

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday July 1, 2014 Meeting**

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, 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:

No matters for this meeting.

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Adoption of Standard Work Day and Reporting Resolution – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a Standard Workday and Reporting Resolution for Elected and Appointed Officials who began a new or subsequent term on 1/1/14 or were appointed by such officials. The purpose of this resolution is for reporting service time to the New York State Employees' Retirement System. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Suzanne Zaso amending the existing Town Procurement Guidelines and Procedures to incorporate best value pricing, if approved by the Town Board, and reviewing other provisions of the policy. Councilmember Werner felt the \$600 threshold for requiring competitive pricing might be a little low and suggested reviewing how many purchases currently fall close to this amount to determine if potential cost savings from seeking multiple pricing outweighs the time spent to do so. It was also suggested to seek input from the Town departments on their thoughts to this limit and the time they spend searching for the best price. It was also discussed to possibly make the limits for requiring competitive pricing for Public Works contracts match those for Equipment Repairs and Service (\$2,000 limit as opposed to a \$600 limit on Public Works contracts). These suggestions will be looked at in further detail and possibly incorporated into a future policy revision.

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 July 15, 2014 beginning at 2:00 pm** and will be held in the Stage Conference Room at Town Hall.