

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, March 5, 2025 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:**

Matt Beeman (Parks)  
Rebecca Cotter (Rec)  
William Haefner (Highway)  
Sara Krusenstjerna (Supervisor)  
Chad Roscoe (DPW)  
Jeff Smith, Municipal Solutions (President)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:35 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 February 20, 2025 meeting.

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

Request for the Town Board to authorize the Sewer Department to issue an RFP for an engineering study, design and recommendation for the Allen's Creek Sewer System (Sewer) – The FASC reviewed a request from Ken Hurley for authorization to issue an RFP for an engineering study, design and recommendation for the Allen's Creek Sewer System as budgeted in the 2025 CIP due to the maintenance and performance issues encountered with this section of the sanitary sewer system (see letter from K Hurley).

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

Request for the Town Board to authorize the Public Works Department to issue an RFP for additional surveying, planning and engineering design for the Summer Farmers Market located at Buckland Park (DPW) – The FASC reviewed a request from Ken Hurley for authorization to issue an RFP for additional surveying, planning and engineering design for the Summer Farmers Market located at Buckland Park for improvements to accommodate the anticipated activity when during the summer at this location (see letter from K Hurley).

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

### **Grant Authorizations and Acceptances:**

Request for the Town Board to authorize the Recreation Department to accept a donation from the Jack G. Lubelle Foundation in the amount of \$800 (Recreation)

– The FASC reviewed a request from Rebecca Cotter for the Recreation Department to accept this generous donation from Jack G Lubelle Foundation with great appreciation and deposit in the Senior Citizen Program Trust Fund CM93.SR (see letter from R Cotter).

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

### **Contracts and Contract Change Orders:**

No matters for this meeting.

### **Budget Amendments and Transfers:**

Authorize appropriations and transfers for the 2024 budget year end processing and 2025 re-appropriations for grant projects (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2024 amended budget and grant project activity and any non-material adjustments needed during audit preparation (see letter from E. Johnson).

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

### **Personnel Matters:**

Request for Town Board to amend the Non-represented Employee Salary and Wage Schedule and authorized Table of Organization in the Finance Department (Personnel) – The FASC reviewed a request from Tricia Van Putte for Town Board action to amend the Non-represented Employee Salary and Wage Schedule and authorized Table of Organization in the Finance Department adding the title of Office Account Clerk under Group 3 of the schedule and adding that title to the Table of Organization (see letter from T VanPutte).

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

### **Other Matters for Action of the Town Board:**

Adopt Bond Resolution in the amount of \$500,000 for the purchase of one Plow Truck for the Highway Department as approved in the 2025-2027 Capital Improvement Plan (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to adopt a bond resolution in the amount of \$500,000 for the purchase of one plow truck, one Kubota tractor and one roller/compactor which has been prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from E. Johnson).

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

**Other Matters for Discussion Only:**

A Town Hall Renovation Project update was provided regarding recent progress (see letter from K Hurley).

A presentation was given by Jeff Smith (President, Municipal Solutions, Inc.) regarding the bond market, timetable and next steps for the BAN sale for the financing of the Town Hall Renovation Project.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Sessions:**

FASC entered into Executive Session at 9:35 am to discuss the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 10:00 am.

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

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, March 19, 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 UPDATED SCHEDULE\*\****