

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, May 21, 2025 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)  
Rebecca Cotter (Recreation)  
Sara Krusenstjerna (Supervisor)

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 May 7, 2025 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Request for the Town Board to authorize the Recreation Department to accept a donation from Town Councilmember Christine Corrado for \$280 to support the first 2025 Brighton Community Bike Ride (Recreation) – The FASC reviewed a request from Rebecca Cotter for the Recreation Department to accept a donation from Town Councilmember Christine Corrado for \$280 to support the first 2025 Brighton Community Bike Ride in recognition of the Town of Brighton's efforts to contribute to our community's sustainability which includes bicycle-friendly trails and street bike lanes for riders of all ages and abilities and make the necessary budget amendment to offset program costs (see letter from R Cotter).

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

**Contracts and Contract Change Orders:**

Request for Town Board to authorize the Town Supervisor to execute a contract with Virtue Guard Insurance for Underground Storage Tank Insurance in the amount of \$7,574.00 (Town Clerk) – The FASC reviewed a request from Dan Aman for Town Board action to authorize the Town Supervisor to execute a contract with Virtue Guard Insurance for Underground Storage Tank Insurance in the amount of \$7,574.00 for the policy period of June 1, 2025 through June 1, 2026 (see letter from D. Aman).

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

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

No matters for this meeting.

### **Personnel Matters:**

No matters for this meeting.

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

Request for Town Board to approve the Town of Brighton Response to the 2024 Management Letter from MMB+ CO who presented the 2024 Audited Financial Statements at the Town Hall Board Meeting of May 14, 2025 (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to the Town of Brighton Response to the 2024 Management Letter from MMB+ CO who presented the 2024 Audited Financial Statements at the Town Hall Board Meeting of May 14, 2025 complying with their only recommendation (see letter from E. Johnson).

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

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

A brief Town Hall Renovation Project update was provided regarding recent progress (no formal correspondence).

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

No matters for this meeting.

### **Executive Sessions:**

FASC entered into Executive Session at 9:55 am for a discussion regarding the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 09:15 am.

Chair Nathaniel Salzman adjourned the meeting at 09:15 am.

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

**Wednesday, June 4, 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\*\***