

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday May 4, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Rebecca Cotter, Tim Keef, Tricia VanPutte, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 April 19, 2016 meeting.

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:

Amendment to Employee Salary and Wages Schedule (Personnel) – The FASC discussed with Tricia VanPutte her request for Town Board action to amend the Town's Non-Represented Employee Salary and Wage Schedule to include the title of Deputy Court Administrator under Group 3 of the schedule. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Revision to Town Procurement Policy and Procedures (Finance) – The FASC discussed with Suzanne Zaso the Town’s current policy on piggybacking off municipal contracts that only allows for those let by NYS governmental agencies. Current NYS General Municipal Law (GML) allows for piggybacking off any contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with GML Section 103 and made available for use by other governmental entities. This provision in the law is only for purchases of apparatus, materials, equipment, or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, or supplies. To help facilitate the purchasing process for Town departments seeking to acquire equipment and supplies at the best price and value, Suzanne is recommending that the Town Board amend the current Procurement Policy and Procedures to allow for the use of such contracts let by U.S. governmental entities outside of New York State.

The FASC recommends that the policy be revised to allow piggybacking off contracts let by governmental entities outside of NYS, as allowed per GML Section 103 and reviewed by the Finance Department, however it is requested at this time that any new governmental agency whose available purchasing contract is proposed for piggybacking by the Town be presented and reviewed by the Town’s Finance and Administrative Services Committee (FASC).

Other Matters for Discussion Only:

The FASC discussed with Suzanne Zaso the Town’s bond anticipation notes for \$892,000 that will be maturing in June and the options available for renewing the notes or issuing bonds. Suzanne will work with the Supervisor and the Town’s fiscal advisors on the best course of action for the Town.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 8:30 am to discuss the employment of particular people. The FASC exited executive session at 9:15 am (motioned by Jason DiPonzio and seconded by William Moehle).

Next Meeting:

The next REGULAR meeting of the Town Board’s Finance and Administrative Services Committee is scheduled for **Wednesday May 18, 2016 beginning at 8:30 am** and will be held in the Stage Conference Room at Town Hall.