

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, February 7, 2024 Meeting**

**ATTENDEES**

**FASC Members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Rick DiStefano (Public Works)  
Gary Donofrio (Facilities)  
Chad Roscoe (Public Works)  
Jim Sprague (Public Works)  
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 January 17th, 2024 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:**

Request for Town Board to authorize renewal of the Terry Tree Service, LLC contract for tree maintenance and removal services (Public Works) – The FASC discussed Chad Roscoe's request for Town Board action to authorize the Town Supervisor to sign the renewal of the contract with Terry Tree Service, LLC for the 2024 season with a proposed rate increase of 4%. (see letter from C. Roscoe).

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

Request for Town Board to authorize renewal of the Electronic Field Productions, Inc. contract for 2024 for video production and cable-television management services (Supervisor) – The FASC discussed Bridget Monroe's request for Town Board action to authorize the Town Supervisor to sign the renewal contract with Electronic Field Productions, Inc. for 2024 with a 0% rate increase for services of video production and cable-television management services (see letter from B. Monroe).

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

Authorize the Town Supervisor to execute a consulting services agreement with TYLin (Supervisor) – The FASC discussed Supervisor Moehle's request for Town Board action to authorize him to sign an agreement with TYLin for Evert Garcia consulting Services at the rate agreed upon rate on an as needed basis through December 31, 2024 (letter to be provided).

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

### **Budget Amendments and Transfers:**

Request for Town Board to approve budget amendment related to the purchase of the Sign Shop printer (Highway) – The FASC discussed Amy Banker's request for Town Board action to authorize the budget amendment related to a higher than budgeted purchase price for the approved and budgeted printer for the Sign Shop (see letter from A. Banker).

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

Request for Town Board to approve budget amendment related to the new Town Engineer position (Public Works) – The FASC discussed Evert Garcia and Earl Johnson's request for Town Board action to authorize the budget amendment related to filling the Town Engineer position as an employee as opposed to the originally budgeted contracted personnel (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:**

Adopt Bond Resolution in the amount of \$350,000 for the purchase of a Vacuum Sweeper Truck for the Highway Department as approved in the 2024-2026 Capital Improvement Plan (Finance) – The FASC discussed Earl Johnson's request for Town Board action to adopt a bond resolution in the amount of \$350,000 for the purchase of one vacuum sweeper truck which is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from E. Johnson).

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

**Executive Session:**

FASC entered into Executive Session at 8:55 am to discuss a personnel matter.

FASC adjourned the Executive Session returning to Open Session at 9:00 am.

**Other Matters for Discussion Only:**

No matters for this meeting.

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

No matters for this meeting.

Chair Nate Salzman wished his lovely wife, Samantha, a very happy birthday and adjourned the meeting at 9:00 am.

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

**Thursday, February 22nd, 2024 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\*\***