

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, August 6, 2025 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Chief Catholdi (Police)
Rebecca Cotter (Recreation)
Bill Haefner (DPW)
Glen Layton (Public Works)
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 July 16, 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 Town Supervisor to sign any necessary documents as they pertain to the Town of Brighton's submittal of the NY BRICKS grant application (Recreation) – The FASC reviewed a request from Rebecca Cotter for Town Board action to authorize the Town Supervisor to sign any necessary documents as they pertain to the Town of Brighton's submittal of the NY BRICKS grant application including the grant application related to funding the Town of Brighton Community Center (see letter from R. Cotter).
FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Request for the Town Board to authorize the Town Supervisor to sign an agreement with RSMeans for an Online Annual Subscription which is a project management tool for the Public Works Department (Public Works) – The FASC reviewed a request from Glen Layton for Town Board action to authorize the Town Supervisor to sign an agreement with RSMeans for an Online Annual Subscription in the amount of \$3,900.65 which is a project management tool for the Public Works Department (see letter from G. Layton).
FASC recommends the Town Board take favorable action on this matter.

Request for Town Board to authorize the Town Supervisor to sign change orders #10 & 11 with Landry Mechanical for plumbing related work which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign change orders #10 & 11 with Landry Mechanical for plumbing related work as described for \$13,118.67 which would exceed the approved 10% authorization to exceed the base bid. (see letter from K. Hurley).

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

Request for Town Board to authorize the Town Supervisor to sign Supplemental Agreement No. 1 with NYSDOT related to the French Road Bridge project and any other necessary documentation (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign Supplemental Agreement No. 1 with NYSDOT related to the French Road Bridge project and any other necessary documentation including the requested Town Board Resolution as provided given the full project and budget were approved on November 26, 2024 (see letter from K. Hurley).

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

Request for the Town Board to authorize the Town Supervisor to execute an agreement with Elaine Ainsworth as a consultant to assist with various assessment duties and training through February 1, 2026 (Personnel) – The FASC reviewed a request from Tricia VanPutte for the Town Board to authorize the Town Supervisor to execute an agreement with Elaine Ainsworth as a consultant to assist with various assessment duties and training through February 1, 2026 at a rate of \$50.00/hour (see letter from T. VanPutte).

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

Request for the Town Board to authorize the Town Supervisor to sign an agreement with Unicom Protection to provide monitoring for the Town Hall Campus Protection Alarm System (Facilities) – The FASC reviewed a request from Gary Donofrio for Town Board action to authorize the Town Supervisor to sign an agreement with Unicom Protection to provide monitoring for the Town Hall Campus Protection Alarm System in the amount of \$51.50 per month through December 31, 2025 (see letter from G. Donofrio).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Request for Town Board to amend the Part-Time Permanent and Seasonal Employee Wage Schedule for Animal Control job titles (Police) – The FASC reviewed a request from Chief Catholdi for Town Board to amend the Part-Time Permanent and Seasonal Employee Wage Schedule for Animal Control job titles moving the Animal Control Officer II in Group 1 to Group IV and moving the Animal Control Officer I in Group IV to Group VII (see letter from D. Catholdi).

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

Other Matters for Action of the Town Board:

Request for Town Board to authorize a public notice for the Budget Workshops to be held on Wednesday, August 20th and Wednesday, August 27th at 3:30pm (Finance) – The FASC reviewed a request from Earl Johnson for the Town Board to authorize public notice be given for the Budget Workshops to be held on Wednesday, August 20th and Wednesday, August 27th at 3:30pm in Room #159 at the temporary Town Hall location at 680 Westfall Road (see the 2026 Budget Calendar from E. Johnson).

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

Request for the Town Board to set two public hearings for the purpose of allowing for community input regarding the 2026 Town & Special District Budgets, Charges and Assessment Rolls (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to set two public hearings during the month of October, as traditionally designated, at the regularly scheduled Town Board meetings of October 8, 2025 and October 22, 2025, for the purpose of reviewing the Assessment Rolls for Special District charges and improvements and for Sewer Rents as well as the 2026 Town Operating and Capital Improvement Budgets (see letter from E. Johnson).

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

Request for the Town Board to set a public hearing for the purpose of authorizing the Town Board to accept a budget for 2026 that may possibly exceed the tax levy limit (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to set a public hearing on October 8, 2025, during the regularly scheduled board meeting, to discuss the adoption of a local law allowing the Town Board to accept a budget commencing on January 1, 2026 that possibly may exceed the tax levy limit (see letter from E. Johnson).

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

Request for the Town Board to authorize the reimbursement of travel expenses related to presenting the Community Needs Assessment and Feasibility Study Final Report on site (Recreation) – The FASC reviewed a request from Rebecca Cotter for Town Board action to authorize the reimbursement of travel expenses related to presenting the Community Needs Assessment and Feasibility Study Final Report on site not in the original scope of work in the amount of \$1,646.20 (see letter from R. Cotter).

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

Adopt Planning & Design Bond Resolution in the amount of up to \$2,500,000 for the purpose of funding planning and design work related to the Town of Brighton Community Center project (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to adopt a planning bond resolution in the amount of up to \$2,500,000 for the purpose of funding planning and design work related to the Town of Brighton Community Center as prepared by the bond attorney with any expenses being refinanced with the future project BAN/Bond (see bond resolution).

FASC recommends the Town Board take favorable action on this matter and later revised to \$3,000,000 which covers the 20% required grant match.

Other Matters for Discussion Only:

Town Hall Renovation progress update (brief update of progress provided (no materials)).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 9:25 am for a discussion regarding the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 09:40 am.

Chair Nathaniel Salzman adjourned the meeting at 09:40 am.

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

Wednesday, August 20, 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****