

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

**Meeting Date: Wednesday, May 18, 2016 (8:30 am)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 4, 2016 meeting.
2. Donation of Trash Receptacle (Public Works) – Request from Tim Keef for Town Board action to accept a trash receptacle valued at approximately \$1,200 (see letter from T. Keef).
3. Discussion – Discussion regarding the replacement of a tractor for sidewalk snowplowing.
4. Budget Transfer for Building Code Review (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize a budget transfer totaling \$3,985 to support code compliance reviews for building permits to be performed with in-house staff (see letter from R. Boehner).
5. Modification to Grant Agreement for Comprehensive Plan Update (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to sign a modification to the grant agreement with NYSERDA (Cleaner, Greener Communities Program) for the Town's Comprehensive Plan Update to extend the date until 3/31/17 and amend the payment schedule (see letter from R. Boehner).

The next regularly scheduled meeting of the FASC will be held **Wednesday, June 1, 2016 at 8:30 am**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



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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

May 16, 2016

Supervisor William W. Moehle and  
the Honorable Town Board  
Brighton Town Hall  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Donation of Trash Receptacle

Dear Supervisor Moehle and Town Council Members:

Mr. William Price of 305 Sylvan Road has graciously offered a donation of a heavy duty commercial trash receptacle to the Town, estimated cost of \$1,200.00. I recommend that your Honorable Body receive and file the attached communication from Mr. Price and accept the donation with great appreciation and thanks.

As always, thank you for your consideration of matters such as this.

Very truly yours,

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

TEK/wp

attachment

cc: S. Zaso  
M. Hussar  
K. Gordon

HTB.DONATION.PRICE.SYLVAN.TRASH.RECEPTACLE.MAY.2016.01

2b.

SITE FURNISHINGS

INSTALLATIONS

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SEARCH

MY ACCOUNT

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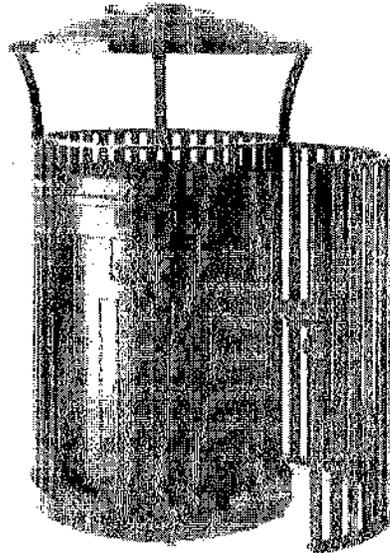
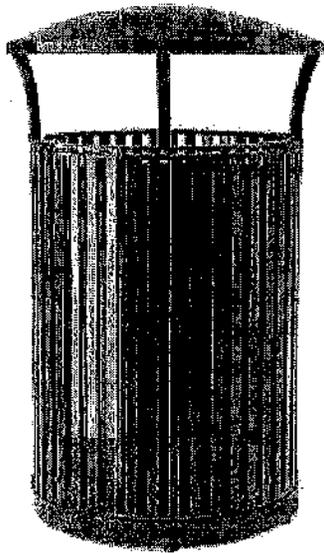
BENCHES

PLANTERS

BIKE RACKS & BOLLARDS

TABLES

SEATS



A-36

STEELSITES™ COLLECTION

DETAILS

IMAGES

DOCUMENTS



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

4

March 16, 2016

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Brighton, NY 14618

Re: Budget transfers

Honorable Members:

I request that the Town Board authorize the following budget transfer to be made from the Building and Planning 2016 Budget:

From: A.DPW.8020 4.52 (engineering fees) \$3,985  
To: A.DPW 8020.1.20 ( part time wages) \$3,700 and;  
A.DPW 8020.8.20 (FICA) \$285.

The funds to be transferred were adopted as part of the 2016 budget for professional services needed for the required NYS Building Code compliance review for building permit submissions. Due to anticipated work load and required training these funds are needed to pay part time staff for compliance review for existing and future building permit submissions. It has been determined that these services can be performed with in-house staff more cost effectively.

Respectfully Submitted,

Ramsey A. Boehner  
Town Planner

cc: Tim Keef  
Suzanne Zaso

I:\Ramsey\Town Board\FinanceCommitteeletterBudgetTransferMay2016Patty





**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

5a

May 16, 2016

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

Re: Comprehensive Plan Update  
New York State Energy Research and Development Authority Grant Agreement  
Cleaner, Greener Communities Program, Phase II: Category 2

Dear Committee Members:

I recommend that your Honorable Body receive and file this letter along with the letter from Cheryl M. Glanton, dated March 30, 2016 regarding modification to the grant agreement between the Town of Brighton and the New York State Energy Research and Development Authority (NYSERDA).

I further recommend that Town Board authorize the Town Supervisor, subject to review and approval by the Town Attorney, to sign the above reference modification of the grant agreement between the Town of Brighton and NYSERDA.

I will be in attendance at your May 18, 2016 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of this matter is greatly appreciated.

Sincerely,

Ramsey A Boehner  
Town Planner

Cc: Suzanne Zaso  
Tim Keef



5b.



**NYSERDA**

**ANDREW M. CUOMO**  
Governor

**RICHARD L. KAUFFMAN**  
Chair

**JOHN B. RHODES**  
President and CEO

March 30, 2016

Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY, 14618  
Attn: Ramsey Boehner

SUBJECT: Modification No.1 to Agreement No. 39515

Dear Mr. Boehner:

Reference is made to the subject Agreement between us dated August 19, 2014 (the "Agreement"), wherein the following changes are hereby incorporated:

1. Agreement, Page 1, Item 6, Project Period. Delete the dates "August 19, 2014 – June 30, 2016" and Substitute the dates "August 19, 2014 – March 31, 2017".
2. Exhibit A, Statement of Work, Payment Schedule. Delete in its entirety and Substitute the attached Milestone Payment Schedule revised March 30, 2016.

No other provision of this Agreement is otherwise changed or modified.

The parties hereto do hereby indicate their acceptance of and agreement to the foregoing by causing their duly authorized representatives to execute this Modification No. 1 in the respective spaces provided below.

Town of Brighton

**NEW YORK STATE ENERGY RESEARCH  
AND DEVELOPMENT AUTHORITY**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
**Cheryl M. Glanton**  
Director of Contract Management

**New York State Energy Research and Development Authority**

**Albany**  
17 Columbia Circle, Albany, NY 12203-6399  
(P) 1-866-NYSERDA I (F) 518-862-1091  
nysesda.ny.gov | info@nysesda.ny.gov

**Buffalo**  
726 Exchange Street  
Suite 821  
Buffalo, NY  
14210-1484  
(P) 716-842-1522  
(F) 716-842-0156

**New York City**  
1359 Broadway  
18th Floor  
New York, NY  
10018-7842  
(P) 212-971-5342  
(F) 518-862-1091

**West Valley Site  
Management Program**  
9030-B Route 219  
West Valley, NY  
14171-9500  
(P) 716-942-9960  
(F) 716-942-9961

Milestone Payment Schedule – Revised March 30, 2016

5c.

Milestone	Deliverable	Due Date	NYSD/DA Contribution Norm Exceed	Contractor Cost Share	Total Cost
<b>1</b>	<b>Contract Management</b>				
1.1	PEP with Draft PBMR	Q2 2016	\$3,250.00	\$875.00	\$4,125.00
1.2A	Contract Management and Quarterly Progress Report #1	Q1 2015	\$500.00	\$234.30	\$734.30
1.2B	Contract Management and Quarterly Progress Report #2	Q2 2015	\$500.00	\$234.30	\$734.30
1.2C	Contract Management and Quarterly Progress Report #3	Q4 2015	\$500.00	\$234.40	\$734.40
1.2D	Contract Management and Quarterly Progress Report #4	Q1 2016	\$500.00	\$234.40	\$734.40
1.2E	Contract Management and Quarterly Progress Report #5	Q2 2016	\$500.00	\$234.40	\$734.40
1.2F	Contract Management and Quarterly Progress Report #6	Q3 2016	\$500.00	\$234.40	\$734.40
1.2G	Contract Management and Quarterly Progress Report #7	Q4 2016	\$500.00	\$234.40	\$734.40
1.3	Final Report with Final PBMR	Q1 2017	\$3,250.00	\$1,234.40	\$4,484.40
	<b>Total Task 1</b>		<b>\$10,000.00</b>	<b>\$3,750.00</b>	<b>\$13,750.00</b>
<b>2</b>	<b>Key Issue Identification</b>				
2.1	Summary report of key issues identified	Q3 2016	\$31,500.00	\$6,862.50	\$38,362.50
	<b>Total Task 2</b>		<b>\$31,500.00</b>	<b>\$6,862.50</b>	<b>\$38,362.50</b>
<b>3</b>	<b>Vision Statement Development</b>				
3.1	Vision statement	Q2 2016	\$8,000.00	\$1,800.00	\$9,800.00

5d.

	<b>Total Task 3</b>		<b>\$8,000.00</b>	<b>\$1,800.00</b>	<b>\$9,800.00</b>
<b>4</b>	<b>Goals and Recommendations</b>				
4.1	Summary report of goals and recommendations	Q3 2016	\$30,000.00	\$6,750.00	\$36,750.00
	<b>Total Task 4</b>		<b>\$30,000.00</b>	<b>\$6,750.00</b>	<b>\$36,750.00</b>
<b>5</b>	<b>Park Plan Preparation</b>				
5.1	Plan for acquired open space/parkland	Q4 2016	\$12,000.00	\$4,000.00	\$16,000.00
	<b>Total Task 5</b>		<b>\$12,000.00</b>	<b>\$4,000.00</b>	<b>16,000.00</b>
<b>6</b>	<b>Public Participation</b>				
6.1	Steering Committee	Q2 2015	\$2,000.00	\$450.00	\$2,450.00
6.2	Draft Comprehensive Plan	Q4 2016	\$8,500.00	\$1,912.50	\$10,412.50
6.3	Public Meetings	Q1 2015- Q4 2016	\$2,000.00	\$450.00	\$2,450.50
6.4	Website design document	Q2 2016	\$1,000.00	\$0.00	\$1,000.00
6.5	Website	Q2 2016	\$1,500.00	\$562.50	\$2,062.50
	<b>Total Task 6</b>		<b>\$15,000.00</b>	<b>\$3,375.00</b>	<b>\$18,375.00</b>
<b>7</b>	<b>Final Comprehensive Plan</b>				
7.1	Final Comprehensive Plan	Q4 2016	\$30,000.00	\$6,750.00	\$36,750.00
7.2	Documentation of formal adoption of the Comprehensive Plan	Q1 2017	\$4,500.00	\$1,012.50	\$5,512.50
	<b>Total Task 7</b>		<b>\$34,500.00</b>	<b>\$7,762.50</b>	<b>\$42,262.50</b>
<b>8</b>	<b>SEQRA</b>				
8.1	SEQRA Documentation; completion of SEQRA Statement of Findings and motion to approve by the Lead Agency.	Q1 2017	\$9,000.00	\$3,200.00	\$12,200.00
	<b>Total Task 8</b>		<b>\$9,000.00</b>	<b>\$3,200.00</b>	<b>\$12,200.00</b>
	<b>Total Project Budget</b>		<b>\$150,000.00</b>	<b>\$37,500.00</b>	<b>\$187,500.00</b>