

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday August 17, 2016 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Tim Keef, Mike Guyon, Tricia VanPutte, Rebecca Cotter, Elaine Ainsworth, Chief Mark Henderson, 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 August 3, 2016 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Court JCAP Grant Application (Court) – The FASC discussed with Suzanne Zaso the request from Colleen Rogers for Town Board authorization to submit an application for a Justice Court Assistance Program Grant to purchase a copier and various other equipment for the Town courtrooms and offices. The FASC recommends the Town Board take favorable action on this matter.

**Contracts and Contract Change Orders:**

Contract Relating to Re-Assessment Update Project (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software relating to the Town's Re-Assessment Project at a cost not to exceed \$33,000.

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

Contract for Investigative Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute a contract with a particular retiring Police Department employee to provide continued services relating to an existing Police matter. The FASC recommends the Town Board take favorable action on this matter.

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

Appropriate Seized Funds for Vehicle Purchase (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$22,000 from seized funds for the purchase of police safety equipment for the department.  
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:**

No matters for this meeting.

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

The FASC discussed with Mike Guyon the bid results for a replacement HVAC unit on the Brighton Memorial Library wing of the Town Hall complex. Bids came in higher than estimated and greater than the Town Board authorized bond resolution for the project. Further information is being requested regarding additional services relating to the installation. This item will return to a future FASC meeting.

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

No matters for this meeting.

### **Executive Session:**

The FASC went into executive session at 8:39 am to discuss employment of particular people. The FASC exited executive session at 9:32 am.

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, September 6, 2016 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.