

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, March 20, 2018 Meeting**

Attendees: Councilmembers Jason DiPonzio and Robin Wilt, Supervisor William Moehle, Mike Guyon, Evert Garcia, Tim Keef 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 March 6, 2018 meeting.

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

Bid award / appropriation for Landfill Watermain Extension Project (Public Works) – The FASC discussed with Evert Garcia his request for Town Board action to award the bid to Villager Construction in an amount not to exceed \$230,000 plus a 10% contingency (\$253,000) for change orders that do not collectively exceed 10% of the project to be authorized by the Supervisor without further Board action. Town Board action is also requested to appropriate \$253,000 to account SW.WATRD.8310 2.66 with funds available from assigned fund balance of the consolidate water district.

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

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract renewal for court reporting services – The FASC discussed with Suzanne Zaso the request from Collen Rogers for Town Board action to approve a renewal contract with Frank Scarcelli for court reporting services for the 2018 calendar year.

The FASC is recommends the Town Board take favorable action on this matter with the amendment to be for services performed subsequent to the approval of the contract.

Contract amendment and budget appropriation for Kirk Astor Park District (Public Works) – The FASC discussed with Mike Guyon his request to amend the current contract with Plant Concepts by adding \$960 to facilitate the weeding and mulching of the Korean War Memorial (corner of Kirk Drive and Route 441). Town Board action is also requested to appropriate \$960 from available assigned fund balance in the district (BR 601).  
The FASC recommends the Town Board take favorable action on this matter.

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

Appropriate / Re-appropriate Capital Projects Budgets (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to re-appropriate the remaining budget estimates of unrealized revenues and expenses for the Capital Projects authorized prior to 2018; and to appropriate interest earned (excluding borrowed funds).  
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 Equipment as Surplus for Auction (Highway Dept) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare three trucks and one tractor with v-pow attachment as surplus and to authorize all to be disposed at the May 12<sup>th</sup>, 2018 Teitsworth auction.  
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:**

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, April 3, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.