

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, July 19, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Evert Garcia (Public Works)
JP O'Brien (Police)
Gary Donofrio (Facilities)

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 July 5th, 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:

No matters for this meeting

Budget Amendments and Transfers:

Authorize the Town Supervisor to direct a budget amendment transferring funds to increase part-time Architect wages for 2023 (Public Works Dept) – The FASC discussed Rick DiStefano's request for Town Board action to authorize Supervisor Moehle to direct a budget amendment transferring funds adding an additional 70 hours for the part-time Architect due to an increase in building permit activity. The amendment request is as follows (see letter from Rick DiStefano):

From: A.DPW.8020.1.10 (FT Wages, Planning Technician 2) = \$3,250.00
To: A.DPW.8020.1.20 (PT Wages) = \$3,250.00

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

Personnel Matters:

Amend Non-Represented Facilities Department title from Laborer to Cleaner-Senior moving wage of employee due to reorganization of the Facilities Department (Facilities/Personnel) – FASC discussed Gary Donofrio's request for Town Board action to change Peter Massoth's title from Laborer to Cleaner-Senior due to the reorganization of the Facilities Department moving his pay from Group 1 Step 4 (\$37,928.80) to Group 1 Step 5 (\$39,821.60) effective 7-22-2023. FASC clarified that Peter Massoth will then move from Step 5 to Step 6 (\$41,805.40) on his regularly scheduled step increase date of 11-18-2023 (see letter from Gary Donofrio).

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:

Presentation of the Supervisor's 2023 Town Budget Report for the Six-month Period Ended June 30, 2023 (E Johnson, Director of Finance).

Discussion regarding the Town Board's First Draft of the Capital Improvement Plan 2024-2026. (William Moehle, Town Supervisor).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

FASC entered into Executive Session at 8:45am to discuss the employment of two particular persons. FASC discussed the appointments.

FASC recommends the Town Board take favorable action on both matters.

FASC adjourned the Executive Session and returned to Open Session at 8:55am.

The meeting was adjourned at 09:35 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, August 2nd, 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****