

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

**Meeting Date: Tuesday, June 17, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Employment of a particular person.
2. Contract for HVAC Evaluation in Public Safety Wing (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an agreement with M/E Engineering PC, the low responsive and responsible bidder, for professional design and evaluation services for the existing HVAC system servicing the public safety wing at a cost not to exceed \$6,800 and additional authorization of the Supervisor to execute any change orders that do not collectively exceeding 10% of the contract amount (see letter from M. Guyon).
3. Contract for Design of Salt Barn Roof Replacement (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an agreement with SWBR Architects, the low responsive and responsible bidder, for professional design services to study, design, bid, and administer construction related to the replacement of the salt barn roof at a cost not to exceed \$13,460 and additional authorization of the Supervisor to execute any change orders that do not collectively exceeding 10% of the contract amount (see letter from M. Guyon).
4. Online Banking and Wire Services (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute agreements with First Niagara Bank to set-up online banking and wire transfer services for Town and Court accounts at First Niagara Bank (see memo from S. Zaso).
5. Lease Renewal for AT&T Cell Tower Rent (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Ave. where AT&T has an existing cell tower and lease agreement (see memo from S. Zaso and lease agreement).
6. Executive Session – Matters of real property tax litigation.

The next regularly scheduled meeting of the FASC will be held **Tuesday, July 1, 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

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

La.

June 6, 2014

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

Re: Public Safety Wing
Professional Design Services for an HVAC Analysis

Dear Councilperson Werner and Committee Members:

On May 9, 2014 the Town of Brighton solicited a Request for Proposals, RFP, for professional design services to evaluate the existing HVAC system serving the public safety wing. The RFP was mailed to 10 architectural and engineering firms and was advertised on the Town of Brighton website. Six firms responded to the RFP on Thursday May 29, 2014. These firms were M/E Engineering P.C., Q-Tech Engineering P.C., Clark Patterson Lee, IBC Engineering P.C., Pathfinder Engineers & Architects LLP, and Labella Associates, D.P.C. Table-1 summarizes the fee schedule included in each RFP response.

Table-1 Fee Schedule

Company Name	Not To Exceed Fee
M/E Engineering PC	\$ 6,800.00
Q Tech Engineering PC	\$ 8,130.00
LaBella Associates, DPC	\$ 9,740.00
Pathfinders Engineerins & Architects LLP	\$ 10,770.00
Clark Patterson Lee	\$ 14,900.00
IBC Engineering PC	\$ 19,500.00

Town Staff reviewed the responses to the RFP for completeness and accuracy and concluded that the lowest fee which was submitted by M/E Engineering P.C. Inc. is a true representation of the costs to complete the project and the consultant is qualified to complete the works described in the RFP. Therefore, I am requesting that FASC recommend that the Town Board award the professional design services to evaluate the existing HVAC system serving the public safety wing contract to M/E Engineering P.C. for a cost not to exceed \$6,800. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.



Public Safety Wing HVAC Study, (RFP)

June 6, 2014

Page 2

26.

I will be in attendance at your regularly scheduled June 17, 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 blue ink, appearing to read "M. Guyon", is written over the word "Sincerely,".

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

Cc: Suzanne Zaso
Chief Mark Henderson
Tim 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

3

June 4, 2014

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

Re: Operation Center
Professional Design Services for the Salt Barn Roof

Dear Councilperson Werner and Committee Members:

On May 9, 2014 the Town of Brighton solicited a Request for Proposals, RFP, for professional services to study, design, bid and administer the construction related to the rehabilitation of the existing Town of Brighton salt barn roof. The RFP was mailed to 8 architectural and engineering firms and advertised on the Town of Brighton website. Two firms, SWBR Architects and Clark Patterson Lee, responded to the RFP. Table-1 summarizes the fee schedule included in each RFP response.

Table-1 Fee Schedule

Company Name	Fee
SWBR Architects	\$ 13,460.00
Clark Patterson Lee	\$ 32,500.00

Town staff reviewed the responses to the RFP for completeness and accuracy and concluded that the lowest fee which was submitted by SWBR Architects is a true representation of the costs to complete the project and the consultant is qualified to complete the works described in the RFP. Therefore, I am requesting that FASC recommend that the Town Board award the professional design services to study, design, bid and administer the construction related to the rehabilitation of the existing Town of Brighton salt barn roof to SWBR Architects for a fee not to exceed \$13,460. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

I will be in attendance at your regularly scheduled June 17, 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 Anderson
Tim Keef



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

4

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: June 17, 2014
Subject: Authorization for Online Banking and Wiring Services with First
Niagara Bank

I am recommending that Your Honorable Body authorize the Supervisor to execute a Business Online Banking Services Agreement and a Fax Wire Agreement along with related documents with First Niagara Bank. This agreement will enable the Town to set-up online banking services for the Finance Department and Town Court and will allow the Finance Department to transfer funds via wire as needed with First Niagara Bank in accordance with the Town's Electronic Banking Policy.

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.

Cc: Dianne Burdett

5



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 *yz*
Date: June 16, 2014
Subject: Renewal of AT&T Lease Agreement for Cell Tower Space

I am recommending that the Town Board authorize the Supervisor to enter into an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Avenue where AT&T has an existing cell tower and has paid rent since August 2000. The term of the lease is from adoption until July 31, 2019 with automatic renewals for up to three (3) additional sixty (60) month terms. The initial base rent is for \$17,457 annually (a 10% increase from current annual base rent) and will increase 15% on August 1, 2020 and for each five-year term thereafter.

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.

Copy to: T. Keef