

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Thursday, February 20, 2020 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzo (Chair)  
Robin Wilt  
Supervisor William Moehle  
Suzanne Zaso (Staff to the Committee)

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Rebecca Cotter (Recreation)  
Mike Guyon (Public Works/Highway)

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 the minutes of the February 4<sup>th</sup>, 2020 meeting.

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

See Contracts and Contract Change Orders.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Waive Procurement Policy, Authorize short-term contract with S & S Limousine, Authorize to seek bids for Senior Program Transportation Services (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action for the following:

- a. Waive Town Procurement policy in the short term for the Brighton Senior Program to utilize S & S Limousine due to the sudden sale of Platinum Limousine of WNY, Inc. to S & S.
- b. Authorization for the Supervisor to execute a new contract with S&S Limousine, Nunc Pro Tunc effective February 1 through June 30, 2020 to provide uninterrupted service to the Seniors' Transportation Program.
- c. Authorization to seek bids for the remainder of 2020 for transportation services for the Brighton Senior Program from July 1 through December 31, 2020. (See letter from R. Cotter).

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

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

Authorize appropriations and transfers for the 2019 budget year end processing (Finance Dept.) – The FASC discussed with Suzanne Zaso the request of Paula Parker for Town Board action to approve any additional year-end 2019 budget transfers and appropriations, if necessary, to reflect the actual activity that has occurred relative to the 2019 amended budget. A list of any amendments will be provided prior to the February 26<sup>th</sup> Town Board meeting. (see letter from P. Parker).

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:**

Adopt Bond Resolution in the amount of \$840,000 for the purchase of Highway Equipment in the 2020 Fiscal year (Sewer/Finance Depts.) – The FASC discussed with Suzanne Zaso the request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$840,000 to purchase needed Highway and Parks equipment as planned in the 2020-2022 CIP and the 2020 adopted budget with the addition of one additional front end loader. A full list is attached to the communication (see letter from P. Parker)

\*Two bonds will be done for this one in the amount of \$760,000 and one in the amount of \$80,000.

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

### ***As an addendum to these notes:***

There was discussion and consensus on adopting an additional Bond for Duffield Road reconstruction in the amount of \$155,000. After consultation with Supervisor Moehle and Mike Guyon, this bond was produced and will be on the agenda for the 2/26/2020 Town Board meeting.

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

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

The FASC discussed inviting the Town's independent audit firm, Mengel Metzger Barr & Co., to the next FASC meeting to review the upcoming annual audit and the latest news in government finance.

### **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 9:00 a.m.

The next regularly scheduled meeting of the FASC will be held on Tuesday, March 3, 2020 at 3:30 p.m. in the Downstairs Meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings. (Note different location)

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