

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday March 5, 2013 Meeting**

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, Louise Novros, and Jim Vogel, Mark Henderson, Tim Keef, Rebecca Cotter, Ramsey Boehner, Dianne Burdett, Gary Brandt, Andrew Robinson, Dan Aman, 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:

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Grant Acceptance from Justice Court Assistance Program (Town Justice) - The FASC discussed with Dianne Burdett her request for Town Board action to accept a grant in the amount of \$21,044.82 from the Justice Court Assistance Program (JCAP) to provide for the purchase of an electronic scanner to enhance security in the Brighton Town Court.

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

**Contracts and Contract Change Orders:**

Amendment to Parks and Recreation Contractual Instructor Contracts (Rec. Dept.) - The FASC discussed with Rebecca Cotter her request for Town Board authorization to amend certain existing and future contracts with instructors in the Brighton Parks and Recreation Department.

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

Contract Extension for Cultural Resources Surveys (Historic Preservation) - The FASC discussed with Ramsey Boehner his request for Town Board action to extend a contract with Bero Architecture PLLC to provide cultural resources surveys for \$1,350 and survey updates for \$400, all as needed, for designating landmarks in 2013.

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

**Budget Amendments and Transfers:**

No matters for this meeting.

**Personnel Matters:**

Resignation of School Traffic Guard Part-Time (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board acceptance of the resignation of Jill Coppeta from the position of School Traffic Guard (part-time) effective March 8, 2013.

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

Appointment of School Traffic Guard Part-Time (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint Thomas Lyons to the position of School Traffic Guard (part-time) effective March 11, 2013. Mr. Lyons currently holds this position on an on-call basis.

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

**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:**

The FASC went into Executive Session at 4:15 pm to discuss personnel related matters. The FASC exited Executive Session at 5:10 pm.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, March 19, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.