

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, March 5, 2019 Meeting**

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Ken Gordon (Attorney to the Town)
Mike Guyon (Public Works/Highway Depts.)

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 of the February 21, 2019 meeting.

***Amendment of the Agenda:** A motion was made by Robin Wilt to add the I.D.E.A. consultant request for qualifications/professional services discussion to this agenda. This was seconded by Supervisor Moehle with all voting aye.

Town Bid/Proposal Authorizations and Awards:

Award and authorize contract with GreenRenewable for services yard waste processing services at no cost to the Town (Highway/Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award and authorize the Supervisor to execute a contract with GreenRenewable effective 4/1/2019 for services related to the grinding, processing, removal and stockpiling of brush and yard waste. This contract is effective 4/1/2019 – 3/31/2020 at no cost to the Town of Brighton. Further the contract can be renewed for two additional years with the same conditions (see letter from C. Roscoe).

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

Authorization to solicit bids for construction services necessary to complete infrastructure improvements for the Reserve Subdivision (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Evert Garcia for Town Board action to authorize the solicitation of bids for construction services needed to complete the Reserve Subdivision. Outstanding items have not been addressed by either the owner and/or the developer. Funds have been drawn down on various letters of credit. All results will be brought back to this committee for review and recommendation to the full Board for any awards (see letter from E. Garcia).

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:

No matters for this meeting.

Personnel Matters:

Executive Session for matters concerning the employment of particular people. See details under the Executive Session section of these notes.

Upon re-entering the regular meeting:

Authorize promotions in the Highway Department (2018) Nunc pro tunc for four employees (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the promotions of four Highway employees as a result of two retirements, as outlined in the communication from Mike Guyon

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

Other Matters for Action of the Town Board:

Declare 2018 Bobcat Skid Steer Loaders as surplus and authorize trade-in as part of the Bobcat's equipment buyback program (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to declare four (4) 2018 Bobcat skid steer loaders as surplus and authorize the trade-in of the same for four (4) new 2019 Bobcat skid steer loaders as part of the Bobcat equipment buyback program. Two of the Bobcats are utilized primarily for snow removal and two of the Bobcats are utilized primarily in the Sewer Department. The funds were included in both the 2019-2021 CIP and the 2019 Budget (see letter from T. Anderson).

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

Other Matters for Discussion Only:

*There was discussion regarding the I.D.E.A. RFQ/P processes. Four consultants responded to the request for qualifications for professional services for the Inclusion Diversity Equity and Advisory consultant. Three of the four submitters were interviewed by the I.D.E.A. search committee. The majority of members on the search committee have selected a lead candidate for a consultant. Robin will forward the appropriate submitted proposals to the members of FASC and the Board for their information and review. This item will be on the next FASC agenda for discussion, review and possible recommendation.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion by Robin Wilt to enter an executive session to discuss the employment of particular people and litigation 3:35 pm. This was seconded by Supervisor Moehle, with all voting aye.

Due to the sensitive nature of this discussion the Committee adjourned into an executive session. Discussion of this item is not contained in these notes.

At 4:15 pm there was a motion by Supervisor Moehle to come out of executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye. The regular meeting resumed.

The **next regularly scheduled meeting of the FASC will be held on Tuesday, March 19 2019 at 3:30 p.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****