

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday August 7, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Chris Werner

**Department Heads/Other attendees:**

Mike Guyon (Highway/Public Works)  
Dennis Mietz and Julieray Romano BVA

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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:** Approval of Minutes – Received and filed minutes of the July 17, 2019 meeting and the Special Meetings held on July 19 and July 26, 2019.

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

Authorization for the solicitation of a Request for Qualifications for wireless telecommunications update (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize a solicitation of a Request for Qualifications to assist the Town in updating its local laws with regard to wireless telecommunications and small cell regulations. When the Town Laws were adopted in 1997 and codified, wireless cell infrastructure was not anticipated. The FCC's Small Cell Order 18-133 (effective 1/14/2019) should be compared to the Town regulations (see letter from M. Guyon).

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

Bids for Replacement Ambulance (Finance Dept./Ambulance District) – The FASC discussed with Dennis Mietz and Julieray Romano the request from Brighton Volunteer Ambulance for Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District (see letter from P. Parker and memo from D. Mietz (BVA)). The Ambulance will not be delivered before January 1, 2020 and will be about 5 months earlier than planned due to a mechanical issue with the vehicle being retired. This purchase will not affect the current 18 month replacement schedule.

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:**

Authorize contract with Sirness Vending Services (Facilities / Finance Dept.) – The FASC discussed the request from Gary Donofrio and Paula Parker for Town Board action to approve and authorize the Supervisor to execute a contract with Sirness Vending Services for the placement of vending machines in Town Hall. SVS will contribute \$250 to the Town annually (see letter from P. Parker).

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

No matters for this meeting.

### **Personnel Matters:**

No matters for this meeting.

### **Executive Session:**

No matters for this meeting.

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

Recommend adoption of the 2020-2022 Capital Improvement Program (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve and adopt the 2020 – 2022 Capital Improvement Program financial plan (see letter from P. Parker).

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

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

#### *Budget Workshop Schedule:*

Wednesday, August 14<sup>th</sup> at 4:00 PM.

Wednesday, August 21<sup>st</sup> at 4:00 PM.

The Tax Cap calculation for the 2020 budget was reviewed.

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

No matters for this meeting.

\*\*The FASC meeting was adjourned at 11:00 am.

**The next regularly scheduled meeting of the FASC will be held on Wednesday, August 21, 2019 at 8:30 a.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*SUMMER DAY / TIME AS PER THE REGULAR SCHEDULE\*\***