

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

FASC Members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

David Catholdi (Police)
William Haefner (Highway)
Glen Layton (Public Works)
Miriam Moore (Supervisor)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:45 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 15, 2025 meeting.

Town Bid/Proposal Authorizations and Awards:

Request for Town Board to authorize the Department of Public Works (DPW) to solicit proposals from qualified professional planning and engineering firms to provide design services for the recreational amenities at the Town Hall site
(DPW) – The FASC reviewed a request from Glen Layton for the Town Board to authorize the Department of Public Works (DPW) to solicit proposals from qualified professional planning and engineering firms to provide design services for the recreational amenities at the Town Hall site including site planning and community outreach activities (see letter from G Layton).

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:

Request for the Town Board to authorize the Town Supervisor to enter into an agreement with the County of Monroe to accept STOP-DWI funding (Police) – The FASC reviewed a request from Chief Catholdi for the Town Board to authorize the Town Supervisor to enter into STOP-DWI agreements with the County of Monroe for the 2026 High Visibility Campaign for \$7,000.00 and 2026 Enhanced Enforcement for \$6,079.00 and accept any additional STOP-DWI funding for the remainder of 2026 (see letter from D Catholdi).

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

Request for the Town Board to approve the Town Supervisor to sign an agreement with Propio to provide translation services for over 55 languages and the required equipment purchase to use this app at the Town's Clerk Office (Supervisor) – The FASC reviewed a request from Miriam Moore in the Supervisor's Department for Town Board action to approve the Town Supervisor to sign an agreement with Propio to provide translation services for over 55 languages at the state rate of \$1.07 per minute with no minimum spend and the required iPad equipment purchase to use this app at the Town's Clerk Office in the amount of approximately \$415.00 (see letter from M Moore).

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

Request for Town Board to authorize the Town Supervisor to sign a change order with In/Ex Architecture in order to complete additional design work (PCO #7) which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change order with In/Ex Architecture in the amount of \$17,700.00 in order to complete additional site design work to better align traffic flow, parking , pedestrian traffic and vehicular traffic calming measures (PCO #7) which would exceed the approved 10% authorization to exceed the base bid (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 a change order with Landry Mechanical in order to complete additional plumbing work (PCO #21) which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change order with Landry Mechanical in the amount of \$4,173.24 in order to complete additional plumbing work (PCO #21) which would exceed the approved 10% authorization to exceed the base bid (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 a change order with Milestone Construction Partners in order to complete additional general construction work (PCO #44 & 45) which would exceed the approved 10% authorization (DPW) – The FASC reviewed a request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change orders with Milestone Construction Partners in the amount of \$3,110.00 in order to complete additional general construction work (PCO #44 & 45) which would exceed the approved 10% authorization to exceed the base bid (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 a supplemental agreement with Ravi Engineering to further develop the preliminary design to completion based upon the original award on March 8, 2023 which would exceed the approved 10% change order authorized (DPW) – The FASC reviewed a request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign a supplemental agreement with Ravi Engineering in the amount of \$100,000.00 to further develop the preliminary design to completion and support right-of-way work, environmental screening and additional deliverables based upon the original award on March 8, 2023 which would exceed the approved 10% change order authorized under the accepted BridgeNY grant funds of \$840,000 for the project (see letter from K Hurley).

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:

Approve FASC meeting schedule for 2026 to be included in the 2026 Organizational meeting (Finance) – The FASC reviewed a request to approve the 2026 FASC meeting schedule. The schedule will be included at the January 2, 2026 Organizational meeting (see final draft).

FASC recommends the Town Board take favorable action on this matter with one change to avoid a conflict with traveling Board members.

Request for Town Board to give permission to declare Axon Tasers as surplus and prepare them for repurposing to an agency still using this model (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 outdated items including 38 Axon Tasers and related equipment such as holsters, cartridges and batteries as surplus and prepare them to be repurposed with another law enforcement agency or discarded (see letter from D Catholdi).

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

Request for Town Board to give permission to declare a 2018 Dodge Charger police vehicle as surplus and prepare it for auction or transfer to another department for continued use (Police) – The FASC reviewed a request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare a 2018 Dodge Charger police vehicle as surplus and prepare it for auction or transfer to another department for continued use (see letter from D Catholdi).

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

Request for the Town Board to approve an expenditure not to exceed \$4,500.00 for the installation of a 300' Rumble Strip along French Road (Highway) – The FASC reviewed a request from William Haefner for Town Board to approve an expenditure not to exceed \$4,500.00 for the installation of a 300' Rumble Strip along French Road to provide and audible and tactile warning to motorists who may unintentionally drift toward the pedestrian walkway and approve an agreement with the only vendor to respond to quote the project with the necessary equipment (see letter from W Haefner).

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

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 9:10 am for a discussion regarding the employment of particular person(s).

FASC adjourned the Executive Session returning to Open Session at 9:15 am.

Chair Nathaniel Salzman adjourned the meeting at 9:15 am.

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