

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, September 14, 2021 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)  
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 September 1, 2021 meeting.

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

Approve/Authorized the purchase of one (1) 2020 Type II Demers Type II Sprinter Ambulance via the Eagle County, Co./SAVVIK purchasing group and budget amendment (Ambulance District) – The FASC discussed with Paula Parker the request with the concurrence of Dennis Mietz as a representative for Brighton Volunteer Ambulance for Town Board action to approve the purchase of a 2020 Sprinter type II Demers Ambulance in the amount of \$102,800. The purchase of this ambulance is via the Eagle County Health Service District in Colorado with SAVVIK Buying Group as administrator. Further approval for to appropriate \$32,800 for the SA909 Fund Balance to account SA.AMBUD.3600 2.25 Emergency Response Vehicles (see letter from P. Parker with attachments) 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:**

Approve contract amendment for In.Site Architecture for Phase 3 design services for the Winter Farmers' Market in a maximum amount not to exceed \$143,800 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for

Town Board action to amend the current contract with In.Site Architecture to add design services for Phase 3 of the Winter Famers' Market project. The contract amendment for the Phase 3 design services will not exceed \$135,000 with an additional amount of \$8,800 for services outside the design scope (i.e. attending and presenting at public meetings) with the maximum cost of the amendment not to exceed \$143,800. Additional SAM Grant funds have been secured for this project in the amount of \$500,000 (see letter from M. Guyon).

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

**Executive Session:**

No matters for this meeting.

**Budget Amendments and Transfers:**

No matters for this meeting.

**Personnel Matters:**

Approve appointment of one Office Clerk III position in the Police Department effective September 27, 2021 (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to approve an appointment to the position of Office Clerk III full-time in the Brighton Police Department. This appointment will be effective September 27, 2021 at the starting hourly wage rate of \$35,471.80 annually in accordance with Group 2, Step 1 on the Non-Represented Full Time Salary and Wage Schedule. This Civil Service appointment is also dependent upon successful completion of all background checks and will serve a 52 week probationary period (see letter from D. Catholdi).

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

Approve promotion of Carl Jones to Senior Motor Equipment Operator (Sr. MEO) effective September 27, 2021 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board approval for the promotion of Carl Jones from Motor Equipment Operator (MEO) to Senior Motor Equipment Operator (Sr. MEO) effective September 27, 2021. Mr. Jones will serve a 26 week probationary period with all other terms in accordance to the CSEA bargaining unit contract (see letter from M. Guyon).

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

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

Set Public Hearing to adopt a local law to override the 2022 tax cap. This is due to the pending final tax cap calculation related to the dissolution of the West Brighton Fire Protection District. Public Hearing to consider this local law will be set for October 13th, 2021 (see letter from P. Parker).

**Other Matters for Discussion Only:**

Finance Director, Paula Parker, updated the FASC committee on the 2022 budget and discussed specific areas of reduction and other issued that could affect the budget numbers.

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

No matters for this meeting

\*\*The FASC meeting was adjourned at 4: 27pm.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, OCTOBER 5<sup>th</sup>, 2021 at 3:30 p.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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