

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Thursday, February 22, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Pamela Post (Assessor)
Jim Sprague (Public Works)

FASC Members Absent

Nathaniel Salzman (Chair)

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 February 7th, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

Request for Town Board to authorize the Town Supervisor to enter into an agreement with Arborview for consulting services to provide tree evaluations (Public Works) – The FASC reviewed Chad Roscoe's request for Town Board action to authorize the Town Supervisor to sign an agreement with Arborview as the lowest responsible bidder for consulting services not to exceed \$3,000.00 which has already been budgeted under A.DPW.8560.4.49 for the 2024 season with a proposed annual renewal for 2025, 2026 & 2027 with rate increases not to exceed 3.5%. (see letter from C. Roscoe).

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

Request for Town Board to authorize the Town Supervisor to enter into an agreement with Birchcrest Tree & Landscape for the rental of a bucket truck with a qualified operator (Public Works) – The FASC reviewed Chad Roscoe's request for Town Board action to authorize the Town Supervisor to sign an agreement with Birchcrest Tree & Landscape as the lowest responsible bidder for rental services not to exceed \$35,942.00 which has already been budgeted under A.DPW.8560.4.43 for the 2024 season. (see letter from C. Roscoe).

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

Request for Town Board to authorize the Town Supervisor to enter into an agreement with Mayer Paint & Hardware for hardware services (Public Works) – The FASC reviewed Chad Roscoe’s request for Town Board action to authorize the Town Supervisor to sign an agreement with Mayer Paint & Hardware as the lowest responsible bidder for hardware services which are 15% discounted from public pricing and includes the option to renew for four additional one-year periods at that same discount with funds budgeted under various departmental budgets. (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2023 budget year end processing and 2024 re-appropriations for grant projects (Finance) – The FASC discussed Earl Johnson’s request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2023 amended budget. This list may need to be lightly updated prior to the February 28th Board Meeting for any additional 2023 claims that will need to be posted to 2023 reported after the FASC meeting (see letter from E. Johnson).

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

Request for Town Board to approve a budget amendment related to the purchase of an Ice Machine at the DPW Operations Center (Highway) – The FASC discussed Amy Banker’s request for Town Board action to authorize a \$3,500 budget amendment to replace approximately 15-yr old failed equipment shared by the Highway and Sewer Departments by moving \$2,345 from A.HWY.51324.41 and \$1,155 from SS.SEWER.8120.4.45 to corresponding equipment accounts (see letter from A. Banker).

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:

Request for Town Board to approve the Assessor's Department to perform a townwide Revaluation Project (Assessor) – The FASC discussed Pamela Post's request for Town Board action to approve a townwide Revaluation Project starting in 2024 and to be completed in 2025 and which is necessary because the town equalization rate has dropped to 70% for 2023 and is forecasted to be closer to 60% in 2024 (see letter from P. Post).

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

Executive Session:

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.

Acting Chair Robin Wilt adjourned the meeting at 9:15 am.

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

Wednesday, March 6th, 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****