

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

**Meeting Date: Tuesday, March 3, 2015 (3:30 pm)
Location: Downstairs Meeting Room, Brighton Town Hall**

1. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept funding of \$600 from Lifespan of Greater Rochester for elder abuse training attended by police officers and to appropriate funds in the Police Dept. (see letter from M. Henderson).
2. Contract for Property Room Audit Services (Finance/Police Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to sign an agreement with Raymond F. Wager, CPA, P.C. to provide an audit of the property room inventory in the Brighton Police Dept. (see letter from S. Zaso).
3. Executive Session – Employment of a particular person.
4. Amend Contract for Professional Consulting Services for Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to amend the agreement with Bayer Landscape Architecture, PLLC to provide additional professional consulting services relating to the proposed trail through the former Farash property at a cost not-to-exceed \$2,375. Request is also sought to transfer \$2,375 from the parkland trust fund to the trail capital project to pay for said services (see letter from M. Guyon).
5. Contract for Site Plan and Design for Brighton Farmer's Market (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to execute an agreement with In.Site Architecture at a cost not to exceed \$118,000 to provide site plan and design services along with construction administration and inspection for a proposed permanent location of the Brighton Farmer's Market and multi-use facility at 1435 Westfall Road (see letter from M. Guyon).
6. Budget Transfer for Program Coordinator Contract (Recreation) – Request from Rebecca Cotter for Town Board action to transfer \$500 from part-time wages to support an increase of \$500 in the contract with Sue Gardner Smith to provide programming for the Farmers' Market and Community Garden (see letter from R. Cotter).

7. Declare Items as Surplus (Highway) – Request from Tim Anderson for Town Board action to declare various items as surplus and to dispose of through trade-in or scrap (see letter from T. Anderson).
8. Discussion – 2015 highway department salt budget.
9. Budget Amendment for Capital Projects (Finance Dept.) – Request from Suzanne Zaso for Town Board authorization to re-appropriate ongoing capital projects and create proposed new capital projects for 2015 (see memo and attached spreadsheet from S. Zaso)

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 17, 2015 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

February 26, 2015

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

Re: Donation and Appropriation

Dear Board Members:

Recently, the Police Department received \$600.00 in funding from Lifespan of Greater Rochester for the Elder Abuse Training that a number of our officers attended. There were no costs incurred by the police department for this training.

I request that the Town Board authorize the acceptance of this funding. I further request that the 2015 Police Department Operating Budget be amended to increase expenditures in **A.POLCE 3120 4.14 Law Enforcement Supplies** by \$600.00 to be fully supported by an increase in revenues **A.POLCE.3120 1589 Public Safety** of the same amount.

Sincerely,

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

Mark T. Henderson
Chief of Police



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

La.

March 2, 2015

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

Dear Honorable Town Board:

I am requesting that the Town Board authorize the Supervisor to execute an agreement with the independent audit firm of Raymond F. Wager, CPA, P.C. to conduct an audit of the Brighton Police Department's property room inventory. This audit is above and beyond the annual audit services for which the Town has already engaged the firm. The estimated charge for these additional services is between \$1,200 and \$1,500. Funding is available in the independent audit budget for 2015.

Chief Henderson or 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.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso
Director of Finance

Cc: Chief Mark Henderson



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

4a.

February 27, 2015

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

Re: Farash Property Shared Use Trail
Additional Professional Services

Dear Councilperson Werner and Committee Members:

The Town Board authorized a bid award to Bayer Landscape Architecture, PLLC to execute an agreement to provide professional services in connection with the development of the Farash property shared use trail project at a cost not to exceed \$117,550.00. The scope of this agreement required that Bayer Landscape Architecture conduct a Phase 1a Cultural Resource Study. The State Historic Preservation Office reviewed the Phase 1a study and requested that Phase 1b testing be completed. The scope identified in the agreement does not include provisions for Phase 1b testing. Bayer Landscape Architecture, PLLC has provided a proposal to complete this work for a cost not to exceed \$2,375. A copy of this proposal is attached for your reference.

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to endorse an amendment to the Bayer Architecture, PLLC agreement to complete the Phase 1b testing as requested by the State Historic Preservation Office for an amount not to exceed \$2,375. Also, following a discussion with the Finance Director we are requesting that \$2,375 be transferred from the Parkland Trust Fund to the engineering services line of the trail's capital project account to fund these additional services.

I will be in attendance at your regularly scheduled March 3, 2015 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

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Bayer Landscape Architecture, PLLC
19 North Main Street
Honeoye Falls, NY 14472

P: 585.582.2000
F: 585.582.2005
bayerla.com

February 26, 2015

Michael E. Guyon, PE
Town of Brighton Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Re: Brighton Shared-Use Trail
Request for Additional Services / Phase 1b Investigation

Dear Mike,

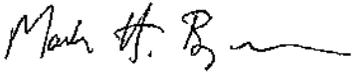
As requested, we are submitting a fee proposal to complete the Phase 1B Field Investigation required by the New York State Historic Preservation Office. We will oversee and coordinate this work with our sub-consultant, Deuel Archeology to provide the services outlined below for a total fee not-to-exceed \$2,375.

Scope of Services:

- Field investigation (excavate shovel tests at 50-foot intervals along sections of the proposed trail alignment indicated in orange on the Project Map included in the Phase IA Cultural Resource Investigation (DACRM 2015); photograph field conditions, field methodology, current conditions of any archaeological sites identified, and any areas not tested due to standing water or prior ground disturbance).
- Plot locations of shovel tests, photographs, and potential archaeological sites on project map.
- Complete SHPO site forms for all identified archaeological sites.
- Incorporate data into Phase IB Field Investigation report.
- Submit digital copy of Phase IB report to the New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP).

Once approved, we are prepared to begin the field work in Spring 2015 as field conditions permit. All archaeological work will be conducted in compliance with the Standards for Cultural Resource Investigations adopted by the NYSOPRHP. If additional work is required beyond this scope due to our findings in this investigation and/or additional requirements imposed by NYSOPRHP, a scope of service increase will be submitted for your review and approval.

Sincerely,



Mark H. Bayer, RLA, ASLA
Principal



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5388

5a

February 27, 2015

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

Re: Request for Proposals, (RFP)
Town of Brighton Farmer's Market
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 November 26, 2014 for the Town of Brighton Farmer's Market Project. The consultant selected for this project will produce an overall concept and site development plan for the farmer's market and multi-use facility. They will also be responsible to develop design and construction documents for the initial phase of the project.

The Town of Brighton solicited a Request Proposals for professional services for this project in November 2014. The Request for Proposal was advertised in the NYS Contract Reporter on November 28, 2014 and responses were requested and received on December 30, 2014. Six firms submitted a response to the Request for Proposal.

A committee consisting of Recreation Department staff, a Parks and Recreation Committee member, a member of the Farmer's Market and Town staff evaluated the proposals and after much deliberation selected three firms to interview, Fisher Associates In.Site Architecture, and TYlin International. Interviews were conducted on February 5, and February 6, 2015. After reviewing all details from the presentations and reference checks the group unanimously has decided to recommend In.Site: Architecture for the project. While not the lowest fee, In.Site was selected for their innovative, creative and purposeful use and re-use of existing buildings and farm structures. They have experience working on other market projects and quickly identified ways in which they could work with us to identify alternate funding sources for our project. They emphasized utilizing the material that existed on site possibly for rehabilitation of existing buildings or repurposing building materials in other ways. Their team was a cohesive unit that presented very well. Their references were outstanding and echoed our initial response to the firm. The references that we spoke to had positive experiences and worked well with In. Site in all areas including budget, construction schedule, and public meetings. The references reported a very strong, positive public information process and identified



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numerous ways in which In.Site involved the public in developing the project. The bidders along with their proposed not-to-exceed fee are listed in Appendix A.

The In.Site Architecture price proposal indicates that a maximum not-to-exceed price to provide those services outlined in the RFP including Construction Administration and Inspection is \$118,000.00. We are proposing to award the entire contract for a fee not to exceed \$118,000.00.

I am requesting that the FASC authorize the Supervisor to enter into an agreement with In.Site Architecture for a cost not-to exceed \$118,000.00 to provide those professional services in accordance to the scope outlined in the November 25, 2014 Request for Proposal for the Town of Brighton Farmer's Market project. The Town has secured grant funding of approximately \$400,000 to plan, design and construct the initial phase of this project.

I will be in attendance at your regularly scheduled March 3, 2015 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
Rebecca Cotter



5c.

Appendix A

Town of Brighton Farmer's Market Request for Proposal

Bidders List

Consultant Firm	Total Price
Bell & Spina	\$ 154,550.00
TY LIN International	\$ 110,450.00
LaBella Associates, D.P.C.	\$ 98,120.00
In. Site Architecture	\$ 118,000.00
KCB Architecture	\$ 271,625.50
Fisher Associates	\$ 98,300.00

6.



TOWN OF BRIGHTON

RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

February 25, 2015

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

Dear Board Members:

I respectfully request your permission to authorize the budgetary transfer of funds in the amount of \$500 to cover an increase in payment for the coordination of the Brighton Farmers Market and Community Garden. Money is available in the 2015 budget to support this transfer. I am requesting \$500 will transfer from A. Rec. 7310 1.20 (Part-Time Wages) with \$400 going to A. Rec. 8981 4.49 (Famers Market Other Contracted Services) and \$100 will transfer to A. Rec. 8983 4.49 (Community Garden Other Contracted Services). This transfer will allow for a \$500 total increase for the coordination of these two programs. The Coordinator of the Market and Community Garden has not received an increase in payment since 2013.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter
Recreation Director
Town of Brighton



Town Of Brighton

Operations Center

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



February 26, 2015

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

Re: Authorize Disposal of Equipment

Honorable Members:

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

2000 Miller welder

Asset #00952

~~2010 59" Snow blower attachment for sidewalk tractor~~ S/N M059SBX650958

4 Drawer file cabinet

Asset #02036

I further recommend that I be authorized to dispose of the Miller welder by trading it towards the purchase of a new welder. Funds have been allocated in the 2015 budget, D.HWY.5130 2.30 and SS. SEWER.8120 2.40, for the purchase of a new welder. The snow blower attachment and four drawer file cabinet have no remaining value and/or no longer serviceable and should be disposed of as junk.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: S. Zaso
A. Banker
M. Hussar
T. Keef



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

9a

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *W*
Date: March 3, 2015
Subject: Appropriation/Re-Appropriation of Capital Projects Budgets

I am requesting Town Board authorization of the Finance Department to take the following actions with regards to ongoing capital projects initiated in 2014 or prior years and with regards to new 2015 capital projects, as detailed on the attached capital projects spreadsheet:

- To re-appropriate the balances of estimates for all unrealized revenues and all unexpended, unencumbered appropriations relating to ongoing capital projects initiated in years prior to 2015, and
- To authorize the appropriation of, and the transfer of cash provided for, cash capital contributions adopted as part of the 2015 budget, and
- To appropriate into each capital project budget any interest earned on project monies through 12/31/2014, thereby providing additional spending authorization and excluding interest earned on borrowed funds (that have been properly transferred to the Debt Service Fund), and
- To direct and empower the Director of Finance to make any and all necessary accounting entries to implement the Town Board's intended actions with regard to this matter.

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

Copy to: T. Keef
M. Guyon
A. Banker