

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday June 7, 2017 Meeting**

Attendees: Councilmember Jason DiPonzio, Supervisor William Moehle, Sue Wentworth, Matt Beeman, Tim Keef, Mike Guyon, Rebecca Cotter, Chief Mark Henderson, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 16, 2017 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Execution of Grant Documents for Brickyard Trail AND Transfer funds to Parks Reserve (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to execute all related grant documents with the Dormitory Authority of the State of New York (DASNY) for a SAM grant received for the construction of the Brickyard Trail. Authorization is also sought to transfer the grant funds to the Parks Reserve where funding was originally transferred from to help fund the project, as the project is now complete.

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

Grant Acceptance and Budget Amendment (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a grant in the amount of \$15,146.00 from the NYS Department of Criminal Justice Services (DCJS) for the purchase of police protective equipment and to authorize the Supervisor to execute any related documents. Action is also requested to amend the Police Dept. 2017 budget for law enforcement equipment to be supported by the grant.

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

### **Contracts and Contract Change Orders:**

Contract with Brighton Central School District for Summer Camp Aid (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board action to authorize the Supervisor to execute an agreement with Brighton Central School District to provide an aid for a participant in the 2017 Summer Playground Camp.

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

Contract Extension with NYS DOT for Snow and Ice Control (Highway) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2018/19 season.

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

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

Budget Transfer (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to transfer \$5,000 from Corbett's Glen trail maintenance supplies to equipment repair in Buckland Park. Funds budgeted in Corbett's Glen for chips are not needed as various tree companies have supplied free chips. Unexpected repairs are needed on various parks equipment, especially the heavily used tractors.

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

Also see Grant authorizations and Acceptance.

### **Personnel Matters:**

No matters for this meeting.

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

Accept Donation of Clock (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board action to accept a donation of a clock to be placed on the pool building behind Brighton Town Hall.

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

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

No matters for this meeting.

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

No matters for this meeting.

**Executive Session:**

The FASC went into executive session at 8:48 a.m to discuss the employment of particular people (motioned by William Moehle, seconded by Jason DiPonzio). The FASC exited executive session at 9:22 a.m.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, June 20, 2017 beginning at 8:30 am** and will be held in the **Stage Conference Room** at Town Hall.