

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

**Meeting Date: Tuesday, October 19, 2021 (3:30 p.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 5th, 2021 meeting.
2. Approve Dental 2022 rates and authorize related contracts (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to approve the dental insurance rates for both active employees and retirees as related to dental benefits for 2022. For 2022 our Town rates will increase slightly by 2.6% (Single options increasing by \$1 monthly and Family options increasing by \$2 monthly) and an increase of \$.09 in the administrative fee (\$4.49 from \$4.40) charged by Excellus. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte).
3. Approve MVP and Excellus 2022 rates and authorize related contracts (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to approve the health insurance for both active employees and retirees (pre-65 and post-65 plans) as related to MVP and Excellus for 2022. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters (2) from T. VanPutte).
4. Approve Flexible Spending Administration participant monthly rate – Lifetime Benefit Solutions, Inc. for 2022 and authorize related contracts (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to approve the per participant monthly rate of \$3.15 (no change from 2021 rate of \$3.15) and a compliance service rate increasing to \$325 annually up from the 2021 annual rate of \$275 annually and authorize the Supervisor to execute the contract and any related documents (see letter from T. VanPutte).
5. Approve EyeMed Vision/Eyewear Benefit for 2022 through 2025 with a 8.9% increase for 2022 and then no change in premium rate to our employees for the remainder of the contract (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to approve the four year renewal of the EyeMed Benefit to the employees and authorize the Supervisor to execute any contracts or related documents. The rate negotiated represents a 8.9% increase for 2022 but is guaranteed through 2025 and is fully paid by the employees electing the benefit (see letter from T. VanPutte).

6. Approve two promotions from Laborer to Motor Equipment Operator (MEO) in the Highway Department effective November 1, 2021 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the following two promotions from the title of Laborer to the title of Motor Equipment Operator (MEO) in the Highway Department effective November 1, 2021:

David Cagle (starting rate \$29.01/hour)
Derek Grillone (starting rate \$29.01/hour)

These two employees will serve a probationary period of 26 weeks; and will receive an increase in their hourly rates after 6 months as per Appendix A of the CSEA Bargaining Unit agreement. All other terms and condition shall also be in accordance with the CSEA Bargaining Unit agreement (see letters (2) from M. Guyon).
7. Approve the provisional appointment of Brendan Ryan to the position of Assistant Engineer in the Public Works Department effective November 15, 2021(Public Works Dept.) – Request from Evert Garcia for Town Board action to approve the provisional appointment of Brendan Ryan to the position of Assistant Engineer effective November 15, 2021. This salary for this position will be set at \$56,929.60 (Step 1, Group 7 (35 hours per week) of the non-represented salary schedule. This appointment is provisional will be become permanent upon the successful competition of the appropriate Monroe County Civil Service examination. Upon permanent appointment, the employee will be required to serve a 52 week probationary period (see letter from E. Garcia).
8. Award contract for the Climate Action Plan consulting services to Barton & Loguidice in an amount not to exceed \$78,504 and approve budget amendment from Sustainability account (Public Works Dept.) – Request from Evert Garcia for Town Board action to award the request for proposals to Barton & Loguidice in an amount not to exceed \$78,504 for consulting services relating to the Climate Action Plan. Further to authorize the Supervisor to execute any related documents. Also approval is requested to utilize \$18,504 in sustainability funds and authorize a transfer from CM.93.CCA to A.DPW.1490.4.49 Other Contracted Services with the offsetting revenue account of A.DPW.1490.2705 also being increased by the \$18,504 (see letter from E. Garcia).
9. Amend Table of Organization in the Building and Planning Department (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve an amendment in the Building and Planning Department's table of organization. The change will eliminate the positions of Associate Planner and Seasonal Building Department Aid; and add the positions of a Senior Planner, a second Planning Technician and a part time Building Inspector. The total cost for salary/wages only is estimated at an additional \$30,000 (see letter from M. Guyon).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, NOVEMBER 3, 2021 at 3:30 p.m. in the AUDITORIUM at
Brighton Town Hall.**

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****



Town of
Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

October 5, 2021

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

Re: Dental Plan Renewals for 2022

Dear Board Members:

The proposed renewal rates and plan summaries for 2022 for the self-funded dental plans that are currently being offered through the Town to eligible employees and retirees have been reviewed. Based on experience, the Town's insurance broker, Brown & Brown of NY, has recommended that the equivalency rates for these plans be increased slightly from (Police: Single - \$34 to \$35; Family - \$84 to \$86 and all other Employee Groups: Single - \$31 to \$32; Family - \$77 to \$79). The average increase is 2.6%. This is our first increase since 2019. Please note that within these rates is an administrative fee that is charged by the third party administrator, Excellus BCBS. Excellus is proposing a 2.0% increase in this fee for 2022 (from \$4.40 per month per contract to \$4.49 per month).

I am recommending that the Town Board authorize the renewal of the dental plans with the new recommended rates for 2022 and authorize the Supervisor to sign any related documents with Excellus BCBS.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia Van Putte
Director of Personnel

CC: P. Parker

Town of Brighton Dental Plan Review

Claims Experience

	2020 Renewal			2021 Renewal			2022 Renewal					
	Employee Months	Incurred Claims	PEPM	Employee Months	Incurred Claims	PEPM	% Increase Over 2020	Employee Months	Incurred Claims	PEPM	% Increase Over 2020	% Increase Over 2021
Low Option	1,243	\$58,758	\$47.27	1,220	\$45,933	\$37.65	-20.4%	1,235	\$58,051	\$47.00	-0.6%	24.8%
High Option	917	\$54,467	\$59.40	939	\$48,292	\$51.43	-13.4%	939	\$77,530	\$82.57	39.0%	60.5%
Total	2,160	\$113,225	\$52.42	2,159	\$94,225	\$43.64	-16.7%	2,174	\$135,581	\$62.36	19.0%	42.9%

	Total (2020-2022)			Average (2020-2022)			Total (2021-2022)					
	Employee Months	Incurred Claims	PEPM	Employee Months	Incurred Claims	PEPM	% Increase Over 2020	Employee Months	Incurred Claims	PEPM	% Increase Over 2020	% Increase Over 2021
Low Option	3,698	\$162,742	\$44.01	1,233	54,247	\$44.01	-6.9%	2,455	103,984	\$42.36	-10.4%	12.5%
High Option	2,795	\$180,289	\$64.50	932	60,096	\$64.50	8.6%	1,878	125,822	\$67.00	12.8%	30.3%
Total	6,493	\$343,031	\$52.83	2,164	\$114,344	\$52.83	0.8%	4,333	\$229,806	\$53.04	1.2%	21.5%

Premium Equivalency Rates

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Low Option Single	\$28.97	\$28.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$31.00	\$31.00	\$31.00	\$32.00
Low Option Family	\$71.99	\$69.00	\$74.00	\$74.00	\$74.00	\$74.00	\$74.00	\$74.00	\$77.00	\$77.00	\$77.00	\$79.00
High Option Single	\$32.14	\$31.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$34.00	\$34.00	\$34.00	\$35.00
High Option Family	\$78.95	\$76.00	\$81.00	\$81.00	\$81.00	\$81.00	\$81.00	\$81.00	\$84.00	\$84.00	\$84.00	\$86.00
% Increase (Annual)	13.3%	-3.4%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	0.0%	2.6%
% Increase (over 2011)												10.5%



Excellus Dental 2022 rates. Average increase 2.6% (since 2019). 2% increase in admin fee.

Plan	Tier	Claims	Admin	Total Rate
Custom Benefit CSEA \$0, Non-Rep, Teamsters	Single	\$27.51	\$4.49	\$32.00
Custom Benefit CSEA \$0, Non-Rep, Teamsters	Family	\$74.51	\$4.49	\$79.00
Custom Dental Benefit IV BPPA \$0 & CSEA/Non-Rep buy up	Single	\$30.51	\$4.49	\$35.00
Custom Dental Benefit IV BPPA \$0, CSEA/Non-Rep buy up	Family	\$81.51	\$4.49	\$86.00



Proposal - Renew at Current Benefits
TOWN OF BRIGHTON
Contract Period: January 1, 2022 through December 31, 2022

Funding Arrangement:**ASC**

All Subscribers						
Plan	Tier	Projected Contracts	Claims	Administration	Total Rate	
Custom Benefit	Single	39	\$ 28.13	\$ 4.49	\$ 32.62	
	Family	64	\$ 76.62	\$ 4.49	\$ 81.11	
Custom Dental Benefit IV	Single	20	\$ 31.73	\$ 4.49	\$ 36.22	
	Family	58	\$ 84.49	\$ 4.49	\$ 88.98	

Financial Terms / Assumptions

- Rates shown are good through 10/19/2021. If Group does not accept this rate action prior to the expiration date, Excellus BlueCross BlueShield reserves the right to re-rate the proposal.
- Signature below indicates acceptance of all rates and terms for this proposal and its accompanying benefit sheet.
- Terms and assumptions used in this rate sheet are superceded by the group contract.
- Rates are for self-funded financial arrangement.
- This financial arrangement requires a minimum of 100 contracts enrolled.
- Enrollment variations greater than +/-10% require a rate review which may cause a rate adjustment.
- Security Requirement reductions are contingent upon an annual financial review and other financial criteria that must be met.
- Above Rates Assume Employer Is Contributing To The Plan.
- Changes in federal or state benefit mandates or tax policies will require a rate review which may cause a rate adjustment.

Cash Advance

Amount Required	\$ 5,200
Reduced Amount	\$ 2,600
Current Balance	\$ 2,300
Additional Required	\$ 300

Proposal Accepted By (Group Representative)

Date

Title

QFR

Renew at Current Benefits
TOWN OF BRIGHTON
Contract Period: January 1, 2022 through December 31, 2022

Funding Arrangement:
ASC

Population:	All Subscribers	
Plan:	Custom Benefit	Custom Dental Benefit IV
Coinsurance:		
Class I:	100%	100%
Class II:	100%	85%
Class III:	\$0	50%
Class IV:	\$0	50%
Fee Schedules:		
In Area:	Blue Shield	Blue Shield
Out of Area:	Blue Shield	Blue Shield
Deductible:	\$0	\$25/\$50
Annual Max:	\$1,000	\$1,000
Benefit Cycle:	Calendar Year Benefits	Calendar Year Benefits
Deductible Classes:	Applies to All Covered Classes	Classes II, III, IV
Max Classes:	Class II	Classes II, III
Ortho Lifetime Max:	\$0	\$750
Riders:	<ul style="list-style-type: none"> • Domestic Partner • Dependent To Age 19 • Student To Age 23 	<ul style="list-style-type: none"> • Domestic Partner • Dependent To Age 19 • Student To Age 23

QFR

Initial to signify approval of benefits for proposal : _____



Town of
Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

October 5, 2021

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

Re: Health Plan Renewals for 2022

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2022 for the health plans that are currently being offered through the Town to eligible employees and retirees (under 65).

I am recommending that the Town Board authorize the renewal of the current health plans, including the \$3,000/\$6,000 High Deductible Health Plan along with a Health Savings Account contribution to eligible active non-represented Town employees and authorize the Supervisor to sign any related documents with MVP. Regarding the Health Savings Account contributions, I am recommending that the contributions for 2022 remain as is: \$800.00 single, \$1,600.00 2-person and \$2,000.00 family with 25% of the amount being contributed in January and the remaining balance distributed equally over the remaining payroll pay periods.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia Van Putte
Director of Personnel

CC: P. Parker

2022 FLMHIT Medical Renewal Rates

The 2022 negotiated renewal is 5.0%

CURRENT 2021 Monthly Rates

	2021 Active Employees & Pre-65 Retiree Rates							
	High Plan	Mid Plan	Core Plan	Hybrid Plan	HDHP 1400	HDHP 1800	HDHP 3000	HDHP 6000
Single	\$1,028.09	\$849.37	\$814.60	\$720.58	\$619.14	\$557.39	\$536.88	\$474.84
2 Person	\$2,313.29	\$1,911.15	\$1,832.92	\$1,621.37	\$1,393.12	\$1,254.17	\$1,208.03	\$1,068.43
Family	\$2,706.17	\$2,235.73	\$2,144.22	\$1,896.74	\$1,629.72	\$1,467.17	\$1,413.19	\$1,249.89

NEW 2022 Monthly Rates

	2022 Active Employees & Pre-65 Retiree Rates							
	High Plan	Mid Plan	Core Plan	Hybrid Plan	HDHP 1400	HDHP 1800	HDHP 3000	HDHP 6000
Single	\$1,079.48	\$891.84	\$855.33	\$756.61	\$650.12	\$585.29	\$563.73	\$498.58
2 Person	\$2,428.92	\$2,006.71	\$1,924.55	\$1,702.44	\$1,462.81	\$1,316.94	\$1,268.44	\$1,121.85
Family	\$2,841.43	\$2,347.52	\$2,251.41	\$1,991.57	\$1,711.24	\$1,540.60	\$1,483.86	\$1,312.38
Variance to 2021	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

4 Year Average Increase (2019 – 2022): 2.58%

12 Year Average Increase (2011 – 2022): 5.91%



Benefit Highlight	Town of Brighton Medical Benefit Summaries		
	Mid Plan	Core Plan	HDHP \$3,000/\$6,000
Primary Care Physician (PCP) Visit	\$15	\$25	Covered in Full after Deductible
PCP Sick Child Visits	Covered in Full, \$0 PCP visits to age 26	Covered in Full, \$0 PCP visits to age 26	Covered in Full after Deductible
myVisitNow PCP TeleMed	Covered in Full	Covered in Full	Covered in Full
Specialist Visit	\$20	\$40	Covered in Full after Deductible
Well Child Visits	Covered in Full	Covered in Full	Covered in full
Routine Physical Exams	Covered in Full	Covered in Full	Covered in Full
Routine Adult Immunization	Covered in Full	Covered in Full	Covered in Full
Routine Mammography	Covered in Full	Covered in Full	Covered in Full
Routine GYN Exam	Covered in Full	Covered in Full	Covered in Full
Routine Prostate Screening	Covered in Full	Covered in Full	Covered in Full
Routine Colonoscopy	Covered in Full	Covered in Full	Covered in Full
Allergy Tests/Injections	\$15 PCP/\$20 Specialist	\$25 PCP/\$40 Specialist	Covered in Full after Deductible
Chiropractic	\$20	\$25	Covered in Full after Deductible
Acupuncture	\$25 copay, up to 10 visits/year	\$40 copay, up to 10 visits/year	Covered in Full after Deductible
Diagnostic Lab	Covered in Full	Covered in Full	Covered in Full after Deductible
Diagnostic Lab (MVP Preferred Provider Facility)	Covered in Full	Covered in Full	Covered in Full after Deductible (discounted fee schedule applies)
Diagnostic X-Ray	\$20	\$40	Covered in Full after Deductible
Diagnostic X-Ray (MVP Preferred Provider Facility)	Covered in Full	Covered in Full	Covered in Full after Deductible (discounted fee schedule applies)
Maternity – Pre & Post	\$50	\$50	Covered in Full after Deductible
Maternity Hosp.	\$100	\$300	Covered in Full after Deductible
Inpatient Hosp.	\$100	\$300	Covered in Full after Deductible
Inpatient Surgery	20% or \$100	20% or \$300	Covered in Full after Deductible
Anesthesia	Covered in Full	Covered in Full	Covered in Full after Deductible
Outpatient Surgery	Facility: \$50 Physician: \$20	Facility: \$75 Physician: \$40	Covered in Full after Deductible
Outpatient Surgery (MVP Preferred Provider Facility)	Facility: Covered in Full Physician: \$20	Facility: Covered in Full Physician: \$20	Covered in Full after Deductible (discounted fee schedule applies)
Inpatient Mental Health	\$100	\$300	Covered in Full after Deductible
Outpatient Mental Health	\$15	\$25	Covered in Full after Deductible
myVisitNow Mental Health	Covered in Full	Covered in Full	Covered in Full
Inpatient Substance Abuse	\$100	\$300	Covered in Full after Deductible
Outpatient Substance Abuse	\$15	\$25	Covered in Full after Deductible
Rx- 30 day retail	\$5/\$20/\$35, \$0 generic for kids to age 26	\$5/\$30/\$50, \$0 generic for kids to age 26	Covered in Full after the deductible; Preventive RX not subject to the deductible
Routine Vision	\$20/year	\$25/year	Covered in Full per Year
Eyewear	\$60 allowance/year	\$60 allowance/year	Not covered
Emergency Room	\$50	\$75	CIF after Deductible
myERnow Emergency (ER) Telemed	Covered in Full	Covered in Full	Covered in Full
Ambulance Services	\$25	\$50	Covered in Full after Deductible
Urgent Care	\$25	\$25	Covered in Full after Deductible
Chemotherapy	Covered in Full	\$25	Covered in Full after Deductible
Radiation	Covered in Full	\$25	Covered in Full after Deductible
Hospice	Covered in Full, up to 210 days/lifetime	Covered in Full, up to 210 days/lifetime	Covered in Full after Deductible, up to 210 days per lifetime
Skilled Nursing Facility	\$100, up to 120 days/year	\$300, up to 120 days/year	Covered in Full after Deductible, up to 120 days per lifetime
Home Care	Covered in Full up to 60 visits per year	Covered in Full up to 60 visits per year	Covered in Full after Deductible, up to 60 visits per year
Durable Medical Equip.	20%	20%	Covered in Full after Deductible
Outpatient Physical, Speech, Occupational Therapy	\$15, unlimited visits	\$40, unlimited visits	Covered in Full after Deductible, unlimited visits
Cardiac & Pulmonary Rehabilitation (up to 36 visits per year)	\$0 Copay per provider, per date of service	\$0 Copay per provider, per date of service	Covered in Full after Deductible
Routine Hearing Exam	\$20	\$40	Covered in Full after Deductible
Dependent Age Limit	26	26	26
Network	National & Preferred Network	National & Preferred Network	National & Preferred Network
Referrals	Not Required	Not Required	Not Required
Deductible Individual/Family	N/A	N/A	\$3,000 / \$6,000
Coinsurance	N/A	N/A	0%
Out-of-Pocket Max Single/Family	\$6,600 / \$13,200	\$6,600 / \$13,200	\$3,000 / \$6,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Wellness Rewards	\$600 Well Being Rewards	\$600 Well Being Rewards	\$600 Well Being Rewards
Naturally Slim Lifestyle Program	Covered in Full	Covered in Full	Covered in Full

This plan design contains only a general description of the coverage & does not constitute a policy contract. For complete information including exclusions, limitations & conditions, refer to the policy document. Neither MVP nor Brown & Brown will be held responsible for typographical or clerical errors.



Town of
Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

October 5, 2021

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

Re: Medicare Health Plan Renewals for 2022

Dear Board Members:

Attached are the renewal rates and plan summaries for 2022 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses.

I am recommending that the Town Board authorize these plan options for 2022 and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia Van Putte
Director of Personnel

CC: P. Parker

Town of Brighton 2021 vs. 2022 Monthly Premiums for Post-65 (Medicare) Plans

Coverage	2021 Monthly Premium	2022 Monthly Premium	\$ change	% change
Medicare Blue Choice \$20 (base plan) *	\$ 290.63	\$ 305.08	\$ 14.45	4.97%
Medicare PPO Option D	\$ 360.16	\$ 375.63	\$ 15.47	4.30%
Medicare Supplemental N (out of Town) w/\$5 Rx***	\$ 500.72	334.42+?	#VALUE!	#VALUE!
MVP USA Care PPO (West Region)**	\$ 306.47	\$ 311.14	\$ 4.67	1.52%

* base plan driving Town's cost-share

** this plan replaces MVP Gold Anywhere

*2022 rate is not yet available

Note: The above amounts are the full-monthly premium for each plan.
 Your individual contribution towards the premium is based on the
 agreement you retired under.



Town of
Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

October 5, 2021

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

Re: Flexible Spending Administration - Lifetime Benefit Solutions, Inc. for 2022

Dear Board Members:

I am requesting that the Town Board authorize the continuation of the services of Lifetime Benefit Solutions Inc. for the administration of employee flexible spending accounts. The 2022 annual compliance service fee increased to \$325.00 from \$275.00 in 2021. The per participant monthly fee however will remain unchanged at \$3.15.

I am recommending that the Town Board authorize the continuation of services for 2022 and authorize the Supervisor to sign any related documents with Lifetime Benefit Solutions Inc.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia Van Putte
Director of Personnel

CC: P. Parker

Tricia VanPutte

From: Tricia VanPutte
Sent: Friday, October 15, 2021 12:05 PM
To: Paula Parker (paula.parker@townofbrighton.org)
Subject: FW: [EXT] FW: 2022 annual FSA rates
Attachments: 1. FSA Flexible Spending Admin Renewal for 2022 a.docx

Paula,

Here is the FSA renewal letter and email from LBS. I will bring you signed hard copies as well.

Regards,
Tricia Van Putte
Director of Personnel
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
(585)784-5203

From: Debra Garceau [mailto:Debra.Garceau@LifetimeBenefitSolutions.com]
Sent: Friday, October 15, 2021 8:50 AM
To: Tricia VanPutte
Subject: RE: [EXT] FW: 2022 annual FSA rates

This message was sent securely using Zix®

Hi Tricia,

Hope all is well!

The per participant monthly fee is not changing and will be remaining at \$3.15.

The annual compliance fee is increasing to \$325 from \$275 effective 2022.

If you need something other than this email outlining, please let me know.

Have a good day,
Debbie



Debbie Garceau /Lead FSA-HRA Plan Administrator
165 Court Street, Rochester, NY 14647
☎ (585) 273-7131 | 7 (585) 427-0691
✉ Debra.Garceau@LifetimeBenefitSolutions.com
www.LifetimeBenefitSolutions.com

From: Tricia VanPutte <tricia.vanputte@townofbrighton.org>
Sent: Wednesday, October 13, 2021 1:57 PM

To: Debra Garceau <Debra.Garceau@LifetimeBenefitSolutions.com>

Subject: [EXT] FW: 2022 annual FSA rates

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I forgot to add to please send something in writing with the 2022 rates so that I can attach it to the letter to the Board.

Regards,

Tricia Van Putte

Director of Personnel

Town of Brighton

2300 Elmwood Avenue

Rochester, NY 14618

(585)784-5203

From: Tricia VanPutte [mailto:tricia.vanputte@townofbrighton.org]

Sent: Wednesday, October 13, 2021 1:54 PM

To: Debra Garceau

Subject: 2022 annual FSA rates

I need to go to our Town Board to renew the LBS administration of the FSA for 2022. Do you have the rates for 2022?

Our rates for 2021 were:

Annual compliance service fee \$275.00

Per participant monthly fee \$3.15

Regards,

Tricia

Regards,

Tricia Van Putte

Director of Personnel

Town of Brighton

2300 Elmwood Avenue

Rochester, NY 14618

(585)784-5203

This message was secured by [ZixCorp](#)^(R).



Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

October 13, 2021

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

Re: Vision Eyewear Plan Renewal for 2022 through 2025

Dear Board Members:

Attached are rates for 2022 for the EyeMed Vision/Eyewear Benefit that was made available to all members of FLMHIT starting in 2018. Our per participant monthly rate has increased 8.9% annually for the 4 year renewal. The rate will then remain unchanged as these rates are guaranteed through 2025. By offering this to our employees, we added a great employee paid benefit at no premium cost to the Town.

I am recommending that the Town Board authorize the renewal of the EyeMed Vision/Eyewear Benefit to all eligible active full time and part time benefit eligible non-represented Town employees and authorize the Supervisor to sign any related documents with EyeMed/Brown & Brown.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in blue ink that reads "Tricia Van Putte".

Tricia Van Putte
Director of Personnel

CC: P. Parker

2022 Vision/Eyewear Benefit Renewal Rates

2018 through 2021 (4 Years)			
Option	#1	#2	#3
Benefit	Material Only	Exam & Material	Exam & Material
Contribution	100% Employee Paid	100% Employee Paid	Employer Paid
Monthly Rate (1/1/2018-1/1/2022)			
Single	\$4.06	\$5.50	\$4.40
2-Person	\$8.14	\$11.03	\$8.82
Family	\$10.58	\$14.34	\$11.47

2022 through 2025 +8.9% renewal (4 Years)			
Option	#1	#2	#3
Benefit	Material Only	Exam & Material	Exam & Material
Contribution	100% Employee Paid	100% Employee Paid	Employer Paid
Annual Cost (1/1/2022-1/1/2025)			
Single	\$53.04	\$71.88	\$57.48
2-Person	\$106.32	\$144.12	\$115.20
Family	\$138.24	\$187.32	\$149.88
Monthly Rate (1/1/2022-1/1/2025)			
Single	\$4.42	\$5.99	\$4.79
2-Person	\$8.86	\$12.01	\$9.60
Family	\$11.52	\$15.61	\$12.49
Weekly Rate (1/1/2022-1/1/2025)			
Single	\$1.02	\$1.38	\$1.11
2-Person	\$2.04	\$2.77	\$2.22
Family	\$2.66	\$3.60	\$2.88

*1.3% average annual renewal rate change (2018 inception through 2025)



Additional discounts

40%
OFF

Complete pair
of prescription
eyeglasses

20%
OFF

Non-prescription
sunglasses

20%
OFF

Remaining balance
beyond plan coverage

These discounts are for
in-network providers only

Take a sneak peek before enrolling

- You're on the INSIGHT Network
- For a complete list of **in-network** providers near you, use our **Enhanced** Provider Locator on www.eyemed.com or call **1-866-804-0982**.
- For Lasik providers, call **1-877-5LASER6**.

FLMHIT

SUMMARY OF BENEFITS

Vision Care Services	In-Network Member Cost	Out-of-Network Reimbursement
Exam With Dilation as Necessary	\$10 Co-pay	Up to \$40
Retinal Imaging	Up to \$39	N/A
Frames	\$0 Co-pay, \$150 allowance, 20% off balance over \$150	Up to \$105
Standard Plastic Lenses		
Single Vision	\$25 Co-pay	Up to \$30
Bifocal	\$25 Co-pay	Up to \$50
Trifocal	\$25 Co-pay	Up to \$70
Standard Progressive Lens	\$90 Co-pay	Up to \$50
Premium Progressive Lens [△]	\$110 Co-pay - \$135 Co-pay	
Tier 1	\$110 Co-pay	Up to \$50
Tier 2	\$120 Co-pay	Up to \$50
Tier 3	\$135 Co-pay	Up to \$50
Tier 4	\$90 Co-pay, 20% off charge less \$120 Allowance	Up to \$50
Lenticular	\$25 Co-pay	Up to \$70
Lens Options (paid by the member and added to the base price of the lens)		
UV Treatment	\$15	N/A
Tint (Solid and Gradient)	\$15	N/A
Standard Plastic Scratch Coating	\$15	N/A
Standard Polycarbonate	\$40	N/A
Standard Polycarbonate - Kids under 19	\$40	N/A
Standard Anti-Reflective Coating	\$45	N/A
Premium Anti-Reflective Coating [△]	\$57 - 468	N/A
Tier 1	\$57	N/A
Tier 2	\$68	N/A
Tier 3	80% of charge	N/A
Photochromic/Transitions	\$75	N/A
Polarized	20% off retail price	N/A
Other Add-Ons and Services	20% off retail price	N/A
Contact Lens Fit and Follow-Up (Contact lens fit and two follow up visits are available once a comprehensive eye exam has been completed)		
Standard Contact Lens Fit & Follow-Up	Up to \$40	N/A
Premium Contact Lens Fit & Follow-Up	10% off retail	N/A
Contact Lenses		
Conventional	\$0 Co-pay, \$150 allowance, 15% off balance over \$150	Up to \$150
Disposable	\$0 Co-pay, \$150 allowance, plus balance over \$150	Up to \$150
Medically Necessary	\$0 Co-pay, Paid-in-Full	Up to \$210
Laser Vision Correction		
Lasik or PRK from U.S. Laser Network	15% off the retail price or 5% off the promotional price	N/A
Hearing Care		
Hearing Health Care from Amplifon Hearing Network	40% off hearing exams and a low price guarantee on discounted hearing aids	N/A
Frequency		
Examination	Once every 12 months	
Lenses or Contact Lenses	Once every 12 months	
Frame	Once every 24 months	

△Premium progressives and premium anti-reflective designations are subject to annual review by EyeMed's Medical Director and are subject to change based on market conditions. Fixed pricing is reflective of brands at the listed product level. All providers are not required to carry all brands at all levels. Benefits are not provided from services or materials arising from: 1) Orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses; 2) Medical and/or surgical treatment of the eye, eyes or supporting structures; 3) Any eye or Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment. Safety eyewear; 4) Services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof; 5) Plano (non-prescription) lenses; 6) Non-prescription sunglasses; 7) Two pair of glasses in lieu of bifocals; 8) Services or materials provided by any other group benefit plan providing vision care; 9) Services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order; 10) Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available. Benefits may not be combined with any discount, promotional offering, or other group benefit plans. Standard/Premium Progressive lens not covered/fund as a Bifocal lens. Standard Progressive lens covered/fund Premium Progressive as a Standard. Underwritten by Fidelity Security Life Insurance Company of New York, Brewster, New York. Fidelity Security Life Policy number VCN-1/VCN-2/VCN-3, form number MN-1/MN-2/MN-3. The Certificate of Insurance is on file with your employer. Benefit allowance provides no remaining balance for future use within the same benefit year. Fees charged for a non-insured benefit must be paid in full to the Provider. Such fees or materials are not covered.

What's in it for me?

Options. It's simple really. We're dedicated to helping you see clearly – and that's why we've built a network that gives you lots of choices and flexibility. You can choose from thousands of independent and retail providers to find the one that best fits your needs and schedule. No matter which one you choose, our plan is designed to be easy-to-use and help you access the care you need. Welcome to EyeMed.



Benefits Snapshot

	With EyeMed	Out-of-Network Reimbursement
Exam with dilation as necessary (Once every 12 months)	\$10 Co-pay	Up to \$40
Frames (Once every 24 months)	\$0 Co-pay; \$150 allowance; 20% off balance over \$150	Up to \$105
Single Vision Lenses (Once every 12 months) Or Contacts (Once every 12 months)	\$25 Co-pay \$0 Co-pay; \$150 allowance; plus balance over \$150	Up to \$30 Up to \$150

And now it's time for the breakdown . . .

Here's an example of what you might pay for a pair of glasses with us vs. what you'd pay without vision coverage. So, let's say you get an eye exam and choose a frame that costs \$163 with single vision lenses that have UV and scratch protection. Now let's see the difference...

**81%
SAVINGS
with us***



With EyeMed	Without Insurance**
Exam \$10 Co-pay	Exam \$106
Frame \$163 -\$150 allowance \$13 -\$2.60 (20% discount off balance) \$10.40	Frame \$163
Lens \$25 Co-pay \$15 UV treatment add-on +\$15 Scratch coating add-on \$55	Lens \$78 \$23 UV treatment add-on +\$25 Scratch coating add-on \$126
Total \$75.40	Total \$395



Download the EyeMed Members App
It's the easy way to view your ID card, see benefit details and find a provider near you.



INDEPENDENT
PROVIDER
NETWORK



LENSCRAFTERS®

PEARLE
VISION

OPTICAL

sears
OPTICAL

JCPenney | optical



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

October 12, 2021

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

re: Proposed Promotion
Laborer to Motor Equipment Operator, MEO

Dear Chairman DiPonzo and Committee Members:

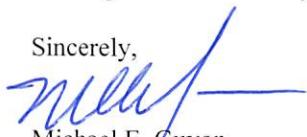
The Town Highway Department currently has two Motor Equipment Operator vacancies. A vacancy for a sweeper and truck #40 was posted on September 8, 2021. We received three applicants for this position and selected David Cagle. Therefore, I am recommending:

- 1) Mr. David Cagle be promoted from laborer to Motor Equipment Operator, MEO, effective November 1, 2021 subject to Town Board action;
- 2) The promotion is subject to a 26-week probationary period effective as of November 1, 2021;
- 3) The other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2021 budget. Mr. Cagle is a well-qualified candidate as demonstrated by his experience.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 19, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,



Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon
D. Cagle

APPENDIX A

		JAN. 1 2017	JAN. 1 2018	JAN. 1 2019	JAN. 1 2020	JAN. 1 2021	JAN. 1 2022	JAN. 1 2023
SR. AUTOMOTIVE MECHANIC	start	32.48	32.80	33.46	34.13	34.81	35.51	36.22
	after 6 months	33.74	34.08	34.76	35.46	36.17	36.89	37.63
AUTOMOTIVE MECHANIC	start	30.83	31.14	31.76	32.40	33.05	33.71	34.38
	after 6 months	31.54	31.86	32.50	33.15	33.81	34.49	35.18
CONSTRUCTION EQUIPMENT OPERATOR	start	30.83	31.14	31.76	32.40	33.05	33.71	34.38
	after 6 months	31.59	31.91	32.55	33.20	33.86	34.54	35.23
SR. MOTOR EQUIPMENT OPERATOR	start	29.54	29.84	30.44	31.05	31.67	32.30	32.95
	after 6 months	30.83	31.14	31.76	32.40	33.05	33.71	34.38
MOTOR EQUIPMENT OPERATOR	start	27.06	27.33	27.88	28.44	29.01	29.59	30.18
	after 6 months	28.26	28.54	29.11	29.69	30.28	30.89	31.51
(HIGHWAY) SKILLED LABORER	start	27.06	27.33	27.88	28.44	29.01	29.59	30.18
	after 6 months	28.26	28.54	29.11	29.69	30.28	30.89	31.51
(SEWER) SKILLED LABORER	start	28.84	29.13	29.71	30.30	30.91	31.53	32.16
	after 6 months	30.09	30.39	31.00	31.62	32.25	32.90	33.56
LABORER	after 1 year	26.05	26.31	26.84	27.38	27.93	28.49	29.06
DISPATCHER	start	19.86	20.06	20.46	20.87	21.29	21.72	22.15
	after 6 months	23.38	23.61	24.08	24.56	25.05	25.55	26.06
	after 1 year	23.93	24.17	24.65	25.14	25.64	26.15	26.67
	after 2 years	24.65	24.90	25.40	25.91	26.43	26.96	27.50
	after 3 years	25.37	25.62	26.13	26.65	27.18	27.72	28.27
SENIOR DISPATCHER	start	26.97	27.24	27.78	28.34	28.91	29.49	30.08
	after 6 months	27.56	27.84	28.40	28.97	29.55	30.14	30.74

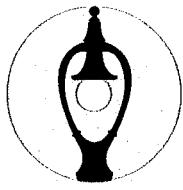
New employees hired into the following positions after December 31, 1987, with the exception of Laborers hired on or after March 23, 2000, shall be subject to the following wage rates:

LABORER	start	22.08	22.30	22.75	23.21	23.67	24.14	24.62
	after 1 year	24.81	25.06	25.56	26.07	26.59	27.12	27.66
(HIGHWAY) SKILLED LABORER	start	25.77	26.03	26.55	27.08	27.62	28.17	28.73
	after 6 months	26.92	27.19	27.73	28.28	28.85	29.43	30.02
(SEWER) SKILLED LABORER	start	27.43	27.70	28.25	28.82	29.40	29.99	30.59
	after 6 months	28.65	28.94	29.52	30.11	30.71	31.32	31.95

APPENDIX B

Laborers hired on or after March 23, 2000 shall be subject to the following wage rates:

		JAN. 1 2017	JAN. 1 2018	JAN. 1 2019	JAN. 1 2020	JAN. 1 2021	JAN. 1 2022	JAN. 1 2023
LABORER	start	18.50	18.69	19.06	19.44	19.83	20.23	20.63
	after 1 year	19.59	19.79	20.19	20.59	21.00	21.42	21.85
	after 2 years	20.78	20.99	21.41	21.84	22.28	22.73	23.18
	after 3 years	22.70	22.93	23.39	23.86	24.34	24.83	25.33



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

October 12, 2021

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

re: Proposed Promotion
Laborer to Motor Equipment Operator, MEO

Dear Chairman DiPonzo and Committee Members:

The Town Highway Department currently has two Motor Equipment Operator vacancies. A vacancy for a sweeper #88 and tractor #112 was posted on September 8, 2021. We received two applicants for this position and selected Derek Grillone. Therefore, I am recommending:

- 1) Mr. Derek Grillone be promoted from laborer to Motor Equipment Operator, MEO, effective November 1, 2021 subject to Town Board action;
- 2) The promotion is subject to a 26-week probationary period effective as of November 1, 2021;
- 3) The other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2021 budget. Mr. Grillone is a well-qualified candidate as demonstrated by his experience.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 19, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon
D. Grillone

APPENDIX A

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	after 6 months	23.38	23.61	24.08	24.56	25.05	25.55	26.06
	after 1 year	23.93	24.17	24.65	25.14	25.64	26.15	26.67
	after 2 years	24.65	24.90	25.40	25.91	26.43	26.96	27.50
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SENIOR DISPATCHER	start	26.97	27.24	27.78	28.34	28.91	29.49	30.08
	after 6 months	27.56	27.84	28.40	28.97	29.55	30.14	30.74

New employees hired into the following positions after December 31, 1987, with the exception of Laborers hired on or after March 23, 2000, shall be subject to the following wage rates:

LABORER	start	22.08	22.30	22.75	23.21	23.67	24.14	24.62
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APPENDIX B

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LABORER	start	18.50	18.69	19.06	19.44	19.83	20.23	20.63
	after 1 year	19.59	19.79	20.19	20.59	21.00	21.42	21.85
	after 2 years	20.78	20.99	21.41	21.84	22.28	22.73	23.18
	after 3 years	22.70	22.93	23.39	23.86	24.34	24.83	25.33



Town of Brighton

Public Works Department

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

Evert Garcia, P.E.
Town Engineer

October 15, 2021

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

Re: Proposed Permanent Hiring
Assistant Engineer
Department of Public Works

Dear Chairman DiPonzo and Committee Members:

As you are aware, Brett Carlock resigned from his position as the Geographic Information Systems (GIS) Analyst for the Town of Brighton in May of this year. The GIS Analyst position was previously created to fill a vacancy that resulted when I was promoted to the Town Engineer position and as an attempt to improve operational efficiency within the department. Although we still believe that the Department has a need for GIS help, current and projected workloads indicate that the Department will benefit more from the support of an Assistant Engineer than that of a GIS Analyst. Therefore, we are proposing to replace the GIS Analyst employee with an Assistant Engineer. The Assistant Engineer position is included in the current Table of Organization for the Department of Public Works. I am recommending that:

- 1) Brendan Ryan, 233 Farmington Road, Rochester, New York, 14609 be provisionally appointed to the position of Assistant Engineer subject to Town Board action;
- 2) The annual salary shall be consistent with Step 1 of the Group 7 Annual wage for a 35-hour work week, \$56,929.60;
- 3) The effective date of hire is November 15, 2021.
- 4) The appointment is subject to a fifty-two (52) week probationary period beginning on the date of permanent appointment. The probationary period may be extended by the length of any absences from work;
- 5) This appointment and position are classified as "competitive" by the Monroe County Civil Service Commission and requires applicants to meet both minimum qualifications and pass an examination.

This candidate exceeds the minimum qualifications listed in the title description. A copy of the title description is attached for your reference. Funds for this position are provided in account A.DPW.1490.1.10 – Full Time Wages.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 19, 2021 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,

Evert Garcia, P.E.
Department of Public Works

Cc: Paula Parker
Mike Guyon, P.E.
Bridget Monroe

Enclosure

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Evert.Garcia@townofbrighton.org 585-784-5222

Town of Brighton

Title: Assistant Engineer

Dept: Department of Public Works

Full Time: 35 hours per week

Expected start date: July 26, 2021

Application deadline: July 2, 2021

Salary: \$56,929.60 to \$62,735.40

DISTINGUISHING FEATURES OF THE CLASS: This is an engineering position requiring technical skills and knowledge in the design of municipal facilities. The Assistant Engineer is responsible for components of projects. Work may involve areas of traffic engineering, highway, water, sewage, environmental, solid waste, or other municipal engineering fields. The employee must have knowledge of all phases of municipal projects. Work is assigned by an Engineer of higher rank, who is ultimately responsible for the project. Supervision may be exercised over Junior Engineers, Engineering Aides and Technicians. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Reviews plans submitted for review by other agencies, consultants and developers;
Prepares preliminary plans and specifications for Municipal projects;
Assists in investigations and studies of proposed Municipal projects;
Prepares estimates on computer spreadsheets of item quantities and cost for municipal projects;
Assists in preparing reports summarizing investigations and studies;
Prepares State Environmental Quality Review Act (SEQRA) reports and completes forms for reporting to state and federal agencies;
Gathers and records engineering data;
Gathers asset locations and asset information and develops mapping using GIS software.
Maintain and update existing GIS mapping
Responds to citizen complaints regarding infrastructure issues.
Performs and checks computations and plans;
Calculates capacities of sewer and drainage areas, alignments for proposed highways, and rights of way.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of civil engineering architectural principles relative to municipal projects; working knowledge of a personal computer and CAD and GIS software ; ability to assist in the development and evaluation of engineering concepts in designs, drawings, and specifications; ability to assist in the preparation of detailed narrative reports; ability to interpret engineering drawings; ability to perform modern engineering computations and methods utilizing the computer; engineering problems solving skills; working knowledge of municipal processes such as stormwater and wastewater utilities; ability to establish and

maintain effective working relationships with other professionals in the field and the general public; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS,

- (A) Six (6) years paid full-time or its part-time equivalent experience in Civil or Environmental Engineering; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Environmental Engineering, or related fields, plus two (2) years experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Environmental Engineering, or a related field, plus two (2) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Work experience as an engineering aide, technician or similar support position may substitute for a maximum of four (4) years experience in meeting option (A).

How To Apply

1 .Please send a resume to:

**Town of Brighton
Attn: Building Dept
2300 Elmwood Avenue
Rochester New York, 14618**

2. Applications will be accepted until July 2, 2021

3. The Town will contact perspective applicants to schedule interviews; please do not call the offices directly. The Town will contact perspective applicants to schedule interviews; please do not call the offices directly.

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to age, race, religion, color, citizenship, national origin, sex, sexual orientation, marital status, ancestry, family care status, pregnancy, military status, veteran

status, disability, prior criminal offense, domestic violence victim status, gender identity, gender expression, genetic status, limited English proficiency or any other lawfully protected status.



Town of Brighton

Public Works Department

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

Evert Garcia, P.E.
Town Engineer

October 15, 2021

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

Re: Climate Action Plan
Professional Consulting Services

Dear Chairman DiPonzo and Committee Members:

The Town Board previously authorized the preparation and solicitation of a request for proposals for consulting services to develop and implement a public participation plan, confirm the information presented in the draft Climate Action Plan, prepare a final Climate Action Plan, and present the final plan to the Town Board for consideration. The Request for Proposals was advertised in the NYS Contract Reporter on June 18, 2021 and responses were requested by July 8, 2021. Over one hundred forty-four (144) firms obtained copies of the RFP and five (5) firms submitted responses to the Request for Proposals. These firms were, AKRF, Barton & Loguidice, Bergmann, M/E Engineering, and Impact Earth.

Town staff and the Sustainability Oversight Committee (SOC) evaluated the proposals and selected three (3) consultants for interviews. These firms were Barton & Loguidice, Bergmann, and Impact Earth. Interviews were conducted by Town staff and members of the SOC. After deliberation, the consultant Barton & Loguidice is recommended based upon their understanding of the project scope, local knowledge, and experience with similar projects.

The Barton & Loguidice price proposal indicates that a maximum not-to-exceed price to provide the services outlined in the RFP is \$78,504. The previously accepted NYS DEC Grant along with the Town cash match required by the grant resulted in \$60,000 available to fund the Climate Action Plan (CAP). Uncertainties in the project scope due to COVID and the time elapsed from when the original cost estimate was developed for this project resulted in many of proposal received for the Climate Action Plan (CAP) to exceed the available grant funds. The SOC has recommended that a portion of the available “sustainability fund” be used to supplement the existing project funds to complete the CAP. The “sustainability fund” was established as part of Brighton’s groundbreaking CCA Program where residents were offered the option to sign up for Community Solar as a way to support locally-sourced clean energy and lower their annual electricity costs even more. For every household that signed up for Community Solar, Source Energy provided a \$50-dollar contribution to the Town as an incentive for residents to opt-in. 852 households have signed up for Community Solar to date, which has resulted in the creation of a

“sustainability fund” totaling \$52,600. Therefore, I am requesting that the FASC authorize the transfer of \$18,504 from the “sustainability fund” to the project account, A.DPW.1490.4.49, to supplement the available project funds and close the funding gap needed to complete the CAP and that the Finance Department be directed to make the necessary budget modifications to this account as required.

Additionally, I am requesting that the FASC authorize the Supervisor to enter into an agreement with Barton & Loguidice for a cost not-to exceed \$78,504 to provide the professional services necessary to prepare the Climate Action Plan in accordance with the scope of work outlined in the Request for Proposals. The agreement will be reviewed by the Town Attorney before the document is presented to the Town Supervisor for signature.

As always, your consideration of matters such as this is greatly appreciated. I will be in attendance at your regularly scheduled October 19, 2021 meeting to answer any questions regarding this matter.

Respectfully Submitted,



Evert Garcia, P.E.
Department of Public Works

Cc: Paula Parker
 Mike Guyon, P.E.
 Bridget Monroe

Enclosure:



Town of Brighton Climate Action Plan Update

July 8, 2021

ANCHOR
QEA

Barton
& Loguidice

**COVER
LETTER****01****FIRM IDENTIFICATION &
QUALIFICATIONS****02****PROJECT
UNDERSTANDING****04****PROJECT APPROACH &
SCOPE OF WORK****05****PROJECT SCHEDULE****09****PROJECT
STAFFING****10****RECENT
CLIENTS****13****PRICE
PROPOSAL****15****FEDERAL, STATE,
& DBE REQUIREMENTS****15**

RE: PROPOSAL FOR THE TOWN OF BRIGHTON CLIMATE ACTION PLAN
FILE: 710.1691

Evert Garcia, Town Engineer
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Evert,

Barton & Loguidice and Anchor QEA are pleased to present this proposal for the Town of Brighton Climate Action Plan (CAP). Our two firms have a close working relationship based on complementary skill sets and shared values, working together on a total of 11 projects focused on climate mitigation and adaptation. Anchor QEA brings national-level expertise in climate change consulting services, including GHG inventories and climate action plans. B&L provides expertise in climate resilience planning and design, together with public engagement and outreach experience. B&L staff have worked with Brighton for over a decade on a network of projects focused on community resilience and equity.

Our team for the Brighton CAP has been selected to provide the optimum balance of local knowledge and national expertise. For this project, we offer the Town of Brighton:

- » Local knowledge and established relationships with Town staff and stakeholder groups
- » Experience with equity-based community engagement processes
- » Expertise with GHG inventories and Climate Action Plans
- » Experience with New York State's Consolidated Funding Application (CFA), and the Climate Smart Community (CSC) Grant program

Outside of the City of Rochester, Brighton is the only community in Monroe County to achieve NYS Climate Smart Community certification. This accomplishment is the result of a commitment to climate resilience that has been comprehensive, contiguous, and participatory. B&L staff are proud to have been contributors to significant Brighton resilience projects including Bike Walk Brighton, Monroe Ave Green Retrofit, Brighton Winter Farmers Market, and Envision Brighton. All of these projects were informed by robust and inclusive public engagement processes. The Town of Brighton has demonstrated that becoming a Climate Smart Community is a continuous process and not a single endpoint destination. The current CAP Update project is the logical next step in this process and will enable the Town to identify climate resilience initiatives that align with Climate Smart Community objectives and maximize positive outcomes for Brighton residents.

Our team appreciates this opportunity to continue our support of climate resilience in Brighton.

Should you have any questions regarding this proposal, please contact Tom Robinson, Project Manager.

Sincerely,

BARTON & LOGUIDICE, D.P.C.



Kenneth M. Knutsen, P.E.
Senior Vice President



Thomas R. Robinson, RLA, LEED AP
Senior Managing Landscape Architect



FIRM IDENTIFICATION & QUALIFICATIONS

BARTON & LOGUIDICE + ANCHOR QEA

Barton & Loguidice (B&L) and Anchor QEA have worked extensively together over several years on resource protection and climate adaptation initiatives. Our two firms have a close working relationship based on complementary skill sets and shared values, working on a total of 11 projects together. B&L is currently working on 13 NYS Resiliency and Economic Development Initiative (REDI) Projects. The REDI Projects are funded by New York State in response to climate change impacts along the shores of Lake Ontario and the St. Lawrence River. The REDI program aims to increase the climate resilience of shoreline communities and bolster economic development in the region. B&L is currently collaborating with Anchor QEA on 2 of these projects, which involve advancing applications of living shoreline technologies and addressing complex environmental challenges in Sodus Bay and Blind Sodus Bay on Lake Ontario. It should be noted that at this time both B&L and Anchor QEA are not aware of any potential or existing conflicts of interest in providing these services to the Town.

ABOUT B&L

B&L is a highly diversified community planning, engineering, environmental science and landscape architecture firm with a broad range of experience and expertise. We offer consulting in sustainable planning and design, environmental, facilities, asset management, solid waste, transportation, and water resources. Our practice



areas align closely with greenhouse gas (GHG) reduction sectors, and we help communities like Brighton address the complex challenges of climate change adaptation and mitigation. Our practice areas work collectively to apply a systems thinking approach that connects climate change issues with environmental justice and equity challenges.

Since our founding in 1961, B&L has grown to 297 full-time and 24 part-time employees in 14 offices across the northeast. Our

successes are built on the strong and lasting relationships that are essential to developing a personal level of understanding related to the needs of a community. We believe publicly driven and community supported planning processes lead to success in implementation and realization of community goals. Our planning experience includes hundreds of public engagement efforts and over 70 plan and regulatory projects.

SUSTAINABLE DESIGN

One of B&L's core design values is pragmatic sustainability. We approach both natural systems and the built environment with the goal of meeting our client's needs in a way that minimizes adverse impacts and maximizes positive community outcomes. We use our expertise and experience in resiliency planning and sustainable design to provide services such as:

- » Reduced water usage and waste disposal;
- » Use of natural day lighting and energy efficient equipment and lighting;
- » Renewable energy and recycled materials;
- » Sustainable construction and brownfield redevelopment;
- » Energy efficiency methods such as biogas, landfill gas beneficial use, geothermal heating and cooling systems, combined heat and power systems, gas recovery and gas to energy facilities, and GHG inventories; and
- » Energy analysis.

We believe our experience in GHG inventories and analyses will be of particular benefit to the Town of Brighton. Our services have included evaluations to identify GHG emission sources and calculations for modeled and actual GHG emissions. Once these evaluations and calculations are complete, we prepare comprehensive, site specific monitoring plans that consider data collection, management, and quality assurance and quality control procedures related to monitoring GHG emission sources. We have also developed monitoring logs to track data for annual Environmental Protection Agency reporting. B&L has provided our monitoring plans and screening analyses for numerous municipal clients.

COMMUNITY OUTREACH AND PUBLIC PARTICIPATION

B&L prides itself on planning with our clients and not for our clients. We have several public engagement specialists on staff, and have significant experience with all aspects of community outreach and public engagement including public



FIRM IDENTIFICATION & QUALIFICATIONS

meetings, community surveys, online engagement platforms, and promotional materials. Furthermore, B&L is constantly evolving our engagement techniques by developing creative solutions to engagement that meet people where they are, utilize existing resources and events, and fosters true engagement and dialogue with community members. Our firm is dedicated to soliciting input from residents and stakeholders of all ages, races, and identities in order to create a robust understanding of the issues, opportunities, and priorities of community from a multitude of perspectives. We are experts at consensus building and generating community buy-in while also allowing us to carefully and clearly address any public concerns. B&L works with each client to custom tailor an engagement strategy that fits within the context of their unique community.

GRANTS AND FUNDING

B&L is known for our extensive knowledge of NYS funding programs, and we are arguably the most successful Consulting Engineering firm in NYS at obtaining grant and subsidized loan funding for our municipal clients. We have invested heavily in the development of B&L's Funding Infrastructure Database (FIND) Tool, which uses a unique algorithm to match individual municipalities with the grants for which they qualify. We train our planners, landscape architects and engineers to be grant writers. We know what information to include in a grant

\$8,069,400	Green Innovation Grant Program	\$2,135,120
\$2,258,840	DEC Engineering Planning Grant	\$9,920,500
\$1,901,045	NYS Local Government Efficiency Program	\$1,225,951
\$11,747,875	DEC Water Quality Improvement Program	\$251,060
\$2,255,200	DEC Climate Smart Communities	\$200,000
\$397,400	NYS Canalways Program	\$9,890,000
Grand Total CFA Awards 2011 – 2019		\$50,252,391

application, but even more importantly how to describe it in a way that will help move the application to the "top of the pile." We are experts at developing fundable projects that are structured to emphasize funding drivers and increase co-funding opportunities with state and federal programs. Since the introduction of the Climate Smart Communities Program, B&L has submitted four successful applications for funding: 2016 Organics Processing at the City of Oneida Water Resource Recovery Facility, 2018 Village of Sherman Comprehensive Plan, 2019 Glenville Safe Routes to School, and 2019 Empire State Trail Stormwater Enhancement Project. B&L is currently preparing a new Climate Smart Community application for the Town Glenville for the construction of a Greenway Trail that will result in a significant reduction in local VMT and reduce GHGE along the heavily traveled urban corridor.

OUR WORK IN BRIGHTON

B&L staff have worked with the Town of Brighton for over a decade on planning, design and construction of projects that are contributing to resource conservation and community resilience. All projects were supported by robust public engagement processes and included extensive interaction with Brighton Town staff and Town residents. Projects in bold are identified as recommendations in the 2016 draft Climate Action Plan.

- » Corbett's Glen Nature Park (2006)
- » Meridian Fields (2008)
- » Lynch Woods (2009)
- » Planning for Sustainability in the Allens Creek Corridor (2010)
- » **Bike Walk Brighton (2012)**
- » **Monroe Ave Green Street Retrofit (2015)**
- » **Brighton Winter Farmers Market (2016)**
- » **Envision Brighton (2017)**

Our team understands the history, natural resources, and diverse cultural context of Brighton. In addition to valuable public engagement, our previous work in Brighton has included extensive inventory and analysis of land use, natural resources and public infrastructure. The 2017 Envision Brighton comprehensive plan included a Sustainability Plan that focuses on climate mitigation and community resilience. Site data and public input compiled from our previous Brighton projects will provide valuable context for the CAP Update. Our team has illustrated the relationship between the diligent efforts that Brighton has undertaken over the past decade, and the important outcomes that have resulted, which can be viewed by clicking [here](#).



FIRM IDENTIFICATION & QUALIFICATIONS



PROJECT UNDERSTANDING

ABOUT ANCHOR QEA

Anchor QEA is an environmental consulting firm focused on environmental planning, science, and engineering with 358 full-time and 23 part-time employees. Since our founding in 1997, we have been providing comprehensive strategic planning services for multi-benefit protection and restoration projects that are supported by our expertise in hydrology/hydraulics, geomorphology, habitat restoration, and climate change. Our planners, engineers, and scientists have decades of experience working with communities to develop resilient, sustainable solutions to changing environmental conditions.

Our local staff have partnered with counties and towns throughout New York. Much of Anchor QEA's work is focused on helping clients assess climate related environmental hazards; communicate risk to residents, property owners, and other stakeholders; and develop workable solutions. Anchor QEA has worked on more than \$1 billion in construction projects in New York State over the past decade. We provide the full range of expertise to support a comprehensive approach to efficiently improve the resiliency of New York communities. Our climate change adaptation consulting services include:

- » GHG and Criteria Air Pollutant (CAP) Emissions Inventories (EI)
- » Vulnerability assessment and coastal hazards analysis
- » Adaptation planning
- » Green Infrastructure solutions
- » Wetland creation and restoration
- » Stormwater management

As an example, Anchor QEA has prepared GHG and CAP inventories at the Port of Baltimore since 2012. Using widely accepted GHG accounting protocols, the inventories identify and classify all Scope 1, Scope 2, and Scope 3 emission sources; present results; identify areas for energy audits and other reduction strategies; and discuss how current emission reduction efforts and strategies employed by the Port affect total emission levels. The GHG and CAP inventories have also been used to springboard a series of master planning efforts and innovative technologies to reduce emissions, including efforts to improve building energy efficiency through energy audits (e.g., improved lighting, solar power), provide green space in an urban setting (e.g., Schoolyard Greening Program), and develop an electric vehicle roadmap. These strategies have resulted in tangible emission reductions from Port operations and have improved overall air quality for the approximately 2 million residents that live in the communities close to

the Port. Anchor QEA continues to evaluate and identify new emission reduction strategies and actions, such as soliciting funds from grant sources like the Volkswagen Settlement Agreement and examining innovative ways to provide energy resiliency.

PROJECT UNDERSTANDING

Our understanding of this project is based on our review of the June 17, 2021 RFP and supporting documents including the Town of Brighton's GHG Inventory and draft Climate Action Plan (CAP), experience with similar CAP projects in the Northeast, and over ten years of project work in Brighton focused on community-based climate resilience.

We understand that the Town of Brighton intends to prepare and implement a public participation plan for the Climate Action Plan, update and finalize the draft CAP, and confirm the information presented in the Town's GHG inventory. To achieve this goal, the Town is seeking to hire a consultant team with expertise in community engagement, development of GHG inventories, development of climate action plans, New York State's Consolidated Funding Application (CFA), and the Climate Smart Community (CSC) Grant program. Key objectives for the Brighton CAP include:

- » Provide a blueprint of sustainable initiatives necessary to meet the Town of Brighton GHG emissions reduction goals
- » Facilitate coordination between broader community engagement and local government leadership
- » Provide a method for assessing progress and adjusting the local strategy if GHG targets are surpassed or not fulfilled
- » Align the Town with New York State's recently enacted Climate Leadership and Community Protection Act





PROJECT APPROACH & SCOPE OF WORK

PROJECT APPROACH

Our team will complete all tasks and provide all deliverables described in the project RFP issued June 17, 2021. The CAP will include the components for local climate action plans as described in Pledge Element 2 of the New York State Climate Smart Communities program and will meet all the requirements of the CSC Grant program. The CAP will establish a broad plan that identifies GHG and energy reduction goals for the Town's facilities and the community at large and specific recommendations and activities to achieve these goals. Sustainability initiatives recommended in the CAP will be based on a merger of verified and updated GHG emissions data, together with comprehensive community input gathered through an equity-based community engagement process. To foster community understanding, support, and ownership of the CAP, we will focus on engaging local residents, business owners, and community leaders throughout the process.

In addition to fulfilling all baseline project requirements, our approach to this project will include maximizing long term community value of the CAP by connecting proposed GHG reduction initiatives to potential gains in equity, public health, local economics, and collective community resilience. Identifying cross-benefits of GHG initiatives can increase public support and involvement and potentially improve fundability of specific recommendations. In recent years Brighton has been placing an emphasis on Active Transportation, and

Elmwood Avenue Side Path Concept Graphics



IMAGE SKETCH, at Cobb Terrace, not to scale

CLIMATE ACTION PLAN

new opportunities are emerging that can reduce GHG emissions and provide multiple cross-benefits for the community. One example is the proposed 2.3 mile Elmwood Avenue Side Path, a recommendation of Bike Walk Brighton, which would provide a reduction in short-distance automobile trips and a corresponding reduction in GHG emissions. Understanding the full range of benefits provided by CAP recommendations will maximize return on investment and connect the CAP to overall resiliency planning in Brighton.

TASK 1: REVIEW EXISTING GHG INVENTORY AND DRAFT CLIMATE ACTION PLAN

The B&L/Anchor QEA team will perform a thorough review of the Town's GHG Inventory. During our initial review of the Inventory, the approach and inputs appear in line with New York State Guidance and standard GHG protocols. The B&L/Anchor QEA team would focus our work on ensuring all emission sources are accounted for and categorized correctly as well as update emission factors, as needed. The B&L/Anchor QEA team would work closely with Town staff to understand operational parameters and data limitations and develop approaches to account for inputs that may have been estimated or missed in the last inventory.

Because the main goal of a GHG inventory is to track emissions over time and identify areas for reductions, it is important to emphasize consistency in data collection and approach between inventories. This is especially important as inventories often become more detailed over time as staff become more familiar with inventory methods and data collection. In addition, as the recent COVID-19 pandemic clearly illustrated, Town operations may change dramatically year over year. It is important to track whether changes in emissions are due to more accurate data collection methodologies, changes in protocols such as new emission factors, external community changes, true emission reductions, or a combination of multiple factors. The tools provided as part of the CSC grant program provide easy-to-use input models; however, these tools require the use of several separate spreadsheets, which may introduce errors. Our team has found that developing a centralized database of input data, with clear linkages to data sources and accounting methods allows municipalities to track data more consistently over time. We would also develop a set of standard metrics, such as emissions per vehicle miles traveled (VMT) to more accurately account for emission trends over time. The database and metrics could also be used to compare emission reduction strategies such as Active Transportation to prioritize funding and/or provide detailed information for grant applications through the CSC grant program and anticipated federal funding.



PROJECT APPROACH & SCOPE OF WORK

Our team will review and revise the CAP based on findings from the initial review of the existing draft as well as any new guidance and updates from the CSC grant program and feedback from Town Planners, the Sustainability Oversight Committee, and the IDEA Board's Action Plan. Tools produced for the Town must be comprehensive and accessible to the public and decision-makers. Our team will provide narratives in the Draft CAP that clearly present the project's purpose, need, and objectives, as well as tangible examples of solutions. Call-out boxes that provide easy-to-understand definitions of technical terms and figures that illustrate complex concepts are standard parts of our public reports. We are increasingly using interactive web tools to promote broader comprehension and outreach, with written reports supplemented by GIS-based figures that visually show the effects of climate mitigation and adaptation strategies.

In addition to stakeholder engagement, the CAP provides a blueprint for grant funding and resource management. Our team has extensive experience combining technical data and modeling results, site inventories, and regulatory and planning strategies into flexible and adaptive plans that provide a foundation for implementation for grant funding. Our team has extensive local and national experience communicating complex technical analyses to a broad range of stakeholders.

The B&L/Anchor QEA team proposes to discuss the results of the GHG Inventory earlier in the Draft CAP to clearly identify how mitigation strategies and adaptation strategies link to the emission sources and issues facing the Town and region. Anchor QEA will also identify and prioritize mitigation and adaptation strategies in terms of those providing multiple benefits using clear matrices.

For example, electric vehicles would reduce GHG and CAP emissions and are likely to be the focus of future grant funding from the state and federal governments. While electric vehicles would require investments in infrastructure and equipment, they may have long-term cost benefits through reduced operating and maintenance costs and longer lifetimes that would offset initial investments. Electricity could also be produced locally through solar arrays or fuel cells, which has the duality of providing resilient sources of energy. Electrical charging stations could encourage electric vehicle purchases by area residents to further reduce emissions.

TASK 2: DESIGN AN EQUITY-BASED COMMUNITY ENGAGEMENT PROCESS

Early on in the process we will formalize a Community Engagement Plan (CEP) with direction from the Town and SOC. The CEP will outline key stakeholders, communication methods, a schedule for public events, and the roles and responsibilities of our team, Town Staff, and the SOC in preparing and facilitating the outreach efforts. At a minimum, we anticipate the CEP to include:

COMMUNICATION METHODS

The COVID-19 pandemic challenged our team to adapt our public engagement approach to serve both in-person and online or digital platforms. We've learned that the use of virtual engagement and communication tools takes outreach beyond a "single-event", becoming even more interactive and reaching a larger audience, while still reaching those less comfortable on digital platforms. As a result, we propose utilizing a multi-channel approach for all outreach efforts.

This includes informational and engagement opportunities in-person, such as workshops and public events, as well as virtual platforms that will not only host project information, but also will allow for continued periods of public input through sophisticated and fun engagement tools. These online platforms are further described on pages 7 and 8.

COMPONENTS

- » **SOC Meetings.** Regular meetings with the SOC will be the cornerstone of our engagement process. They will play a key role in every aspect of the project such as guiding the outreach process, reviewing deliverables, and acting as a spokesperson for the process and the plan. It is anticipated that the Committee will meet up to ten times during this process.
- » **Public Workshops.** Throughout the project we anticipate holding three (3) public workshops. Our proposed timing and focus for each workshop is outlined below. However, the exact nature of these workshops will be finalized as part of the CEP with Town and SOC input.
 1. At the start of the process, we suggest hosting a virtual workshop as the formal "public kick-off" of the project to provide an overview of the project and launch our first round of online engagement tools.
 2. As the Draft GHG Inventory and CAP are developed, we will hold an in-person workshop to present preliminary findings and solicit feedback from the public on mitigation strategies. This event may also be



PROJECT APPROACH & SCOPE OF WORK

paired with the release of CAP Draft documents online and additional engagement tools to provide ongoing opportunities for input.

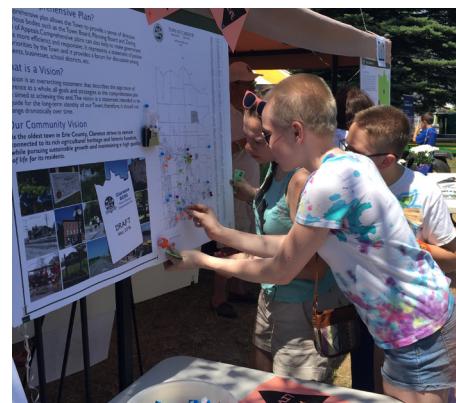
- Near the end of the process, we will hold a workshop in-person or online, depending upon COVID protocol at the time. The purpose of this workshop will be to present the final Inventory and CAP, and have the public help prioritize mitigation strategies. This workshop may be supported by online materials and engagement tools.
- Public Events.** We also plan to participate in three (3) public events throughout this process to reach out directly into the community. Our team will host booths and engagement activities at existing public events, such as the farmers' market, school-based activities, and other Town or community planned events. Attendance at these events will help to raise awareness of the CAP project and spread information on the importance of sustainability and planning for climate change.

ADDITIONAL OUTREACH METHODS

We understand that a robust community engagement strategy is important to the Town. As a result, we have identified a few optional outreach opportunities for the Town to consider. These would be in addition to our scope, if selected.

- Meetings-in-a-Box.** At various stages in the process our team can provide the SOC and community leaders with a facilitation package. The materials in this package would give these individuals resources for hosting their own public engagement sessions (discussion points, graphics, feedback collection tools, etc.). The provided materials would guide the facilitators to ensure the input obtained is relevant and informative to this process.

- Youth & Senior Workshops.** Reaching out directly to the youth and seniors of the Town would ensure their voices are included in this process. There may be specific concerns or ideas of both age groups that would further shape the CAP and increase their level of support, ownership, and understanding of the importance of this effort to the Town and community.



PROJECT WEBSITE & ONLINE OUTREACH

A project website will be developed in the preliminary stages of the planning process, and act as a central hub of information regarding the project process and status. Additionally, the project website will evolve as preliminary findings come to fruition, and act as an educational platform that Brighton can utilize in to the future to inform residents of current emissions trends, as well as help to visualize some of the benefits of the proposed initiatives contained within the updated CAP. The website will be custom designed to maximize interactivity, and will host a multitude of media and graphics to spur interest in the sustainability efforts of the Town. **The website will be maintained by B&L for a period of two years following the completion of this project at no cost to the Town.**

The development of an online engagement platform will be crucial in order to maximize engagement with the diverse population of Brighton. As technology has evolved, virtual engagement techniques have become a critical part of our team's strategy to reach community members from the comfort of their homes and at their own convenience. Our team has effectively built and managed a variety of

project websites and online engagement tools for our clients' planning efforts; including ESRI Story Maps, custom-built web apps, ArcGIS HUB sites, and crowdsourcing applications, which are described in further detail below.



Social Pinpoint

Social Pinpoint (SPP) is one of the potential online platforms to be utilized for this project, and serves well as a "one-stop-shop" where residents can find all relevant project materials. Descriptive text, a dynamic timeline, and an events calendar inform residents of the purpose and status of the project.



PROJECT APPROACH & SCOPE OF WORK

A document download center would offer residents educational materials, meeting and workshop summaries, and draft documents for review. SPP also hosts a collection of online engagement tools that can be plugged into the website to solicit public input and encourage discussion among residents. These tools include interactive maps, ideas walls, forums, surveys, and budgeting exercises, all of which can be customized to reflect project-specific topics and needs. For example, an interactive budgeting tool could be implemented in which residents prioritize GHG reduction efforts in the Town Activities like the budgeting tool not only serve to collect public input, but also offer users an opportunity to learn about the problems and potential solutions at hand through a unique, game-like platform.

Our team has found success using a combination of in-person and virtual engagement techniques to reach residents and stakeholders of all demographics. For example, our interactive map on the [Town of Pittsford's SPP website](#) received 309 comments from 104 individuals, a substantial increase from typical attendance at an in-person workshop.

Esri Online Platforms

Our team is well-versed in cutting-edge ArcGIS online products, which would allow the Town to share documents, provide project updates, and visualize data in an engaging and intuitive format.

For instance, Story Maps provide a narrative-based format that features interactive mapping, a wide variety of supported media, and an intuitive scrolling format that lends itself to an educational platform for residents and stakeholders. Most recently, our team developed a Story Map as a continual engagement platform and informational hub for the Crescent Beach Resiliency and Economic Development Initiative (REDI) project, which can be viewed [here](#).

ArcGIS HUB is a new community engagement platform that maximizes two-way engagement, and has robust data sharing features. This platform would allow the Town to share project updates and deliverables, solicit input and encourage citizen data collection, and educate the community through data visualization, interactive mapping, or through many other formats.

Ultimately, the platform and structure of the project website will be determined in collaboration with Town Staff to ensure that its functionality serves the dual purpose of informing the public of the CAP Update Process and to provide a web-based outreach platform that educates residents on the benefits of climate readiness initiatives while allowing for community input on a continual basis throughout the project and beyond.

TASK 3: PREPARE FINAL CAP AND GHG INVENTORY

The final CAP will be the legacy of this project— it will be the guide that municipal staff and others can keep close to their desks as they implement the Plan's recommendations to mitigate climate change. The final CAP will be a graphically-oriented, user-friendly document that presents a practical and feasible set of recommendations that are the result of an objective and defensible planning process, informed by inclusive public engagement. Sound ideas illustrated with high-quality graphics will make the Brighton CAP an intelligent guide for the future, and provide a competitive edge for funding applications.

Based on the draft CAP and GHG Inventory produced in Task 1, final versions will be developed based on extensive feedback from stakeholders, Town staff, and community members. As mentioned in Task 1, the results of the updated GHG Inventory will be presented in an easily interpretable format at the beginning of the Final CAP to provide context to the established goals of the CAP as well as the proposed mitigation initiatives. The Goals and GHG reduction targets in the draft CAP will be revised based on our expertise, as well as feedback from a robust community engagement campaign. The final CAP will meet all requirements set forth by the Climate Smart Communities Climate Action Planning Guide.

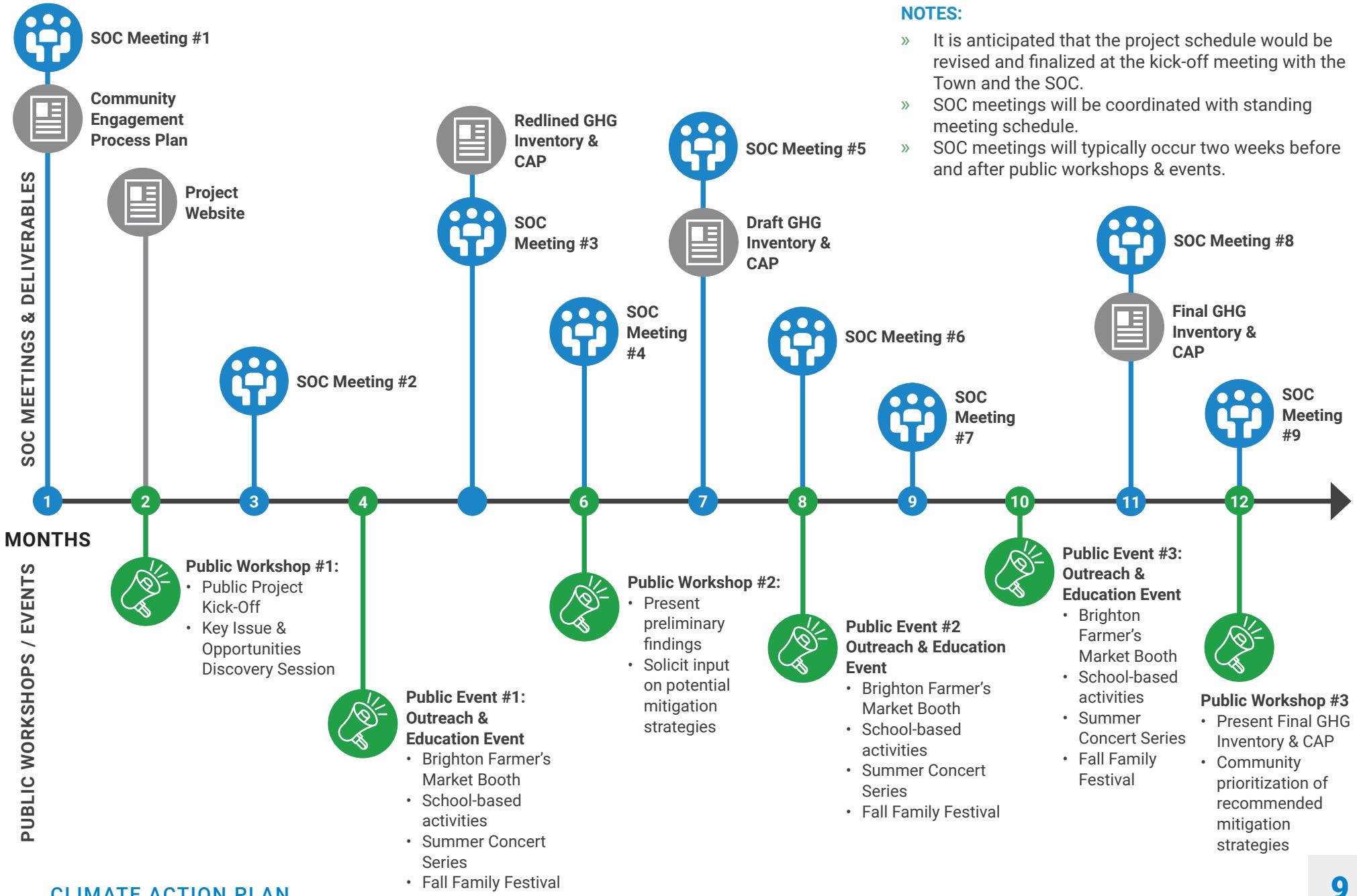
It is crucial that the proposed initiatives outlined in the Final CAP are effective, implementable, and bolstered by community support. Both existing and proposed initiatives will be vetted through the engagement process to determine the prioritization of initiatives for the community. Strategies for accomplishing these initiatives will be clearly outlined in the Final CAP; identifying necessary resources, key players, proposed timelines, and potential funding sources. Additionally, potential synergies between initiatives will be identified to maximize the effectiveness and efficiency of local efforts.

To enhance the role of the CAP as a dynamic tool for the Town to utilize in its daily operations, performance metrics will be established to determine the effectiveness of the initiatives undertaken by Brighton in the coming years. The models in Task 1 will provide the data to monitor achievement of the stated reduction targets, which may be updated on the project website periodically to inform residents of progress throughout time.

The final CAP will be presented to the Bright Public Works Committee, as well as to the Town Board at a Public Hearing held by the Town, and revised accordingly based on comments received. All presentations will be made accessible to the public on the project website.



PROJECT SCHEDULE





PROJECT STAFFING

TEAM ORGANIZATION

The B&L/Anchor QEA team members will work together on all tasks and products to maximize our complimentary skill sets; no single deliverable will be the sole responsibility of either firm. B&L will lead the project and provide day-to-day contact with the Town and the SOS, with project manager Tom Robinson as the main point of contact. As a general breakdown, Anchor QEA will lead the efforts for Task 1, with B&L leading the efforts for Tasks 2 & 3. It is estimated that the overall services for this project will be allocated with approximately 60% to B&L, and 40% to Anchor QEA.



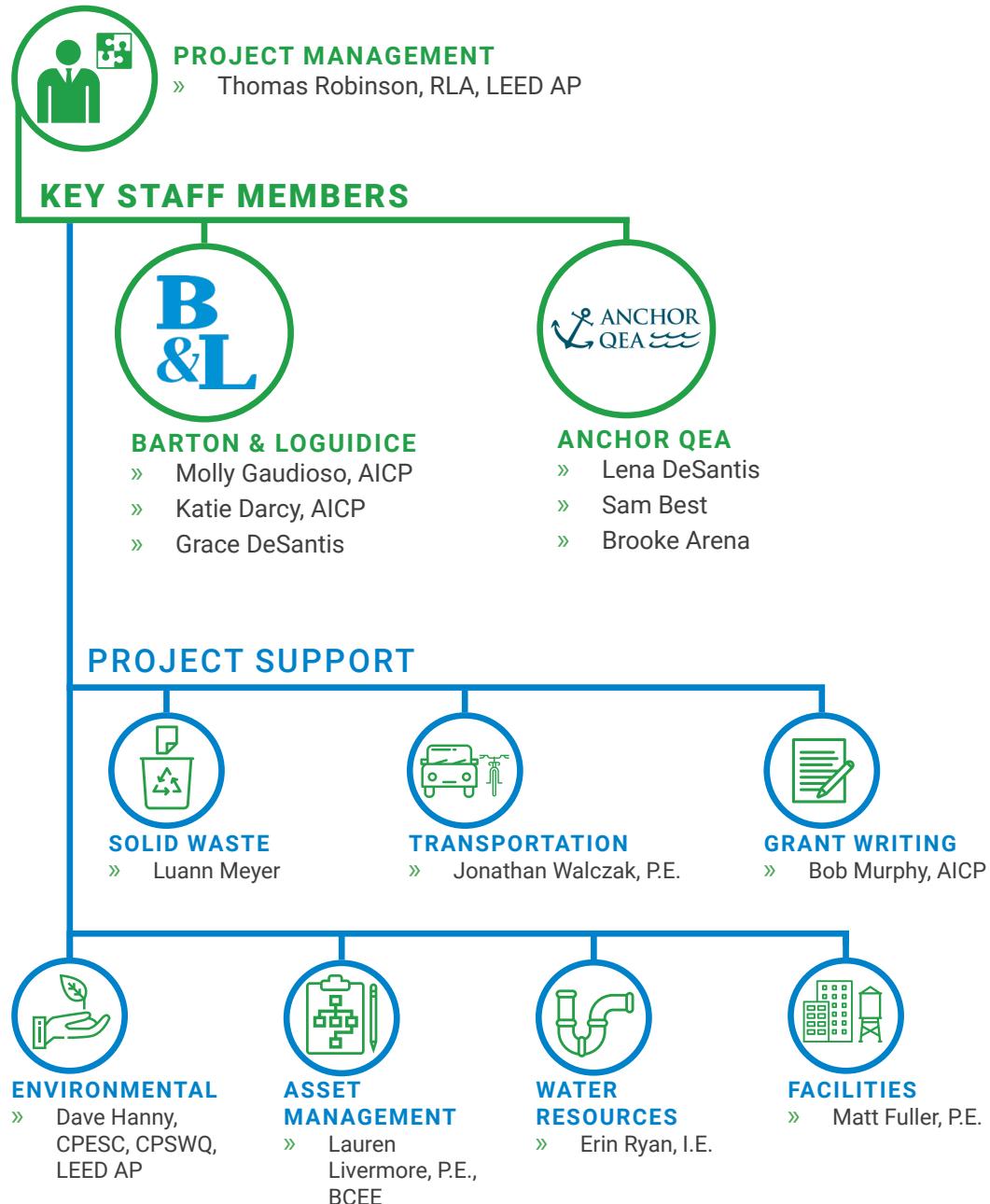
TOM ROBINSON, RLA, LEED AP

Tom will act as Project Manager, and is a senior managing landscape architect with over 20 years of professional experience in landscape architecture, community design, and project management. His projects emphasize the integration of natural systems into the built environment with the aim of providing measurable positive outcomes to public health and community resilience. Evidence-based design strategies are applied to establish high-performance landscapes across urban, suburban, and rural environments. Areas of focus include climate resiliency, active transportation, green infrastructure, and sustainable site design. Mr. Robinson regularly manages interdisciplinary teams that provide clients with practical solutions to complex environmental challenges. His work has included climate resiliency and mitigation strategies for Monroe County, the City of Rochester, City of Geneva, City of Corning, Town of Henrietta and the Town of Brighton. Tom grew up on Summit Drive in Brighton, attended BCSD K-12, and has completed nine projects for the Town over a period of 15 years. Tom has facilitated over 20 public meetings for the Town of Brighton.

Relevant Project Experience:

- » [Monroe Avenue Green Street Retrofit](#), Town of Brighton, NY
- » [Crescent Beach & Blind Sodus Bay REDI Projects](#), Wayne County, NY
- » [Regional Green Infrastructure Showcase Design at Rochester Museum and Science Center](#), Rochester, NY

Estimated Effort Hours: 110





PROJECT STAFFING: B&L

KATIE DARCY, AICP

Katie is a community planner with B&L's Sustainable Planning and Design group. Through her work, she seeks to explore the nexus of community, environment, and well-being; and strives to actively involve communities in all aspects of the planning process through interactive in-person and online engagement strategies. Prior to her employment with B&L, she worked for the Massachusetts Department of Transportation in the sustainable transportation group. In this position, she was responsible for executing and developing a methodology for calculating aggregate transportation emissions for the entire Commonwealth in compliance with the 2008 Global Warming Solutions Act. In her current position, Katie works towards GHG reduction through her work in active transportation planning and other sustainable planning processes. She also has significant experience in community engagement processes, and specializes in interactive online engagement platform development. Katie's role will be to plan and facilitate all engagement tactics and to assist in the development of the final CAP.



Relevant Project Experience:

- » [MassDOT Transportation Emissions Inventory](#), Commonwealth of Massachusetts**
- » Electric Vehicle Fast Charging Infrastructure Suitability Study, Commonwealth of Massachusetts**
- » [Crescent Beach & Blind Sodus Bay REDI Projects](#), Wayne County, NY

Estimated Effort Hours: 206

** Experience from previous employment

MOLLY GAUDIOSO, AICP

Molly is a planning and public engagement specialist with B&L, living and working in Rochester, NY. Molly has completed over 30 long-range planning efforts in communities of all sizes across New York and Ohio, including comprehensive plans, transportation plans, land use plans, and area master plans. Molly is passionate about working with community decision-makers and the public to foster an understanding of the benefits and implications of sustainable planning practice and develop tools for success in implementation. Molly will be leading the community engagement efforts for this project and providing support for the development of the CAP's vision, goals, and action items.



GRACE DESANTIS

Grace personifies the B&L strategic goal of merging environmental science with community planning. Prior to B&L, Grace worked at the UB Community Resilience Lab where she researched Buffalo's urban heat island and the intersection of thermal extremes and human health vulnerabilities. She also focused her research on green infrastructure, including an EPA undergraduate fellowship that resulted in publications in [Ecological Engineering](#) and the [Journal of Environmental Management](#). Her work with B&L aspires to leverage community engagement and planning as a tool for climate education and the development of mitigation and adaptation strategies. Grace will manage the project website and develop the public workshops and engagement tools. She will also contribute to the drafting of the GHG inventory and CAP.



Relevant Project Experience:

- » Sodus Point Local Waterfront Revitalization Plan
- » City of Lockport Comprehensive Plan & Zoning Code Update
- » Town of Pittsford Comprehensive Plan Update

Estimated Effort Hours: 40



PROJECT STAFFING: ANCHOR QEA

LENA DESANTIS

Lena is a managing environmental planner with more than 18 years of experience in applied environmental science and policy. Her work includes facilitating stakeholder groups and performing multi-criteria decision assessments. Ms. DeSantis worked at the Port Authority of New York and New Jersey and managed the sustainability program where she tracked GHG emissions as they relate to transportation networks, identified areas for carbon efficiency programs, and managed the Port Authority's first verified GHG inventory.

Lena is currently managing the development of the Maryland Department of Transportation Maryland Port Administration's (MDOT MPA's) 2020 GHG and CAP EI. The 2020 GHG and CAP EI is based on the most recent carbon accounting protocols, including The Climate Registry and the 2020 U.S. Environmental Protection Agency Methodologies for Estimating Port-Related and Goods Movement Mobile Source emissions, and includes a blue carbon assessment. Lena will be responsible for the analysis of the existing CAP & GHG Inventory, and will oversee the development of goals, targets, and potential future initiatives for the final CAP.

Relevant Project Experience:

- » 2020 GHG and CAP Emissions Inventories, MDOT MPA
- » Climate Resiliency Assessment, Peconic Estuary Program, Suffolk County, NY
- » [Crescent Beach & Blind Sodus Bay REDI Projects](#), Wayne County, NY

Estimated Effort Hours: 66



SAMUEL BEST

Samuel has more than 10 years of experience working as an environmental consultant, with more than 6 years of experience in environmental sustainability. Since 2014, he has supported the MDOT MPA with strategic planning for evaluating and reducing air pollutants from port operations. He has substantial experience developing air emission inventories as manager and technical lead for several GHG and CAP EIs for the MDOT MPA and in support of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) remedial investigation/feasibility study projects. Samuel also has a robust understanding of air emission regulations, renewable/alternative fuels and technologies, and emission reduction strategies in the transportation and marine port sectors. Samuel will be responsible for reviewing the existing GHG Inventory and CAP, developing revisions, and creating potential future initiatives.

Relevant Project Experience:

- » 2020 GHG and CAP Emissions Inventories, MDOT MPA
- » Resilient Facility Power System Feasibility Study, MDOT MPA

Estimated Effort Hours: 60

BROOKE ARENA

Brooke is an environmental scientist with experience in data analysis, water sampling, and conservation practices. As a data scientist with Anchor QEA, she assists the environmental science and engineering groups to ensure data are properly loaded, validated, quality controlled, and ready for data submittals. Ms. Arena is a co-lead for the design, development, and implementation of a data management system for the Port of Baltimore GHG and CAP EI project. She is involved in data acquisition from the Port of Baltimore's tenants, data processing, and loading data into the project database. She also develops database queries that perform emission calculations in an automated fashion and creates formatted data exports that extract information from the data to support both data analysis, visualization, and reporting. Brooke will be responsible for data analysis and modeling, as well as development of the draft & final CAP.

Relevant Project Experience:

- » 2020 GHG and CAP Emissions Inventories, MDOT MPA

Estimated Effort Hours: 52





RECENT CLIENTS: B&L

HENRIETTA GREEN ENERGY BENEFITS ANALYSIS: TOWN OF HENRIETTA 2016 ACTIVE TRANSPORTATION PLAN

Active Transportation improvements can proactively address the growing challenges of climate change. The planning team conducted an analysis of carbon dioxide reduction that would result from implementation of the bicycle and pedestrian network recommendations:

- » **Increase bicycle facility provision on the Henrietta study network from 40% (existing) to approximately 90% (proposed)**
- » Increase bicycle commute mode share in Henrietta from 0.8% to 2.2%, leading to **an additional 290 Henrietta residents who would commute primarily by bicycle**.
- » **Nearly 75,000 trips each year** would be converted from the auto mode to a mode that does not use fuel and produces no emissions, resulting in **40,000 gallons** of fuel saved.
- » **Each gallon of fuel used is associated with 19.4 pounds of carbon dioxide emissions.**
- » The potential 40,000 gallons of fuel savings would therefore conserve nearly **800,000 pounds of carbon dioxide emissions annually**.

[Report Link](#)

Dates of Engagement: 2014-2016

Contact Person: Chris Martin, P.E.
Director of Engineering & Planning
Henrietta Town Hall
475 Calkins Road
Rochester, NY 14623
(585) 359-7056

ENVISION BRIGHTON 2028: TOWN OF BRIGHTON, NY

Envision Brighton, the most recent update to the Town's Comprehensive Plan, was a key recommendation in the 2016 draft Climate Action Plan. Brighton applied for and received funding through a NYSERDA Cleaner Greener Communities Grant to complete the update. Envision Brighton provides a cohesive vision for ensuring environmental, social, and economic resilience and equity through the actions of local leaders, business partners, and residents. Envision Brighton includes a Sustainability Report that identifies goals addressing greenhouse gas reductions, energy supply, transportation, water management, waste management, land use, open space, mixed use development, housing, and economic development. The sustainability goals and recommendations incorporate LEED-ND™ criteria using the U.S. Green Building Council (USGBC) Technical Guidance Manual for Sustainable Neighborhoods to identify barriers to sustainability and provide a policy foundation for future regulatory amendments that will implement sustainability and smart growth principles. The 2021 Climate Action Plan update will consider the policies, objectives and recommendations found in Envision Brighton.



GREEN INFRASTRUCTURE RETROFIT MANUAL: CITY OF ROCHESTER & MONROE COUNTY, NY

With funding from NOAA and NY Sea Grant, B&L developed the City of Rochester and Monroe County Green Infrastructure Retrofit Manual. Climate change is placing increasing pressure on limited supplies of available fresh water. Green Infrastructure retrofits offer a set of sustainable redevelopment practices that can intelligently address stormwater management, as well as providing measurable positive outcomes for climate resilience and environmental equity. The Manual is being utilized by municipal staff, developers, consultants, planning board members, and educational institutions. Applications of the Manual include area-wide master planning, site design, maintenance management, and municipal zoning code updates.

Dates of Engagement: 2016-2018

Contact Person: Rochelle Bell
Planning Manager
Monroe County Dept. of Planning & Development
50 W. Main Street, Suite 1150,
Rochester, NY 14614
(585) 753-2034





RECENT CLIENTS: ANCHOR QEA

PORt OF BALTIMORE: MARYLAND DEPARTMENT OF TRANSPORTATION, MARYLAND PORt ADMINISTRATION (MDOT MPA): CITY OF BALTIMORE, MD

Since 2009, Anchor QEA has provided environmental technical expertise to MDOT MPA to support strategic planning for estimating and reducing air emissions at public marine terminals managed by MDOT MPA. This work has generally fallen into two main categories: 1) quantification and assessment of GHG and air emissions and reductions; and 2) assessment and development of GHG and air emission reduction strategies. Projects related to the quantification and assessment of air emissions include the development of Scope 1, 2, and 3 landside air EI's, development of an oceangoing vessel EI, a regional bi-modal transportation evaluation, and quantification of potential emission reduction associated with equipment and vehicle replacements in support of grant applications (e.g., USEPA's Diesel Emission Reduction Act grant). Emissions sources and sinks have included cargo handling equipment; heavy-duty diesel vehicles; rail, automobile, and roll-on/roll-off cargo; employee, visitor, and work vehicles; indirect emission sources, including purchased electricity; trees; and restored wetlands.

Dates of Engagement: 2009-Present

Contact Person: Bill Richardson
Environmental Manager
MDOT MPA
401 E. Pratt Street
Baltimore, MD 21202
(410) 633-1145

PECONIC ESTUARY PARTNERSHIP: SUFFOLK COUNTY, NY

Since 2019, Anchor QEA has worked with the Peconic Estuary Partnership on several climate-related assessments. Most recently, Anchor QEA worked with the Nature Conservancy to develop a Climate Ready Assessment to identify and categorize climate vulnerabilities of estuary resources, a critical lands prioritization tool based on environmental criteria that incorporates climate change considerations, an adaptation plan based on the spatial distribution of potential impacts and climate-based criteria to prioritize land protection, and an ESRI StoryMap to facilitate public outreach.

[Report Link](#), [Story Map Link](#)

Dates of Engagement: 2019-Present

Contact Person: Joyce Novack
Program Director
Peconic Estuary Partnership
Riverhead County Center
300 Center Drive, Suite 204N
Riverhead, NY 11901

Risk Selected for Mitigation	Potential Adaptation Action	Could the action reduce ill effects?	Could the action reduce consequences?	Appropriate to Proceed with This Action?	Notes
SLR will flood/drown wetlands. If wetlands are not able to migrate landward, SLR rise could lead to wetland habitat loss.	Living Shorelines and Wetland Restoration/Creation, Land acquisition	YES YES	YES YES	YES YES	Living shorelines and wetland creation/ restoration, along with upland land acquisition would provide more area for habitat migration.
SLR will increase the depth to eelgrass bed, decreasing sunlight penetration. Because sunlight is a limiting factor for eelgrass, SLR could lead to eelgrass loss.	Stormwater Management/Septic Upgrades, Eelgrass Management and Habitat Restoration	YES NO	YES YES	YES YES	Measures to improve water quality would help promote water clarity, which could promote sunlight penetration. Eelgrass management and restoration could help facilitate the migration of eelgrass to shallower areas.
SLR may decrease species range by decreasing the area of beaches, wetlands, and tidal flats if those habitats are not able to mitigate.	Habitat Restoration/Creation and Land Acquisition	YES YES	YES YES	YES YES	Habitat creation/restoration and upland land acquisition, would act provide more area for habitat migration.
SLR may affect some existing species management strategies (like impoundments, fish ladders).	Habitat Restoration Dam and Impoundment Removal	YES YES	YES YES	YES YES	Removal of built impediments may improve the ability of coastal habitats to adapt to SLR.

CLIMATE CHANGE VULNERABILITY ASSESSMENT AND ADAPTATION PLANNING: CITY OF LYNN, MA

Anchor QEA completed a climate change vulnerability assessment and adaptation plan for the City of Lynn, a small urban city located at the mouth of a major river. As part of the project, Anchor QEA developed a GIS database to support the climate analysis and help prioritize adaptation strategies. The risk analysis focused adaptation planning on the highest risk areas, with an emphasis on stormwater drainage systems. The assessment was integrated into long-term planning goals of the City, which has been identified as a high priority by the Governor and the Massachusetts Secretary of Economic Development. A task force, including the Secretaries of Transportation and Environment and the United States Representative for Lynn, has been formed to focus on development options for the waterfront to improve both economic and environmental sustainability and resiliency of the City.



Image and rendering of Camden Street Intersection before (left) and after (right) a 100-year storm

[Report Link](#)

Dates of Engagement: 2015-2016

Contact Person: James Cowdell
Executive Director
City of Lynn Economic Development & Industrial Corporation
3 City Hall Square
Lynn MA 01901
(781) 581-9399



PRICE PROPOSAL

BARTON & LOGUIDICE, D.P.C. EFFORT HOUR & FEE ESTIMATE

Climate Action Plan Update
Town of Brighton, Monroe County, NY



SCOPE OF SERVICE TASK DESCRIPTIONS	Title	Barton & Loguidice					Anchor QEA								
		Senior Managing Landscape Architect	Senior Project Community Planner	Community Planner II	Community Planner I	Project Support	Managing Environmental Planner	Senior Environmental Engineer	Environmental Scientist						
	Employee	Thomas Robinson	Molly Gaudioso	Katie Darcy	Grace DeSantis	Various	Lena DeSantis	Sam Best	Brooke Arena	Team Hours Per Task	Team Cost Per Task	Printing Costs	Subtask Cost	Task Cost	
Rate	\$174	\$120	\$94	\$78	\$120	\$170	\$150	\$125							
1 Review Existing GHG Inventory & Draft Climate Action Plan															
1. Review existing Town planning and policy documents		2	8				4	4	18	\$2,200		\$2,200			
2. Review existing GHG Inventory		2	2				8	4	20	\$2,996		\$2,996			
3. Review existing Climate Action Plan		2	2				8	4	20	\$2,996		\$2,996			
4. Prepare draft copy of GHG Inventory & CAP with proposed revisions		4	4	4	4	8	8	8	36	\$5,112		\$5,112	\$13,304		
2 Design an Equity-Based Community Engagement Process															
1. Develop Community Engagement Process Plan		2	2	8					12	\$1,340		\$1,340			
4. Develop a web-based outreach & education program		4	4	20	20				48	\$4,616		\$4,616			
5. Prepare for and facilitate community engagement workshops/events (6 total)		30	16	48			8	8	110	\$14,212		\$14,212			
6. Produce public input summaries with follow up action items		4	8	16					28	\$3,160		\$3,160			
7. Prepare for and facilitate SOC review meetings (8-10)		30	8	40			4	4	86	\$11,220		\$11,220			
8. Develop, manage, & host a project website		4	4	20	20				48	\$4,616		\$4,616	\$39,164		
3 Prepare Final CAP and GHG Inventory															
1. Analyze Baseline Conditions		2	4		4	2	8	8	28	\$3,744		\$3,744			
2. Identify goals and GHG reduction targets		4	4		4	4	4	8	28	\$3,832		\$3,832			
3. Identify & prioritize existing and potential initiatives		4	8		8	8	4	8	40	\$5,368		\$5,368			
4. Development implementation plan for initiatives		4	8		8	8	4	8	32	\$4,368		\$4,368			
5. Develop performance metrics for emission reduction goals		4	2		8	4	4	8	30	\$4,124		\$4,124			
6. Final Report Development		4	8			4	4		20	\$2,728		\$2,728			
7. Present Final CAP to Town Public Works Committee		2	2						4	\$536	\$800	\$1,336			
8. Present Final CAP to Town Board at a Public Hearing		2	2						4	\$536		\$536	\$26,036		
		HOURS TOTAL	110	42	206	40	36	66	60	52	612	\$77,704	\$800	\$78,504	\$78,504
		HOURLY RATE	\$174	\$120	\$94	\$78	\$120	\$170	\$150	\$125	Total Hours	Total Labor Cost			Total Cost
		SUB-TOTAL	\$19,140	\$5,040	\$19,364	\$3,120	\$4,320	\$11,220	\$9,000	\$6,500					



FEDERAL, STATE, & DBE REQUIREMENTS

Both firms on our project team are certified to do business in New York State and can comply with all federal and state contracting requirements. B&L is committed to meeting our clients' Small, Minority, and Women-Owned Business Enterprise Goals. While our current team does not involve any DBE participation, we will seek quality DBE subcontractors should they be required for other components of this project.

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**"We do not inherit the Earth
from our ancestors; we borrow it
from our children."**

- Native American Proverb



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

October 14, 2021

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

Re: Building and Planning Department
Proposed Organization Chart

Dear Councilperson DiPonzio and Committee Members:

As you are aware Ramsey Boehner has announced that he will be retiring in April 2022. Staff and I presented a transition plan to the FASC on October 5 that we believe will compensate for Ramsey's retirement and the loss of over 30 years of experience. The transition plan requires that we amend the Building and Planning Department Organizational Chart. Table 1 depicts the current and proposed Organizational Charts:

Table – 1

Current Organizational Chart		Proposed Organizational Chart	
No. of Employees	Title	No. of Employees	Title
1	Associate Planner, Group 10 step 6	1	Senior Planner, Group 10 step 2
1	Clerk II, Group 3, step 6	1	Clerk II, Group 3, step 6
1	Planner, Group 7, step 6	1	Planner, Group, Group 7 step 3
1	Planning Technician, Group 5 step 2	2	Planning Technician, Group 5 step 1
1	Building Inspector, Group 7 step 6	1	Building Inspector, Group 7 step 6
1	Part-Time Architect	1	Part-Time Architect
1	Seasonal Building Department Aid	1	Part-Time Building Inspector

The proposed Organization chart results in the elimination of the Associate Planner position following the retirement of Ramsey Boehner, the addition of a Senior Planner position, the addition of a second planning technician and the addition of a part-time building inspector. The Senior Planner position is included on the Monroe County Civil Service Title list for the Town of Brighton. We estimate that the proposed organizational chart will increase the Building and Planning Department salary/wage schedule by approximately \$30,000.



October 14, 2021
Building and Planning Department Org. Chart
Page 2 of 2

I am requesting that the FASC recommend that the Town Board amend the Building and Planning Department Organizational Chart as proposed. I will be in attendance at the October 19, 2021 FASC meeting to address to address any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Michael E. Guyon".

Michael E. Guyon

Cc Ramsey Boehner
 Rick DiStefano