

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday July 6, 2016 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Matt Beeman, Ramsey Boehner, Mark Henderson, Tricia VanPutte, Rebecca Cotter, 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 June 15, 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:**

Budget Transfer (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to transfer \$2,100 from landscaping services to facility improvements to support the resurfacing of the tennis courts at Meridian Centre Park.

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

Also see Personnel Matters for additional budget transfer.

### **Personnel Matters:**

Amend Wage Schedule and Table of Organization; Budget Transfer (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to amend the Flat Salaried Positions Wage Schedule along with the Table of Organization in the Building & Planning Department to include the position of Building Department Inspection Aide and to transfer budgeted funds for such position that were originally budgeted in an undistributed account. This position was anticipated as part of the 2016 Adopted Budget, but the Civil Service title and where to place funding was not determined at the time of adoption.

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

Amend Seasonal Employee Wage Rates (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt new wage rates for seasonal employees effective 12/31/16 to be in compliance with the increase in the New York State minimum wage which is going from \$9.00 per hour to \$9.70 per hour effective 12/31/16.

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

### **Other Matters for Action of the Town Board:**

No matters for this meeting.

### **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 to discuss employment of particular people and union negotiations. The FASC exited executive session at 10:32 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 July 20, 2016 beginning at 8:30 am** and will be held in the **Downstairs Meeting Room (room change)** at Town Hall.