

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

**Meeting Date: Tuesday, April 4, 2017 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 14, 2017 meeting.
2. Appropriate Seized Funds for Mondopad (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$20,500 from seized funds for the purchase and installation of a Mondopad along with training (see letter from M. Henderson).
3. Declare Equipment as Surplus for Auction and Junk (Highway) – Request from Tim Anderson for Town Board action to declare items of equipment as surplus and authorize for auction and junk (see letter from T. Anderson).
4. Request to Solicit Proposals for Arborist Consulting (Public Works) – Request from Mike Guyon for Town Board authorization to allow the Public Works Department to solicit proposals to perform tree evaluations and reports on Town trees (see letter from M. Guyon).
5. Award Bid for Sidewalk Replacement Program (Public Works) – Request from Chad Roscoe for Town Board action to award a bid for the 2017 Sidewalk Replacement Program to the low, responsible and responsive bidder, Spin Rite Inc., in an amount not to exceed \$142,142.50 and to authorize the Supervisor to execute change orders not exceeding 20% of the base bid price (see letter from C. Roscoe).
6. Award Contract for Emerald Ash Borer Treatment (Public Works) – Request from Chad Roscoe for Town Board authorization to award a contract to Genesee Tree Services Inc. to provide treatment of the Emerald Ash Borer at a cost of \$35,824.80, with authorization of the Supervisor to execute any change orders collectively up to 10% of the awarded contract price (see letter from C. Roscoe).
7. Contract for Evaluation of Town Hall HVAC System (Facilities) – Request from Mike Guyon for Town Board authorization to award a contract to M/E Engineering at a cost not to exceed \$15,600 for professional design services to evaluate the Town's HVAC system (see letter from M. Guyon).

8. Grant Disbursement Agreement (Farmer's Market) – Request from Mike Guyon for Town Board authorization of the Supervisor to execute a grant disbursement agreement with DASNY for a \$150,000 SAM Grant for the year-round Farmer's Market and to authorize the Town Attorney to review the agreement and prepare an Opinion of Counsel (see letter from M. Guyon).
9. Contract for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to execute an agreement with Bero Architecture PLLC to provide cultural resources surveys for designating landmarks (see letter from R. Boehner).
10. Budget Transfer for Seasonal Position (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize the transfer among various Public Works Department accounts to support funding for the previously authorized position of Building Department Inspection Aide for 2017 (see letter from R. Boehner).

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 18, 2017 at 3:30 pm (possible move to 2:00 p.m.)**, 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

April 3, 2017

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

RE: PURCHASE USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2017 Police Department operating budget to provide for sufficient appropriations for the purchase of the following items:

Mondopad 85" 4 K kit
Soundbar
Virtual Services Training
2 Year Extended Warranty
Sanus Large Wall Mount
HDMI Wall Plate
Binary 9' HDMI Active cable
Installation
Wireless hardware
Building wiring upgrade

I propose that the **Proceeds of Forfeited Property** be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.2.14 Audio Visual Equipment** be increased by an amount not to exceed \$20,500.00. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for this purpose is appropriate.

Respectfully,

Mark T. Henderson
Chief of Police



Town of
Brighton

3.
Highway Department
Commissioner of Public Works – Tim Keef, P.E.

Tim Anderson
Deputy Highway
Superintendent

March 31, 2017

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 listed below be declared surplus to our needs. The equipment listed is no longer needed or able to support departmental operations.

1994 Mack dump truck w/plow equipment Asset #015532
3 – Frink One Way Plows: Asset #2250, #10811, #10813
7 – Frink Wing Plows: Asset #2255, #3761, #10980, #11021, #11022, #11023, #11024

I further recommend that I be authorized to dispose of the dump truck with plow equipment through Roy Teitsworth, Inc. at one of the municipal auctions scheduled for May and October of this year. The Frink one way plows and wing plows 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



Town of
Brighton

4.

Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Michael Guyon, P.E.
Town Engineer

April 4, 2017

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

Re: Arborist Consulting Services
Prepare and Solicit and Request for Proposal

Dear Councilperson DiPonzo and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals to provide Arborist Consulting Services which includes the preparation of detailed evaluations of Town owned trees. The 2013 arborist consulting agreement with Jerry Peterson included the ability to extend the contract each year for three years. The third extension expired in 2016.

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 April 4, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: T. Keef
S. Zaso
T. Anderson
Chad Roscoe



Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

5a.

Chad Roscoe
Junior Engineer

3/16/2016

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

Re: Award of Project
2017 Town of Brighton Sidewalk Repair Program

Dear Councilperson DiPonzo and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on March 9, 2017. Seventeen (17) Contractors downloaded the contract documents for this project. Attached is a copy of the public notice along with the Bid Result. Below is Table-1 which lists the bids that were received from contractors.

Table – 1 Contractor List

#	Contractor Name	Base Bid
1	Spin Rite Inc	\$142,142.50
2	Pro Construction	\$153,363.50
3	Hewitt Young Electric	\$207,238.00
4	Espana Enterprises	\$212,357.50
5	Roman Construction	\$215,212.50
6	Iron Heavy Highway	\$396,407.00
7	Peter Holmes Contracting	\$473,995.00

Town staff reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by ***Spin Rite Inc, 30 Bubelbeiss Lane, Rochester NY 14622*** is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, ***Spin Rite Inc***, in the unit process bid for a total not to exceed ***\$142,142.50***. These unit prices are below those used in preparing the 2017 Budget.

Funds are available from the 2017 Budget in the Sidewalk District account (SK.SWLKD.5411.265) and in the Town wide sidewalk account (A.DPW.5410.449).

(56)

We are also requesting that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed twenty percent of the base bid price.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe

Chad Roscoe
Junior Engineer, DWP
Town of Brighton

cc: S. Zaso
 T. Keef
 M. Hussar
 M. Guyon
T. Andase

SECTION 00030
ADVERTISEMENT FOR BIDS

The Town of Brighton, Monroe County, New York, will receive sealed bids for the improvements to the:

2017 TOWN OF BRIGHTON SIDEWALK REPAIR PROGRAM

Sealed Bids will be received, publicly opened and read at the following place and time:

Place: Town of Brighton
Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Date: Thursday, March 9, 2017
Time: 10:00 A.M. Local Time

The work consists principally of removal and replacement of existing sidewalk as well as new installation of sidewalk in various locations in the Town of Brighton.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications are available for inspection at the above location and may be obtained upon payment of twenty-five (\$25.00) dollars (non refundable) for each set of documents requested. The check for the Plans and Specifications shall be made payable to the Town of Brighton. Alternatively, Plans and Specifications can be downloaded from the Towns website (www.townofbrighton.org) under the Town Departments –Public Works – Current Bid Offerings.

The check for the Plans and Specifications shall be made payable to the Town of Brighton. Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO BIDDERS.

The Town of Brighton is exempt under New York State Tax law, and therefore, no sales tax on the cost of materials incorporated into the project shall be included in the bid.

All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids, and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests.

A non-collusive bidding certificate shall be included with each bid. The attention of the Bidder is called to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract. Any unauthorized modifications or alterations to this document could result in a rejected bid.

This contract will start with the date of the contract award and run for one year with the option to renew the contract up to four(4) additional twelve(12) month periods at the sole discretion of the Town of Brighton. Price changes may be proposed by the contractor no later than forty-five(45) days prior to contract extension, based upon the latest prevailing wage rates and material price change which must be supported with documentation. Should price changes not be acceptable to the Town of Brighton, the contract will not be extended. Prices may change only at time of the extension.

Dated: February 16, 2017

5d.

BID TABULATION						Opening Date:	
Project Name:	2017 Sidewalk Repair Contract					Work Order #:	
Contract For:	Highway					Time:	
COMPANY INFO						BASE BID	
Company:	Holmes Contracting					Base Bid:	\$ 473,995.00
Contact:	Peter Holmes					Alt 1:	
Address:	198 Honey Hill Road					Alt 2:	
City:	Fulton	State:	NY	Zip:	13069	Grand Total:	\$ 473,995.00
Phone:		Fax:					
email:							
website:							
Comments:							
Company:	Pro Construction					Base Bid:	\$ 153,363.50
Contact:	Curtis					Alt 1:	
Address:	6062 Sautell Road					Alt 2:	
City:	Rochester	State:	NY	Zip:	14416	Grand Total:	\$ 153,363.50
Phone:		Fax:					
email:							
website:							
Comments:							
Company:	Espana Enterprises LLC					Base Bid:	\$ 212,357.50
Contact:	Scott Spring					Alt 1:	
Address:						Alt 2:	
City:		State:		Zip:		Grand Total:	\$ 212,357.50
Phone:		Fax:					
email:							
website:							
Comments:							
Company:	Hewitt Young					Base Bid:	\$ 207,238.00
Contact:						Alt 1:	
Address:	645 Maple Street					Alt 2:	
City:	Rochester	State:	NY	Zip:	14611	Grand Total:	\$ 207,238.00
Phone:		Fax:					
email:							
website:							
Comments:							
Company:	Roman Construction Dev Corp					Base Bid:	\$ 215,212.50
Contact:						Alt 1:	
Address:	7279 Lakeview Court					Alt 2:	
City:	Pendleton	State:	NY	####		Grand Total:	\$ 215,212.50
Phone:		Fax:					
email:							
website:							
Comments:							

5e.

Company:	Iron Heavy Highway		
Contact:			
Address:	225 Ballantyne Road		
City:	Rochester	State:	NY Zip: 14623
Phone:		Fax:	
email:			
website:			
Comments:			

Base Bid:	\$ 396,407.00
Alt 1:	
Alt 2:	
Grand Total:	\$ 396,407.00

<input checked="" type="checkbox"/> 300-1.3 Bid Security 5%
<input checked="" type="checkbox"/> 300-1.4 Addendums
<input checked="" type="checkbox"/> 300-2.4 Signatures
<input checked="" type="checkbox"/> 410 Bid Security Form
<input type="checkbox"/> 440 EEO
<input checked="" type="checkbox"/> 450 Bidder Responsibility
<input checked="" type="checkbox"/> 470 Corporate Resolution
<input checked="" type="checkbox"/> 480 Non-Collusive
<input type="checkbox"/> 485 MacBride
<input checked="" type="checkbox"/> 490 Site Investigation

Company:	Spin-Rite Inc		
Contact:	Ron Bohrer		
Address:	30 Dubelbeiss Lane		
City:	Rochester	State:	NY Zip: 14622
Phone:	585-266-5200	Fax:	585-544-2894
email:	spinriteinc@yahoo.com		
website:	spinriteinc.com		
Comments:			

Base Bid:	\$ 142,142.50
Alt 1:	
Alt 2:	
Grand Total:	\$ 142,142.50

<input checked="" type="checkbox"/> 300-1.3 Bid Security 5%
<input checked="" type="checkbox"/> 300-1.4 Addendums
<input checked="" type="checkbox"/> 300-2.4 Signatures
<input checked="" type="checkbox"/> 410 Bid Security Form
<input type="checkbox"/> 440 EEO
<input checked="" type="checkbox"/> 450 Bidder Responsibility
<input checked="" type="checkbox"/> 470 Corporate Resolution
<input checked="" type="checkbox"/> 480 Non-Collusive
<input type="checkbox"/> 485 MacBride
<input checked="" type="checkbox"/> 490 Site Investigation

Company:			
Contact:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
email:			
website:			
Comments:			

Base Bid:	
Alt 1:	
Alt 2:	
Grand Total:	

<input type="checkbox"/> 300-1.3 Bid Security 5%
<input type="checkbox"/> 300-1.4 Addendums
<input type="checkbox"/> 300-2.4 Signatures
<input type="checkbox"/> 410 Bid Security Form
<input type="checkbox"/> 440 EEO
<input type="checkbox"/> 450 Bidder Responsibility
<input type="checkbox"/> 470 Corporate Resolution
<input type="checkbox"/> 480 Non-Collusive
<input type="checkbox"/> 485 MacBride
<input type="checkbox"/> 490 Site Investigation



Town of Brighton

Lea.

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

3/24/2017

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

Re: Contractor Recommendation for
2017 Emerald Ash Borer Treatment

Dear Councilperson DiPonzo and Committee Members:

The Department of Public Works sent out a RFP for the treatment of the Emerald Ash Borer within the Town of Brighton. The above RFP was sent to eight contractors regarding this project and was due on March 23, 2017. Below is Table-1 which lists the bids that were received from contractors.

Table – 1 Contractor List

	Company Name	Contact	\$/in	DBH	Total	# trees
1	Ted Collins	Ted Collins	\$ 7.59	6072	\$ 46,098.00	257
2	The Tree Doctor	Jeremy Sayers	\$ 5.95	6072	\$ 36,128.40	257
3	Genesee Tree Service	Gary Raffel	\$ 5.90	6072	\$ 35,824.80	257

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by *Genesee Tree Service Inc., 554 Bills Road, Macedon, New York* is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, *Genesee Tree Service Inc.*, for a lump sum price not to exceed \$35,824.80. 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. Funding for the Emerald Ash Borer Treatment can be found in A.DPW 8560 account.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe
Junior Engineer

cc: S. Zaso
T. Keef
M. Hussar
M. Guyon
R. Boehner
K. Gordon



Town of Brighton

6b.

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

3/2/2017

Town of Brighton Request for Proposal for 2017 Emerald Ash Borer Treatment

The Town of Brighton, Department of Public Works, is requesting proposals from qualified professional licensed landscapers for the provision of professional services for the treatment of Emerald Ash Borers. These services more specifically include:

1. Furnishing Arbor-jet Ememction Benzoate trunk injection systemic in the necessary quantities.
2. Performing these injections in accord with the manufacturer's recommendations.
3. Performing these injections between May 2017 and September 2017.
4. Perform these injections at the locations on the attached list.
 - a. Attached list represents tree trunk sizes from the 2014 treatment.
 - b. Trees need to be treated based upon current tree trunk size.
5. Provide Town with an updated list of the tree trunk diameter at each location.
6. Furnishing all labor, equipment, tools, MSDS', information, insurances, etc. necessary for the work described above.

Proposals shall contain at least the following information:

1. The specific project experience of the firm and team members on projects similar to ours, including information on the project owner (name, address, telephone number), project location, and project scope.
2. Complete product literature on the proposed injection system and pesticide (including MSDS').
3. A description of any exceptions taken to the above scope of work or schedule.
4. A cost proposal for tree trunk injections per inch of diameter at breast height. The rates shall include all direct expenses for labor and materials, travel, equipment rental, materials costs, indirect expenses, overhead and profit.

Responses to this RFP is due by
Thursday, March 23, 2017 to:

Chad Roscoe
Junior Engineer
Town of Brighton, DPW
2300 Elmwood Avenue
Rochester, NY 14618
585-784-5224
Fax 585-784-5368
Email: chad.roscoe@townofbrighton.org

Please contact Tim Anderson regarding any
questions you may have regarding this proposal:

Tim Anderson
Deputy Highway Superintendent
Town of Brighton, Operations Center
1941 Elmwood Avenue
Rochester, NY 14620
585-784-5228
Fax 585-784-5385
Email: tim.anderson@townofbrighton.org

All of the contents called for in the proposal will be considered. The Town may reject all proposers, or may negotiate with a proposer, at its sole option.

PLEASE NOTE: An inquiry to the NYS Dept. of Labor has determined that a Prevailing Wage Rate Schedule is *not* required for this project.

Sincerely,

Chad Roscoe Junior Engineer, DPW



Town of
Brighton

March 24, 2017

Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Michael Guyon, P.E.
Town Engineer

Ta.

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

Re: Town Hall Facility
Request for Proposal Town Hall HVAC system
Evaluation Award

Dear Councilperson DiPonzo and Committee Members:

The Town Board at their January 25, 2017 meeting authorized the preparation and solicitation of a request for proposals for professional design services to evaluate the existing Town Hall HVAC system. The Town Hall HVAC system has exceeded or is nearing its intended useful life and the Town is seeking a professional firm to evaluate alternatives to renovate or replace the existing heating and cooling system.

Staff prepared a request for proposals dated February 2, 2017 and forwarded the proposal to nine local mechanical engineering firms. Additionally, the RFP was advertised using the Town of Brighton website. Three web-based businesses serving as a proposal warehouse obtained the RFP from our website and increased the circulation of the request for proposals. A total of fifteen engineering firms obtained the request for proposal and three submitted a response to the RFP. Table-1 lists the responding firms along with their price to provide the requested professional services.

Table-1

Firm	Fee
M/E Engineering	\$ 15,600.00
Erdman Anthony	\$ 28,000.00
Turner Engineering, P.C.	\$ 39,000.00

Staff evaluated the consultant's proposals for scope, completeness, understanding of the RFP, as well as other pertinent aspects of the solicitation as issued. This evaluation included a meeting with the apparent low bidder to insure that the anticipated scope of the RFP was included in their proposal. Staff determined that M/E Engineering is the lowest priced qualified bidder.



Therefore, I am requesting that the FASC authorize the Supervisor to enter into an agreement with M/E Engineering for the services described in our February 2, 2017 Request of Proposal for a not to exceed price of \$15,600. This evaluation is included in the 2017 adopted Capital Improvement Plan and funding is available in account A.DPW.1620 4.52.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 4th, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Guyon".

Michael E. Guyon, P.E.
Town Engineer

cc: T. Keef
S. Zaso
B. Donofrio



Town of
Brighton

Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Michael Guyon, P.E.
Town Engineer

8.

March 31, 2017

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

Re: Brighton Year Round Farmer's Market
State and Municipal Facilities Program Grant
Grant Disbursement Agreement, GDA

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 \$150,000 to fund a portion of the Brighton Year Round Farmer's Market. The funding agency, DASNY, has indicated that the Town has fulfilled all of the criteria to receive a SAM Grant and requests that the Town execute the Grant Disbursement Agreement. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse this document. Two copies of the document are attached for your reference. I am also requesting that FASC recommend that the Town Board authorize the Town Attorney to review the GDA and prepare an Opinion of Counsel as required by DASNY.

I will be in attendance at your regularly scheduled April 4, 2017 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 Tim Keef
Mary Ann Hussar
Suzanne Zaso
Rebecca Cotter



Town of
Brighton

Historic Preservation Commission

Secretary – Ramsey Boehner

9.

April 3, 2017

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

Re: Professional Service Contract
Bero Architecture PLLC
Historic Resource Survey

Honorable Members:

The Historic Preservation Commission is responsible for the designation of landmarks. A historic resource survey is important information that the Commission should consider when determining if a property is worthy of landmark designation.

I recommend that the Town enter into a contract with Bero Architecture PLLC to provided professional services to prepare a historic resources survey at an hourly rate of \$65 and for a not to exceed amount of \$995.

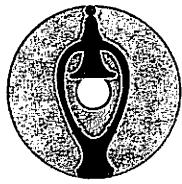
Funds for these services were adopted as part of the 2017 budget and are available in A.HIST.7515.4.52.

Sincerely,

Ramsey A. Boehner
Town Planner

Cc: Mary Jo Lanphear

I:\Ramsey\Town Board\Finance Committee\letterHPC Consulting Services Bero 2017.rft



Town of
Brighton

Building and Planning Department

Commissioner of Public Works - Tim Keef, P.E.

10.
Ramsey Boehner
Town Planner

April 3, 2017

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

Re: Building Department Inspection Aide

Honorable Members:

During the 2017 budget process, funding for the seasonal position of Building Department Inspection Aide (created in 2016) was not included in the 2017 budget. I am requesting the following budget transfers be made to fund this position for twenty (20) hours per week for twenty six (26) weeks at the current hourly rate of \$17.68.

From: A.DPW.1490 1.10 (Public Works - Full Time Wages) - \$1,880
A.DPW.1490 8.20 (Public Works - FICA) - \$140
A.DPW.8020 1.10 (Building & Planning - Full Time Wages) - \$3,425
A.DPW.8510 4.11 (Streetscape - Maintenance Supplies) - \$4,200

To: A.DPW.8020 1.20 (Building & Planning - Part Time Wages) - \$9205
A.DPW.8020 8.20 (Building & Planning - FICA) - \$440

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 4, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Ramsey A. Boehner
Town Planner

Cc: Tim Keef