

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday February 2, 2016 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, 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 January 19, 2016 meeting.

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

Solicit Bids for Demolition (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit requests from bidders for services to demolish a structure at 33 Remington Parkway and for air monitoring services relating to the demolition.  
The FASC recommends the Town Board take favorable action on this matter.

Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2016 budget as listed in his communication. The FASC discussed at length whether to continue to seek Town Board authorization to solicit bids for these goods and services as this is not a requirement of law and the goods and/or services have already been approved for funding during the annual budget process. It is the desire of the Town Supervisor and the FASC to continue to request authorization of the Board to solicit bids for these goods and services as financial or other situations may have changed since the adoption of the budget which may result in a change in spending for the year.  
The FASC recommends the Town Board take favorable action on this matter.

Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2016 budget as listed in his communication. (Note: See above comment regarding solicitation of bids for various goods & services.)  
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:**

Contract Extension with NYS DOT for Snow and Ice Control (Highway) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2017/18 season.

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

### **Budget Amendments and Transfers:**

Accept Donation and Appropriate Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation of \$250 from Dr. and Mrs. Sobel and to appropriate the funds in the Police Dept. program supplies account.

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

2015 Budget Transfers and/or Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2015 budget as part of the year-end financial close process.

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:**

Bond Resolutions (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt bond resolutions to provide financing for various Town projects and purchases in 2016 (heavy duty dump truck, flusher truck, HVAC unit at Library, drainage system in Susquehanna/Northumberland drainage district, Highland Crossing Trail).

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:**

No matters for this meeting.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Thursday February 18, 2016 beginning at 3:30 pm (Note change in date)** and will be held in the Stage Conference Room at Town Hall.