

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

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Chris Werner, Supervisor William Moehle, Matt Beeman, Captain Dave Catholdi, Mike Guyon, Steve Zimmer, and Paula Parker (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, as amended, of the August 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:**

Authorize Contract Supplemental #5 with Fisher Associates (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to endorse Supplemental agreement #5 with Fisher Associates for services related to the Highland Crossing Trail: construction inspection, design and support for the project. A budget amendment in the amount of \$299,000 will also be made to the Capital Projects H.PARKS.TPTRL accounts accordingly (see letter from M. Guyon). Mike spoke regarding the age of the estimates and that there could be changes to the categories. However, the total project, grant funding and local shares will remain the same.

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

One contract discussed in Executive Session as it relates to an ongoing Police investigation (see below).

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

Authorize budget appropriation for insurance recovery (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to appropriate \$8,172.93 to revenue account A.PARKS.7021.2680 and expense account A.PARKS.7115.4.41. Funds will be used to repair the damage to the three bay storage barn at Buckland Park and the amount has been determined by the Insurance adjusters (see letter from M. Beeman). It was noted that the insurance funds have been received and posted to the budget.

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

Authorize a budget transfer for fire alarm control panel (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board authorization to transfer \$1,400 from account A.PARKS.7126.4.11 to account A.PARKS.7116.4.41.

Funds will be used to repair an internal power supply fault in the fire alarm control panel at Buckland Farmhouse (see letter from M. Beeman).

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

### **Personnel Matters:**

Amend Table of Organization for Brighton Consolidated Sewer District – The FASC discussed with Mike Guyon his request for Town Board action to add one position title of Skilled Laborer and delete one position title of Laborer for the Sewer Department. The current employee in the Laborer position is being utilized for six months each year as a Skilled Laborer and there is a need to make this permanent position. Additionally, Board approval requested on the appointment of a current employee to this position. Funds are budgeted for this in both the current and the 2019 budget (see letter from M. Guyon). It is expected that this appointment will be effective ~~8/27/2018~~ 09/13/2018.

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

Two other personnel items discussed in Executive Session (see below).

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

No matters for this meeting.

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

No matters for this meeting.

### **Matters Tabled for Research and/or Discussion:**

\*Budget Transfer for funds needed to purchase a mobile column vehicle lift (partially funded by 2018 CIP) (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds within the Highway (D) Fund totaling \$12,931 to allow for the purchase of a mobile lift rather than a fixed lift. It was determined that due to some infrastructure issues in the garage area the mobile unit was a better solution than the traditional lift (see letter from T. Anderson). After discussion, some questions

were asked and more research and follow up is needed. This item will be placed on the agenda for the September 4<sup>th</sup> FASC meeting to be reviewed.

**Executive Session:**

There was a motion by Supervisor Moehle and a second by Robin Wilt to enter executive session to discuss the employment of a particular employee(s) and a contract relating to an ongoing Police Investigation. All voted aye. Due to the sensitive nature of these discussions, notes are not contained herein. There was a motion by Robin Wilt and a second by Supervisor Moehle to come out of executive session. All voted aye.

**Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, September 4<sup>th</sup>, 2018 at 3:30 p.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 REGULAR SCHEDULE\*\***