

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, September 3, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Mike Guyon (Highway/Public Works)

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:** Approval of Minutes – Received and filed the minutes of the August 21, 2019 meeting.

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

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 amendment to In Site Architecture (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an amendment with In Site Architecture for additional design and bid services related to Phase 2 of the Winter Farmer's Market Barn Renovation. The amount of the contract increase is expected to be approximately \$37,500 or less. Grant Funds in the amount of \$500,000 have been obtained for Phase 2 of this project (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

Appropriate Insurance Recovery Funds in the Highway Fund (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to appropriate \$1,540 to both expense (D.HWY.5130.4.65 – Vehicle Repairs Expense) and revenue (D.HWY.5140.2680 – Insurance Recovery). The revenue has been received that resulted from a driver that struck and damaged Highway Truck #52 (see letter from T. Anderson). 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:**

Declare computers, servers and a projector as surplus for disposal/donation (Information Technology Dept.) – The FASC discussed the request from Jeremy Lutz for Town Board action to declare various laptop computers, desktop computers, computer servers and an InFocus projector as surplus. While these items have no further value to the Town, an effort to donate these items will be made prior to these items being disposed of as junk and placed into an electronics recycle program. A complete list is attached (see letter from J. Lutz). The FASC recommends the Town Board take favorable action on this matter.

### **Executive Session:**

There was a motion at 3:50 pm by Robin Wilt to enter into an executive session to discuss bargaining unit negotiations and litigation. This was seconded by Jason DiPonzio and all voted aye. Due to the sensitive nature of these discussions, notes are not contained herein.

At 4:20 pm there was a motion by Jason DiPonzio to end the executive session and resume the regular session. This was seconded by Robin Wilt and all voted aye. The regular session continued.

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

The FASC committee discussed the 2020 budget requests and the process and schedule of the 2020 budget presentation.

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

No matters for this meeting.

\*\*The FASC meeting was adjourned at 4:50.

**The next regularly scheduled meeting of the FASC will be held on Tuesday, September 17<sup>th</sup>, 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\*\***