

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, December 6, 2023 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzo (Chair)  
Robin Wilt  
William Moehle  
Marcia Adams (Staff to the Committee)

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Evert Garcia (Public Works)  
Pamela Post (Assessor)  
Steve Zimmer (Highway)

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 November 15th, 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:**

Authorize the Town Board to approve the renewal of the 2022 & 2023 Employee Assistance Program (EAP) contract with UR Medicine EAP of the University of Rochester Medical Faculty Group. – The FASC discussed Marcia Adams' request for the town board to authorize the Town Supervisor to execute the renewal agreement, which is for a two-year term beginning on January 1, 2024 and terminating on December 31, 2025 for a proposed contract amount of \$5,300 per year.

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

Authorize the Town Board Supervisor to enter into an agreement with Vialytics for the purchase of their intelligent road management system – The FASC discussed Evert Garcia's request for the board to authorize the Town Supervisor to execute this agreement with a not to exceed price of \$19,000.00 for a 12-month term. This system is designed to automatically assess the condition of our local roads, providing data that will enhance our ability to plan, budget, and execute our annual pavement treatment program.

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

**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 to add an additional 25 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) = \$1,160.00

To: A.DPW.8020.1.20 (PT Wages) = \$1,160.00

**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.

**Executive Session:**

FASC entered into Executive Session at 8:45 am to discuss a legal matter.

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

FASC adjourned the Executive Session and returned to Open Session at 9:00

**Other Matters for Discussion Only:**

No matters for this meeting.

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

No matters for this meeting.

The meeting was adjourned at 9:30 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, December 20th, 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\*\***