

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, January 2, 2019 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Chris Werner
Christine Corrado

Department Heads/Other attendees:

Chief Mark Henderson (Police Dept.)
Mike Guyon (Public Works/Highway Depts.)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:00 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 of the December 4, 2018 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to solicit bids as necessary for goods and services as indicated and included in the 2019 budget (Public Works/Highway/Sewer Depts.) – The FASC discussed with Mike Guyon his annual request for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2019 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).

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

Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2019 budget (Public Works/Facility Dept.) – The FASC discussed with Mike Guyon his annual request for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2019 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).

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:

Authorize contract with Mohawk Valley Community College Transportation Operations Institute (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to sign a contract with Mohawk Valley Community College Transportation Operations Institute to provide one person plow training to the Highway Department staff. Said contract in an amount not to exceed \$5,850 and has been budgeted in the 2019 budget (see letter from M. Guyon).

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

Budget Amendments and Transfers:

Acceptance of donation and authorize 2019 budget amendment (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation from Howard and Daphne Cohen in the amount of \$500. Further action to authorize a 2019 budget amendment to increase revenue account A.POLCE.3120.2705 Gifts and Donations and increase the expense account A.POLCE.3120.4.18 Programs and Supplies each by \$500 (see letter from M. Henderson).

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:

No matters for this meeting.

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.

The **next regularly scheduled meeting of the FASC will be held on TUESDAY, JANUARY 15, 2019 at 3:30 p.m.** in the **DOWNSTAIRS MEETING ROOM** of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

