

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, November 19, 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:**

Chief David Catholdi (Police Department)

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 November 5<sup>th</sup>, 2019 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Approve contract with Town & Country Cleaners (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for Town Board action to approve a contract with Town & Country Cleaners for Police Department uniform/clothing cleaning. The contract will be for a one year term beginning on January 1, 2020 through December 31, 2020 with three one-year renewal options at the discretion of the Town. Three quotes were obtained for these services as per the Town's purchasing policy with Town & Country Cleaners having the lowest quote. The Town spends approximately \$8,500 annually on this service (see letter from D. Catholdi).

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:**

The 2020 FASC meeting schedule was reviewed (as updated at the November 5<sup>th</sup>, 2019 FASC meeting) and handed out to each committee member. This is the FASC meeting schedule that will be adopted at the Town's Organizational meeting.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

\*\*The FASC meeting was adjourned at 3:48 p.m.

**The next regularly scheduled meeting of the FASC will be held on **Tuesday, December 3<sup>rd</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\*\***