

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Wednesday, May 4, 2016 (8:30 am)
Location: Downstairs Meeting Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 19, 2016 meeting.
2. Executive Session – Employment of particular people.
3. Amendment to Employee Salary and Wages Schedule (Personnel) – Request from Tricia VanPutte for Town Board action to amend the Town's Non-Represented Employee Salary and Wage Schedule to include the title of Deputy Court Administrator (see letter from T. VanPutte).
4. Discussion – Discussion regarding the Town's procurement policy and piggybacking off municipal contracts outside New York State.

The next regularly scheduled meeting of the FASC will be held **Wednesday, May 18, 2016 at 8:30 am**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



TRICIA VANPUTTE, DIRECTOR OF PERSONNEL
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5203

May 2, 2016

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Amendment to the Non-Represented Employee Salary & Wage Schedule

Dear Honorable Members:

My formal request to the Town Board is to amend the Non-Represented Employee Salary & Wage Schedule to include the title of Deputy Court Administrator in Group 3 to be effective May 30, 2016.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Tricia VanPutte
Director of Personnel

Attachment: Proposed Non-Represented Employee Salary & Wage Schedule

Cc: Suzanne Zaso, Director of Finance