

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 19, 2025 Meeting

FASC Members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Rebecca Cotter (Recreation)
Glen Layton (Public Works)

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 November 5, 2025 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 approve the Town Supervisor to execute a supplemental agreement with NYS Department of Transportation (NYSDOT) to provide snow and ice services for local New York State roads under the existing five-year agreement (Highway) – The FASC reviewed a request from Amy Banker for Town Board action to approve the Town Supervisor to execute a supplemental agreement with NYS Department of Transportation (NYSDOT) to provide snow and ice services for local New York State roads under the current five-year agreement because the new estimated 2025/26 costs are higher than the base estimate in the amount of \$23,981.12 based on the prepared worksheet (see letter from A. Banker).

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 #46 & 47) 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 \$40,352.00 in order to complete additional general construction work (PCO #46 & 47) 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 the Town Board action to approve and authorize the Town Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance to provide emergency medical services (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve and authorize the Town Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2026 to provide emergency medical services in the Town in an amount not to exceed \$425,000.00 pending approval by the Attorney for the Town (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 approve a contract renewal with CivicPlus to provide Recreation Management Software including an External Management Processor Activity Fee (Finance) – The FASC reviewed a request from Earl Johnson for Town Board action to approve and authorize the Supervisor to execute a contract renewal with CivicPlus to provide Recreation Management Software including an External Management Processor Activity Fee for 2026 in an amount not to exceed \$10,153.10 pending approval by the Attorney for the Town (see letter from E. Johnson).

FASC recommends the Town Board take favorable action on this matter pending approval by the Attorney for the Town.

Budget Amendments and Transfers:

Request for Town Board to approve a General Fund transfer to the Farmers Market Capital Fund to balance the project and cover some items unrecovered through Farmers Market grants (Finance) – The FASC reviewed a request from Earl Johnson for Town Board to approve a General Fund transfer to the Farmers Market Capital Fund to balance the project and cover some items unrecovered through Farmers Market grants in the amount of \$100,000.00 (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 the Town Board to accept a donation in support of the Town of Brighton Senior Citizens Group from the Jack G. Lubelle Foundation (Recreation)

– The FASC reviewed a request from Rebecca Cotter for Town Board action to accept a \$900 donation from the Town of Brighton Senior Citizens Group via the Jack G. Lubelle Foundation to deposit in the Brighton Senior Citizen Program Restricted Fund – CM93.1 (see letter from R. Cotter).

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

Other Matters for Discussion Only:

Discuss Town Hall Site Work Bond Resolution to be finalized for the Tuesday, November 25th Board Meeting (Finance) – Discussion regarding the expected bond resolution which will be prepared for approval at the November 25th Town Board Meeting.

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 8:30 am for a discussion regarding the employment of particular person(s).

FASC adjourned the Executive Session returning to Open Session at 8:40 am.

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

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, December 3, 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*****