

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Monday, January 3, 2022 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 (Highway/Public Works)
Bridget Monroe (Supervisor's Office)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:55 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 December 14, 2021 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to solicit bids as necessary for goods and services as indicated and included in the 2022 budget (Public Works/Highway/Sewer Depts.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2022 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).

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

Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2022 budget (Public Works/Facility Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2022 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Award Professional Services contract to In/Ex Architecture P.C for Brighton Town Hall Evaluation (Public Works/Facility Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award the Request for Proposals (RFP) to In/Ex Architectural, P.C. in an amount not to exceed \$116,660.

Contract will provide for an evaluation of Brighton Town Hall for space needs, code compliance and HVAC upgrade needs. Also approval for the Supervisor to sign all related documents and to authorize the Finance Department to make any amendments to the 2022 budget (see letter from M. Guyon).

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 agreement with Electronic Field Productions, Inc. (Supervisor's Dept.) – The FASC discussed with Bridget Monroe her request for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2022 in an annual amount not to exceed \$52,000 (no increase from the previous year). Funds are available in the 2022 budget (see letter from B. Monroe).

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

Approve and accept ASL interpreter rates for 2022 (Supervisor's Office) – Request from Bridget Monroe for Town Board action to approve the annual rates from Interprettek for ASL interpreter services for the Town Board meetings (see letter from B. Monroe).

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

Budget Amendments and Transfers:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

**The FASC meeting was adjourned at 2:15 pm.

The next regularly scheduled meeting of the FASC will be held on Tuesday, JANUARY 18, 2022 at 3:30 PM in the AUDITORIUM at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****