

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, July 17, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two (2) veterinarians and two (2) veterinary technicians for services at the annual rabies clinic on Saturday, October 13, 2012. Total amount for these services will not exceed \$520. Funds have been budgeted in Animal Control for this purpose (see letter from M. Henderson).
2. Appropriate Donation (Police Dept.) – Request from Chief Mark Henderson for Town Board authorization to appropriate \$500 into Law Enforcement Supplies to be fully supported by a donation of \$500 previously received. Funds will be used to purchase DARE program supplies (see letter from M. Henderson).
3. Contract and Budget Transfer for Internet and Email Services (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute an agreement with Time Warner Cable for an upgrade and renewal of the Town's existing Time Warner Cable Business Class internet and email services. Town Board authorization is also sought to transfer \$800 from contracted services to telephone/internet services to cover the additional charges for 2012 (see letter from S. Wentworth).
4. Discussion Only: Review with representatives of Brighton Volunteer Ambulance the history of their contract with the Town to provide emergency medical services (EMS) along with an update of current billing adjustments.
5. Declare Ambulance as Surplus (Ambulance District) – Request from Suzanne Zaso for Town Board action to declare one (1) 2001 Ford Custom Gold Medallion ambulance as surplus and to be sold at auction. This ambulance was replaced this year by the newly purchased 2011 Chevy ambulance (see letter from S. Zaso).
6. Amend Professional Services Contract with Pomeroy Appraisal (Assessor's Dept.) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to amend the 2010 approved contract with Pomeroy Appraisal Associates Inc. for an additional \$5,800 to a total of \$30,800 for the appraisal services of property owned by the Country Club of Rochester. Charges from this contract are split 50/50 with the Pittsford Central School District (see letter from E. Ainsworth).

7. Capital Improvement Plan for 2013–2015 – Review, discussion, and recommendation of the Town and Special Districts' 2013-2015 Capital Improvement Plan (see spreadsheet).
8. Grant and Contract for Safety Training (DPW Operations) – Request from Gary Brandt for Town Board action to accept a grant in the amount of \$8,521 from the NYS Hazardous Abatement Board for the period of August 1, 2012 through July 31, 2013 to provide safety training to Town employees. In addition, authorization is requested of the Supervisor to enter into an agreement with Lawrence A. Pecor, C.S.P., C.S.C. to provide such training (see letter from G. Brandt).
9. Budget Amendment for Safety Training Grant (DPW Operations) – Request from Suzanne Zaso for Town Board authorization to amend the 2012 Town budget to recognize the grant awarded from the NYS Hazardous Abatement Board for employee safety training in the amount of \$8,521 by increasing appropriations under contracted services in the Highway Administration by \$8,521 to be fully supported by an increase in NYS Aid for the same (see letter from S. Zaso).
10. Reorganization of Shared Services Department (Personnel) – Request from Gary Brandt for Town Board authorization to reorganize the Shared Services Department by shifting positions and appropriations to various departments in DPW, Town Clerk, and the Supervisor's Office to align with the supervisor for each function (see letter from G. Brandt).
11. Budget Transfer for Shared Services Reorganization (Finance) – Request from Suzanne Zaso for Town Board authorization to initiate a budget transfer of all remaining 2012 budgeted expenditures for wages and benefits as of 8/6/12 in the Shared Services Department to newly created or existing sub-departments under Public Works, Town Clerk, and Supervisor (communication to follow).
12. Exception to Contractor Insurance Limit (Public Works) – Request from Tim Keef for Town Board authorization to allow the general liability coverage for arborist contractor Jerry Peterson to be at \$2 million versus the required contractor minimum of \$3 million (see letters from T. Keef and the Town's Risk Consultant Jim Hood).
13. Installation of Street Lighting on Kendrick Road and Agreement for Maintenance with U of R (Public Works) – Request from Tim Keef for Town Board adoption of a resolution to authorize the NYSDOT to install street lighting on a section of Kendrick Road and at the East River Road intersection as part of the State's Access I-390 project, per the request of the University of Rochester. Board authorization is also requested to contract with the U of R for energy and maintenance costs to operate the system (see letter from T. Keef).

14. Grant and Budget Amendment for iPads (Fire Marshal) – Request from Tim Keef for Town Board acceptance of a grant in the amount of \$2,500 from Factory Mutual Insurance Company to purchase three (3) iPads for the Fire Marshal's Office. Board authorization is also sought to amend the 2012 Fire Marshal budget to increase appropriations in computer equipment to be fully supported by an increase in gifts and donations (see letter from T. Keef and Factory Mutual Insurance Co.)

15. Executive Session – Employment of a particular person.

The next regularly scheduled meeting of the FASC will be held **Tuesday July 31, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 5, 2012

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, October 13, 2012. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$520.00. There is sufficient funding in the 2012 Animal Control budget to support this request.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Sincerely,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:dm

c: Captain Robert Cline
David Ewell, Animal Control Supervisor

1b

A G R E E M E N T

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the Town of Brighton, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York 14618, hereinafter referred to as the "Town", and _____, with offices at (or residing at) _____, hereinafter referred to as the "Contractor".

W I T N E S S E T H

WHEREAS, the Town of Brighton is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof; and

WHEREAS, the contractor is willing, able and qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The Contractor hereby agrees to perform the following services for the Town of Brighton:

1c.

- a. Perform intramuscular immunization of cats and dogs and domesticated ferrets against rabies at clinics to be held at the Town of Brighton Highway Department facilities located at 1941 Elmwood Avenue, Rochester, New York 14620.
- b. Supervise animal handler technicians to assist in restraint of animals for safe immunizations. These animal handlers are direct employees of the Contractor, and will be directly compensated by the Contractor per the payment terms specified in Clause 3.
- c. Sign a certificate of immunization to be provided to each pet owner after the pet is immunized, to be used by the owner for documentation as required within Monroe County for pet licensing by the municipalities.
- d. Vaccine and other supplies will be provided by the County.

2. The term of this agreement shall be from October 13, 2012 to October 13, 2012. This contract may be terminated by the Town of Brighton upon written notice to the Contractor.

3. The Town hereby agrees to pay the Contractor a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed \$60.00 per hour for veterinarian services and \$25.00 per hour for animal handlers technician services, total amount not to exceed \$520.00. Said sum shall be paid as follows:

Id.

Upon submission of properly completed and executed Town of Brighton claim vouchers for all services rendered. Such voucher shall specify the number of hours of veterinarian services provided, the number of animal handlers technician services provided, and the respective reimbursement amounts due.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the voucher, approved by the Chief of Police, or by his/her designee, audited by the Director of Finance of the Town of Brighton, and approved for payment by the Town Board. If this contract is terminated by the Town pursuant to paragraph 2, and Contractor will be paid a pro rata share of the contract amount based upon the proportion of its satisfactory performance of the contract at the time of termination to the total performance required by this contract.

4. Upon the completion of the work required hereunder by the Contractor, title to all work performed shall vest in the Town of Brighton.

5. This contract shall be deemed executory only to the extent of funds available and the Town shall incur no liability beyond the funds annually budgeted therefor.

6. The Contractor agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest therein, nor any part thereof, not any monies which are or will become due

1e.

and payable thereunder without the prior written consent of the Town of Brighton.

7. The Contractor covenants and agrees that it will conduct itself consistent with its status, and said status being that of an independent contractor, and that is, its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, nor make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit.

8. The Contractor agrees that in carrying out its activities under the terms of this Agreement that it shall not discriminate against any person, due to such person's race, color, creed, sex or national origin, and that at all times it will abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

9. The Contractor agrees to indemnify, defend and hold the Town of Brighton harmless from and against any claims or causes of action, including reasonable attorney's fees, which may be asserted against the Town or any of its officers and/or employees, and arising out of this Agreement or out of services which the Contractor may perform for the Town pursuant to this agreement.

17.

IN WITNESS WHEREOF, the parties hereto have executed this agreement
the day and year first above written.

TOWN OF BRIGHTON

By: _____
William W. Moehle, Supervisor

By: _____

(Print Name)

Fed. I.D. # or Social Security #



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 13, 2012

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

I request that the Honorable Town Board approve a 2012 budget appropriation as follows:

To Expenditure account:		
A.POLCE.3120 4.18 Law Enforcement Supplies	\$500.00	
From Revenue account:		
A.POLCE.3120 2705 Gifts / Donations	\$500.00	

These funds will be used to purchase products and supplies for the DARE program. Funds have been obtained through a \$500.00 donation from Honeoye Falls resident Robert Hurlbut, in recognition of the work of Officer Julie Knutowicz and others in the Police Department.

I will be happy to respond to any questions members of the Town Board may have.

Sincerely,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

3a.



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5250 Fax (585) 784-5373

MEMORANDUM

To: The Honorable Finance Committee
From: Susan Wentworth, Coordinator of Data Processing
Date: July 16, 2012
Subject: Time Warner Cable Business Class Internet Upgrade and Renewal

The Town of Brighton has used Time Warner Cable Business Class (aka TWCBC) Internet and email service since October 2000. The three year service agreement with TWCBC expired in May 2012.

The nature of technology use in business over the last twelve years has changed and daily tasks are more dependent on the Internet and email. The current service level of 7Mbps download/2 Mbps upload does not provide adequate bandwidth for the Town's data needs.

I have researched several options to provide better bandwidth and help improve worker productivity. The most cost effective solution is to upgrade the Time Warner Cable Business Class service to 35 Mbps download/5 Mbps upload and maintain the current email configuration. The attached summary explains the options and associated pricing.

The current charges are \$199.95 per month (\$2,399.40 per year). The new service level would cost \$350.99 per month (\$4,211.88 per year). The increase is \$151.04 per month (\$1,812.48 per year). These charges are included in the Information Systems budget. There are sufficient funds in A.FINCE.1680 to cover the increase for the remainder of 2012.

This request is for Town Board approval to authorize the Supervisor to execute the attached Business Class Customer Service Order and Service Agreement for a three year term and to transfer \$800.00 from A.FINCE.1680 4.49 to A.FINCE.1680 4.22.

Thank you for your consideration.

Susan Wentworth

cc. Suzanne Zaso, Director of Finance

Internet Service Providers Cost Comparison

Current service at Town Hall: 7 Mbps dn/2 Mbps up \$101.95 (service agreement expired 5/1/2012)

Time Warner Quote 7/13/2012	Monthly Cost	Time Warner NYS	Monthly Cost	Frontier NYS	Monthly Cost	Verizon NYS	Monthly Cost	Paetec NYS	Monthly Cost
7 Mbps dn/768 Kbps up	\$ 69.95	7 Mbps dn/768 Kbps up	\$ 109.95	6 Mbps dn/768 Kbps up	\$ 103.99	7 Mbps dn/768 Kbps up	\$ 399.00	7.5 Mbps Dedicated	\$ 1,330.00
10 Mbps dn/1 Mbps up	\$ 99.99	10 Mbps up/2 Mbps up	\$ 319.95	9 Mbps dn/1 Mbps up	\$ 118.99				
12 Mbps dn/1.5 Mbps up	\$ 129.99	15 Mbps dn/2 Mbps up	\$ 429.95	Metro E 10 Mbps	\$ 1,800.00				
15 Mbps dn/2 Mbps up	\$ 199.99								
35 Mbps dn/5 Mbps up	\$ 229.99								
50 Mbps dn/5 Mbps up	\$ 299.99								
Installation	\$ -	Installation	\$ -	Installation for Metro E	\$ 500.00	Installation of Router	\$ 650.00	Installation	\$ 695.00
150 Email Accounts	\$ 98.00	150 Email Accounts	\$ 98.00	Not Available	Included	20 Email Accounts Max	Included	Not Available	
Static IP	\$ 23.00	Static IP	\$ 10.00	Static IP	Included	Static IP	Included	Static IP	Included

Recommendation to keep service with Time Warner Cable Business Class

Current Service	Monthly Cost	Proposed Upgrade	Monthly Cost
7 Mbps dn/2 Mbps up	\$ 101.95	35 Mbps dn/ 5 Mbps up	\$ 229.99
150 Email Accounts	\$ 98.00	150 Email Accounts	\$ 98.00
Static IP	Included	Static IP	\$ 23.00
Total	\$ 199.95		\$ 350.99

Increase of \$151.04/month or \$1,812.48/year

3b.

3c.

Business Class Customer Service Order

Account Executive: Jon Day
Phone: 585-756-1985 ext:
Cell Phone:
Fax:
Email: jonathan.day@twcable.com

Business Name	BRIGHTON TOWN HALL	Customer Type:	Existing Customer
Federal Tax ID	Tax Exempt Status	Tax Exempt Certificate #	
Billing Address	Account Number		
2300 ELMWOOD AVE ROCHESTER NY 14618	461066401		
Billing Contact	Billing Contact Phone	Billing Contact Email Address	
Authorized Contact	Authorized Contact Phone	Authorized Contact Email Address	
Technical Contact	Technical Contact Phone	Technical Contact Email Address	

Internet and Video Order Information For 2300 ELMWOOD AVE ROCHESTER NY 14618	
Service Type	Customer Requested Due Date
High Speed Internet (HSD)	
IPs (Internet Addresses)	

Current Services and Monthly charges At 2300 ELMWOOD AVE , ROCHESTER NY 14618			
Description	Quantity	Sales Price	Monthly Recurring Total
Web Hosting	1	\$28.00	\$28.00
E-MAIL HOSTING PREMIER	1	\$70.00	\$70.00
*Total			\$98.00
*Prices do not include taxes and fees.			

New and Revised Services and Monthly Charges At 2300 ELMWOOD AVE , ROCHESTER NY 14618				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
1 Static IP	1	\$23.00	\$23.00	36 Months
35Mx 5M Wideband - Single Play	1	\$229.99	\$229.99	36 Months
*Total			\$252.99	
*Prices do not include taxes and fees.				

3d.

Special Terms

The services, products, prices and terms identified on this Service Order constitute Time Warner Cable's offer to provide such services on such terms. Until Customer has accepted this offer by signing as appropriate below, Time Warner Cable reserves the right to rescind this offer at any time, at its sole discretion.

The Agreement shall be renewable for successive terms unless at least thirty (30) days prior to the expiration of the then-current term, either party notifies the other party of such party's intent not to renew this Agreement. Agreement term and corresponding monthly billing will commence on actual service installation date. Cable television and Work-at-home services are subject to annual price change.

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Time Warner Cable

Authorized Signature for Customer

Printed Name and Title

Printed Name and Title

Date Signed

Date Signed



3e

Service Agreement

This Time Warner Cable Business Class Service Agreement ("Service Agreement") in addition to the Time Warner Cable Business Class Terms and Conditions ("Terms and Conditions") and any Time Warner Cable Business Class Service Orders (each, a "Service Order"), constitute the Master Agreement by and between customer identified below ("Customer") and Time Warner Cable ("TWC" or "Operator") and is effective as of the date last signed below.

Time Warner Cable Information				
Time Warner Cable Inc.				
Street: 2620 W. Henrietta Rd		Contact: Jon Day		
City: Rochester	Telephone: 585-756-1985		ext:	
State: NY	Facsimile:			
Zip Code: 14623				
Customer Information				
Customer Name (Exact Legal Name): BRIGHTON TOWN HALL			Federal ID No:	
Billing Address: 2300 ELMWOOD AVE	Suite:	City: ROCHESTER	State: NY	Zip Code: 14618
Billing Contact Name:	Phone:		E-mail:	
Authorized Contact Name:	Phone:		E-mail:	

Agreement

THIS SERVICE AGREEMENT HEREBY INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS (AVAILABLE AT WWW.TWCBC.COM/LEGAL), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Electronic Signature Disclosure

Authorized Signature for Time Warner Cable Inc.	Authorized Signature for Customer
By:	By:
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

4.

BVA Billing and Collection Analysis					
Brighton Resident Adjustments					
Calendar 2012					
Period Ending	Total Tax District Adjust.	No Insurance	Treated, No Transport	Co-pay or Deductible	Other
Jan	17,074	4,880	6,480	5,714	
Feb	24,954	9,484	8,620	6,850	
Mar	<u>18,406</u>	<u>3,271</u>	<u>7,290</u>	<u>7,845</u>	
Total Q-1	60,434	17,635	22,390	20,409	
Apr	14,776	1,520	4,320	8,936	
May	25,027	9,646	8,870	6,511	
Jun	<u>18,771</u>	<u>1,263</u>	<u>9,180</u>	<u>8,329</u>	
Total Q-2	58,574	12,429	22,370	23,776	
YTD	119,008	30,064	44,760	44,185	
Jul					
Aug					
Sep					
Total Q-3	-	-	-	-	
Oct					
Nov					
Dec					
Total Q-4	-	-	-	-	



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

5

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *z*
Date: July 16, 2012
Subject: Declare 2001 Ford Ambulance Surplus for Auction

I recommend that Your Honorable Body declare one (1) 2001 Ford Gold Medallion ambulance as surplus and authorize the disposal of the same via auction. This ambulance recently replaced by a new 2011 Chevy ambulance.

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Copy to: K. Gordon

ea

TOWN OF BRIGHTON
ASSESSOR'S OFFICE
2300 Elmwood Avenue
Rochester, NY 14618
(585) 784-5216

July 5, 2012

To: Town of Brighton Finance Committee
Town Board Members
Supervisor Moehle

From: Elaine Ainsworth, Town Assessor

Re: Amend contract with Pomeroy approved by Town Board in May of 2010
and
Approve payment self-contained CCR appraisal
Including additional—non-traditional—valuation method

Please authorize the amendment of the May 2010 contract between Pomeroy Appraisal Associates and the Town of Brighton for the CCR certiorari appraisal. The amendment is to include an additional charge of \$5,800 for the addition of an evolving golf course valuation methodology, per the request of the Town Certiorari Attorney, Tom Fink. And, approve the Invoice for the Self-Contained Appraisal of CCR, as submitted to the Town of Brighton by Pomeroy, dated June 20, 2012, which includes all standard, and the evolving, non-traditional, valuation methodology.

The original appraisal request was discussed in town board executive sessions and verbally amended last fall to ask the contractor to include an increasing used, but non-traditional, valuation method as used by the petitioner's appraisal firm. Additional years were also added by the court. As a result, the final product did cost more than the original PO. The remaining funds encumbered by the PO are \$1,700. This invoice is for \$7,500; the Pittsford Central School district will reimburse the town for ½ the cost of the invoice, upon our billing to them.

These CCR certiorari, and associated costs, has been the topic of a number of executive session discussions with the board. Now I request approval to process this invoice.

The Assessor's Office 2012 budget appraisal line is over budget; however the 400 accounts do currently have funds available to cover this cost and no budget transfer would be necessary, at this time.

Pomeroy Appraisal Associates, Inc.

225 West Jefferson Street
Syracuse, NY 13202
(315) 422-7106

66

Invoice

DATE	INVOICE #
6/29/2012	9566

BILL TO
Elaine K. Ainsworth, IAO Assessor Town of Brighton 2300 Elmwood Avenue Rochester, New York 14618

TERMS	JOB CODE
Due on receipt	17736

DESCRIPTION	AMOUNT
Self-Contained Appraisal of: Country Club of Rochester (Four parcels located in Town of Brighton only) 2935 East Avenue, Elmwood Avenue and Allens Creek Road Towns of Brighton and Pittsford Monroe County, New York FEE:	7,500.00
cc: Thomas A. Fink, Esq. Davidson Fink, LLP 28 East Main Street Suite 1700 Rochester, New York 14614	
Accounts over 30 days are subject to a finance charge of 1.5% per month.	Total \$7,500.00

TOWN OF BRIGHTON

2013-2015 PROPOSED CAPITAL IMPROVEMENT PLAN (CIP)

SUPERVISOR'S BUDGET REVIEW TASK FORCE (BRTF) SUBMISSION TO FINANCE & ADMINISTRATIVE SERVICES COMMITTEE (FASC)

Note: (Budget = Town Funds or Special District Operating Budget Funded, Reserves = Reserve/Fund Balance Funded, Grant = Grant/Ad/Privatey Funded, Debt = Debt Issuance Funded)

Department / Category / Item Description:	2012 Budget				2013 Request				2014 Request				2015 Request				Total 2013-2015			
	Budget	Reserves	Grant	Debt	Dept. Rank	Budget Review Task Force (BRTF) Priorities	J.Piper	M. Crowley	M. Phillips	S. MacDougall	Budget	Reserves	Grant	Debt	Dept. Rank	Budget		Reserves	Grant	Debt
HIGHWAY DEPARTMENT																				
Heavy Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Large Flow-Sail Dump Trucks	40,100	-	-	-	1	High	High	High	High	372,000	-	-	-	-	1	180,000	38,000	-	-	235,000
Sweepers	-	-	-	-	2	High	High	High	High	104,000	-	-	-	-	2	120,000	75,000	-	-	-
Small Dump Trucks	-	-	-	-	3	Medium	Medium	Low	Low	58,000	-	-	-	-	3	39,000	-	-	-	40,500
Tractors / Backhoes	9,000	-	-	-	4	Medium	Medium	Low	Low	58,000	-	-	-	-	2	9,000	-	-	-	137,500
Pick-Up / Utility Trucks	-	-	-	-	5	Medium	Medium	Low	Low	35,000	-	-	-	-	4	85,500	-	-	-	123,000
Tow Behind Leaf Vacs and Leaf Boxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	39,100	-	-	-	150,000
Infrastructure																				
Resurface (30 yr.) and Treat Roads (10 yr.) Cycle	520,500	-	160,205	-	1	High	High	High	High	498,710	-	160,205	-	-	1	547,280	-	160,205	-	587,230
Replace/Mainstem Storm Sewers on 100-yr cycle	-	-	-	-	2	High	High	High	High	101,550	-	-	-	-	2	122,650	-	-	-	335,800
Replace Concrete Gutters on a 30-yr cycle	73,000	-	-	-	3	High	High	High	High	53,650	-	-	-	-	3	206,610	-	-	-	383,650
Install new grade rail - West Brighton	-	-	-	-	4	Medium	Low	High	Medium	41,000	-	-	-	-	-	-	-	-	-	41,000
Curb Replacements on 200-Year cycle	-	-	-	-	5	Medium	Medium	High	High	69,060	-	-	-	-	4	82,320	-	-	-	228,780
Facilities (HWY/ISWR Spill)																				
Replace Fire Alarm System	-	-	-	-	1	High	Medium	Medium	High	67,015	-	-	-	-	-	-	-	-	-	67,015
Replace Main Sliding Upper Storage Bldg	-	-	-	-	2	Medium	Medium	Low	Low	65,000	-	-	-	-	-	-	-	-	-	65,000
Paving & Repairs at OPS Center	-	-	-	-	3	Medium	Medium	Medium	Medium	28,500	-	-	-	-	4	31,800	-	-	-	83,250
Replace Stand-by Generator	-	-	-	-	4	Medium	Medium	Low	Low	147,300	-	-	-	-	-	-	-	-	-	147,300
Facility Assessment Study for OPS Center	-	-	-	-	5	Medium	Low	Medium	Medium	21,000	-	-	-	-	-	-	-	-	-	21,000
Paving at Landfill	-	-	-	-	6	Medium	Low	Medium	Medium	21,000	-	-	-	-	3	24,625	-	-	-	61,125
Add Tunnel Lighting for Upper Building	-	-	-	-	7	Medium	Low	Low	Low	21,000	-	-	-	-	-	-	-	-	-	21,000
Replace Windows	-	-	-	-	8	Low	Low	Low	Low	25,000	-	-	-	-	-	-	-	-	-	25,000
Soil Shed Roof Repair (HWY only)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,000
Pole Storage Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,500
Roof Replacement of OPS Center Main Bldg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140,000
Upgrade Electrical System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,100
Expansion of Fuel Depot for Bio-Diesel (HWY only)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,000
Update 2-Way Radio System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	108,000
Technology																				
Slow Flow Routing Software	642,600	-	160,205	-	1	High	Medium	High	High	25,000	-	-	-	-	-	-	-	-	-	25,000
SUB-TOTAL HIGHWAY DEPARTMENT	642,600	-	160,205	-	1	High	Medium	High	High	1,897,785	40,000	160,205	-	-	1,750,370	113,000	160,205	-	-	3,877,955
DEPARTMENT OF PUBLIC WORKS (DPW)																				
Infrastructure & Planning																				
Construct New Storm Sewers & Drainage	104,800	-	66,000	-	1	High	High	High	High	-	-	880,750	-	-	1	111,300	-	-	-	1,881,800
Cowen Rd. Bridge Rehabilitation (Phase 1)	-	-	-	-	2	High	High	High	High	12,420	-	235,930	-	-	-	-	-	-	-	248,350
Reserve Development Project	-	-	-	-	3	Medium	Medium	Low	Low	80,000	-	510,000	-	-	-	-	-	-	-	510,000
Comprehensive Plan Update	18,000	-	-	-	4	Medium	Medium	Low	Low	30,000	-	-	-	-	-	-	-	-	-	80,000
Tree Management Program	24,840	-	-	-	5	Medium	High	High	High	12,000	-	83,902	-	-	1	30,000	-	-	-	120,000
Highland Canal Trail	-	-	-	-	6	High	High	High	High	30,000	-	-	-	-	5	83,902	-	615,285	-	798,187
Facilities Bicycle Master Plan Implementation	-	-	68,500	-	7	Medium	High	Low	Low	50,000	-	-	-	-	4	50,000	-	-	-	150,000
Monitor Avenue Streetscape Improvements	-	-	-	-	8	High	High	High	High	50,000	-	-	-	-	6	50,000	-	-	-	150,000
Four View Rd Storm & Sanitary Sewer	-	-	-	-	9	Medium	Medium	High	High	35,000	-	-	-	-	7	286,000	-	-	-	321,000
Slipwalk Construction / Reconstruction	77,150	-	41,790	-	-	-	-	-	-	-	-	55,000	-	-	2	14,216	-	45,000	-	125,608
West Brighton Sewer Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	75,200	-	-	-	75,200
Equipment and Services																				
Record Scanning Services	-	-	-	-	1	High	Medium	High	Medium	25,000	-	-	-	-	1	25,000	-	-	-	75,000
OCE Printer and annual services fee	-	-	-	-	2	High	Medium	High	Medium	28,820	-	-	-	-	-	-	-	-	-	28,820
Early Phase Projects / TBD Funding Sources																				
Street Lighting Conversion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sanitar Keating Blvd. Completion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB-TOTAL DEPARTMENT OF PUBLIC WORKS	225,790	-	178,250	-	-	-	-	-	-	323,240	-	1,721,680	-	-	560,416	-	915,750	-	-	4,544,965

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TOWN OF BRIGHTON
 2013-2015 PROPOSED CAPITAL IMPROVEMENT PLAN (CIP)
 SUPERVISOR'S BUDGET REVIEW TASK FORCE (BRTF) SUBMISSION TO FINANCE & ADMINISTRATIVE SERVICES COMMITTEE (FASC)
 Note: (Budget = Town Funds or Special District Operating Budget Funded, Reserves = Reserve/Fund Balance Funded, Grant = Grant/Ad/Private Funded, Debt = Debt Issuance Funded)

Department / Category / Item Description:	2012 Budget				2013 Request				2014 Request				2015 Request						
	Budget	Reserves	Grant	Debt	Dept. Rank	J.Piper	M. Ocasinski	M. Phillips*	S. MacDougall	Budget	Reserves	Grant	Debt	Dept. Rank	Budget	Reserves	Grant	Debt	Total 2013-2015
CONSOLIDATED SEWER DISTRICT																			
Heavy Equipment																			
Pick-Up / Utility Trucks	30,000	-	-	-	1	medium	medium	low	medium	30,000	-	-	-	3	40,000	-	-	-	140,000
Large Dump / Plaster Trucks	170,000	-	-	-	2	medium	medium	high	high	120,000	-	-	-	1	180,000	-	-	-	640,000
Tractors / Backhoes	8,200	-	-	-	3	medium	medium	low	medium	20,800	-	-	-	2	20,800	-	-	-	47,800
Miscellaneous Equipment					4	medium	high	low	medium	50,000	-	-	-	4	121,000	-	-	-	50,000
Misc. Heavy Equipment																			121,000
Infrastructure																			
Sewer Rehabilitation Program (Grouting & Re-Lining)	269,050	-	-	-	1	high	high	high	high	270,000	-	-	-	1	270,000	-	-	-	810,000
Sewer Pump Station Rehabilitation (Engineering)																			55,000
Winton Road Pump Station Renovation																			319,200
South MCC Campus Sanitary Sewer Phase 1	60,000	-	-	-	2	high	high	high	high	86,000	-	-	-	4	319,200	-	-	-	66,000
East Avenue Sanitary Sewer Rehabilitation					3	high	high	high	high	100,000	-	-	-	2	117,500	200,000	-	-	517,500
Early Phase Projects / TRD Funding Sources																			
South MCC Campus Sanitary Sewer Phase 2	535,250	-	-	-						656,800	-	-	-		894,300	200,000	-	-	2,785,500
SUB-TOTAL SEWER DISTRICT																			
EXISTING DEBT SERVICE																			
Library Construction Bonds (2011 Refunding)				129,535		high	high	high	high										112,425
Highway Fuel Depot Bonds (2007)				59,820		high	high	high	high										65,710
Parkland Bonds (2007)				321,345		high	high	high	high										316,060
Neighborhood Improvement District Bonds (2005)				11,980		high	high	high	high										11,430
Elmwood Ave Relief Sewer I Bonds (2010)				48,815		high	high	high	high										43,300
Elmwood Ave Relief Sewer II Bonds (2010)				48,250		high	high	high	high										46,080
Brighton-Hennetta I, L. Road Sewer Bonds (2005)				17,005		high	high	high	high										16,885
Western Dr. Sewer Bonds (2005)				10,970		high	high	high	high										10,720
Ambulance Bonds (2009)				41,425		high	high	high	high										40,475
Pub Works Software BAA (2011)				8,430		high	high	high	high										6,430
Miracly Software BAA (2011)				18,535		high	high	high	high										18,535
Phone System BAA (2011)				17,760		high	high	high	high										17,760
Ambulance BAA (2011)				26,340		high	high	high	high										26,340
SUB-TOTAL EXISTING DEBT SERVICE				755,890															677,465

CIP 2013-2015 TOTALS BY FUNDING SOURCE	2012	2013	2014	2015	Total 2013-15
Operating Budget Funded (Budget)	1,746,055	3,709,095	3,039,301	3,111,623	10,760,619
Reserve / Fund Balance Funded (Reserves)	50,000	1,260,000	323,000	360,205	1,943,205
Grant/Ad/Private Funded (Grant)	536,455	1,863,865	1,075,955	676,929	3,658,769
Debt Issuance Funded (Debt)	755,890	795,005	723,250	722,765	2,331,620
TOTAL	3,088,400	7,638,965	6,061,506	4,871,522	18,571,613

CIP Notes:
 This Capital Improvement Plan is used for planning purposes only. Inclusion of a project does not represent a commitment of funding. Funding for approved capital projects is provided in the annual Capital Budget. To "qualify" as a Capital Improvement Plan project, the estimated project cost must be at least \$20,000. Capital expenditures estimated at less than \$20,000 are treated as operating expenditures and funded in the Operating Budget. Contributions to Capital Reserve Funds are included in this Capital Improvement Plan.

- * Budget Review Task Force Member Michael Phillips had several additional comments on the Proposed 2013-15 CIP as follows:
- The Town should consider increased borrowing in 2013 due to the current favorable debt rate market; and
- Due to budget constraints it would be prudent to defer one of the Large Highway Plow Trucks and one of the Police Patrol Cars in in the 2013 request to 2014.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Ja.

TO: William Moehle, Supervisor
FROM: Gary Brandt, Director of Personnel/HR
DATE: July 6, 2012
RE: NYS Hazardous Abatement Board (HAB) Training Grant and Sub-Contract

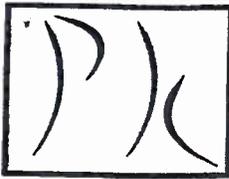
At the January 31, 2012 FASC meeting, Tim Keef and I presented a request to submit a NYS HAB Training Grant application for 2012-13 through Paris-Kirwan Associates for funding to provide safety training to Town employees. At this meeting, it was also discussed to have Larry Pecor provide such training if the grant were approved.

I am pleased to inform you that the Town has been awarded this grant, with training to be completed between August 1, 2012 and July 31, 2013, in the amount of \$8,521. This training will be provided at the Town's facilities by Mr. Pecor.

My formal request to the Board is to accept this grant and to authorize the Supervisor to sign a contract with Lawrence A. Pecor, C.S.P., C.S.C and any related documents to provide said safety training through this grant.

c: Tim Keef
MaryAnn Hussar





Paris Kirwan Associates
1040 University Avenue
Rochester, NY 14607

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PARIS KIRWAN ASSOCIATES — SAFETY & LOSS CONTROL

January 31, 2012

Susanne Zaso, Director of Finance

Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Dear Susanne,

As you are aware, last year I worked with Gary Brandt in submitted a request for a NY State HAB Grant, which provides safety training funds to employers in New York State who request such funding and are approved. Last year the safety trained requested and received focused on 14 safety topics for the Town of Brighton Department of Public Works employees, and a grant of \$ 8,640 was awarded. That training grant (for 2011 / 2012) is now in progress, is going well, and will be completed by July 31, 2012.

Going forward, we are hoping to submit another HAB RFP for 2012 / 2013. This new grant will focus on both (1) Town employees who were not trained in last years grant, and (2) New topics for the DPW that are needed (and ones that need to be refreshed).

Requested training this year for town "Office" employees (approx 50 in management and clerical potions, etc) would include safety training topics including or related to: Safety Awareness, Back Safety and Safe Lifting, Office Ergonomics, Hazard Awareness, Emergency Action Plans, and Controlling Workplace Stress, Work-place Harassment and Workplace Violence.

Requested training for the "DPW" and the "Parks Dept employees" (not trained in present grant) would include safety training topics on or related to: Safety Awareness, Hazard ID Surveys, Outdoor Heat Exposures, Outdoor Cold Exposures, Outdoor Insect Exposures, Toxic Mold Exposures, Safe Equipment / Tool Operations, Back Lifting, Chemical Safety (the new GHS Standard), Hearing Conservation, as well as controlling Workplace Stress, Workplace Harassment, and Workplace Violence.

The exact courses and format are still in development, but it is anticipated that the grant requested will be similar or slightly larger in size than last year's grant (**estimated to be between \$8,000 to \$10,000 for this year's grant**). Please note that last year I involved the services of outside consultant to serve as the safety training "subcontractor," and the training was conducted off-site. This was primarily due to the course materials covered (like Confined Space Entry, Excavations, etc) for which a special setting was advantageous. For the current grant, the topics do not require such a setting. **Therefore I will personally serve as the sub-contractor, and all training will be conducted on-site on the Town's facilities.** This will be beneficial for the town, and will save time and money, as the employees will not have to drive or otherwise be transported to an off-site training facility. For reference, I have successfully facilitated a number of HAB grants in past years, and have kept exactly to the provided HAB funds.

Sincerely,

Larry Pecor, C.S.P., C.S.C.
Director of Safety and Loss Control
(585) 506-4273 Office

 **PARIS KIRWAN**
ASSOCIATES INC
(585) 473-8000

pc.

To

The Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

**HAB Safety Training
Sub-contract Agreement
with Safety Trainer**

From

Lawrence A. Pecor, C.S.P., C.S.C,
Safety by Request
660 Beaver Creek
Macedon, NY 14502

Date

July 6, 2012

The purpose of this safety trainer sub-contract agreement is to document that:

- 1) HAB has awarded your company \$ 8,521.00 (for 2012 / 2013).
- 2) The training is to be completed between **Aug 1, 2012 & July 31, 2013.**
- 3) Training hours not completed by July 31, 2013, will be **not be provided or funded.**
- 4) Your safety training will be facilitated by **Lawrence (Larry) Pecor.**
- 5) Training will be provided at **your facility** (training room or area).
- 6) Larry Pecor's safety training hourly **training rate is \$125.**
- 7) There are **no additional fees** for training handouts or materials provided.
- 8) You will be billed for training hours provided **after they are provided.**
- 9) Safety training provided will be billed on a **quarterly basis.**

For more information on specific training topics,
please refer to the HAB Grant Application.

If your company should desire additional training or services
they would be addressed in a separate agreement or contract.

Signed by: _____ Date _____

The Town of Brighton

Signed by: Lawrence A. Pecor Date July 6, 2012
Lawrence A. Pecor, C.S.P., C.S.C.

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SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: July 16, 2012
Subject: Budget Appropriation for Safety Training Grant

The Town of Brighton has been awarded a grant in the amount of \$8,521 from the New York State Hazardous Abatement Board to provide safety training for Town employees. To acknowledge this grant and provide the funding in the 2012 budget for the anticipated contract for training, I am requesting authorization from the Town Board to create the following budget amendment:

Increase appropriations in contracted services in the highway department (D.HWY.5140 4.49) by \$8,521 to be fully supported by an increase in NYS Aide (D.HWY.5140 3089) in the same amount.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Cc: Tim Keef
Gary Brandt
Amy Banker



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

1 Da.

TO: Christopher Werner, Chair, Finance & Admin. Services Committee
FROM: Gary Brandt, Director of Personnel/HR
DATE: July 16, 2012
RE: Reorganization/Elimination of Shared Service Department

Recent analysis by, and discussions with, Supervisor Moehle, DPW Commissioner Keef, Town Clerk Aman and Finance Director Zaso permit me to bring forth the proposal to re-organize the departmental structure of the Town with the following specific changes submitted for your review:

- a. Eliminate Shared Services
- b. Shift one-half (.5) FTE to the Supervisor's Department
- c. Shift two and one-half (2.5) FTE's to DPW
- d. Shift three (3) half time FTE's to the Town Clerk
- e. Make the necessary accounting changes in appropriations to permit these position transfers and related activities

History-

The Shared Service Department has been used as an administrative vehicle to house a number of specific functions, i.e. janitorial, building maintenance, facility scheduling, copy center, public information, utilities, etc. Prior to 2006, the functions were managed by the Assistant to the Supervisor at a 50% time allocation.

Upon the hiring a new employee who served as the Asst. to the Supervisor, the focus was on specific communications skills vis-à-vis the management of the numerous functions of Shared Services. With the departure of the employee who held this position in 2008 and the hiring of Mr. Clapp, the Town Board authorized the supervision of the Department of Shared to be provided by the Secretary to the Supervisor, Ms. Albers, with the addition of an annual administrative stipend to supplement her salary.

When Ms. Albers retired in May, 2010, the annual administrative stipend was awarded to the current Maintenance Mechanic, Mr. Hall, who assumed these additional duties.

Proposal-

The following proposal will result in a small reduction in the Town Budget.

Effective Monday, August 6, 2012 to modify the current Town Table of Organization to reflect the following changes:



10h.

- a. Eliminate the Department of Shared Services, and transfer employees as indicated below.
- b. Transfer the half-time (.5 FTE) position of Assistant to the Supervisor to the Supervisor's Department. When combined with the existing .5 FTE Assistant to the Supervisor position in this Department, the result will be a change from 2.5 FTE's to 3.0 FTE's. One position will remain vacant. This transfer therefore is budget neutral.
- c. Transfer 2.5 FTE's to the Department of Public Works. The 1.0 FTE Maintenance Mechanic, the 1.0 FTE Laborer and the .5 FTE Cleaner positions will be added to the Dept. of Public Works and be identified as Facilities Maintenance within DPW. In addition, the Facilities Administrator annual stipend of \$5,280 will move to DPW as well, being paid to the Maintenance Mechanic (Mr. Hall) who continues to perform well in his additional supervisory role, (see attached). These transfers will be budget neutral.
- d. Transfer three (3) half-time (.5) FTE's to the Town Clerk. The .5 FTE Office Clerk IV will continue at 17.5 hrs per week, as will the .5 FTE Telephone Operator.

The .5 FTE Security Worker position will be modified from .5 FTE to an On-Call position, which will reduce the position below a .5 FTE. This will result in a small budgetary savings going forward.

The Telephone Operator-On Call position will also transfer to the Town Clerk. Also, add two additional Telephone Operators-On Call positions so that the Town Clerk has sufficient reserve personnel trained and ready to fill in for absences. These positions are only used when either the Office Clerk IV or the Part Time Telephone Operator are absent, and thus is budget neutral.

- e. Authorize any necessary accounting transfers to follow the above-cited personnel changes.



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585) 784-5250 FAX: (585) 784-5368

12a

July 13, 2012

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

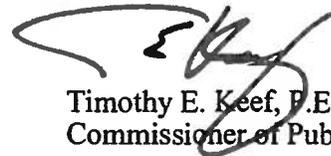
re: 2012 Consulting Arborist Services
Insurance Requirements

Dear Chairperson Werner and Committee Members:

As you will recall, it was previously recommended to award the above contract to Mr. Jerry Peterson. Subsequently, the topic of the Town's insurance requirements were discussed with Mr. Peterson, DPW staff and representatives of our insurance carrier. Pursuant to this review and the attached communication from Mr. James Hood of Holforth Risk Management, it is requested that Mr. Peterson be allowed to provide general liability coverage in the amount of \$2 million versus the \$3 million typically required.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 17, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,



Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: M. Hussar
S. Zaso
T. Anderson
G. Brandt

HOLFOTH RISK MANAGEMENT

July 13, 2012

Division of Aldrich & Cox, Incorporated

Mr. Gary Brandt
Director of Personnel
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

RE: Contract with Jerry Peterson
Recommendation for Acceptable Coverage

Dear Gary:

We understand that the Town wishes to contract with Jerry Peterson as an independent contractor to review a few Town trees to determine the health of those trees. No trimming, cutting, climbing or hauling is requested. The value of the contract is approximately \$2,000.

The contract with Mr. Peterson needs to be in writing and include a hold harmless provision in favor of the Town.

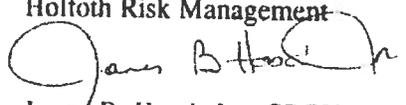
Mr Peterson is able to secure a \$2,000,000 General Liability per occurrence policy that appears to include Professional Liability as well but the Professional Liability forms were missing from the materials sent to Paris Kirwan. If you can verify that the Hiscox Arborist program definitely includes Professional Liability, and the program can be amended to include the Town of Brighton as an Additional Insured in connection with the work that Mr. Peterson is going to do for the Town, we recommend that this coverage be accepted.

Naturally we could like to see evidence of Workers' Compensation if there were employees involved in this project, but since Mr. Peterson is a sole proprietor without employees, I suggest that he also be asked to complete a CE-200 form acknowledging that the individual is exempt from buying Workers' Compensation. This form can be downloaded from the NYS Workers' Compensation web site.

A certificate of insurance evidencing the Liability coverages, and the completed CE-200 form should be in hand prior to allowing any work to begin.

If you have questions about the insurance requirements for Mr. Peterson, let me know but we feel that the Town is well protected by the evidence of the coverages listed above.

Very truly yours,

Holfoth Risk Management

James B. Hood, Jr., CPCU
Director



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

13

July 13, 2012

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

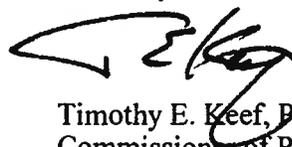
re: NYSDOT Kendrick Road Improvements
Street Lighting Resolution/Agreement with University of Rochester

Dear Chairperson Werner and Committee Members:

As you may be aware, the NYSDOT will begin the first phase of the Access I-390 project, which entails work in the vicinity of East River and Kendrick Roads. In an effort to identify and define their campus, the University of Rochester has indicated the desire for street lighting along Kendrick Road south of the Erie Canal and at the proposed East River/Kendrick Roads intersection. In order for this to be incorporated into the NYSDOT's scope of work, the Town will need to pass a resolution in support of this installation as well as for future cost and maintenance (as the NYSDOT arrangements can not be done directly with the U of R, but must be with a municipality). To compliment this action, an agreement will need to be entered into with the U of R for the energy and maintenance costs to operate the system. Subsequently, the U of R will petition the Town to form a street lighting district to operate these lights. It is therefore requested that the Town take the necessary action as outlined above. Communication from the U of R to this effect will be forthcoming in support of this endeavor.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 17, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,



Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: M. Hussar
S. Zaso



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

14a.

July 13, 2012

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

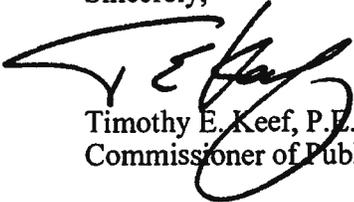
re: Receipt of Fire Safety Grant

Dear Chairperson Werner and Committee Members:

Due to the efforts of Fire Marshal Christopher Roth, the Town will be able to realize a grant in the amount of \$2,500.00 as outlined in the attached communication from the Factory Mutual Insurance Company. The receipt of this grant reflects the diligence with which Chris pursues opportunities for grants and other revenue sources that has made his department a more self sufficient operation within the services offered by the Town. It is recommended that the grant be accepted and utilized accordingly with expenditures to be funded from the A.DPW 3410 2.13 account (computer equipment) due to unanticipated revenues from the A.DPW 3410 2705 (gifts and donations) .

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 17, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,



Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: M. Hussar
S. Zaso
C. Roth

Factory Mutual Insurance Company
1151 Boston-Providence Turnpike
P.O. Box 9102
Norwood, MA 02062 USA
T: 781 255 4000 F: 781 255 4024 www.fmglobal.com

June 26, 2012

Chief Fire Marshal Roth
Town of Brighton-Office of the Fire Marshal
2300 Elmwood Avenue
Rochester, New York 14618

Dear Chief Fire Marshal Roth:

Congratulations. Your grant application for an FM Global fire prevention grant stood out among the hundreds we received and we will be funding \$2,500 to purchase 3 iPads with cases and WiFi mobile hotspots.

Jordan Collyer, fire service program coordinator in FM Global's Boston office will contact you soon to arrange for a check presentation. In addition you will be receiving an email with a sample press release. Once you and Jordan have scheduled a date for a visit, you can customize and distribute the press release to bring further public attention to your worthy efforts and to publicize your award.

In the meantime, if you have any questions, please feel welcome to e-mail me.

Best wishes for continued success in your fire prevention endeavors.



Michael Spaziani
Manager - Fire Service Programs
michael.spaziani@fmglobal.com

cc: Jordan Collyer – FM Global Boston Operations

File #12-038