

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday May 15, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Mark Henderson, Mike Guyon, Matt Beeman, and Paula Parker (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 May 1, 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:**

No matters for this meeting.

**Budget Amendments and Transfers:**

Use of Forfeited Funds for Security Camera purchase with budget amendment (Police) – The FASC discussed with Police Chief Mark Henderson his request for Town Board action to approve the usage of Forfeited Funds in the amount of \$2,000 to purchase a video camera replacement and to amend the budget to facility the purchase accordingly (see memo from M. Henderson).  
The FASC recommends the Town Board take favorable action on this matter.

Authorize budget transfers within the Parks departments (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to authorize a budget transfers in the amount of \$7,000 in the Parks Departments to complete unexpected facility repairs at Buckland Park (see memo from M. Beeman).  
The FASC recommends the Town Board take favorable action on this matter.

**Personnel Matters:**

Appointment of Police Officer (Police Dept.) – The FASC discussed with Police Chief Mark Henderson his request for Town Board action to appoint a new Police Officer effective 6/9/2018 (see letter from M. Henderson).

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

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

Authorize various services related to the acquisition of parkland adjacent to Buckland Park (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize and approve the services and related agreements necessary to exercise our due diligence, prepare surveys and any other necessary services related to the purchase of this land.

All agreements will follow the Town’s procurement policy and the Supervisor will be authorized and directed to execute such service agreements related to this parkland acquisition (see memo from M. Guyon).

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 regularly scheduled meeting of the FASC will be held WEDNESDAY, JUNE 6, 2018 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE\*\***