

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

Meeting Date: Wednesday, July 17, 2024 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes from July 3, 2024.
2. Request to authorize a Budget Amendment in order to add a mini-split A/C unit in the Mechanics Shop (DPW) – Request from Amy Banker to the Town Board to authorize a Budget Amendment to add a mini-split A/C unit to properly cool the garage (Mechanics Shop) as follows (cost to split with Sewer Fund which does not require a BA (see letter from A Banker):

Expense:	A.HWY.5132.2.63 Building Improv	\$3,895.00
Expense:	A.HWY.5132.4.41 Maint Supplies	(\$3,895.00)
3. Request to authorize the Department of Public Works to seek the necessary bids for the demolition and removal of the “Milking Barn Structure” at the Farmers Market (Recreation) – Request from Rebecca Cotter for the Department of Public Works to seek the necessary bids for the demolition and removal of the “Milking Barn Structure” at 1425 Westfall Road, Site of the Farmers Market so that the site can be fully useable in the future (see letter from R Cotter).
4. Discussion with the FASC regarding the Town Hall Capital Project Borrowing Actions and Timeline (Finance) – Ensure the Draft Timeline for borrowing associated with the Town Hall Capital Project is known and scheduled so that the required bond resolution will be completed by the planned date (see draft Town Hall Capital Project Borrowing Actions and Timeline from E Johnson).

EXECUTIVE SESSION – Discuss employment of particular person

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, August 3, 2024, at 8:30 a.m.
in the AUDITORIUM of the Brighton Town Hall.**

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****



To: Honorable Finance Committee
From: Amy Banker
Date: July 10, 2024
Re: Budget Transfer

I am requesting that \$3,895 be transferred from A.HWY.5132 4.41(maintenance/repair service) to A.HWY.5132 2.63 (Bldg. Improvement). Sewer has available funding in SS.SEWER.8120 200's

Funds are needed to add a mini-split (A/C) unit in the Mechanics shop. The shop is currently connected to the office unit and it does not cool the shop as well as it should; the office temp would have to be set much lower to properly cool the garage. This is not a planned purchase and was not originally budgeted. Purchase will be made using a three price quote.

I can answer any questions if needed.

Amy Banker

Amy Banker
Accountant

Cc: J. Sprague
B. Monroe
E. Johnson



Recreation Department

Rebecca Cotter
Recreation Director

July 15, 2024

Honorable Finance Committee Members
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request permission for the Department of Public Works to seek the necessary bids for the demolition and removal of the “Milking Barn Structure” at 1435 Westfall Rd, site of the Winter Farmers Market. It has been deemed necessary to remove this structure in our efforts to continue to make the site useable in the future.

The Brighton Department of Public Works will be overseeing the bid process and related work to be done once the bid is awarded.

I am happy to answer any questions you may have in this matter.

Respectfully,

Rebecca Cotter
Recreation Director
Town of Brighton