

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday June 16, 2015 Meeting**

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Tim Keef, Mike Guyon, 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:

**Approval of Minutes:** Approved minutes from the June 2, 2015 meeting.

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

Solicit Bids for Roof Design at Operations Center (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to prepare and solicit bids for professional design services to develop construction bid documents regarding replacement of the roof over the offices of the DPW Operations Center.

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

Solicit Bids for Construction of Brickyard Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit requests for bidders for construction services of the proposed Brickyard Trail. 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:**

No matters for this meeting.

**Budget Amendments and Transfers:**

Budget Appropriation and Declare Vehicle Surplus (DPW/Fire Marshal) – The FASC discussed with Tim Keef his request for Town Board action to appropriate \$710.41 from increased revenues from the trade-in of a vehicle to the Fire Marshal's 2015 budget for the purchase of a new Ford Explorer. Request is also sought to declare one 2008 Crown Victoria as surplus.

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:**

Application to NYS for Property Acquisition for Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to approve a resolution authorizing the Supervisor to apply to the State of New York for transfer and conveyance of State owned property to be used as part of the Highland Crossing Trail.

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

Property Acquisition for Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to sign offer letters for the acquisition of 6 parcels to be used as part of the Highland Crossing Trail and to authorize the Supervisor to enter into purchase agreements with the property owners.

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

**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 4:40 pm (motioned by Chris Werner and seconded by Jason DiPonzio) to discuss employment of particular people. The FASC exited executive session at 5:30 pm (motioned by Bill Moehle and seconded by Jason DiPonzio).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday June 30, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.