

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday July 20, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

Robin Wilt (Acting Chair)  
William Moehle  
Paula Parker (Staff to the Committee)  
**Absent:** Jason DiPonzo (Chair)

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Mike Guyon (Highway/Public Works)  
Evert Garcia (Public Works)  
Lisa Pavlovych (Justice Court)

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 July 6, 2022 meeting.

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

Accept NYSERDA Technology in the amount of \$75,000 and select OpenGov (via RFP) for the new software technology in an amount not to exceed \$69,733.33 plus other related connection fees (\$6,945) (Public Works Dept.) – The FASC discussed with Mike Guyon and Evert Garcia the request for Town Board action to:

- a. Accept the NYSERDA Grant in the amount of \$75,000 and authorize the Supervisor (or designee) to execute all documents related to the grant and:
- b. Select OpenGov from the RFP for the new technology platform that will replace Municipality in an amount not to exceed \$69,733.33 and:
- c. Authorized the Finance department to make the necessary amendments to the budget that will include the Grant revenue, the OpenGov software, and the additional costs of approximately \$6,945 (not covered by the grant) for miscellaneous licensing and connection fees.

Note: Grant provides payments after achieved milestones in the initial year and the final payment being made after two years of quarterly reports (see letter from E. Garcia).

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

### **Grant Authorizations and Acceptances:**

Refer above for NYSERDA award request.  
No other matters for this meeting.

### **Contracts and Contract Change Orders:**

Authorize a one year contract extension with Skanex Pipe Services, Inc. with three (3) items increased as listed (no increase for 2019, 2020 or 2021) on the base bid schedule (Sewer Dept.) - The FASC discussed with Mike Guyon and Evert Garcia the request from Chad Roscoe for Town Board action to approve a contract extension with Skanex Pipe Services, Inc. This is the fourth and final renewal of a possible total of four (4) with three (3) items increasing in pricing. The contract, effective 7/26/2022 through 7/26/2023, will provide for services related to the annual Cured In Place Pipe (CIPP) Lining program related to the sanitary sewers and is limited to the annual funds as budgeted (see letter from C. Roscoe).

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:**

No matters for this meeting.

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

Discussion only: Review hiring plan for Justice Court to replace Deputy Court Clerk, Sandy Jonas who is retiring on September 9<sup>th</sup>, 2022. No action will be needed at this time. When a candidate is selected, Lisa will return to the FASC to appoint the candidate (see letter from L. Pavlovych). The FASC supported Lisa Pavlovych's plan to replace Ms. Jonas. Lisa will return to FASC when a candidate is selected.

~~Change September FASC meetings: September 6<sup>th</sup> to August 31<sup>st</sup>; and September 20<sup>th</sup> to September 13<sup>th</sup> (see Town Board Meeting schedule).~~

**No change in the FASC schedule will be needed.** The FASC meetings will remain as scheduled: September 6<sup>th</sup> and September 20<sup>th</sup>.

There was a Town Board Meeting scheduling error. The regular Town Board meetings will be changed on the current schedule to the second and fourth Wednesdays of September: September 14<sup>th</sup> and September 28<sup>th</sup> as per our usual schedule. Bridget will make the corrections and do a press release.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

The meeting was adjourned at 9:08 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, August 3<sup>rd</sup>, 2022 at 8:30 AM  
in the ***AUDITORIUM\*\**** at Brighton Town Hall.**

**All members of the public are invited to attend FASC meetings.  
***\*\*AS PER THE REGULAR SCHEDULE\*\******