

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

Meeting Date: Wednesday, June 5, 2024 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes from May 15, 2024.
2. Amend budget to reflect an increase in NYS transportation related funding streams for the 2024-2025 State Fiscal Year (Highway) – Request from Evert Garcia and Steve Zimmer for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	CHIPS	\$27,022.71
	D.HWY.5140.3501	PAVE NY	\$5,463.19
	D.HWY.5140.3501	Extreme Winter	\$5,140.40
	D.HWY.5140.3501	P O P	\$1,975.46
Expense:	D.HWY.5110.4.16	Road Materials	\$39,601.36

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from A Banker).

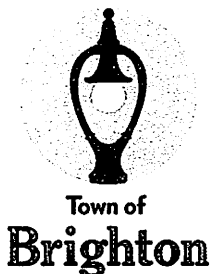
3. Authorize the Town Supervisor to execute a fee agreement with Interpretrek for the provision of American Sign Language (ASL) services (Town Supervisor) – Request from Bridget Monroe for Town Board action to authorize Supervisor Moehle to sign a fee agreement with Interpretrek American Sign Language Interpreting Services. The agreement increases fees by \$4 per hour across every category. Funds are available in the 2024 budget to cover the increased cost of services dependent upon the actual hours of service used (see letter from B Monroe).
4. Authorize the Town Supervisor to extend the consulting services agreement with former Assistant Finance Director Suzanne Zaso (Finance) – Request from Tricia Van Putte for Town Board action to authorize the Town Supervisor to extend the agreement at the rate of \$72.00 per hour on an as needed basis through December 31, 2024 (see letter from T Van Putte).
5. Authorize the Town Supervisor to execute an agreement with Ravi Engineering for professional services to provide a wetland delineation study (DPW) Request from Ken Hurley for Town Board action to authorize Supervisor Moehle to sign an agreement with Ravi Engineering for a cost not to exceed \$4,690 to provide a wetland delineation study and flag the limits of wetlands over a 5 acre area so that a gravel parking area may be added to the Farmers Market location (see letter from K Hurley).

6. Discussion and possible update of the current Fund Balance Policy last updated in 2014 (Finance) – Updated Fund Balance Policy draft present by the Director of Finance, Earl Johnson, based upon current NYSGFOA recommendations (see draft policy from E Johnson).
7. Discussion of the updated timeline and proposed cost for the 2025 Revaluation Project (Assessor) – Information from the Town Assessor, Pamela Post, regarding the upcoming 2025 Town of Brighton Property Project which will begin in 2024 (see update from P Post).

EXECUTIVE SESSION – Discuss employment of particular persons

**The next regularly scheduled meeting of the FASC will be held on
TUESDAY, June 18, 2024, at 8:30 a.m.
in the AUDITORIUM of the Brighton Town Hall.
All members of the public are invited to attend FASC meetings.**

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



Public Works Department

James P. Sprague, P.E.
Commissioner of Public Works

May 14, 2024

The Honorable Finance & Administrative Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: 2024/25 CHIPS, Extreme Winter Recovery (EWR), PAVE NY and POP Funding
NYS Adopted Budget

Dear Committee Members:

New York State recently adopted its 2024/25 Budget. The CHIPS, Extreme Winter Recovery, PAVE NY and POP budget adopted by New York State exceeds the funding allocated in the Town of Brighton 2024 Budget.

Due to the increased funding, we are requesting that we amend the Town's 2024 Budget by increasing the revenues in account D.HWY.5140.3501 as shown below.

<u>Funding Source</u>	<u>Account</u>	<u>NYS Budget</u>	<u>2024 Town Budget</u>
CHIPS	D.HWY.5140.3501	\$302,022.71	\$275,000.00
PAVE NY	D.HWY.5140.3501	\$70,463.19	\$65,000.00
EWR	D.HWY.5140.3501	\$60,140.40	\$55,000.00
POP	D.HWY.5140.3501	<u>\$46,975.46</u>	<u>\$45,000.00</u>
		\$479,601.36	\$440,000.00

I am also requesting to amend the 2024 Highway Budget by increasing the expenses in account D.HWY.5110 4.16 by \$39,601.36. Thank you for your consideration.

Respectfully,

Amy Banker

Accountant

Cc: Jim Sprague
Earl Johnson
Bridget Monroe

NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
Consolidated Local Street and Highway Improvement Program (CHIPS)
Budget Proposal, Dated 29-APR-24

County	OSC Code	Municipality Name	23/24 REG CAP portion	23/24 CONV CAP portion	23/24 CHIPS total	24/25 REG CAP portion	24/25 CONV CAP portion	24/25 CHIPS total	24/25 CHIPS change	Percent changed
Monroe	26010000000	County of Monroe	6,175,261.49	673,255.80	6,848,517.29	6,184,477.05	674,260.52	6,858,737.57	10,220.28	0.15
			6,175,261.49	673,255.80	6,848,517.29	6,184,477.05	674,260.52	6,858,737.57	10,220.28	0.15
	26024800000	City of Rochester	4,477,570.67	488,165.63	4,965,736.30	4,441,952.82	484,282.41	4,926,235.23	-39,501.07	-0.80
			4,477,570.67	488,165.63	4,965,736.30	4,441,952.82	484,282.41	4,926,235.23	-39,501.07	-0.80
	26030920000	Town of Brighton	271,796.36	29,632.51	301,428.87	272,331.82	29,690.89	302,022.71	593.84	0.20
	26031600000	Town of Chili	224,152.99	24,438.20	248,591.19	223,644.90	24,382.81	248,027.71	-563.48	-0.23
	26031660000	Town of Clarkson	31,636.31	3,449.14	35,085.45	31,733.21	3,459.70	35,192.91	107.46	0.31
	26033160000	Town of Gates	228,154.17	24,874.43	253,028.60	228,501.25	24,912.27	253,413.52	384.92	0.15
	26033410000	Town of Greece	572,975.73	62,468.49	635,444.22	575,296.34	62,721.49	638,017.83	2,573.61	0.41
	26033640000	Town of Hamlin	91,311.13	9,955.17	101,266.30	91,513.45	9,977.23	101,490.68	224.38	0.22
	26033880000	Town of Henrietta	287,727.79	31,369.43	319,097.22	289,080.39	31,516.90	320,597.29	1,500.07	0.47
	26034190000	Town of Irondequoit	477,862.29	52,098.77	529,961.06	479,170.40	52,241.39	531,411.79	1,450.73	0.27
	26035220000	Town of Mendon	90,407.14	9,856.60	100,263.74	90,995.95	9,920.80	100,916.75	653.01	0.65
	26036060000	Town of Ogden	109,343.72	11,921.17	121,264.89	110,553.86	12,053.11	122,606.97	1,342.08	1.11
	26036420000	Town of Parma	52,719.68	5,747.75	58,467.43	52,903.66	5,767.80	58,671.46	204.03	0.35
	26036490000	Town of Penfield	269,418.40	29,373.26	298,791.66	271,128.44	29,559.69	300,688.13	1,896.47	0.63
	26036500000	Town of Perinton	324,013.99	35,325.52	359,339.51	323,333.41	35,251.32	358,584.73	-754.78	-0.21
	26036690000	Town of Pittsford	223,905.32	24,411.20	248,316.52	226,417.07	24,685.04	251,102.11	2,785.59	1.12
	26037140000	Town of Riga	59,321.69	6,467.53	65,789.22	59,621.98	6,500.27	66,122.25	333.03	0.51
	26037290000	Town of Rush	64,797.46	7,064.53	71,861.99	64,740.44	7,058.31	71,798.75	-63.24	-0.09
	26038190000	Town of Sweden	73,476.52	8,010.76	81,487.28	73,780.29	8,043.88	81,824.17	336.89	0.41
	26038850000	Town of Webster	218,127.04	23,781.23	241,908.27	220,319.22	24,020.23	244,339.45	2,431.18	1.01
	26039040000	Town of Wheatland	67,065.90	7,311.84	74,377.74	66,907.84	7,294.61	74,202.45	-175.29	-0.24
			3,738,213.63	407,557.53	4,145,771.16	3,751,973.92	409,057.74	4,161,031.66	15,260.50	0.37
	260425251450	Village of East Rochester	125,005.71	13,628.71	138,634.42	124,459.20	13,569.12	138,028.32	-606.10	-0.44
	260452202370	Village of Honeoye Falls	28,523.87	3,109.81	31,633.68	28,486.28	3,105.71	31,591.99	-41.69	-0.13
	260460604770	Village of Spencerport	68,308.10	7,447.27	75,755.37	67,741.56	7,385.50	75,127.06	-628.31	-0.83

NEW YORK STATE OF DEPARTMENT OF TRANSPORTATION
Extreme Winter Recovery Program
Budget Proposal, Dated 29-Apr-2024

County	OSC Code	Municipality Name	23/24 Ext. Winter total	24/25 Ext. Winter total	24/25 Ext. Winter change	Percent changed
Monroe	260100000000	County of Monroe	955,994.13	955,994.13	0.00	0.00
			955,994.13	955,994.13	0.00	0.00
	260248000000	City of Rochester	822,994.79	822,994.79	0.00	0.00
			822,994.79	822,994.79	0.00	0.00
	260309200000	Town of Brighton	60,140.40	60,140.40	0.00	0.00
	260316000000	Town of Chili	47,556.30	47,556.30	0.00	0.00
	260316600000	Town of Clarkson	6,387.77	6,387.77	0.00	0.00
	260331600000	Town of Gates	49,906.46	49,906.46	0.00	0.00
	260334100000	Town of Greece	123,250.82	123,250.82	0.00	0.00
	260336400000	Town of Hamlin	19,419.64	19,419.64	0.00	0.00
	260338800000	Town of Henrietta	61,739.43	61,739.43	0.00	0.00
	260341900000	Town of Irondequoit	106,181.35	106,181.35	0.00	0.00
	260352200000	Town of Mendon	18,957.76	18,957.76	0.00	0.00
	260360600000	Town of Ogden	22,975.49	22,975.49	0.00	0.00
	260364200000	Town of Parma	11,191.69	11,191.69	0.00	0.00
	260364900000	Town of Penfield	56,963.25	56,963.25	0.00	0.00
	260365000000	Town of Perinton	68,692.14	68,692.14	0.00	0.00
	260366900000	Town of Pittsford	48,245.71	48,245.71	0.00	0.00
	260371400000	Town of Riga	13,237.42	13,237.42	0.00	0.00
	260372900000	Town of Rush	14,319.67	14,319.67	0.00	0.00
	260381900000	Town of Sweden	15,884.70	15,884.70	0.00	0.00
	260388500000	Town of Webster	45,034.56	45,034.56	0.00	0.00
	260390400000	Town of Wheatland	14,905.51	14,905.51	0.00	0.00
			804,990.07	804,990.07	0.00	0.00
	260481900560	Village of Brockport	23,222.38	23,222.38	0.00	0.00
	260471400990	Village of Churchville	1,784.73	1,784.73	0.00	0.00
	260425251450	Village of East Rochester	27,045.53	27,045.53	0.00	0.00

NEW YORK STATE OF DEPARTMENT OF TRANSPORTATION

PaveNY

Budget Proposal, Dated 29-Apr-2024

County	OSC Code	Municipality Name	23/24 PaveNY total	24/25 PaveNY total	24/25 PaveNY change	Percent changed
Monroe	260100000000	County of Monroe	1,821,146.92	1,824,646.24	3,499.32	0.19
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			1,821,146.92	1,824,646.24	3,499.32	0.19
	260248000000	City of Rochester	1,249,361.89	1,235,837.11	-13,524.78	-1.08
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			1,249,361.89	1,235,837.11	-13,524.78	-1.08
	260309000000	Town of Brighton	70,259.86	70,463.19	203.33	0.29
	260316000000	Town of Chili	59,062.64	58,869.71	-192.93	-0.33
	260316600000	Town of Clarkson	8,513.53	8,550.33	36.80	0.43
	260331600000	Town of Gates	59,294.50	59,426.29	131.79	0.22
	260334100000	Town of Greece	150,049.96	150,931.14	881.18	0.59
	260336400000	Town of Hamlin	24,034.02	24,110.84	76.82	0.32
	260338800000	Town of Henrietta	75,433.34	75,946.95	513.61	0.68
	260341900000	Town of Irondequoit	123,284.65	123,781.36	496.71	0.40
	260352200000	Town of Mendon	23,943.78	24,167.37	223.59	0.93
	260360600000	Town of Ogden	28,933.35	29,392.87	459.52	1.59
	260364200000	Town of Parma	13,887.59	13,957.44	69.85	0.50
	260364900000	Town of Penfield	71,097.43	71,746.76	649.33	0.91
	260365000000	Town of Perinton	85,403.03	85,144.60	-258.43	-0.30
	260366900000	Town of Pittsford	58,590.93	59,544.68	953.75	1.63
	260371400000	Town of Riga	15,273.79	15,387.82	114.03	0.75
	260372900000	Town of Rush	16,760.16	16,738.51	-21.65	-0.13
	260381900000	Town of Sweden	19,198.41	19,313.75	115.34	0.60
	260388500000	Town of Webster	58,155.95	58,988.36	832.41	1.43
	260390400000	Town of Wheatland	17,300.59	17,240.58	-60.01	-0.35
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			978,477.51	983,702.55	5,225.04	0.53
	260481900560	Village of Brockport	29,000.94	29,064.31	63.37	0.22
	260471400990	Village of Churchville	3,329.52	3,517.03	187.51	5.63
	260425251450	Village of East Rochester	32,650.84	32,443.32	-207.52	-0.64

Pave Our Potholes

Budget Proposal, Dated 29-Apr-2024

County	OSC Code	Municipality Name	23/24 POP Total	24/25 POP Total	24/25 POP Change	Percent Changed
Monroe	26010000000	County of Monroe	1,214,097.94	1,216,430.82	2,332.88	0.19
			1,214,097.94	1,216,430.82	2,332.88	0.19
	26024800000	City of Rochester	832,907.92	823,891.41	-9,016.51	-1.08
			832,907.92	823,891.41	-9,016.51	-1.08
	260309200000	Town of Brighton	46,839.91	46,975.46	135.55	0.29
	26031600000	Town of Chili	39,375.10	39,246.48	-128.62	-0.33
	26031600000	Town of Clarkson	5,675.69	5,700.22	24.53	0.43
	26033160000	Town of Gates	39,529.66	39,617.53	87.87	0.22
	26033410000	Town of Greece	100,033.31	100,620.76	587.45	0.59
	26033640000	Town of Hamlin	16,022.68	16,073.89	51.21	0.32
	26033880000	Town of Henrietta	50,288.89	50,631.30	342.41	0.68
	26034190000	Town of Irondequoit	82,189.77	82,520.91	331.14	0.40
	26035220000	Town of Mendon	15,962.52	16,111.58	149.06	0.93
	26036060000	Town of Ogden	19,288.90	19,595.24	306.34	1.59
	26036420000	Town of Parma	9,258.39	9,304.96	46.57	0.50
	26036490000	Town of Penfield	47,398.28	47,831.17	432.89	0.91
	26036500000	Town of Perinton	56,935.35	56,763.07	-172.28	-0.30
	26036690000	Town of Pittsford	39,060.62	39,696.46	635.84	1.63
	26037140000	Town of Riga	10,182.53	10,258.55	76.02	0.75
	26037290000	Town of Rush	11,173.44	11,159.01	-14.43	-0.13
	26038190000	Town of Sweden	12,798.94	12,875.84	76.90	0.60
	26038850000	Town of Webster	38,770.63	39,325.57	554.94	1.43
	26039040000	Town of Wheatland	11,533.73	11,493.72	-40.01	-0.35
			652,318.34	655,801.72	3,483.38	0.53
	260481900560	Village of Brockport	19,333.96	19,376.20	42.24	0.22
	260471400990	Village of Churchville	2,219.68	2,344.69	125.01	5.63
	260425251450	Village of East Rochester	21,767.23	21,628.88	-138.35	-0.64



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to the Supervisor

May 23, 2024

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

Re: American Sign Language Interpreters for Town Meetings and Events

Dear Chairman Salzman and Committee Members:

I respectfully request authorization for the Supervisor to enter into a fee agreement with Interprettek for the provision of American Sign Language (ASL) services. This agreement increases Interprettek's fees by \$4 per hour, starting July 1, 2024. For Town Board meetings, this increase will cost an additional \$192 for the remainder of the year. Funds are available in the 2024 budget to cover the increased cost of services.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Town Supervisor



Rochester Area Interpreting Services

(Updated 7.1.24)

Thank you for your interest in Interpretek and our American Sign Language interpreting services. Our strong commitment to quality, professionalism, and detail has distinguished Interpretek as a leader in our field. Our interpreters uphold the highest professional standards and have demonstrated the skills necessary to facilitate effective communication in a variety of settings. As a result, we are able to guarantee the quality of services we provide.

Standard 1 Hour Appointments..... \$96.00/hour

Standard 1-2 Hour Appointments

Charged two hours (charged in 30 min increments over 2 hours)..... \$76.00/hour

Highly Specialized Appointmentsadditional \$20/hour

Rush Fee.....25% of total charge

Travel Charge (for appointments 20+ minutes one way).....negotiated

- Standard one-hour minimum reservation required for each assignment with charges based on interpreter's scheduled time, unless the reservation goes beyond that.
- Assignments requiring travel one-way of 20+ minutes may incur a travel charge; discussed when reserving services.
- As Interpretek provides services around the clock and in many time zones, we can always be reached via phone. The below specifications are for billing purposes:
 - Interpretek's business hours are Monday-Friday 8am-5pm EST
 - Interpretek is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
 - If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on the following Monday.
- Billing will apply without 48-hour/2 business day advanced notice for canceled assignments.
 - For example, a Monday assignment at 10am must be canceled by 10am the previous Thursday morning.
- An additional 25% charge will be applied for requests made with less than 48 business hour/2 business day advance notice.
- In accordance with professional standards, any request over one hour and/or any technical or intense request may require two interpreters (*rates above are per interpreter*).
- **Payment is due upon receipt of invoice.** For your convenience we accept ACH, check or credit card.
- In some cases, a credit card is required to guarantee request time. Your card will be charged if the invoice is not paid within 15 days of receipt.
- Accounts not paid in full within 30 days of the date of invoice are subject to a 1% monthly finance charge on the balance.
- The organization agrees while utilizing our services and for a period of one year after termination of services, it shall not directly or indirectly, through the use of Interpretek's Confidential Information obtained in connection with the providing of services, solicit, divert, or attempt to divert any Interpretek customer, interpreter, business or account. For purposes of this section, all Interpretek customer names and contact information and interpreter names and interpreter contact information are deemed "Confidential Information" under these terms.
- These terms shall remain in effect until new terms are presented and reviewed by both parties. Interpretek reserves the right to change service terms and/or rates with 30-days written notice to the organization.

We look forward to working with you!



Personnel Department

Tricia Van Putte
Director of Personnel

May 20, 2024

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

Re: Extension of Suzanne Zaso Consulting Agreement

Dear Finance and Administrative Services Committee & Town Board Members:

In December of 2023 an agreement was signed with Suzanne Zaso, Former Assistant Director of Finance, for consulting services through June 30, 2024.

I am requesting that the consulting services agreement date be extended through December 31, 2024. Extending the date will allow for assistance with updating the new employment handbook and with the Town's benefit open enrollment.

From January 1 to April 30, 2024, Suzanne Zaso has billed 31.00 total hours for services (25.50 finance & 5.50 personnel). It is not anticipated that Finance will require additional services past June 30th but will obtain any needed assistance at the same rate.

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

Sincerely,

Tricia VanPutte
Director of Personnel

Cc: Earl Johnson, Director of Finance

AGREEMENT

THIS AGREEMENT, made this ____ day of June, in the year 2024, by and between the Town of Brighton, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York 14618, hereinafter referred to as the "Town", and Suzanne Zaso, residing at 22 Coyote Run, Spencerport, New York 14559 hereinafter referred to as the "Contractor".

WITNESSETH

WHEREAS, the Town of Brighton is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof; and

WHEREAS, the Contractor is willing, able and qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The Contractor hereby agrees to perform the following services for the Town of Brighton: Provide telephone and electronic consultation, special project work, advice, support, training, analysis, and in person meetings to support the Town Director of Personnel, or other Town staff on an as needed basis to be determined by the Town.

2. The term of this agreement shall be from July 1, 2024 to December 31, 2024. This contract may be terminated by either party immediately upon written notice to the other party, and may be extended upon the mutual consent of the parties hereto. The number of hours that Contractor shall devote to providing services hereunder shall be determined by mutual consent of the Contractor and the Town.

3. The Town hereby agrees to pay the Contractor at a rate of Seventy-two and 00/100 Dollars (\$72.00) per hour, in full satisfaction of all expenses and compensation due the Contractor. If the Contractor is requested to attend in person meetings or other matters at Town Hall, Contractor shall be entitled to a minimum

charge of four hours. The Town will provide the Contractor with the use of her current Town provided laptop computer, access to the Town computer network and e-mail address and privileges.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of an invoice(s) and properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the claim, approved by the Director of Finance, or by his/her designee, audited by the Director or Acting Director of Finance of the Town of Brighton, and approved for payment by the Town Board. If this contract is terminated by the Town pursuant to paragraph 2, the Contractor will be paid based on the hours satisfactorily worked by Contractor prior to termination of this contract.

4. Upon the completion of the work required hereunder by the Contractor, title to all work performed shall vest in the Town of Brighton.

5. This contract shall be deemed executory only to the extent of funds available and the Town shall incur no liability beyond the funds available therefor.

6. The Contractor agrees that she will not assign, transfer, convey, sublet or otherwise dispose of this contract or her right, title or interest therein, nor any part thereof, nor any money which are or will become due and payable thereunder without the prior written consent of the Town of Brighton.

7. The Contractor covenants and agrees that she will conduct herself consistent with its status, said status being that of an independent contractor, and that she will not hold herself out nor claim to be an officer or employee of the Town of Brighton, not make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit.

8. The Contractor agrees that in carrying out her activities under the terms of this agreement that she shall not discriminate against any person due to such person's race, color, creed, sex, sexual orientation or national origin, and that at all times she will abide by the applicable provisions of the Human Rights Law of the

State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

9. The Town agrees to indemnify, defend and hold the Contractor harmless from and against any claims or causes of action, including reasonable attorney's fees, which may be asserted against the Contractor arising out of this agreement or out of services which the Contractor may perform for the Town pursuant to this agreement other than claims arising from acts constituting gross negligence or willful or intentional injury to others.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

TOWN OF BRIGHTON

By: _____
William M. Moehle
Supervisor

Dated: _____

CONTRACTOR

Suzanne Zaso

Dated: _____



June 30, 2024

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

Re: Winter Farmer's Market Wetland Delineation
Design Professionals Agreement

Dear Councilperson Salzman and Committee Members:

The Winter Farmer's Market at Buckland Park currently has a paved parking lot to support use of the indoor market building. It is our understanding that our summer Farmer's Market will be required to relocate to Buckland Park for the 2025 season. It is the Town's intent to construct a gravel parking area adjacent to the existing paved parking area. During the summer use, visitors will park in the new gravel parking area and vendors would set up on the paved area.

The engineering department is developing construction drawings for the new parking area, but the Federal Wetland Mapper indicates that wetland areas are located in the vicinity of the new parking area. In order to design the new parking area outside of these wetland areas, the Town will need an environmental engineer to locate the wetland boundaries.

We've reached out to three separate engineering firms to obtain price quotes to provide a wetland delineation and flag the limits of the wetlands over an approximate 5-acre area. Lu Engineers provided a quote of \$11,000 to provide the wetland delineation. Ravi Engineers provided a quote for \$4,690 to provide the wetland delineation, and Colliers Engineering (formerly Bermann) responded that they currently would not be able to provide a quote at this time. A verification email is anticipated to be received prior to the FASC meeting.

I am requesting that the FASC recommend that the Town Board authorize the supervisor to endorse an agreement with Ravi Engineering to provide professional services to provide a wetland delineation for the Buckland Park Farmer's Market gravel parking area, for a cost not to exceed \$4,690. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price (\$469).

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 5, 2024, meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Hurley". The signature is fluid and cursive, with the first name "Ken" being more prominent.

Ken Hurley, P.E.

Department of Public Works

Cc: Jim Sprague

April 19, 2024

Ken Hurley, P.E.
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
ken.hurley@townofbrighton.org

**Re: Proposal for Wetland Delineation Services
1435 Westfall Road
SBLs: 149.08-1-3.111 and 150.05-1-1.21
Town of Brighton
Proposal No. P24-089**

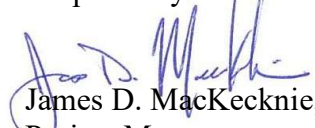
Dear Mr. Hurley:

Ravi Engineering & Land Surveying, P.C. (RE&LS) is pleased to provide this proposal to conduct a wetland delineation for approximately 5 acres, at 1435 Westfall Road, located on Parcels SBL 149.08-1-3.111 and 150.05-1-1.21, in the Town of Brighton, New York. It is our understanding the wetland delineation is being conducted for planning purposes relating to the installation of a gravel parking area.

Please find enclosed our Scope of Services, Fee and Professional Services Agreement for the referenced project, for your review and approval.

If you have any questions, or require additional information, please feel free to contact us.

Respectfully submitted,



James D. MacKecknie, P.G.
Project Manager

Enclosures: Scope of Services
Project Limits Map
Professional Services Agreement

SCOPE OF SERVICES

Ken Hurley, P.E.
Wetland Delineation
1435 Westfall Road
SBLs: 149.08-1-3.111 and 150.05-1-1.21
Town of Brighton
Proposal No. P24-089

UNDERSTANDING:

It is our understanding that a wetland delineation is being requested by the Town of Brighton to assist in planning the potential addition of a gravel parking lot adjacent to the paved parking lot at Buckland Park to provide additional patron parking for the Farmers Market. The aerial extent of the extent of the proposed wetland delineation is shown on the attached map. Upon completion of the field delineation and the associated technical memo, the U.S. Army Corps of Engineers will need to confirm Federal Wetland boundary or finding of no wetlands. No state wetlands are anticipated.

WETLAND DELINEATION SCOPE:

Ravi Engineering & Lands Surveying (RE&LS) intends follow a tasked base approach to the completion of this project, Task 1 is the Field Delineation and Task 2 is the preparation of a Technical Memorandum summarizing our findings.

Task 1: Field Delineation

Prior to conducting the wetland delineation, RE&LS will conduct a cursory review of available online mapping maintained by the following:

- New York State Department of Environmental Conservation;
- United States Fish and Wildlife Service; and
- Natural Resource Conservation Service.

Upon review of the existing information RE&LS will conduct a wetland delineation following the *1987 Federal Wetlands Delineation Manual*, and the *October 2012 Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Northcentral and Northeast Region*, and the *1995 NYSDEC Freshwater Wetlands Delineation Manual*.. The preferred methodology to delineate the wetland(s) will consist of the Routine On-Site Wetland Delineation Method and application of best professional judgment. Wetland boundaries will be flagged using pink “Wetland Delineation” flag tape and/or “Wetland Delineation” pin flags. Wetland sample points will also be flagged and numbered. A GPS will be utilized to document the location of the wetland flagging.

Upon completion of the field delineation, mapping of the delineated boundary will be prepared and the wetland data sheets will be finalized.

Task 2: Technical Memorandum;

A Technical Memorandum will be prepared summarizing the findings of the wetland delineation. The intent of the Technical Memorandum is to provide a general description of the wetland(s) (if present) and the adjacent uplands.

The deliverables shall include:

- A Technical Memo,
- Wetland Data Sheets,
- Site photographs; and
- Aerial mapping showing the wetland boundaries.

ASSUMPTIONS:

The following assumptions are made in reference to Wetland Delineation Scope of Work:

1. The delineation will be conducted in accordance with the *1987 Federal Wetlands Delineation Manual*, the *October 2012 Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Northcentral and Northeast Region*, and the *1995 NYSDEC Freshwater Wetlands Delineation Manual*.
2. The field delineation will be conducted during the growing season (after April 30 and before October 30) unless prior approval from the regulatory agency is provided.
3. Permission to enter the parcel will be provided in writing.
4. The delineation will not extend beyond the boundaries highlighted on the attached mapping.
5. Site meetings with the U.S. Army Corps or other agencies are not included, but can be conducted for an additional fee.
6. Permit applications are not included, but can be included for a supplemental fee.
7. One electronic copy of the technical memorandum will be provided. One hard copy will be provided upon request.

COMPENSATION

We offer our wetland delineation for a **Lump Sum Fee of \$4,690** as broken down below:

Task 1: Field Delineation:	\$2,040
<u>Task 2: Technical Memorandum</u>	<u>\$2,650</u>
Total Lump Sum Fee	\$4,690

PAYMENT SCHEDULE

Invoices will be sent monthly and be based upon the percentage of work completed during previous month.

AGREEMENT

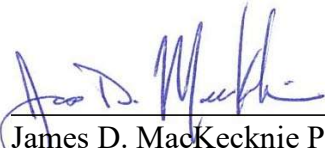
Please acknowledge your acceptance by signing this original and returning a copy to our office.
This agreement, when signed by both parties, will be considered a written contract.

Signature

Ken Hurley, P.E

Printed Name

Date



James D. MacKecknie P.G.
Project Manager
Ravi Engineering & Land Surveying, P.C.

April 19, 2024

Date

REVISION HISTORY:	
DATE	DESCRIPTION
8/30/21	MCDOT COMMENTS
10/29/21	MCDOT COMMENTS
11/23/21	MYLARS
04/06/22	ISSUED FOR CONSTRUCTION
10/12/22	CORRECTED PIPE LABELS
DRAWN BY: EFG	
CHECKED BY: MEG	
IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, LAND SURVEYOR, ARCHITECT OR LANDSCAPE ARCHITECT, TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS/HER SEAL AND THE NOTATION "ALTERED BY", FOLLOWED BY HIS/HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATION, TO THE DOCUMENT.	
ENGINEER'S STAMP:	
PROJECT TITLE: WINTER FARMERS MARKET AT BUCKLAND PARK	LOCATION: 1435 WESTFALL ROAD TOWN OF BRIGHTON, NEW YORK
DRAWING TITLE: SITE & UTILITY LAYOUT	
SCALE: 1"= 40'	
DATE ISSUED: 07/15/2021	
SHEET NO.	C2.0

PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT BETWEEN RAVI ENGINEERING & LAND SURVEYING, P.C. AND THE TOWN OF BRIGHTON

PROJECT: **Proposal for Wetland Delineation Services**
 1435 Westfall Road, SBLs: 149.08-1-3.111 and 150.05-1-1.21 (Town of Brighton)
 Rochester, NY 14618

THIS AGREEMENT is by and between **RAVI ENGINEERING & LAND SURVEYING, P.C.**, a New York professional corporation having its principal offices at 2110 South Clinton Avenue, Suite 1, Rochester, New York 14618 (hereinafter referred to as the "CONSULTANT") and the **Town of Brighton**, having an address at 2300 Elmwood Avenue, Rochester New York 14618 (hereinafter referred to as the "CLIENT").

1. ASSIGNMENT

CLIENT wishes to retain CONSULTANT to provide professional engineering advice, consultation and services as described below in consideration of the CLIENT'S payment for said services in the manner set forth below.

2. BASIC SERVICES OF CONSULTANT

CONSULTANT shall provide the services described in proposal attached as part of this Agreement.

3. CLIENT'S RESPONSIBILITIES

CLIENT shall do the following in a timely manner as not to delay the services of CONSULTANT.

- 3.1 Furnish to CONSULTANT, as required for performance of CONSULTANT's basic services, all data prepared by or services of others including, without limitation, previous wetland delineations, borings, probings and subsurface explorations, hydrographic surveys, laboratory tests, inspections of samples, materials and equipment, including appropriate professional interpretations of the foregoing, environmental assessment and impact statements, property instrument surveys, boundary surveys, any easements and right-of-way, topographic and utility surveys, any property survey descriptions that an updated abstract of title may show, an updated abstract of title, zoning, and other land use permit or restrictions, all of which CONSULTANT may use and rely upon in performing services under this Agreement.
- 3.2 Designate in writing a person to act as CLIENT'S representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT'S policies and decisions with respect to CONSULTANT'S services for the project. Said representative shall provide needed information and make necessary decisions in a timely manner.
- 3.3 CLIENT shall grant or obtain free access to the site for CONSULTANT'S personnel and equipment to perform work set forth in this Agreement. CLIENT shall notify any and all possessors of the parcel that CONSULTANT has been given such rights.

4. PERIOD OF SERVICE

CLIENT agrees that the signing of this Agreement represents authorization for CONSULTANT to start performing services hereunder, and CONSULTANT shall start performing services within a reasonable period of time after receipt of the signed Agreement, unless CLIENT requests in writing CONSULTANT not proceed with services until a specified date.

PROFESSIONAL SERVICES AGREEMENT

5. PAYMENT

- 5.1 The estimated professional fees for the services to be rendered as described within this Agreement is set forth in the attached proposal. CLIENT shall pay CONSULTANT for all services and reimbursable expenses under this Agreement.
- 5.2 CLIENT shall pay CONSULTANT a retainer of \$0000.00.
- 5.3 Invoices for services and reimbursable expenses shall be submitted, at the CONSULTANT'S option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the legal rate) per month will be applied to the unpaid balance after 30 days. In addition, if payment is not received within 60 days, the CONSULTANT has the right to stop work, and the CLIENT shall indemnify and hold harmless the CONSULTANT against all damages resulting from such stoppage. The CLIENT agrees to pay all costs of collection attributed to late payment, including reasonable attorneys' fees. Retainers shall be credited on the final invoice.
- 5.4 In the event there is a change in scope, complexity, character, or duration of the work to be performed by CONSULTANT as set forth in this Agreement, CONSULTANT shall notify CLIENT and obtain approval to provide additional services, and CLIENT shall provide additional compensation to CONSULTANT for such additional services, as agreed to by CLIENT and CONSULTANT.

6. TERMINATION OF SERVICES

This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the CLIENT shall pay the CONSULTANT for all services, rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

7. INSURANCE

If requested, a certificate(s) of insurance shall be provided after acceptance of this Agreement.

8. STANDARD OF CARE

In providing services under this Agreement, the CONSULTANT shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

9. OWNERSHIP OF DOCUMENTS

CONSULTANT'S documents are instruments of service and copyright protected. Any use of these documents without consent is illegal. All documents prepared or furnished by CONSULTANT by hard copy or in electronic format are and will remain the property of CONSULTANT (including drawings, letters, reports, specifications, investigation photos, estimates, maps, descriptions, opinions, design, etc). CONSULTANT at its discretion has the sole right to retain, store, share or dispose of said documents. Said documents are not intended or represented to be suitable for reuse by CLIENT or others on any other project. CLIENT shall indemnify and hold harmless CONSULTANT, its professional associates and consultants from all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from CLIENT'S illegal use of said documents.

10. HIDDEN CONDITIONS

A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If the CONSULTANT has reason to believe that such a condition may exist, the CONSULTANT shall request authorization from the CLIENT to investigate such a condition. CLIENT shall pay for all costs associated with the investigation of such hidden condition. If (1) the CLIENT fails to authorize such investigation after due notification, or (2) the CONSULTANT has no reason to believe that such a condition exists, the CONSULTANT shall not be responsible for the existing condition nor any resulting damages to persons or property.

PROFESSIONAL SERVICES AGREEMENT

11. HAZARDOUS MATERIALS

Hazardous materials may exist where there is no reason to believe that they could or should be present. CONSULTANT and the CLIENT agree that the discovery of unanticipated hazardous materials that constitutes a changed condition of the scope of work will mandate a renegotiation of the scope of work and associated fee or termination of services under this Agreement if it affects the scope of work. CONSULTANT and the CLIENT also agree that the discovery of unanticipated hazardous materials may make it necessary for CONSULTANT to take immediate measures to protect human health and safety and/or the environment. CONSULTANT agrees to notify the CLIENT within a reasonable amount of time should unanticipated hazardous materials or suspected hazardous materials be encountered. The CLIENT encourages CONSULTANT to take any and all measures that in CONSULTANT'S professional opinion are justified to preserve and protect the health and/or safety of CONSULTANT'S personnel and the public and/or safety of the environment, and the CLIENT agrees to fully compensate CONSULTANT for the additional cost of said work. In addition, the CLIENT waives any claim against CONSULTANT and agrees to indemnify, defend and hold CONSULTANT harmless from any and all claims or liability for injury or loss arising from CONSULTANT encountering unanticipated hazardous materials or suspected hazardous materials. The CLIENT also agrees to compensate CONSULTANT for any time and expenses incurred by CONSULTANT in defense of any such claim, including but not limited to reasonable attorney fees, with said compensation to be based upon CONSULTANT'S prevailing fee schedule and expense reimbursement policy.

12. INDEMNIFICATION

The CONSULTANT and the CLIENT mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors, omissions or willful misconduct in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities or costs on a comparative basis of fault.

13. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the CLIENT or the CONSULTANT, their employees, agents, subconsultants, or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

14. DISPUTE RESOLUTION

All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement shall be brought in Monroe County, State of New York. Prior to commencing any litigation, CLIENT agrees to participate in mediation to resolve any disputes.

15. MISCELLANEOUS

- 15.1 In consideration of the mutual covenants of CLIENT and CONSULTANT, and in consideration of the risks, rewards and benefits of this project, and CONSULTANT'S total fee for services, the CLIENT agrees to the fullest extent permitted by law, that CONSULTANT'S total liability in the aggregate, including that of CONSULTANT'S officers, directors, employees, agents and independent professional associates and consultants, shall be liable to CLIENT and anyone claiming by, through or under CLIENT, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to CONSULTANT'S services, the project or this Agreement, from any cause or causes whatsoever, including but not limited to negligence, errors, omissions, strict liability or breach of contract of CONSULTANT or CONSULTANT'S officers, directors, employees, agents or independent professional associates or consultants, or any of them, shall be limited to the greater of \$250,000 or the total fee paid to CONSULTANT under this Agreement.
- 15.2 CLIENT and CONSULTANT and their respective partners, successors, executors, administrators, assigns and legal representatives of each are bound by this Agreement to the other party to this Agreement and to the partners, successors, administrators, assigns and legal representatives or such other party in respect to all covenants, agreements and obligations of this Agreement.

PROFESSIONAL SERVICES AGREEMENT

- 15.3 Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT and CONSULTANT.
- 15.4 CONSULTANT offers no implied or express warranty in any of their professional services. All warranties, including merchantability, equipment, specified products and designs, are expressly disclaimed.

16. ENTIRE AGREEMENT

This Agreement, consisting of four (4) pages and the inclusion of all schedules referred to herein, constitutes the entire Agreement between CLIENT and CONSULTANT and supersedes all prior written or oral understandings between the parties in respect to the subject matter of this contract. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written agreement or notification as set forth in this Agreement.



Finance Department

Earl Johnson
Director of Finance

June 2, 2024

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

Re: Town of Brighton Fund Balance Policy

Dear Honorable Town Board Members:

One of the required town policies is the Fund Balance Policy which was last updated in 2014. It is a policy that should be reviewed periodically in light of the Governmental Accounting Standards Board (GASB) established financial reporting rules for governments that directs what is considered a fund's Unassigned Fund Balance which may be used to cover unanticipated expenses to ensure the orderly operation of town government under any circumstances. Given the recent threats of the pandemic, resulting inflation and possible recession it is advisable to ensure a "reasonable amount" of fund balance which is directed in Town Law 107-1 and interpreted by the New York State Government Finance Officers Association (NYSGFOA). The draft Fund Balance Policy for a discussion is designed to update those targets as desired by the town board.

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,

Earl Johnson

Earl Johnson
Director of Finance

Town of Brighton Fund Balance Policy

DRAFT

PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a key element of the financial stability of the Town by setting fund balance guidelines for the General, Highway, Library and Sewer Special District Funds. It is essential that the Town maintain adequate levels of fund balance to mitigate financial risk from unforeseen revenue fluctuations and unanticipated expenditures, and to provide cash flow liquidity. Credit agencies also utilize fund balance as a major component of rating the financial strength of the Town. Maintaining a healthy fund balance is critical to ensuring access to capital markets and competitive borrowing rates.

POLICY

It is the goal of the Town to achieve and maintain the following fund balances:

- **General Fund:** Target range of 15-25% of total unassigned fund balance as a percentage of operating expenditures.
- **Highway Fund:** Target range of 15-25% of total assigned fund balance less prior year encumbrances and amounts appropriated for the ensuing year's budget as a percentage of operating expenditures.
- **Library Fund:** Target range of 8-15% of total restricted fund balance less the General Library reserve, prior year encumbrances, and amounts appropriated for the ensuing year's budget as a percentage of operating expenditures. Can carry lower unassigned fund balance because of the Library Gift Fund which roughly doubles the balance.
- **Consolidated Sewer District Fund:** Target range of 15-25% of total restricted fund balance less the Sewer Equipment reserve, prior year encumbrances, and amounts appropriated for the ensuing years budget as a percentage of operating expenditures or up to \$1.5M due to the small size and risks to the Consolidated Sewer District Fund.

In the event that the fund balance is so calculated to be more or less than the policy targets, the Town shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

DEFINITIONS

Fund Balance: Net assets or the difference between the total assets for a fund and the total liabilities is considered Fund Balance.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

Town of Brighton Fund Balance Policy

DRAFT

1. Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.
2. Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
3. Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
4. Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.
5. Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Unappropriated unreserved fund balance (Town Law §103.4 – Definitions): For purposes of this policy shall be equal to level of fund balance with the least restrictions per the GASB definitions above (Unassigned fund balance in the General Fund, total assigned fund balance less prior year encumbrances and amounts appropriated for the ensuing years budget for the Highway Fund, and restricted fund balance less reserves, prior year encumbrances, and amounts appropriated for the ensuing years budget for the Library and Sewer Special district funds.

CONSIDERATIONS:

“Reasonable Amount” of Fund Balance: §107-1 of Town Law Permits towns to retain a “reasonable amount” of “any remaining estimated unappropriated, unreserved fund balance for each fund, consistent with prudent budgeting practices, necessary to ensure the orderly operation of town government, taking into account factors including, but not limited to, the size of the fund, cash flows, the certainty with which the amounts of revenues and expenditures can be estimated, and the town’s experience in prior fiscal years.”

In determining what a “reasonable amount” of fund balance means the Town cites the Government Finance Officers Association (GFOA) which recommends in the publication titled “Fund Balance Guidelines for the General Fund,” that, at a minimum, general-purpose governments should maintain unrestricted budgetary fund balance of not less than two months of operating expenditures (approximately 17 percent). It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks and the smaller the fund the more susceptible to risks is that fund.



Assessor's Office

Pamela Post
Town Assessor

February 15, 2024

RE: 2025 Revaluation Timeline + Proposed Cost

Fall 2023 – Fall 2024 – Sylvia Staples, Assessment Consultant - Work is already underway and will continue through the fall of 2024 running various reports that help us analyze and review our inventory and sales. We only want correct data to create the models that will be used in the process of mass valuation for the Re- Assessment. This preliminary work is the key element to turning out precision results. The more time spent beforehand confirming the data in the system, the more consistent the model, which in turn gives you the most accurate values.

June 2024 - December 2024– Work begins reviewing each and every parcel in the town. Check for accuracy of sales and inventory. Has the model given us the best available sales? Is there something unique about the parcel that the model could not account for? New Tentative value is added.

January 2025 - Mid April 2025– Change of Assessment Notices get printed and sent early January. Assessor and staff will meet informally with owners during this time to review the changes. The owner is required to provide support for what they believe a fairer assessment would be. If the Assessor believes a mistake was made, the assessment will be corrected. If not enough supporting documentation is provided, the owner will have the right to attend grievance day hearings with the Board of Assessment Review.

May 1 – One week before Grievance Day – Stipulation agreements can still be made between the Assessor and the owner. Once this document is signed, they forego their right to come to grievance.

4th Tuesday in May 2025, Grievance Day – Owners have until 8:00 PM on this day to file a complaint and be heard by the Board of Assessment Review. Additional days can be added if necessary.



Assessor's Office

Pamela Post
Town Assessor

PROPOSED COSTS:

Staffing requirements:

1. **The Assessor**
2. **Sylvia Staples – Assessment Consultant** Will work with the Assessor as needed until the reassessment is completed at the agreed upon rate of \$75.00/hour. (\$20,000 est.)
3. The new **Assistant Assessor** hired May 1, 2024 to replace Renee Morris upon her retirement would have experience in Re-Assessment work. This full-time, experienced assistant is a key component to success in implementing this reassessment.
4. One temporary **Real Property Aide** will be needed, (30-35 hours/week) for the 10-month period, from July 2024 – end of May 2025 to perform routine daily tasks in the assessment office under supervision of the Assessor. Daily work to include: answering phones, field resident questions, process sales, take in senior and star applications, and general reval support such as making copies, pulling property record cards and various data entry. (\$25.00 x 30hrs for 10 mos = \$30,000 est.)
5. **Renee Morris** has agreed to come back and work for 2 months, January and February 2025 to get us through our busy exemption renewal time and to process all our senior applications (\$40.00 x 35hrs for 2 mos = \$12,000 est)
6. **Commercial Consultant** (\$20,000)

Other Misc :

Public Relations, Printing, Mailing, Postage, Appraisals, Gas Reimbursement, Office Supplies, Attorney Fees, Etc. (\$80,000 Est)

TOTAL Estimate of Cost : \$162,000 say \$170,000