

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, October 16, 2024 Meeting**

**FASC Members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Jose Caraballo (Police)  
Rick DiStefano (Public Works)  
Sara Krusenstjerna (Supervisor)  
Jim Sprague (Public Works)  
Tricia VanPutte (Personnel)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:40 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 October 2, 2024 meeting.

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

Request for the Town Board to authorize the Town Supervisor to sign an agreement with Iron Mountain to supply record storage, relocation and retrieval services as described (Public Works) – The FASC reviewed a request from Ken Hurley for Town Board action to authorize the Town Supervisor to sign an agreement with Iron Mountain to supply record storage, relocation and retrieval services at an amount not to exceed \$48,240.32 and that the Town Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price (\$4,824.03) (see letter from K Hurley).

**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:**

Authorize the Town Supervisor to direct a budget amendment transferring funds to increase part-time Architect wages for 2024 (Public Works Dept) – The FASC reviewed a request from Rick DiStefano for Town Board action to authorize Supervisor Moehle to direct a budget amendment transferring funds to add an additional 200 hours for the part-time Architect due to an increase in building permit activity. The amendment request is as follows (see letter from Rick DiStefano):

From: A.DPW.8020.1.10 (FT Wages, Clerk III)	= \$9,700.00
To: A.DPW.8020.1.20 (PT Wages)	= \$9,700.00

**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:**

Request for Town Board to give permission to declare two police vehicles as surplus and prepare them for auction (Police) – The FASC reviewed a request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare the listed vehicles as surplus and prepare them for auction; if appropriate one vehicle may be repurposed to another town department (see letter from D Catholdi).

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

## **Other Matters for Discussion Only:**

Presentation of the Supervisor's 2024 Town Budget Report for the Nine-month Period Ended September 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 9:10 am to discuss the employment of a particular person.

FASC adjourned the Executive Session returning to Open Session at 9:30 am.

Chair Nathaniel Salzman adjourned the meeting at 9:30 am.

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

**Wednesday, November 6, 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\*\***