

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, April 15, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio and Louise Novros, Supervisor William Moehle, Chris Roth, Mike Guyon, Dianne Burdett, Daniel 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:

Transportation Alternative Program Grant Application (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the submission of a grant application to the Transportation Alternative Program (TAP) for funding of the design, construction, and construction inspection phases of the proposed trail through the former Farash Property. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Contract for Computer Database Maintenance (Fire Marshal) – The FASC discussed with Chris Roth his request for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office. The contracted rate is \$50 per hour with a not-to-exceed amount of \$500. This is an annual contract and Outsource is the developer of the database.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare Equipment as Surplus for Auction (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to declare a walk-through metal detector as surplus and to authorize for auction.
The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Suzanne Zaso a draft of an Online Banking Policy. Suggestions of the committee will be incorporated in a revised draft to be brought to the next regular scheduled meeting of the FASC.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, May 6, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.