

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, May 17, 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:

Evert Garcia (Public Works)
Ken Gordon (Town Attorney)
Earl Johnson (Finance)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a 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 May 3, 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 In/Ex Architecture additional services contract dated April 17, 2023, in the amount of \$13,510 (Public Works) – The FASC discussed Evert Garcia's request for Town Board action to approve the additional services contract with In/Ex Architecture which will evaluate two green HVAC solutions. This additional review was requested by the Town's Sustainability Oversight Committee (SOC) and was not part of the original Town Hall facility priority project (see letter from E Garcia).

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

Award contract to Pro Construction to perform sidewalk repair up to the 2023 budgeted amount of \$276,100 (Public Works) – The FASC discussed a request from Evert Garcia and Chad Roscoe for Town Board action to award this project to Pro Construction as the lowest responsible bidder to the request for proposal (RFP) reducing the quantity of sidewalks to the 2023 budgeted amount of \$276,100 (see letter from E Garcia). FASC discussed several possible solutions given the budget shortfall and the lowest bid be higher than that budget. FASC recommends the Town Board take favorable action on this matter subject to the Town Attorney's review.

Award contract to Barton & Loguidice to provide material (asbestos) testing and inspection services for the pre-demolition of 59 Hampshire Drive dated May 8th, 2023, in the estimated amount of up to \$4,048 (Public Works) – The FASC discussed a request from Evert Garcia and Brendan Ryan for Town Board action to enter into an agreement with Barton & Loguidice as the lowest responsible bidder to the request for proposal (RFP) to provide material testing and inspection services for the pre-demolition of a single family home at 59 Hampshire Drive (see letter from B Ryan). FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Approve 2023 Budget Amendment for purchase of an ambulance for Brighton Volunteer Ambulance (Finance) – The FASC discussed Earl Johnson's request for Town Board action to authorize a budget amendment in the amount of \$38,000 to account SA.AMBUD.3600.2.25 Emergency Response Vehicles. Funds will be appropriated from Fund Balance per the 18-month ambulance replacement cycle as approved in the 2023 – 2025 Capital Improvement Plan (see letter from E Johnson). 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:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

Approve a service contract to be awarded to the lowest responsible bidder for the purpose of reviewing, updating and finalizing the Employee Handbook
(Personnel) – Tricia VanPutte requested this item be tabled until the June 7th meeting as she is waiting for additional information from bidding vendors. This item is scheduled for the June 7th FASC agenda.

Executive Session:

There was no executive session called this meeting.

The meeting was adjourned at 09:10 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, June 7th, 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******