

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, August 2, 2017 Meeting**

Attendees: Councilmember Jason DiPonzio, Jim Vogel, Christopher Werner, and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Rebecca Cotter, Daniel Aman, Roger Salmons, 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 July 19, 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:**

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 7, 2017. Total amount for these services are not to exceed \$510. The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

Budget Transfer for Police Vehicle (Police/Finance) – The FASC discussed with Suzanne Zaso and Mark Henderson the request from Suzanne for Town Board action to transfer \$30,000 from Police wages to vehicles to purchase a replacement motorcycle for the department. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Payment Drop Box (Town Clerk) – The FASC discussed with Daniel Aman his request for Town Board action to transfer \$760 within the Receiver of Taxes 2017 budget to purchase a drop box for payments of taxes and dog licenses.

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

### **Personnel Matters:**

Appointment of Office Clerk III (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board action to appoint Linda Leavitt to the permanent position of Office Clerk III pursuant to Civil Service procedures.

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

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

Capital Improvement Plan for 2018–2020 – The FASC discussed the request from Suzanne Zaso for Town Board action to adopt the proposed 2018-2020 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts.

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

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

The FASC discussed the upcoming public hearing on August 9, 2017 for improvements and equipment purchase in the Consolidated Sewer District.

### **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, August 16, 2017 beginning at 8:30 am** and will be held in the Stage Conference Room at Town Hall.