

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday May 16, 2017 Meeting

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Sue Wentworth, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of 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: Approved minutes from the May 2, 2017 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:

No matters for this meeting.

Budget Amendments and Transfers:

Re-appropriate Funds for Bus Shelters (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to re-appropriate \$9,250 into the 2017 budget from unassigned General Fund balance to apply towards to the purchase of two (2) bus shelters on Monroe Ave. These funds were part of the 2016 budget for the bus shelters; but only 2 of the planned 4 shelters were purchased in 2016, leaving the remaining funds to fall to fund balance. The FASC recommends the Town Board take favorable action on this matter.

Close Capital Projects (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to close out seven completed or inactive capital projects as detailed in the communication. The 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:

Declare Computer Equipment as Surplus (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to declare various computers as surplus and to authorize their auction on eBay or, if not sold, to authorize their disposal as junk or to donate to a non-profit agency. The FASC recommends the Town Board take favorable action on this matter.

Declare Ambulance as Surplus (Ambulance Dist.) – The FASC discussed with Suzanne Zaso her request for Town Board action to declare a 2007 Chevy Type III ambulance as surplus and authorize disposal through auction. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC had a discussion on Section 8 Housing (Choice Voucher) Program funded by the U.S. Department of Housing and Urban Development.

REMINDER: The FASC meetings for the months of June, July, and August 2017 have been moved to 8:30 a.m. on the Wednesday prior to Town Board meeting dates.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday, June 7, 2017 beginning at 8:30 am** and will be held in the **Stage Conference Room** at Town Hall.