

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, January 16, 2018 Meeting**

Attendees: Councilmembers Jason DiPonzo and Robin Wilt, Supervisor William Moehle, Jeremy Lutz, Chris Roth, Mike Guyon, Chief Mark Henderson, 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 January 2, 2018 meeting.

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

Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – The FASC discussed with Mike Guyon the request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2018 budget as listed in his communication.

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

Solicit Bids for Various Goods & Services (Public Works/Facilities) – The FASC discussed with Mike Guyon the request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2018 budget as listed in his communication.

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:**

Contract for Fire Sprinkler System Testing (W. Brighton Fire Protection Dist) – The FASC discussed with Chris Roth his request for Town Board action to authorize the Supervisor to execute a contract with Colonial Fire Protection Systems, Inc. to provide quarterly automatic fire sprinkler inspection services at the fire station located in W. Brighton.

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

Engagement Letter for Accounting Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute an Engagement Letter with Raymond F. Wager, CPA, P.C. to provide independent audit and accounting services to the Town for services relating to the fiscal years of 2018 through 2020.  
The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

Budget Transfer (Info Systems) – The FASC discussed with Jeremy Lutz his request for Town Board action to transfer \$4,815.85 from various maintenance support accounts to computer equipment for Information Systems.

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

Appropriate Seized Funds for Training (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$3,500 from seized funds for Mental Health First Aid training.

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:**

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 4:35 p.m. (motioned by Jason DiPonzio, seconded by Robin Wilt) to discuss collective bargaining. The FASC exited executive session at 4:50 p.m. (motioned by Jason DiPonzio, seconded by William Moehle).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, February 6, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.