

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

**Meeting Date: Tuesday, September 3, 2019  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the August 21, 2019 meeting
2. Appropriate Insurance Recovery Funds in the Highway Fund (Highway Dept.) – Request from Tim Anderson for Town Board action to appropriate \$1,540 to both expense (D.HWY.5130.4.65 – Vehicle Repairs Expense) and revenue (D.HWY.5140.2680 – Insurance Recovery). The revenue has been received that resulted from a driver that struck and damaged Highway Truck #52 (see letter from T. Anderson).
3. Authorize contract amendment to In Site Architecture (Public Works Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an amendment with In Site Architecture for additional design and bid services related to Phase 2 of the Winter Farmer's Market Barn Renovation. Grant Funds in the amount of \$500,000 have been obtained for Phase 2 of this project (see letter from M. Guyon).
4. Declare computers, servers and a projector as surplus for disposal (Information Technology Dept.) – Request from Jeremy Lutz for Town Board action to declare various laptop computers, desktop computers, computer servers and an InFocus projector as surplus. These items have no further value and will be disposed of as junk and placed into an electronics recycle program. A complete list is attached (see letter from J. Lutz).
5. DISCUSSION on the 2020 Budget (Finance Dept.) – Discussion item only to update the committee on the 2020 Budget requests.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, SEPTEMBER 17<sup>th</sup>, 2019 at 3:30 P.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\*\***

2

## Highway Department

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

Tim Anderson  
Deputy Highway  
Superintendent



August 29, 2019

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

Re: Appropriation of Funds

Dear Chairperson Diponzio and Committee Members:

I recommend that the Town Board amend the 2019 Budget by increasing and appropriating \$1,540.00 from insurance recovery revenue in the highway administration account (D.HWY.5140 2680), and by increasing appropriations in the highway vehicle repair expense account (D.HWY.5130 4.65), by the same amount.

The revenue has been received as an insurance recovery as a result of a driver that struck and damaged Highway Truck 52.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

Cc: P. Parker  
A. Banker  
B. Monroe  
M. Guyon



3a  
**Public Works  
Department**

**Mike Guyon, P.E.**  
Commissioner of Public  
Works

August 29, 2019

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

Re: Town of Brighton Winter Farmer's Market  
Interior Barn Improvements  
Phase 2.0

Dear Councilperson DiPonzio and Committee Members:

We recently completed Phase 1 of the Winter Farmer's Market project. Phase 1 included installing a concrete floor and renovating the exterior of the existing barn. The Town has secured an additional \$500,000 to complete Phase 2 of the project. Phase 2 includes interior renovation to the Barn, the extension of water, sewer, electric and gas service to the barn, the extension of the Buckland Park perimeter trail to Westfall Road and the construction of a crosswalk at Westfall Road that connects the southern end of the Brickyard Trail with the Buckland Park perimeter trail.

In.site.architecture completed the design of the Phase 1 barn improvements. We would like to amend in.site.architecture's agreement to include the services necessary to complete the interior barn improvements associated with Phase 2. These architectural services will include a structural analysis, HVAC and electrical design, the development of contract documents, bidding, and construction administration. In.site.architecture has provided a proposal which estimates that the total cost to provide these professional services is \$37,500. A copy of this proposal is attached for your reference.

The Town staff will prepare the drawings to extend utilities to the barn, extend the Buckland Park perimeter trail and construct the crosswalk at the southern end of the Brickyard trail.

I am requesting that the FASC recommend that the Town Board authorize the supervisor to endorse an amendment to the in.site.architectural agreement for the professional services to complete the interior improvements to the existing barn for a cost not to exceed \$37,500. 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.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 3, 2019 meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

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

Cc: Paula Parker  
Rebecca Cotter



July 19, 2019

Mike Guyon, Commissioner of Public Works  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

**RE: Winter Farmers' Market Barn Renovation - Phase 2.0**

Dear Mike,

As requested, we are providing a proposal to complete the renovation of the existing barn building to house the winter farmer's market. This includes the completion of the ground floor space, the addition of an exterior steel stair and door to access the existing attic space, structural alterations to the attic for future use, and a bid alternate package to complete the attic as an finished office space. The following is a breakdown of the scope of work and the associated professional fee.

**Phase 2.0 Scope of Work:**

1. Completion of ground floor space for the winter farmers market including: construction of restrooms, mechanical, utility and storage rooms, insulated interior wall framing at perimeter, and all interior finishes.
2. Structural assessment and alteration of existing floor and roof framing for future attic use as an office, new exterior door opening and exterior steel stair.
3. Electrical/Mechanical/Plumbing and Fire Protection: Design of systems and related utility work
4. Contract Documents to provide Add/Alternate bid package for completion of existing attic as finished open office space.
5. Scope of Work will not extend beyond perimeter of building. Utilities will extend 5'-0" beyond building for tie-ins to be completed by others. All site work, including utilities, new curb cut, access drive, parking and landscaping to be completed by others and is not included in the scope of this proposal.
6. Services provided include construction drawings, specifications, bidding, and construction administration. Any revisions to the Contract Documents after bidding is complete will be additional services.

**Professional Fee:** We propose to complete the above Scope of Work for a fee not to exceed \$37,500.00.

3c

The above fee is broken down into the following scopes and phases:

Structural Engineering:	\$ 3,960.00
Mechanical and Electrical Engineering:	\$ 4,134.00
Architectural:	
Contract Documents:	\$10,756.00
Bidding:	\$ 4,550.00*
Construction Administration:	\$14,100.00
<hr/> Total:	<hr/> \$37,500.00

\* Includes up to \$1000.00 of printing costs for (1) bid cycle

We look forward to the opportunity to continue working with the Town of Brighton to see this project successfully completed and operational.

If you have any questions or would like clarifications on the proposed scope of work please feel free to contact us.

Sincerely,



Rick Hauser, AIA, Partner  
In Site: Architecture, LLP

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Print name and date

Attachment: 2019 Hourly Billing Rates



## **2019 BILLING RATES**

### **INSTITUTIONAL/MUNICIPALITY:**

<u>PERSON</u>	<u>RATE</u>
Partner	\$153
Project Architect 3	\$130
Project Architect 2	\$95-\$120
Project Architect 1	\$88-\$110
Intern Architect 3	\$85-\$95
Intern Architect 2	\$80-\$90
Intern Architect 1	\$75-\$85
Student Intern	\$55



TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5250 Fax (585) 784-5373

4 a-Revised

### MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Recommended Disposal of Certain Fixed Assets

From: Jeremy Lutz, IT Coordinator

Date: September 9, 2019

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

  X   The item(s) listed have no remaining value, are serviceable, and should be donated to a non-profit agency. Items that are not donated within a reasonable amount of time will be disposed of as junk.

       The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

       The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

       The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet





TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5250 Fax (585) 784-5373

4a

THIS PAGE HAS  
BEEN REVISED (see  
4a-revised)

### MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Recommended Disposal of Certain Fixed Assets

From: Jeremy Lutz, IT Coordinator

Date: August 28, 2019

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

\_\_\_ The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by online Ebay auction with local pickup only. Items that do not sell within a reasonable amount of time will be disposed of as junk or donated to a non-profit agency.

\_\_\_ The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

\_X\_ The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

\_\_\_ The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet



4b

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

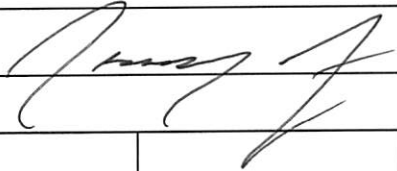
DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE

Barbara Snyderman

DATE August 28, 2019

DEPT. HEAD SIGNATURE



TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005409	Laptop	Panasonic	Toughbook CF-	2010	S0BKSA70428	\$2,800.00	Recycle
005348	Laptop	Panasonic	Toughbook 74	2008	8AKSA45652	\$2,936.11	Recycle
005280	Projector	InFocus	LP600	2006	AMRV60100140	\$1,499.00	Recycle
005515	Desktop	Dell	Optiplex 380	2010	8X7PLM1	\$1,217.50	Recycle
005568	Server	Dell	PowerEdge T430	2015	H0KRR52	\$3,719.15	Recycle
005576	Server	Dell	PowerEdge T310	2012	14C1QW1	\$3,479.42	Recycle
005590	Desktop	Dell	Optiplex 9020	2014	4WJRJ02	\$1,035.57	Recycle
005615	Desktop	Dell	Optiplex 790	2011	HG6M1R1	\$1,060.52	Recycle
005366	Desktop	Dell	Precision T1650	2013	4J8FSW1	\$1,753.81	Recycle
005604	Laptop	Panasonic	Toughbook CF-	2012	1GTYA03777	\$3,594.36	Recycle
005407	Laptop	Panasonic	Toughbook CF-	2009	9BKYB30307	\$3,100.00	Recycle

Finance Office

Use: \_\_\_\_\_ Town Board Authorization Date \_\_\_\_\_ Insurance Notification Date \_\_\_\_\_