

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, August 7, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Chief Catholdi (Police)
Gary Donofrio (Facilities)
Tim Jason (Sewer District)
Brendan Ryan (Public Works)

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 17th, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

Request to authorize the Department of Public Works to seek the necessary bids for five priority sustainability projects as determined by the Sustainability Oversight Committee (SOC) and make any necessary Budget Amendments (Public Works) – The FASC reviewed a request from Brendan Ryan and the SOC for the Department of Public Works to seek the necessary bids for these five priority projects (see letter from B Ryan).

FASC recommends the Town Board take favorable action on this matter in one of two options to be determined in discussion with the Town Supervisor.

Request to authorize the Department of Public Works to seek the necessary bids for roof repairs related to the five sustainability projects as determined by the Sustainability Oversight Committee (SOC) including necessary Budget Amendments (Public Works) – The FASC reviewed a request from Brendan Ryan for the Department of Public Works to seek the necessary bids for these four roof projects (see letter from B Ryan).

FASC recommends the Town Board take favorable action on this matter in one of two options to be determined in discussion with the Town Supervisor.

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 from the Parks Department to purchase a zero-turn finish mower (Parks) – The FASC reviewed a request from Matt Beeman to the Town Board to authorize a Budget Amendment to purchase a zero-turn finish mower which created summer efficiencies mowing athletic fields (see letter from M Beeman):

Expense:	A.PARKS.7115.2.40 Maint Equip	\$8,750.00
Expense:	A.PARKS.7122.4.11 Maint Supplies	(\$6,000.00)
Expense:	A.PARKS.7126.4.11 Maint Supplies	(\$2,750.00)

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

Request to authorize the Department of Public Works to seek the necessary bids for repairs to the Corbett's Glen Aerial Sewer Line and make any necessary Budget Amendment (Sewer) – The FASC reviewed a request from Brendan Ryan for the Sewer Department to seek the necessary bids for repairs to the Corbett's Glen Aerial Sewer Line instead of using the funds for an engineering study and, instead, add supports and reline the existing piping (see letter from B Ryan):

Expense:	SS.SEWER.8120.2.80 Sewer Const/Repair	\$100,000.00
Expense:	SS.SEWER.8120.4.52 Engineering Fees	(\$100,000.00)

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:

No matters for this meeting.

Other Matters for Discussion Only:

Discussion regarding the First Draft of the 2025-2027 Capital Improvement Plan (CIP) Budget (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 a particular person.

FASC adjourned the Executive Session returning to Open Session at 8:40 am.

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

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

Wednesday, August 21st, 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****