

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, December 18, 2024 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Jim Sprague (Public Works)
Tricia VanPutte (Human Resources)

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 December 4, 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:

Request for the Town Board to authorize the Town Supervisor to Execute a professional services contract with Municipal Solutions, Inc. for financial and disclosure filings with EMMA with fees set forth in the contract (Finance) – The FASC Reviewed a request from Earl Johnson for Town Board action to approve a professional services contract with Municipal Solutions, Inc. for services related to the filing of the financial statements/budgets (\$235 per filing) and any material event filings (\$235 per filing) effective beginning January 1, 2025 and the agreement can be cancelled at any time by either party (see letter from E Johnson).

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

Request for the Town Board to authorize the Town Supervisor to Execute a professional services contract with Electric Field Productions (EFP) to continue to provide cablecast and video production services for \$52,000 annually for 2025 & 2026 as set forth in the contact (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve a professional services contract with Electric Field Productions (EFP) to continue to provide cablecast and video production services for \$52,000 annually as set forth in the contact effective beginning January 1, 2025 through December 31, 2026 under the condition that the agreement can be cancelled at any time by the Town of Brighton upon written notice to the contractor (see letter from E Johnson).

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

Budget Amendments and Transfers:

Request for the Town Board to approve a budget amendment to allocate funds for the purpose of making year-end IT purchases slated to replace aging equipment (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve a budget amendment to allocate funds for the purpose of making year-end purchases of Desktops, Laptops and Monitors in 2024 with identified additional revenues. (see letter from E Johnson).

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 approve disposal of fixed asset items per town policy for IT items that have no remaining value (IT) – The FASC reviewed a request from Jeremy Lutz for Town Board action to dispose of fixed assets per town policy as detailed because they are no longer needed to support departmental operations (see letter from J. Lutz).

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 8:50 am to discuss the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 9:20 am.

Chair Nathaniel Salzman adjourned the meeting at 9:20 am.

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

Thursday, January 2, 2025 at 8:30 AM

In ROOM #159 at Empire State University, 680 Westfall Road.

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

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