

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, January 2, 2018 Meeting**

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, Christopher Werner, and Robin Wilt, Supervisor William Moehle, Tim Keef, Mike Guyon, Chief Mark Henderson, Bienfait Mungenza (UofR student), and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:00 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 December 19, 2017 meeting.

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

Bid Award for Bucket Truck Rental with Operator (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2018 to the lowest responsive bidder, Davey Tree Expert Company, for an amount not to exceed \$38,976. The FASC recommends the Town Board take favorable action on this matter.

Bid Award for HVAC (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award a bid to furnish and install two rooftop HVAC units at the DPW Operations Center to EMCOR Service Betlem at a cost of \$24,186 plus authorization of the Supervisor to execute any change orders up to 10% (collectively) of the bid award.

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:**

Agreement for Animal Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2018.

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

**Budget Amendments and Transfers:**

No matters for this meeting.

**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:**

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 1:35 p.m. (motioned by Jason DiPonzo, seconded by William Moehle) to discuss employment of particular people. The FASC exited executive session at 2:20 p.m. (motioned by Jason DiPonzo, seconded by William Moehle).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, January 16, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.