

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, July 17, 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:

Rebecca Cotter (Recreation)
Ken Hurley (Public Works)
Brendan Ryan (Public Works)
Jim Sprague (Public Works)
Nathaniel Gibbs (SOC Chair)
Shubhangi Gandhi (SOC Vice 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 July 3rd, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

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).

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:

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)

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:

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 recommends the Town Board take favorable action on this matter when final estimate is calculated.

Other Matters for Discussion Only:

Discussion requested by the Sustainability Oversight Committee (SOC) regarding the establishment of a reserve or assigned fund balance to fund energy efficiency projects (SOC) – Request from Brendan Ryan and the SOC to the Town Board to consider establishing a reserve or assigned fund balance to fund future energy efficiency projects (see letter from B Ryan)

FASC will consider address with additional information provided

Presentation of the Supervisor's 2024 Town Budget Report for the Three-month Period Ended June 30, 2024 (E Johnson, Director of Finance).

There was no recommendation for the Town Board on this matter.

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 promotion of particular persons and a matter related to potential litigation.

FASC adjourned the Executive Session returning to Open Session at 9:05 am.

Chair Nathaniel Salzman adjourned the meeting at 10:00 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, August 3rd, 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****