

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, June 21, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Department Heads/Other attendees:

Ken Gordon (Town Attorney)
Bridget Monroe (Assistant to the Town Supervisor)
Evert Garcia (Public Works)
Rebecca Cotter (Recreation Director)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed all 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 June 7, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting

Grant Authorizations and Acceptances:

Authorize the Department of Public Works to apply for a \$10,000 Clean Energy Communities (CEC) Grant from NYSERDA as well as apply for the additional \$5,000 action grant (Public Works) – The FASC discussed Brendan Ryan and Evert Garcia's request for Town Board action to authorize the department to apply for the above CEC grant, which will be used to replace the Carmen Clark Lodge furnace in Brighton Town Park with an air source heat pump that is more energy efficient, reduces carbon emissions and adds cooling to the building. This grant is available because we have earned enough points with NYSERDA by completing various projects related to clean energy initiatives and the additional grant because we were one of the first communities to do so (see letter from Brendan Ryan).

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

Contracts and Contract Change Orders:

Authorize the Town Supervisor to execute a fee agreement with Interprettek for the provision of American Sign Language (ASL) services (Town Supervisor Dept) – The FASC discussed Bridget Monroe’s request for Town Board action to authorize Supervisor Moehle to sign a new fee agreement with Interprettek American Sign Language Interpreting Services. The agreement increases fees by \$7 per hour across every category. Funds are available in the 2023 budget to cover the increased cost of services (see letter from Bridget Monroe).

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

Budget Amendments and Transfers:

No matters for this meeting

Personnel Matters:

Appointment to part-time Recreation Assistant III (non-competitive) effective July 11, 2023 (Recreation) – The FASC discussed Rebecca Cotter’s request for Town Board action to approve the appointment of Maureen Siesto to the position of Recreation Assistant III (part-time) effective July 11, 2023 and working with the Brighton Seniors Program. The salary will be set at \$18.57 per hour for a 10-hour work week (Group V, Step 1 of the Part-Time Permanent Salary Schedule and the salary has been accounted for in the 2023 recreation budget A.REC.6772.1.20 (see letter from Rebecca Cotter).

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

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:

No matters for this meeting.

Executive Session:

There was a motion at 8:50 am by Supervisor Moehle to enter into an executive session to discuss a litigation matter. This was seconded by Jason DiPonzio and all voted aye.

There was a motion at 09:10 am by Robin Wilt to end the executive session. This was seconded by William Moehle and all voted aye.

The meeting was adjourned at 09:11 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, July 5th, 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******