

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, October 20, 2020 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:**

Mike Guyon (Public Works/Highway)  
Jeremy Lutz (Information Technology)  
Rebecca Cotter (Recreation)

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 October 6, 2020 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 amended NYSDOT Snow & Ice Removal Calculation sheets for the 2020/2021 snow season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to sign three copies of the Adjustment/Calculation Worksheets for the upcoming 2020/2021 snow & ice season. This adjustment to the estimated Town expense is part of our 5-year approved agreement with NYSDOT and is done on an annual basis. This will increase the estimated amount of reimbursement the Town will receive from the State for snow and ice removal services (see letter from M. Guyon).

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

Approve training with Monroe County Office for the Aging and the Grab and Go Meal Plan (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to approve the Grab and Go Meal Program for our Brighton Senior Citizens and the related no cost contract with Monroe County Office for the Aging. This is a new program with MCOFA funding all the meal/food costs via Good Will of the Finger Lakes. Further Town Board approval is request for the completion of required training, not to exceed \$450 total, by the Brighton Recreation Staff as a requirement of this new program. Funds are available in the Senior Citizen's Budget Cost Center (A.REC.6772.4.74) (see letter from R. Cotter).

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:**

Declare 2005 Chevrolet Silverado Pickup Truck #96 as surplus in the Sewer Department to be sold at any upcoming Roy Tietsworth, Inc. municipal live auction or at their municipal on line auction (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare #96 a 2005 Chevrolet Silverado pickup truck VIN# 1GCHK24UX5E326517 as surplus to be disposed of at the any upcoming municipal live auctions or online auctions. This vehicle has been replaced as per our 2020 CIP (see letter from M. Guyon).

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

Declare desk computers, laptop computers, server computers and a printer as surplus to be donated to a non-profit and/or educational facility (Information Technology Dept.) – The FASC discussed with Jeremy Lutz his request for Town Board action to declare various desktop and laptop computers, server computers and a printer as surplus, with items being donated to a non-profit and/or educational facility. These items have no remaining value to the Town and are no longer serviceable (see letter and listing from J. Lutz).

The committee would like Jeremy to research the used purchase value of this older computer equipment to determine the value of such donation or to sell should the re-sale value warrant selling the equipment at some type of auction.

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

*UPDATE NOTE: This item was not on the Board Meeting Agenda for the October 28<sup>th</sup>, 2020 meeting. Jeremy will revisit this and come back with an amended request at a later date.*

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

Community Choice Aggregation. The committee discussed the inclusion of a community solar energy option choice within the CCA program. This option will work a bit differently as the program is an “opt in” choice. This differs from our Community Choice Aggregation program as that is an “opt out” choice (residents will automatically be entered in the CCA). The solar option will provide an even greater opportunity for energy savings by our residents. The committee feels it is best to present information regarding the community solar option at the upcoming CCA presentations by Roctricity /Joule in October and November, and to include the community solar option as part of the January 2021 CCA program rollout.

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

No matters for this meeting.

### **Executive Session:**

There was a motion by Supervisor Moehle to enter an executive session at 3:59 pm to discuss the employment of particular people, litigation and a real-estate matter. This was seconded by Robin Wilt and all voted aye.

Due to the confidential nature of these discussions, notes are not contained herein.

A motion was made by Supervisor Moehle to end the executive session at 4:53 p.m. This was seconded by Robin Wilt and all voted aye.

\*\*The FASC meeting was adjourned at 4:53 p.m.

The **next regularly scheduled meeting of the FASC will be held on WEDNESDAY, NOVEMBER 4<sup>TH</sup>, 2020 at 3:30 p.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings. Note day change due to Election Day on Tuesday.

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