

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday July 20 & 21, 2016 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, Christopher Werner, and Louise Novros, Supervisor William Moehle, Tim Anderson, Tim Keef, Mike Guyon, Steve Zimmer, Chief Mark Henderson, Capt. David Catholdi, J.P. O'Brien, Matt Beeman, Sue Wentworth, Elaine Ainsworth, 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. on July 20<sup>th</sup> and 9:30 am on July 21<sup>st</sup> 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 July 6, 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:**

Contract Amendment for Sidewalk Repairs (Special Districts) – The FASC discussed with Tim Anderson his request for Town Board action to authorize a change order to the contract with Espana Enterprises to provide additional sidewalk repairs in the consolidated sidewalks and sewer districts. The FASC recommends the Town Board take favorable action on this matter.

Highland Crossing Trail Amendatory Agreement (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an amendatory agreement with the City of Rochester to support a modification to the property easement terms and to the cost sharing formulation relating the Highland Crossing Trail project. The FASC recommends the Town Board take favorable action on this matter.

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

No matters for this meeting.

### **Personnel Matters:**

No matters for this meeting.

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

No matters for this meeting.

### **Other Matters for Discussion Only:**

The FASC discussed in detail with all Department/Division Heads their 2017-19 Capital Improvement Plan (CIP) requests. The Town Board will make recommendations at the next FASC meeting with regards to a final version of this plan. It is anticipated that the Town Board will adopt the CIP for 2017-19 at their August 10<sup>th</sup> meeting.

### **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

### **Executive Session:**

On July 20<sup>th</sup> the FASC went into executive session at 12:32 pm to discuss employment of particular people (motioned by Jason DiPonzio and seconded by William Moehle). The FASC exited executive session at 1:00 pm (motioned by Jason DiPonzio and seconded by William Moehle).

On July 21<sup>st</sup> the FASC went into executive session at 1:39 pm to discuss employment of particular people (motioned by William Moehle and seconded by Jim Vogel). The FASC exited executive session at 1:53 pm (motioned by William Moehle and seconded by Jim Vogel).

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday August 3, 2016 beginning at 8:30 am** and will be held in the Stage Conference room at Town Hall.