

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday August 3, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Tim Keef, Mike Guyon, Matt Beeman, Rebecca Cotter, 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 July 20, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

Request to Rebid Contract for Mowing Services (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorize to rebid the 2016 mowing contract for Town Facilities and Parks. The current contractor was not able to perform the scope of work required per the contract. The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 8, 2016. Total amount for these services are not to exceed \$510. The FASC recommends the Town Board take favorable action on this matter.

Contract for Cooling Tower Treatment (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute a contract with Metro Group, Inc. to provide treatment, testing, inspection and certification for the cooling tower in the Public Safety Wing. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfers and Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2016 budget.

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:

Capital Improvement Plan for 2017–2019 – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt the proposed 2017-2019 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts.

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

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 the employment of particular people.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday, August 17, 2016 beginning at 8:30 am** and will be held in the **Stage Conference Room** at Town Hall.