

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

The FASC discussed the Tentative 2018 Town Operating and Special District budgets that were presented to the Town Board on 9/27/17.

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

No matters for this meeting.

### **Executive Session:**

There was an executive session for the employment of particular people.

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, October 31, 2017 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.