

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, April 3, 2024 Meeting**

**FASC Members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

JP O'Brien (Police)  
Ken Hurley (Public Works)  
Pamela Post (Assessor)  
Jim Sprague (Public Works)

**Community Visitors**

Tess Heffernan  
Grady Heffernan

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 March 20th, 2024 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Request for Town Board to accept the lowest responsible bid received to provide the town's 2024 dumpster and Recycling services (DPW) – the FASC reviewed Chad Roscoe's request for Town Board action to authorize the Town Supervisor to award the contract to the lowest responsible bidder for 2024 Dumpster and Recycling collection (beginning April 2024) which was Casella with renewal for up to three additional one-year calendar periods by mutual agreement (see letter from C. Roscoe).

**FASC recommends the Town Board take favorable action on this matter pending additional detail which was provided.**

**Grant Authorizations and Acceptances:**

No matters for this meeting.

### **Contracts and Contract Change Orders:**

Request for the Town Board to approve the proposal from In/Ex Architecture to provide Town Hall Renovation design and construction administration services (DPW) – The FASC reviewed Ken Hurley’s request for Town Board Action to authorize the Town Supervisor to sign an agreement with In/Ex Architecture to provide Town Hall Renovation design and construction administration services in the amount of \$820,647, of which up to \$235,170 would exclude consultants and change orders for up to ten percent, or \$82,064.70 (see letter from K Hurley).

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

Request for the Town Board to approve the proposal from Lu Engineers to provide abatement design for asbestos removal related to the Town Hall Renovation Project (DPW) – The FASC reviewed Ken Hurley’s request for Town Board Action to authorize the Town Supervisor to sign an agreement with Lu Engineers to provide professional services to complete the abatement design for asbestos removal in the amount of \$18,145 and change orders of up to ten percent, or \$1,814.50 (see letter from K Hurley).

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

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

Request for the Town Board to approve the Budget Amendment for the Brighton Police Department’s approved purchase using GRANET funds received at the end of 2023 (Police Department) – The FASC reviewed Chief Catholdi’s request for Town Board Action to approve the Budget Amendment for the Police Department to purchase office furniture using GRANET funds received at the end of 2023 and deferred for use in 2024 (see letter from D. Catholdi).

**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 9:00 am to discuss one personnel matter.

FASC adjourned the Executive Session returning to Open Session at 9:10 am.

**Other Matters for Discussion Only:**

Discussion regarding the process for receiving Cell Tower Lease proposals.  
**There was no recommendation for the Town Board on this matter.**

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

No matters for this meeting.

Chair Nathaniel Salzman adjourned the meeting at 9:25 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, April 17th, 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\*\***