

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, July 3, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Chief Catholdi (Police)
Jim Sprague (Public Works)
Amanda Andera (BRTF)
Clayton Jones (BRTF)

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 June 18th, 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:

No matters for this meeting.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Authorize the Town to order an emergency board up of 185 Kimbark Road as requested by the Brighton Fire Department and initiate the Town of Brighton Code Chapter 51 process (DPW) – The FASC reviewed a request from Jim Sprague to the Town Board to authorize an emergency board up of the 185 Kimbark Road property as requested by the Brighton Fire Department based upon the inspection performed by Town Building Inspector Edward Sher, and initiate the Chapter 51 process under the Town of Brighton Code that will require the property owner to make the building safe or allow for demolition by the Town of Brighton (see letter from J Sprague).

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

Other Matters for Discussion Only:

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).

FASC will review required resolutions next meeting

Discussion with the Budget Review Task Force for the purpose of reviewing the 2025 Capital Improvement Projects (CIP) as presented by town staff (Finance) – FASC discussed Budget Review Task Force (BRTF) meetings with department heads on June 13th, 20th and 27th to discuss their CIP requests (see draft CIP list from E Johnson).

FASC reviewed Draft CIP Requests

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 8:35 am to discuss the employment of particular persons and a matter related to the lease of real property.

FASC adjourned the Executive Session returning to Open Session at 8:50 am.

Chair Nathaniel Salzman adjourned the meeting at 10:05 am.

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

Wednesday, July 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****