

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, March 1, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Public Works/Highway)
Evert Garcia (Public Works)
Dan Aman (Town Clerk)
Ken Gordon (Town Attorney)

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 February 15, 2023 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 Group 1 Townwide speed limit reduction study with Stantec Consulting Services (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to sign the Group 1 townwide speed limit reduction study with Stantec Consulting Services in an amount not to exceed \$7,932 as outlined in their proposal. During this discussion, it was decided by the FASC to approve the contract for an amount not to exceed \$17,132 to study both Groups 1 and 2. The additional cost is \$9,200 to include Group 2. Further to authorize and direct the Finance Department to amend the 2023 budget to fund this project. Mike Guyon will update his communication to include both Groups 1 and 2 for \$17,132 (see letter from M. Guyon).

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

Chelmsford Lane Culvert Design Services contract with Ravi Engineers (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorized the Supervisor to execute a contract in an amount not to exceed \$60,000 with Ravi Engineers for the design of the Chelmsford Lane Culvert repair/replacement. These services are for design and design alternatives. Town staff will provide construction inspection services for the project. As per the last meeting request, since this project was not included in the budget, authorize the finance department to make the necessary amendments to the budget (see letter from M. Guyon).
FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2022 budget year end processing and 2023 re-appropriations for grant and capital projects (Finance Dept.) – The FASC discussed with Paula Parker the request for Town Board action to approve the updated list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2022 amended budget. A complete list has not yet been finalized and will be available prior to the March 8th Board Meeting (see letter from P. Parker).

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

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:

Ken Gordon discussed the Historical Preservation 2022 and 2023 budget and any open purchase orders related to properties.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion at 8:55 am by Supervisor Moehle to enter an executive session to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

There was a motion at 9:15 am by Robin Wilt to end the executive session. This was seconded by Supervisor Moehle and all voted aye.

The meeting was adjourned at 9:20 a.m.

The next regularly scheduled meeting of the FASC will be held on

Wednesday, March 15th , 2023 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****