

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, March 6, 2018 Meeting**

Attendees: Councilmembers Jason DiPonzio, Robin Wilt, and Jim Vogel, MaryAnn Hussar, Mike Guyon, Evert Garcia, Sue Wentworth, Jeremy Lutz, Chief Mark Henderson, 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 February 16, 2018 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:

Equipment Lease Agreement and Trade-In (Public Works) – The FASC discussed with Evert Garcia his request for Town Board authorization of the Supervisor to enter into a lease agreement for a wide format plotter along with authorization to declare as surplus and trade in one wide format copier. 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:

Declare Equipment as Junk (Assessor) – The FASC discussed with Sue Wentworth her request for Town Board action to declare one touchscreen kiosk that is no longer serviceable as junk and to authorize disposal.

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

Declare Equipment as Junk (Info Systems) – The FASC discussed with Jeremy Lutz his request for Town Board action to declare various computer equipment that is no longer serviceable as junk and to authorize disposal.

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

Declare Equipment as Surplus for Auction (Info Systems) – The FASC discussed with Jeremy Lutz his request for Town Board action to declare various computer equipment as surpluses and to authorize disposal via online auction and to further authorize donation or disposal of unsold items.

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 motioned by Jason DiPonzio, seconded by Jim Vogel) to discuss employment of particular people. The FASC exited executive session (motioned by Jason DiPonzio, seconded by Robin Wilt).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, March 20, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.