

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

**Meeting Date: Tuesday, April 1, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Declare Equipment as Surplus for Auction (Highway) – Request from Tim Anderson for Town Board action to declare five items of equipment as surplus and authorize for auction (see letter from T. Anderson).
2. Memorandum of Agreement with CSEA and/or Teamsters for Ten Hour Work Day (Highway/Sewer) – Request from Tim Keef for Town Board authorization to enter into a memorandum of agreement with the Civil Service Employees Association (CSEA) and/or the Teamsters Union for a ten hour work day schedule for the 2014 summer season (see letter from T. Keef).
3. Contract for Professional Consulting Services for Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with Bayer Landscape Architecture, PLLC to provide professional consulting services relating to the proposed trail through the former Farash property at a cost not-to-exceed \$117,550 (see letter from M. Guyon).
4. Create Capital Project and Appropriate Trust Funds (Finance) – Request from Suzanne Zaso for Town Board authorization to create a capital project for the design and construction of a trail through the former Farash property and to appropriate \$117,550 from the Parkland Trust Fund to the project for professional engineering work (see memo from S. Zaso).
5. Change Order for Veterans Memorial Site Improvements – Request from Mike Guyon for Town Board authorization to execute change order #4 with Birchcrest Tree and Landscape Inc. in the amount of \$2,700 for 6' bench at the Veterans Memorial site to match exiting bench. Donated funds are available for this change order (see letter from M. Guyon).
6. Bond Resolutions (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt the bond resolutions for a maximum total of \$725,000 to provide financing for roof replacement above the offices at the DPW Operations Center and at the Salt Shed Barn (\$250,000 total est.); purchase of a street sweeper (\$210,000); purchase of a 6-wheel heavy duty dump truck (\$220,000); and partial funding of 2013 ambulance (\$45,000) (see memo from S. Zaso).

7. Declare Ambulance as Surplus for Auction (Ambulance Dist.) – Request from Suzanne Zaso for Town Board action to declare one Ford Marque ambulance as surplus and authorize for auction (see memo from S. Zaso).

8. Investment Policy Statement for Service Awards Program (W. Brighton Fire Protection District) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to sign a policy with RBC Wealth Management to direct RBC in investing the assets of the Service Awards Program provided to members of the West Brighton Fire Department (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 15, 2014, 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

Operations Center

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

1.

March 27, 2014

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Authorize Disposal of Equipment and Material

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

Stone compactor	Asset #03828
2" Homelite trash pump	Asset #02087
Concrete mixer	Asset #02439
Stone mortar mixer	Asset #02132
2002 Exmark mower	Asset #04801

I further recommend that I be authorized to dispose of this equipment through Roy Teitsworth, Inc. through a municipal auction scheduled for May 10, 2014.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef



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

La.

March 31, 2014

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

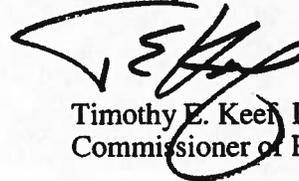
re: Proposed Ten Hour Days Memorandum of Agreement (MOA)
CSEA and Teamsters Union
2014 Season

Dear Chairperson Werner and Committee Members:

As we have done so in past years, it is recommended that the ten hour day be considered again for the upcoming 2014 seasonal summer period. Last year's ten hour day efforts assisted greatly with both the Highway and Sewer Department's programs and projects. Therefore, I request your endorsement for the upcoming year and, if you look upon this favorably, to recommend that the MOA between the Town, CSEA and/or the Teamsters be executed by the Supervisor.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 1, 2014 meeting in the event that you have any questions regarding this matter.

Sincerely,



Timothy E. Keel P.E.
Commissioner of Public Works

TEK/wpd

cc: T. Anderson
S. Zimmer
S. Zaso
M. Hussar
G. Brandt
K. Gordon



Town of Brighton

MONROE COUNTY, NEW YORK
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2a

March 28, 2014

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

Re: Request for Proposals, (RFP)
Farash Property Shared Use Trail
Professional Services

Dear Councilperson Werner and Committee Members:

The Town Board authorized the preparation and solicitation of a request for proposal for professional consulting services on January 8, 2014 for the Farash Property Shared Use Trail Project. The project includes the construction of a shared use trail on the parcel known as the Farash property. The proposed trail will extend from Westfall Road to Elmwood Avenue in a north to south direction and provide a critical link between the Town of Brighton Town Hall and Buckland Park. The Town of Brighton solicited a Request Proposals for professional services for this project in February 2014. The Request for Proposal was advertised in the NYS Contract Reporter on February 4, 2014 and responses were requested and received on February 27, 2014. Approximately forty (40) firms obtained copies of the RFQ and fourteen firms submitted a response to the Request for Proposal.

Town staff evaluated the proposals and after much deliberation the consultant Bayer Landscape Architecture, PLLC was selected. While not the lowest fee, Bayer Landscape Architecture, PLLC provided a very competitive price and their proposal demonstrated a clear understanding of the project scope, exceptional local knowledge of the project site, and notable experience with similar projects. The bidders along with their proposed not-to-exceed fee are listed in Appendix A.

The Bayer Landscape Architecture, PLLC price proposal indicates that a maximum not-to-exceed price to provide those services outlined in the RFP including Construction Administration and Inspection is \$117,550.00. We are proposing to award the entire contract for a fee not to exceed \$117,550.00.



3b.

I am requesting that the FASC authorize the Supervisor to enter into an agreement with The Bayer Landscape Architecture, PLLC for a cost not-to exceed \$117,550.00 to provide those professional services in accordance to the scope outlined in the February 4, 2014 Request for Proposal for the Farash Property Shared Use Trail project. Funds are available in account the Parkland Trust Fund to perform the professional design services for the proposed Farash property trail.

I will be in attendance at your regularly scheduled April 1, 2014 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon", is written over the word "Sincerely,".

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef

4



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 *sz*
Date: April 1, 2014
Subject: Set-Up Capital Project and Appropriate Trust Funds
For Trail through former Farash Property

I am recommending that your Honorable Body authorize the creation of a capital project for the design and construction of a shared use trail through the former Farash property that will extend from Westfall Road to Elmwood Avenue connecting Town Hall with Buckland Park. The majority of the funding for this trail will be provided through existing funds in the Town's Parkland Trust and Parks Reserve accounts.

The initial contract for professional consulting services in the design of the park trail is expected to be for a cost not-to-exceed \$117,550. I am requesting authorization to appropriate the \$117,550 for engineering services in the newly created capital project with offsetting revenue of a transfer in from the Parkland Trust Fund.

To summarize, my formal requests to the Town Board are:

- To authorize the creation of a capital project for the design and construction of a trail through the former Farash property
- To authorize the appropriation of \$117,550 from the Parkland Trust Fund to the engineering services line of the capital budget for the trail
- To authorize the Director of Finance to make all necessary accounting entries relating to this appropriation.

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: M. Guyon, Town Engineer

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TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

January 31, 2014

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

Re: The Veterans Memorial
Birchcrest Tree and Landscape
Additional Services
Supply and Install Bench

Dear Councilperson Werner and Committee Members:

At the August 8, 2012 meeting the Town of Brighton Town Board awarded the contract for the Veterans Memorial Site Improvements to Birchcrest Tree and Landscape, Inc. for a total cost not to exceed \$64,968.52. The Town Board has since authorized three change orders totaling \$52,360.95. The total project cost including the change orders is \$117,329.47. A copy of the previous change orders are attached for the Committee's reference. The project has been completely funded by donations and grant moneys.

The memorial currently includes a single bench which provides minimal seating capacity. A second bench would improve the seating capacity at the memorial. Therefore, I am requesting that FASC authorize the Town Board to increase the Birchcrest Tree and Landscape, Inc. contract and authorize the Supervisor to execute Change Order Number 4 to purchase and install a new bench in the amount of \$2,700.00. Purchasing the bench using the existing Birchcrest contract ensures that the new bench will be similar to the existing bench. A copy of the change order is attached for your reference.

I will be in attendance at your regularly scheduled April 1, 2014 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef
Mary Ann Hussar
James Vogel



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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

VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 1

CONTRACTOR: Birchcrest Tree and Landscape Inc.

DATE: October 30, 2012
CHANGE IN CONTRACT TIME: Zero CALENDER DAYS

DESCRIPTION OF CHANGE ORDER:

This change order includes the following additional work performed by the contractor:

Description of Work	Amount
1. Purchase and deliver lighting for the Eagle sculpture and flagpole	\$3,679.95
2. Purchase and Install 6 foot Black Maglin Bench - MLB300-MH	\$2,700.00
3. Lower existing sculpture foundation underdrain and electrical conduit to accommodate curbing	\$615.00
4. Furnish and Install 7 Red Oak and 7 Sugar Maple Tress	\$8,610.00
5. Repair lawn damage that resulted from the installation of the electrical conduit	\$350.00
6. Install Bronze Plaque furnished by the Town of Brighton	\$450.00
	<u>\$16,404.95</u>

which is cause for the following adjustment to the contract:

Positive net change to contract resulting in an increase of:	\$16,404.95
Total cost increase this change order:	<u>\$16,404.95</u>
Original Contract Price:	\$64,968.52
Adjusted Contract Price through previous change orders	\$64,968.52
Adjusted Contract Price through this change order:	<u>\$81,373.47</u>

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

APPROVALS

CONTRACTOR

DEPARTMENT OF PUBLIC WORKS

SUPERVISOR

5e.



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 2

CONTRACTOR: Birchcrest Tree and Landscape Inc.

DATE: September 11, 2013

CHANGE IN CONTRACT TIME: Contract must be completed by June 30, 2014

DESCRIPTION OF CHANGE ORDER:

This change order includes the following additional work performed by the contractor:

Description of Work	Amount
1. Stone Curb Edging typical curb height straight	\$10,560.00
2. Stone curb edging typical height curved	\$22,400.00
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which is cause for the following adjustment to the contract:	\$32,960.00

Positive net change to contract resulting in an increase of: \$32,960.00

Total cost increase this change order: \$32,960.00

Original Contract Price: \$64,968.52

Previous Change Orders:
Change Order #1 \$16,404.95

Adjusted Contract Price through previous change orders \$81,373.47

Adjusted Contract Price through Change Order #2: \$114,333.47

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

APPROVALS

CONTRACTOR

DEPARTMENT OF PUBLIC WORKS

SUPERVISOR

2300 Elmwood Avenue, Rochester, New York 14618 • 585-784-5250 • Fax 585-784-5373

<http://www.townofbrighton.org>

5d.



Town of Brighton

MONROE COUNTY, NEW YORK

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2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 3

CONTRACTOR: Birchcrest Tree and Landscape Inc.

DATE: October 31, 2013

CHANGE IN CONTRACT TIME: Contract must be completed by June 30, 2014

DESCRIPTION OF CHANGE ORDER:

This change order includes the following additional work performed by the contractor:

Description of Work	Amount
1. Install french draina along northern boundary of the Veterans Memorial Site	\$2,996.00

which is cause for the following adjustment to the contract:

\$2,996.00

Positive net change to contract resulting in an increase of: \$2,996.00

Total cost increase this change order: \$2,996.00

Original Contract Price: \$64,968.52

Previous Change Orders:

Change Order #1 \$16,404.95

Change Order #2 \$32,960.00

Adjusted Contract Price through previous change orders \$114,333.47

Adjusted Contract Price through Change Order #3: \$117,329.47

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

APPROVALS

CONTRACTOR

DEPARTMENT OF PUBLIC WORKS

SUPERVISOR



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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5e.

VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 4

CONTRACTOR: Birchcrest Tree and Landscape Inc.

DATE: April 1, 2014

CHANGE IN CONTRACT TIME: Contract must be completed by May 19, 2014

DESCRIPTION OF CHANGE ORDER:

This change order includes the following additional work performed by the contractor:

Description of Work	Amount
1. Purchase and Install 6 foot Black Maglin Bench - MLB300-MH	\$2,700.00

which is cause for the following adjustment to the contract:

\$2,700.00

Positive net change to contract resulting in an increase of: \$2,700.00

Total cost increase this change order: \$2,700.00

Original Contract Price: \$64,968.52

Previous Change Orders:

Change Order #1 \$16,404.95

Change Order #2 \$32,960.00

Change Order #3 \$2,996.00

Adjusted Contract Price through previous change orders \$117,329.47

Adjusted Contract Price through Change Order #3: \$120,029.47

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

APPROVALS

CONTRACTOR

DEPARTMENT OF PUBLIC WORKS

SUPERVISOR

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SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *sz*
Date: March 31, 2014
Subject: \$760,000 Bond Resolution for Equipment and Roof Replacement

I am recommending that Your Honorable Body adopt a Bond Resolution that provides financing for up to \$760,000 for the following projects:

- Replacement of Roof above main offices at Operations Center and the roof on the salt shed barn – financing up to \$285,000
- Purchase of one 2013 Ambulance – financing up to \$45,000
- Purchase of one Street Sweeper – financing up to \$210,000
- Purchase of one 6-Wheel Heavy Duty Dump Truck – financing up to \$220,000

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.

Attachment

Town of Brighton
Projected 2014 BAN Issues
\$760,000

(Lab.)

1.) Replace Roof above Operations Center Main Office Area and on Salt Shed Barn (1941 Elmwood Ave.) - \$285,000

Replace roof over main office of Public Works Operations Center consisting of removal of existing roofing material and insulation, install new thicker insulation and new roof material and associated trim work. Replace roof on salt shed barn consisting of tearing off old roof down to plywood decking, repairing any deteriorated decking, and installing new roof with associated trim work. The estimated cost is \$143,500 for the Office Area, \$79,000 for the Salt Shed, and \$35,000 for engineering, all of which to be bonded. (Approximated ten percent added for contingencies.)

2.) 2013 Mercedes-Benz Sprinter Type II Ambulance - \$45,000

Purchase one new and unused 2013 Mercedes-Benz Sprinter Type II Ambulance with all features and equipment as specified in bid spec for such vehicle. Total cost of \$91,990 with \$46,990 funded with current appropriations and \$45,000 to be bonded.

3.) Purchase Street Sweeper - \$210,000

Purchase one three-wheel mechanical street sweeper for cleaning roads in the Town. Anticipated cost is \$210,000, all of which is to be bonded.

4.) Purchase 6-Wheel Heavy Duty Dump/Plow Truck - \$220,000

Purchase one Class 8 Six-Wheel Heavy Duty Cab-Chassis with installed body and accessories for use in plowing, salting, and general highway and road construction operations. Anticipated cost is \$220,000, all of which is to be bonded.



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7

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: March 31, 2014
Subject: Declare 2003 Ford Ambulance Surplus for Auction

I am recommending that Your Honorable Body declare one (1) 2003 Ford ambulance (VIN # 1FDXE45F63HB64682) as surplus and authorize the disposal of the same via auction. This ambulance was recently replaced by a new 2013 Mercedes Benz Sprinter 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.

8



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 *z*
Date: March 31, 2014
Subject: West Brighton Fire Protection District Service Award Program –
Investment Policy Statement

I am recommending that your Honorable Body authorize the Supervisor to sign the attached Investment Policy Statement as prepared by RBC Wealth Management to allow RBC Wealth Management to invest funds on deposit for the Service Award Program in the West Brighton Fire Protection District. This policy states the expectations, objectives and guidelines for investment of the Plan assets.

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.

Attachment