

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Thursday, February 20, 2020 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
Supervisor William Moehle
Suzanne Zaso (Staff to the Committee)

Other Town Councilmembers:

Department Heads/Other attendees:

Rebecca Cotter (Recreation)
Mike Guyon (Public Works/Highway)

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: Approval of Minutes – Received and filed the minutes of the February 4th, 2020 meeting.

Town Bid/Proposal Authorizations and Awards:

See Contracts and Contract Change Orders.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Waive Procurement Policy, Authorize short-term contract with S & S Limousine, Authorize to seek bids for Senior Program Transportation Services (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action for the following:

- a. Waive Town Procurement policy in the short term for the Brighton Senior Program to utilize S & S Limousine due to the sudden sale of Platinum Limousine of WNY, Inc. to S & S.
- b. Authorization for the Supervisor to execute a new contract with S&S Limousine, Nunc Pro Tunc effective February 1 through June 30, 2020 to provide uninterrupted service to the Seniors' Transportation Program.
- c. Authorization to seek bids for the remainder of 2020 for transportation services for the Brighton Senior Program from July 1 through December 31, 2020. (See letter from R. Cotter).

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

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2019 budget year end processing (Finance Dept.) – The FASC discussed with Suzanne Zaso the request of Paula Parker for Town Board action to approve any additional year-end 2019 budget transfers and appropriations, if necessary, to reflect the actual activity that has occurred relative to the 2019 amended budget. A list of any amendments will be provided prior to the February 26th Town Board meeting. (see letter from P. Parker).

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:

Adopt Bond Resolution in the amount of \$840,000 for the purchase of Highway Equipment in the 2020 Fiscal year (Sewer/Finance Depts.) – The FASC discussed with Suzanne Zaso the request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$840,000 to purchase needed Highway and Parks equipment as planned in the 2020-2022 CIP and the 2020 adopted budget with the addition of one additional front end loader. A full list is attached to the communication (see letter from P. Parker)

*Two bonds will be done for this one in the amount of \$760,000 and one in the amount of \$80,000.

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

As an addendum to these notes:

There was discussion and consensus on adopting an additional Bond for Duffield Road reconstruction in the amount of \$155,000. After consultation with Supervisor Moehle and Mike Guyon, this bond was produced and will be on the agenda for the 2/26/2020 Town Board meeting.

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

Other Matters for Discussion Only:

The FASC discussed inviting the Town's independent audit firm, Mengel Metzger Barr & Co., to the next FASC meeting to review the upcoming annual audit and the latest news in government finance.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

**The FASC meeting was adjourned at 9:00 a.m.

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The next regularly scheduled meeting of the FASC will be held on Tuesday, March 3, 2020 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. (Note different location)

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