

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

**Meeting Date: Tuesday, October 17, 2017 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 3, 2017 meeting.
2. Executive Session – Employment of particular people.
3. Budget Transfer for Vehicle Part/Repairs (Highway) – Request from Tim Anderson for Town Board action to transfer \$21,067 from the 2017 highway road repair budget the highway machinery budget for vehicle parts and repairs for the remainder of 2017 (see letter from T. Anderson).
4. Sponsorships for July 4<sup>th</sup> Celebration (Parks) – Request from Matt Beeman for Town Board action to accept \$5,800 in sponsorships for the July 4<sup>th</sup>, 2017 celebration (see letter from M. Beeman).
5. Revised Agreement for Communications System Maintenance (Info Systems) - Request from Jeremy Lutz for Town Board action to authorize the Supervisor to execute a revised agreement with Rel Comm, Inc. to remove the replacement insurance on the individual phones (see memo from J Lutz).
6. Solicit Proposals for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board authorization to seek proposals for professional services to update and prepare cultural resources surveys for designating landmarks (see letter from R. Boehner).
7. Contract Renewal for WBFPD Service Award Program (Finance) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program (see letter from S. Zaso).
8. 2018 Operating and Special District Budgets

**The next regularly scheduled meeting of the FASC will be held Tuesday, October 31, 2017 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Tim Anderson  
Deputy Highway  
Superintendent

October 16, 2017

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

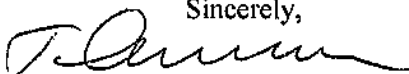
Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Road Repair – Gutters (D.HWY.5110 2.68) in the amount of \$2,267  
and  
Highway – Road Repair – Sewer Construction/Repair (D.HWY.5110 2.80) in the amount of \$13,000  
and  
Highway – Road Repair – Sewer Repair Materials (D.HWY.5110 4.07) in the amount of \$2,000  
and  
Highway – Road Repair – Road Materials (D.HWY.5110 4.16) in the amount of \$2,000  
and  
Highway – Road Repair – Landscaping Services (D.HWY.5110 4.43) in the amount of \$1,800  
To:  
Highway – Machinery – Vehicle Parts/Comp (D.HWY.5130 4.08) in the amount of \$15,067  
and  
Highway – Machinery – Vehicle Maintenance/Repair (D.HWY.5130 4.65) in the amount of \$6,000

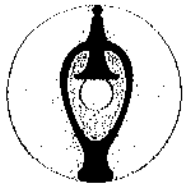
The funds are proposed to be used to cover vehicle parts purchases and repairs for the remainder of the year.

Sincerely,  
  
Timothy J. Anderson  
Deputy Highway Superintendent

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

Parks Department

Matthew Beeman  
Superintendent of Parks



Town of

**Brighton**

October 11, 2017

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

Dear Finance Committee Members:

I respectfully request your permission to accept the following donations that were made by various corporate and community sponsors for our 2017 July 4<sup>th</sup> celebration. These generous contributions are as follows:

Wegmans	\$3,000.00
Five Star Improvements	\$1,000.00
Harvey M. Nusbaum	\$600.00 (previously accepted in January)
Kornerstone Kitchens	\$300.00
Paris Kirwan Associates	\$300.00
Canandaigua National Bank	\$300.00
Segar & Sciortino Law Firm	\$300.00
<b>Total</b>	<b>\$5,800.00</b>

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman  
Superintendent of Parks

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# Information Systems



Town of  
**Brighton**

**Jeremy Lutz**  
IT Director

To: Finance and Administrative Services Committee  
From: Jeremy Lutz, IT Director  
Date: October 16, 2017  
Re: Relcomm Support Agreement

After examining the vendor contracts that the Information Systems department has been utilizing to have routine maintenance performed, I have found that we could alter our contract with Relcomm to allow us to reduce costs with them and reinvest in infrastructure. Attached is the pricing from our current contract and the revised contract.

Currently, the Town pays \$795 per month to Relcomm for support of the Town's phones and network equipment spread across several departments. One of the major costs is \$448 per month to effectively insure all phones so that they will be replaced if broken. Since these phones only cost around \$200 at most and we don't have 24 failing every year, this seems to be an area that we could save by removing this contract piece and shifting the cost into the computer equipment budget. This will allow us to replace any broken phones as they come up as well as give flexibility to improve infrastructure. In addition, I have been able to streamline our network operations and remove three pieces of network equipment which will save an additional \$30 per month. I would like to shift these funds to the computer equipment budget as well. This would mean a monthly charge of \$287 across several departments.

The contract requires 30 days' notice for change and I would like to adjust it effective December 1 of 2017. This would require a shift of funds for 2017 from several sources.

For 2017, I propose that we move the funds from the following accounts to A.INFO.1680 2.13:

- A.DPW.1620 4.41 – \$167.64
- A.HWY.5132 4.14 - \$71.12
- A.JSTCE.1110 4.41 – \$35.56
- A.POLCE.3120 4.41 - \$86.36
- A.REC.7020 - \$40.64

L.LIBRY.7410 4.41 would keep their \$106.68 difference from this year.

I would be happy to answer any questions or address any concerns that the Committee or other Town Board members might have regarding this issue.

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
Jeremy.Lutz@townofbrighton.org 585-784-5397

**TERM**

This agreement is a 12-month contract. The contract will then auto-renew on the anniversary for a duration of 12 months thereafter unless Rel Comm Inc. has received a written cancellation notice from Town of Brighton with a 30-day notice. Rel Comm, Inc. reserves the right to cancel this agreement with 30-days written notice to the customer, or should the customer become delinquent in payment.

**LIMITS OF LIABILITY**

Rel Comm, Inc. shall not be liable to the user for any consequential damages for interruption of service, which the user may incur as a result of equipment failure.

**NOTICES**

Any communication to Rel Comm, Inc. shall be deemed given when sent prepaid certified mail and addressed to Rel Comm, Inc. at its address, as appearing on this or at such address as the party may have requested in writing.

**SUCCESSORS OR PARTIES BOUND**

This agreement and all its Terms and Conditions shall inure to and become binding upon the Heirs, Executors, Administrators, Successors and Assigns of Parties hereto.

**Town of Brighton SUPPORT RATE AND INVENTORY**

*Current Agreement*

Quantity	Description	Unit Price	Extended Cost
224	Active Telephone Ports	\$2.00	\$448.00
27	Active Trunk / T1 Ports	\$1.00	\$27.00
8	Voice Mail Ports	\$15.00	\$120.00
10	Network Equipment	\$20.00	\$200.00
<b>TOTAL MONTHLY CHARGE:</b>			<b>\$795.00</b>

\*Quantities may vary based on final configuration.

Original Installation: 10/31/2011

System Type: Mitel 5000 HX controllers, networked over IP

System Notes: SWA is covered until 11/04/2016

Inclusions/Exclusions: This contract covers all sites and network equipment.  
(Please include additional covered locations) UPS is not covered under the scope of this agreement.

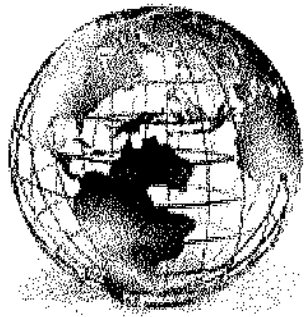
**Rochester, New York**  
250 Cumberland St.  
Suite 214  
Rochester, NY 14605  
Voice: 585.546.8888  
Fax: 585.546.8925

**Buffalo, New York**  
4230-B Ridge Lea Rd.  
Suite 112  
Amherst, NY 14226  
Voice: 716.204.4444  
Fax 716.204.0010

**Syracuse, New York**  
6838 Ellicott Dr.  
East Syracuse, NY 13204  
Voice: 315.422.9700  
Fax: 315.438.3142

**Raleigh, North Carolina**  
1191 West Chatham St.  
Cary, NC 27513  
Voice: 919.210.3500  
Fax: 919.433.3119

Sc.



# RelComm

250 Cumberland Street | Suite 214 | Rochester, NY 14605  
Phone: 888.394.6703 | Fax: 585.546.8925 | WWW.RCOMM.COM

## Town of Brighton RCC SUPPORT AGREEMENT

Rel Comm, Inc. hereby agrees to provide Support Services for the Communications Equipment as listed in the attached Rate and Inventory sheet. Any additional equipment leased or sold to *Town of Brighton* shall become part of this agreement at the next billing cycle. Rel Comm, Inc. shall keep the entire system in good working condition and furnish all parts and labor necessary to accomplish this. Any malfunction that cannot be immediately isolated to a specific piece of equipment or service will require the participation of Rel Comm, Inc. and all other service suppliers until responsibility for the problem has been determined. Rel Comm, Inc. has the responsibility to assure, with best efforts, participation of all applicable service suppliers. Expenses incurred for service supplier's services shall be borne by the responsible party. In no instance shall the failure to resolve the issue of responsibility relieve Rel Comm, Inc of the obligation to restore system operation with the least impact on the functional operation of the telephone system.

Rel Comm., Inc. shall effectively provide Support on equipment listed in the Rate and Inventory Section.

Rel Comm., Inc. shall maintain a spare parts inventory at the servicing support facility.

*Town of Brighton* shall have no responsibility for any costs other than the cost of this Support agreement without its prior written agreement.

### PAYMENT

Rel Comm, Inc. will invoice *Town of Brighton* monthly in advance for the Support charge. Payment will be made within 30 days of receipt of invoice.

### RATE

Rel Comm, Inc. will not adjust the Support charge per item for the duration of this contract. Any items purchased / leased within the contract term shall become part of this agreement at the next billing cycle, and charged at the same rate from the first 12 months. If Rel Comm, Inc. requires an adjustment in any of the rates, Rel Comm, Inc. will give a 30 day written notice before the adjustment becomes valid.

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### Town of Brighton SUPPORT RATE AND INVENTORY

Quantity	Description	Unit Price	Extended Cost
NOT INCLUDED	Active Telephone Ports	NOT INCLUDED	NOT INCLUDED
27	Active Trunk / T1 Ports	\$1.00	\$27.00
8	Voice Mail Ports	\$15.00	\$120.00
7	Network Equipment	\$20.00	\$140.00
<b>TOTAL MONTHLY CHARGE:</b>			<b>\$287.00</b>

\*Quantities may vary based on final configuration.

Original Installation: 10/31/2011

System Type: Mitel 5000 HX Controllers, networked over IP

System Notes: Does not cover PHONES.

Inclusions/Exclusions: UPS is NOT covered under the scope of this agreement.  
(Please include additional covered locations) Mitel Software Assurance is not included in the maintenance agreement. A quote will be sent annually to the customer.

**Annual Option – Rel Comm will invoice Town of Brighton on an annual basis. By doing so, I am aware that I will be invoiced in full for the coverage prior to my renewal date.**

**Quarterly Option – Rel Comm will invoice Town of Brighton quarterly (4 times a year). By doing so, I am aware that I will be invoiced quarterly for the coverage prior to my renewal date.**

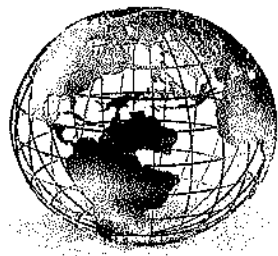
**Monthly Option – Rel Comm will invoice Town of Brighton on a monthly basis. By doing so, I am aware that I will be invoiced each month for the coverage prior to my renewal date.**

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## RCC PREMIUM LEVEL SUPPORT AGREEMENT INCLUSIONS / EXCLUSIONS

### Support Services shall include:

- Regular service during business hours, within (1) business day from request.
- Emergency service during business hours (in the event of total or substantial system failure) within two (2) hours.
- Emergency service after business hours, (in the event of total or substantial system failure) within three (3) hours.  
**\*\*Business hours are Monday thru Friday 8:00am – 5:00pm.\*\***
- Discounted labor rate for Adds, Moves & Changes:
- Labor Rate Per Hour (Minimum 1.5 hour charge):
  - Rate for NON-Supported customers \$125.00 per hour
  - Rate for Supported customer \$95.00 per hour
  - After Hours / 1.5 Multiplier
  - Holidays and Sunday / 2.0 Multiplier
- Annual on-site Preventative Maintenance visit by certified technician

### Support Service shall not include:

- The repair or replacement of equipment that has become defective as a result of an accident, physical abuse or misuse, acts of God or any other reason other than normal wear and/or manufacturer's defects.
- Any repairs caused externally to the equipment as a result of loss of air conditioning or electric power.
- Any software defects or damage to system software program caused by environmental or equipment malfunctions.
- Any non-supported/discontinued equipment by manufacturer - Rel-Comm, Inc. will make best effort to repair equipment dependent upon parts availability. Upgrade/replacement options will be provided when repair efforts cannot be completed.
- Any Pre-existing problems.
- Servicing equipment not detailed in the rate and equipment section.
- UPS (Uninterruptible Power Supply) are not covered under this agreement.

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Town of

**Brighton**

# Historic Preservation Commission

Secretary - Ramsey Boehner



October 13, 2017

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

Re: Cultural Resources Surveys Professional Services

Honorable Members

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. Therefore, I am requesting authorization to prepare and distribute a request for proposals seeking profession services to update and prepare Cultural Resources Surveys.

Funds for the services are available in A.HIST.7515. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 17, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Ramsey A. Boehner  
Town Planner

cc: S. Zaso  
T. Keef  
M. Hussar