

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

**Meeting Date: Wednesday, June 5, 2019
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 14, 2019 meeting.
2. Executive Session: Discuss employment of particular people.
3. Executive Session: Appointment of Planning Technician and temporary amendment of the Organizational Table for the Planning Department – Request from Ramsey Boehner for Town Board action to temporarily amend the table of organization for the Planning Department (see letter from R. Boehner).
4. Accept SAM Grant award for LED Lighting Retrofit in the amount of \$125,000 (DPW/Highway Dept.) – Request from Mike Guyon for Town Board action to accept a \$125,000 SAM Grant for the retrofitting of light fixtures from high pressure sodium lights to LED lights along various major roads and in Buckland Park in the Town. Further authorize the Supervisor to execute any necessary documents as related to the grant and authorize any necessary amendments to the 2019 budget (see letter from M. Guyon).
5. Authorize grant request submission to the Regional Economic Development Council for our Climate Smart Community Plan and adopt Resolution for New York State Climate Smart Communities Grant (Public Works Dept.) – Request from Evert Garcia for Town Board action to authorize the submission of a grant application to the Climate Smart Community Grant Program. Any funds awarded would require a 50% match of local funds. It is anticipated that our request will be approximately \$40,000. Also Town Board action needed to adopt the resolution authorizing the application for the grant (see attached) (see letter from E. Garcia).
6. Discussion: Community Choice Energy Aggregation Administrator – Update the committee on the ongoing selection process.

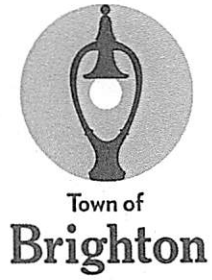
The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, JUNE 19TH, 2019 at 8:30 a.m.** in the Stage Conference Meeting Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

****NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works



May 30, 2019

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

Re: LED Lighting Retrofit
State and Municipal Facilities Program Grant

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton applied for and received a State and Municipal Facilities Program Grant in the amount of \$125,000 to replace existing town-owned lighting with LED fixtures at three locations within the Town of Brighton. These locations include:

- Replace the existing town owned high pressure sodium cobra head lights with LED light fixtures along Elmwood Ave., Monroe Ave., Winton Rd., and Jefferson Rd. with LED fixtures. There are approximately 77 fixtures along Elmwood Ave., 5 fixtures along Jefferson Rd., 90 fixtures along Monroe Ave, and 6 fixtures along Winton Road.
- Replace the existing parking lot and bollard high pressure sodium lights with LED fixtures at the Town of Brighton Town Hall. There are approximately 45 light fixture replacements at this location.
- Replace the existing high pressure sodium parking lot lights with LED fixtures at the Town of Brighton Buckland Park. There are approximately 20 light fixture replacements at this location.

I am requesting that FASC recommend that the Town Board authorize the supervisor and Town attorney to endorse the documents associated with the above referenced grant application.

I will be in attendance at your regularly scheduled June 5, 2019 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Bridget Monroe
Paula Parker
Tim Anderson

4a



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

Evert Garcia
Assistant Engineer

May 29, 2019

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

Re: Climate Action Plan Grant
Consolidated Funding Application

Dear Councilperson DiPonzio and Committee Members:

On April 25, 2019, Governor Cuomo announced the launch of the ninth round of the Regional Economic Development Council Competition through the State’s Consolidated Funding Application (CFA). One of the programs available under the CFA is the Climate Smart Community (CSC) Grant program. The CSC grant program provides funding for municipalities to perform inventories, assessments, and planning projects that advance their ability to address climate change at the local level.

The Town of Brighton Sustainability Oversight Committee has developed a draft Climate Action Plan. This draft plan must be refined before it can be publicly vetted and presented to the Town Board for consideration. The Town Board previously provided authorization for Town staff to prepare a request for qualification for professional consulting services to finalize the Climate Action Plan, develop and implement a public participation plan, prepare the appropriate SEQRA documentation and present the final plan to the Town Board for consideration. The recently announced CSC grant program may provide some funding for this project if a local match equal to 50% of total eligible project costs is provided. The costs for engaging a professional consulting firm to complete the Climate Action Plan, estimated at \$40,000, were anticipated in 2019 and are now being considered for the 2020 budget. If secured, the grant funding would provide a reduction of the anticipated costs for this project.

Therefore, I am requesting that recommendation be granted to make a grant application to the above referenced program to secure funding for the completion of the Climate Action Plan. In addition, application to the CSC grant program requires that a municipal resolution authorizing application submittal and documenting the availability of the required local match, \$20,000 in this case, be submitted at the time of application. I am also requesting that recommendation be granted for the Town Board to adopt the appropriate Municipal Resolution Authorizing Application as prepared by the Town Attorney and to authorize the Town Supervisor to execute all documents related to the application of the grant. The municipal resolution must be consistent with the template provided on Attachment A.

I will be in attendance at your regularly scheduled June 5, 2019 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Evert Garcia
Assistant Engineer

cc: M. Guyon
P. Parker
B. Monroe

Attachment A: Resolution Template

Sample Municipal Resolution Authorizing Application for a New York State Climate Smart Communities Grant

Resolution #

Whereas, [name of municipality] hereby requests financial assistance from the New York State Climate Smart Communities Grant Program pursuant to Environmental Conservation Law Article 54 Title 15.

Whereas, [name of municipality] certifies that it has identified and secured \$[amount of match] of matching funds from [location – general fund, donation, etc.] pursuant to the requirements of Environmental Conservation Law Article 54 Title 15.

Therefore, be it resolved, that [name of municipality] hereby authorizes [name and title of authorized representative], an official or employee, to act on its behalf in submittal of an application through the Consolidated Funding Application for \$[amount requested], to be used for [project title].

Adopted this [date] day of [month], [year].

I hereby certify that the foregoing resolution was duly adopted by [name of municipality] at a legal meeting on the [date] day of [month], [year].

[Name]

[Title]