

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday May 18, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

Robin Wilt (Acting Chair)  
Supervisor William Moehle  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Mike Guyon (Public Works)  
Rebecca Cotter (Recreation)

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 – Receive and file the minutes of the May 4, 2022 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 2021/2022 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 2021/2022 snow & ice season. This adjustment will increase the orginal estimate of \$253,701.49 by \$8,372.15 to a revised estimate of \$262,073.64 for the 2021/2022 snow 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 (see letter from M. Guyon).

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.

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

With the resignation of David Kaltenbach, effective May 4, 2022, we would like to solicit applications to fill the part time position of Assistant Fire Marshal. This position is a permanent part time position and once a candidate is selected, I will bring this information back to the FASC for recommendation to the Board.

Update the Committee regarding the hiring process for the full time Recreation Leader position by R. Cotter. There are two candidates being considered for this positon. As soon as references are checked, Becky will forward information to be included on the Town Board agenda for the May 25<sup>th</sup>, 2022 meeting.

## **Personnel Matters:**

### **EXECUTIVE SESSION: (employment of a particular person or people)**

There was a motion by Robin Wilt to enter into an executive session at 8:47 am to discuss the employment of a particular person or people. This was seconded by Supervisor Moehle and all voted aye.

Approve an appointment to the position of Clerk II in the Highway Department effective June 20, 2022 (Highway Dept.) – The FASC Discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of Clerk II effective June 20, 2022. This salary for this position will be set at Group 3 Step 1 \$41,787.20 (\$22.96/hour (35 hours/week) as outlined on the full time Non-Represented Salary & Wage schedule. This appointment is probationary and is subject to the successful competition of a 52 week probationary period. This candidate was selected from the current Civil Service list for the Clerk II title (see letter from M. Guyon).

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

There was a motion by Robin Wilt to end the executive session at 8:54 am. This was seconded by Supervisor Moehle and all voted aye.

## **Executive Session:**

See Personnel section above.

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

No matters for this meeting.

\*\*The FASC meeting was adjourned at 8:54 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, June 1, 2022 at 8:30 AM  
in the **PUBLIC WORKS CONFERENCE ROOM**  
at Brighton Town Hall.**

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

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