

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, August 16, 2017 Meeting**

Attendees: Councilmember Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Mike Guyon, Chad Roscoe, and Roger Salmons (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 August 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:**

Contract Amendment for Lawn Maintenance Services (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to amend the agreement with Woodgate Landscaping for mowing and landscaping services to include one additional site, a grass island located on Kimberly Drive, which was inadvertently left off the bid documents.  
The 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:**

No matters for this meeting.

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

The FASC discussed with Chad Roscoe his request for an administrative renewal of the 2015 contract with Waste Management of NY for weekly collection of solid waste and recyclables for the Town refuse districts for calendar year 2018. The FASC is in agreement with this renewal, per Town Board authorization from Sept. 2016.

The FASC discussed the possibility of purchasing a tractor for the Facilities Department for snow removal and mowing at the Town Hall property. The department will look into the cost and the possibility of purchasing a used tractor.

The FASC discussed the change in day and time of the FASC meetings beginning on Sept. 5<sup>th</sup> to go back to the pre-summer schedule of Tuesdays at 3:30 p.m. in the week prior to Town Board meetings.

### **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 **Tuesday, September 5, 2017 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.