

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, November 14, 2017 Meeting

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Colleen Rogers, Karen Morris, Tricia VanPutte, Tim Keef, Tim Anderson, Mike Guyon, Robin Wilt, 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 31, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award and Budget Transfer for Siding Project at DPW Operations Center (Public Works) – The FASC discussed with Mike Guyon and Tim Anderson the Mike's request for Town Board action to award a bid to Spring Sheet Metal & Roofing, LLC in the amount of \$110,700 to side a storage building at the DPW Operations Center and to authorize the Supervisor to execute any change orders up to 10% of the base bid amount, collectively. Town Board action is also requested to transfer an additional \$50,000 in funding for this capital project. 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:

No matters for this meeting.

Budget Amendments and Transfers:

Appropriate Seized Funds for Law Enforcement Training Manual (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$19,124 from seized funds to engage the services of Lexipol to provide a Law Enforcement Policy Manual with related bulletins. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Street Light Pole (Highway) – The FASC discussed with Tim Anderson his request for Town Board action to transfer \$1,840 within the highway and DPW departments to fund the replacement of a street light pole. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Tree Removals (Highway) – The FASC discussed with Tim Anderson his request for Town Board action to transfer \$10,000 from various highway budget accounts to the tree program budget for emergency tree removals.

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

Budget Transfers (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers within the 2017 budget.

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

Also see Bid Awards for additional budget transfer.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

2018 FASC meeting schedule.

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, December 5, 2017 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.