TOWN BOARD MEETING  
March 8, 2023  
7:00 PM  
Brighton Town Hall  
2300 Elmwood Avenue

This meeting is conducted in-person with remote participation available via video conferencing at townofbrighton.org/499/Streaming-Video.

PRESENTATIONS/RECOGNITIONS:  
Women’s History Month Proclamation

MEETING CALLED TO ORDER:

OPEN FORUM:

APPROVAL OF AGENDA

PUBLIC HEARINGS:  
MATTER RE: Public hearing for the Incentive Zoning Application by PEMM, LLC for a Quicklee’s at 1950-1966 Monroe Avenue (See Resolution #1 and letter dated January 5, 2023 from Rick DiStefano, Senior Planner, and communication dated February, 6, 2023 from Sam Rinaldo).

COMMUNICATIONS:  
FROM: Eileen Marron Keating, resident of Brighton, dated February 24, 2023 RE: Kudos to Deputy Town Clerk Peggy Lull.


COMMITTEE REPORTS:  
Community Services Committee  
Finance and Administrative Services  
Public Safety Services  
Public Works Services

OLD BUSINESS:

NEW BUSINESS:  
MATTER RE: Reading and approval of claims (Resolution #03-08-23-CLAIMS).

MATTER RE: Authorize the Supervisor to enter into a contract with Stantec Consulting Services in an amount not to exceed $17,132 for a speed reduction study and authorize the Finance Department to make the necessary budget amendments for said study (see Resolution #2 and letter dated March 2, 2023 Michael E. Guyon, Commissioner of Public Works).

MATTER RE: Authorize the Supervisor to enter into a contract with Ravi Engineering in an amount not to exceed $60,000 for design services of the Chelmsford Lane Culvert (see Resolution #3 and letter dated February 24, 2023 Michael E. Guyon, Commissioner of Public Works).
MATTER RE: Approve 2022 budget transfers and appropriations and the related re-appropriations to the 2023 budget for approved grants and other projects not yet completed (see Resolution #4 and letter dated March 1, 2023 from Paula Parker, Finance Director).

MATTER RE: Set a public hearing for the removal of the following trees: one 46" silver maple at 1393 Clover St. on Rowland Parkway; one 52" silver maple at 90 Maywood Drive; one 45" silver maple at 43 Modelane; one 45" silver maple at 72 North Landing Rd.; one 32" locust at 120 Glen Ellyn Way; one 30" sugar maple at 220 Thackery Rd.; and one 37" sugar maple at 195 Wilshire Rd. (see Resolution #5 and letter dated February 21, 2023 from Michael E. Guyon, Commissioner of Public Works).

MATTERS OF THE SUPERVISOR:

MATTERS OF THE TOWN ATTORNEY:

MATTERS OF THE TOWN CLERK:

MATTERS OF THE BOARD:

MOTION TO GO INTO EXECUTIVE SESSION:

MEETING ADJOURNED:

NEXT TOWN BOARD MEETING: Wednesday, March 22, 2023 at 7 PM
RECOGNITIONS/PRESENTATIONS
OPEN FORUM
PUBLIC HEARINGS
At a Town Board Meeting, of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 8th day of March, 2023

PRESENT:

WILLIAM W. MOEHLE, Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT and
CHRISTINE E. CORRADO,

Councilmembers.

WHEREAS, 1950-1966 Monroe Avenue, LLC (hereinafter "the Applicant"), has submitted a proposal to the Town for development of the property described on Schedule A attached hereto the development of which is described in a Letter of Intent from Jerry Goldman, Esq. dated November 1, 2022, a single sheet site plan overlay in the form of a Concept Plan which Concept Plan is annexed hereto as Schedule B, a graphics package consisting of a 14 page design package consisting of architectural renderings, elevations and views from various angles, a sign package, the Short Environmental Assessment Form and the Preliminary Engineering Report, as well as the Traffic Impact Analysis (collectively the “Proposal”), and

WHEREAS, pursuant to the Proposal, the Applicant describes its plans, which includes the following:

(1) To construct a modern convenience store/gasoline fueling facility/EV station;

(2) To reduce curb cuts from three on Monroe Avenue and two on Elmwood Avenue to one curb cut each on Monroe and Elmwood to provide access management and minimize pedestrian conflicts;

(3) To subdivide and combine two adjacent parcels fronting on Monroe Avenue;

(4) To place the convenience store building forward towards the corner of Monroe Avenue and Elmwood Avenue and to place the gas pumps to the rear of the property further away from the intersection;
(5) To provide a hardscape feature and public gathering space and attractive design feature at the corner of Monroe Avenue and Elmwood Avenue on the subject parcel; and

WHEREAS, to enable the current Proposal to move forward, the following steps have been identified as required:

(1) Review pursuant to the State Environmental Quality Review Act;
(2) Incentive Zoning approval by the Brighton Town Board;
(3) Site Plan and Subdivision review and approval by the Brighton Planning Board;
(4) Compliance with the Comprehensive Development Regulations and approval and review of other requisite boards including the Architectural Review Board except as expressly set forth herein, and

WHEREAS, the Town Board recognizes the identified amenities being offered in the Proposal which include the following:

(1) Facilities and benefits to the residents of the community in the form of a "suburban village design", with buildings along street frontage and parking/gasoline fueling behind the building together with the addition of a hardscape area at the 12 Corners featuring outdoor seating, a bike rack and a decorative feature (See Town Code Section 209-3(A)(5));

(2) Utilities – Installation of the first two EV charging stations in 12 Corners (See Town Code Section 209-3(A)(9));

And accordingly, the Town Board wishes to move forward with the Proposal of the Applicant as described above, and

WHEREAS, on January 11, 2023 the Town Board received and filed a correspondence dated December 22, 2022, from Jason Haremza, Executive Secretary to the Town of Brighton Planning Board, containing the Planning Board’s advisory recommendations with respect to the Proposal and Application; and

WHEREAS, on February 8, 2023 and on March 8, 2023 the Town Board conducted public hearings to consider the Proposal and the Application and the environmental review thereof; and

WHEREAS, the Town timely and properly submitted the Proposal to the Monroe County Department of Planning and has received a response therefrom dated February 6, 2023; and
WHEREAS, the Applicant has submitted a Short Environmental Assessment Form (SEAF) together with the Preliminary Engineering Report as well as the Traffic Impact Analysis, and the Town of Brighton Town Board declared itself as lead agency on January 11, 2023 with respect to the proposal pursuant to the State Environmental Quality Review Act, has received no comments or objections from any involved agency in relation thereto and has received and reviewed a Negative Declaration as prepared by Town staff attached hereto as Schedule E:

NOW THEREFORE, on motion of Councilperson ____________________, Seconded by Councilperson __________________________, it is

RESOLVED, that the Town Board hereby determines after taking a hard look at the potential environmental impacts of the Project and after reviewing the SEAF and supplemental materials including the Traffic Impact Analysis that the Project is not likely to have a significant adverse impact on the environment and hereby adopts the Negative Declaration attached hereto as Schedule E, and it is further hereby

RESOLVED, that the Town Board make the following additional findings with respect to the Proposal:

1. The Proposal together with the Proposed Amenities will assist the Town to implement the specific physical, cultural and social policies of the Comprehensive Plan including:
   a. Implementing a “building forward” site design to help invoke a village-like atmosphere as recommended in Envision Brighton 2028;
   b. Providing a greatly enhanced community experience at the location in the Twelve Corners which is a central hub in the Town and a critical intersection for the community;
   c. Providing safer and more secure features for all modes of transportation including walking, bicycling and motor vehicle traffic as recommended in Envision Brighton 2028.
   c. Reducing curb cuts as proposed which furthers the recommendations highlighted in multiple Monroe Avenue design plans (ie. The Monroe Avenue Corridor Community Vision Plan - 2011, and the Town’s Green Innovation Grant Program).

2. The Proposal, when implemented, results in a commercial land use that is compatible with the land use patterns in the area.

3. The Proposal, when implemented, will maintain a use consistent with existing uses of other parcels in the area.
4. After careful consideration of the potential impacts, as well as identifying beneficial impacts and public benefits of the Proposal, the Town Board determines that the Proposal is an appropriate use of the site.

5. The Proposal, together with the proposed amenities will provide sufficient public benefit for the Town of Brighton to provide the incentives described in Schedule D.

   **IT IS FURTHER RESOLVED**, that pursuant to the authority conferred by the Municipal Home Rule Law, Article 16 of the Town Law of the State of New York, and the Comprehensive Development Regulations of the Town of Brighton (“CDR”), that the Proposal, be and it is hereby approved to the extent of the Incentives set forth in Schedule D, and subject to the conditions set forth in Schedules C-1 and C-2, which conditions the Town Board deems to be of grave importance and without which this Proposal would not be approved; and

   **IT IS FURTHER RESOLVED**, that the Proposal approved as set forth herein is subject to the approval of the Site Plan and Subdivision as provided for under Chapters 213 and 217 of the CDR; and

   **IT IS FURTHER RESOLVED**, that the Applicant may apply for any conditional use permit or variance pursuant to the Comprehensive Development Regulations that is not inconsistent with the Incentives and Amenities set forth herein; and be it further

   **RESOLVED**, that this Resolution shall take effect upon due publication and posting thereof as required by law.

   **UPON ROLL CALL VOTE**, the vote was as follows:

   - William W. Moehle, Supervisor  
     Voting  ____
   - Christopher K. Werner, Councilmember  
     Voting  ____
   - Jason S. DiPonzio, Councilmember  
     Voting  ____
   - Robin R. Wilt, Councilmember  
     Voting  ____
   - Christine E. Corrado, Councilmember  
     Voting  ____

   The resolution was thereupon declared adopted.

Dated: March 8, 2023
Schedule A
PROPERTY DESCRIPTION

See Attached Description
Schedule B
CONCEPT PLAN

See Attached Plan
Schedule C
CONDITIONS

1. The project shall be so designed and constructed as depicted and represented on the conceptual plan provided along with the Application which conceptual plan is annexed hereto as Schedule B. All necessary Planning Board and Architectural Review Board approvals shall be obtained.

2. Hours of operation shall be not earlier than 6:00 am nor later than 12:00 midnight. Request for extended hours of operation may be granted upon application to the Town of Brighton Planning Board at the discretion of the Planning Board.

3. All necessary NYSDOT and MCDOT permits shall be obtained.

4. Other than those incentives as set forth in this approval, all requirements of the Comprehensive Development Regulations shall apply to the project.

5. The details and design of the proposed decorative feature located within the community gathering area at the corner of Monroe Avenue and Elmwood Avenue shall be reviewed and approved by the Town of Brighton Public Works Committee prior to the issuance of any building permits for the project.

6. The EV charging stations shall be installed and operational prior to the issuance of the Certificate of Occupancy.

7. Any signage not reviewed as part of the incentive zoning package shall require all necessary Town reviews and approvals.

8. The project should consider sustainable practices such as Green Infrastructure and Building standards.

9. The conditions set forth herein may be altered, modified and/or removed only upon written consent of the Town Board of the Town of Brighton and the Applicant.

10. If any or one or more of the conditions or requirements or any portion thereof which are set forth in this Resolution are determined by a Court of competent jurisdiction to be contrary to law, such condition or requirement, or portion thereof, shall NOT be deemed and construed to be severable from the remaining conditions and requirements which are herein contained and the same SHALL affect the validity of the Resolution.
Schedule D
INCENTIVES

1. A use incentive to allow a convenience store with gas pumps conditioned upon the placement of the gasoline pumps at the rear (south) of the site. Said gas pumps shall not be placed in the preexisting non-conforming location near the northern property line at the intersection of Monroe and Elmwood. (Modifying Code § 203-74)

2. An area incentive to allow the building front setback along Monroe Avenue to be .5 feet in lieu of the minimum 30 feet required by code. (Modifying Code § 205-7)

3. An area incentive to allow the building front setback along Elmwood Avenue to be .5 feet in lieu of the minimum 30 feet required by code. (Modifying Code § 205-7)

4. An area incentive to allow the gas pump canopy to be set back 27.6 feet from Monroe Avenue in lieu of the minimum 30 ft. required by code. (Modifying Code § 207-6B(3) and Code § 205-7).

5. An area incentive to allow pavement and a hardscape surface a setback of zero feet in lieu of the minimum 10 feet required by code. (Modifying Code § 205-18B)

6. An area incentive allowing parking in a front yard(s) where not permitted by code. (Modifying Code § 205-18B)

7. An area incentive to allow impervious area of 85% in lieu of the maximum 65% allowed by code. (Modifying Code § 205-7)

8. An area incentive to allow 8 parking spaces in lieu of the minimum 14 parking spaces required by code. (Modifying Code § 205-12) (Note - additional parking is provided at the gas pumps and EV charging station)

9. An area incentive to allow the proposed sign package (two on-building signs and two gas pump canopy signs), as submitted with the Incentive Zoning application, to not meet all content and graphic requirements as required by code. (Modifying Code § 207-32) Other than as set forth above, said signage will be subject to the approval of the Planning Board and Architectural Review Board pursuant to the Comprehensive Development Regulations.
Schedule E
PROPOSED NEGATIVE DECLARATION
State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Project Number: ER-1-23
Date: February 21, 2023

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Brighton Town Board, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Quicklee’s 12 Corners

SEQR Status: Unlisted

Conditioned Negative Declaration: No

Description of Action: Incentive Zoning approval to combine two parcels and construct a new gas station with a 2,667 ± sf convenience store.

Location: 1950-1966 Monroe Avenue, Town of Brighton, Monroe County, New York

Reasons Supporting This Determination:

After considering the action contemplated and reviewing the Environmental Assessment Form prepared by the applicant and the criteria for determining significance in the SEQR regulations (6 N.Y.C.R.R. Section 617.7), the Town Board finds that the proposed action will not have a significant impact on the environment based on the following findings made pursuant to 6 N.Y.C.R.R. Section 617.11:

1. **Air, Water, Waste, Erosion, Drainage, and Site Disturbance.**

The Project is taking place on a previously disturbed site with most areas of disturbance taking place in previously disturbed areas. The site is relatively flat and the proposal does not significantly alter grade or drainage on the site. The proposed use is a gas station and convenience store, and in itself will not disturb the site beyond the work done during the site improvement. Soil erosion control measures will be implemented during and after construction based upon a detailed grading and erosion control plans.
The proposed development results in a 20+/-% reduction of site impervious surface. The storm water drainage system will be constructed in accordance with all applicable Town requirements and designed in a manner so as to mitigate storm water pollutant loads. The final design will incorporate an Irondequoit Watershed Collaborative Stormwater Pollution Prevention Plan demonstrating site compliance. The proposed use as a gas station with convenience store will not create a substantial increase in solid waste production. The Project will not create any significant adverse impact in the existing air quality or water quality, nor in solid waste production, nor potential for erosion, nor promote drainage problems.

2. **Noise, Visual, and Neighborhood Character.**

The Project will not impact the neighborhood character of the surrounding area nor will it create any adverse noise or visual impacts. The Project is rebuilding a gas station and adding a convenience store to a site that had been used as a gas station and auto repair facility for many years. The project will improve the overall look of the property by adding landscaping and eliminating the outdoor storage of automobiles and other related items to a repair facility. Noise generated will be from vehicle traffic and minimal truck deliveries and from temporary construction activities. The Project will not be detrimental to the health, safety or general welfare of persons residing or working in the area of the proposed use and will not be detrimental or injurious to property and improvements in the area or to the general welfare of the Town.

3. **Agriculture, Archeology, Historic, Natural, or Cultural Resources.**

The Project will not adversely impact agricultural, archeological, historical, natural, or cultural resources. The EAF Mapper Summary Report indicates that the project area is located near archaeologically sensitive areas. Proposed improvements are taking place on a previously disturbed site. There are no known archaeological resources within the project site.

4. **Vegetation, Fish, Wildlife, Significant Habitats, Threatened or Endangered Species, Wetlands, Flood Plains.**

The Project will not have a significant adverse impact on plant or animal life. The property does not host any threatened or endangered species, and therefore the Project will have no impact on any threatened or endangered species. The Project is not located within a flood plain and there are no wetlands on the project site.

5. **Community Plans, Use of Land, and Natural Resources.**

The Project is located in a BF-1 Neighborhood Commercial District and will be installed on already disturbed areas and will have no adverse impacts on the natural resources found on the site. The incentive zoning proposal will allow for a gas station with convenience store with the building moved closer to Monroe Avenue and Elmwood...
Avenue than as currently allowed by code. This proposed “building forward” site design creates a “village-like” feel and is in keeping with recommendations of Envision Brighton 2028. The Project will also create a sense of space with a modern hardscape design as a welcoming spot with direct pedestrian accessibility, add greenspace and reduce curb cuts.

6. **Critical Environmental Area.**

The Project will not have an impact on any designated Critical Environmental Area as set forth in 6 N.Y.C.R.R. Section 617.14(g).

7. **Traffic.**

A traffic study dated May 2021 and updated in December 2021 was submitted for the proposed project by SRF and Associates. The report indicates that the projected traffic impacts resulting from the development can be accommodated by the existing road network and will not result in any significant adverse traffic impacts.

The Project site is currently served by three curb cuts on Monroe Avenue and two curb cuts on Elmwood Avenue. The proposed redevelopment results in a single access for each right-of-way as far from the intersection as practical. The reduction in conflict points and the maximum spacing from the intersection are in keeping with Town, County and State design goals and will result in improved safety for both pedestrians and vehicles in the area.

The Project will not have a significant adverse impact on vehicular, bicycle, or pedestrian traffic. Thus, the Project will not result in any significant adverse traffic impacts.

Monroe County Department of Transportation is in favor of the proposed incentive zoning improvements.

8. **Public Health and Safety.**

The Project will not have a significant adverse impact on public health or safety. The Project is subject to all applicable Federal, State, and Local laws, regulations, and code requirements.

For further information:

**Contact Person:** Rick DiStefano, Environmental Review Liaison Officer

**Address:**
Town of Brighton
2300 Elmwood Avenue
Rochester, N.Y. 14618
January 5, 2023

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Quicklee’s - 1950 / 1966 Monroe Avenue, Incentive Zoning Application

Honorable Supervisor and Members:

I recommend that your Honorable Body:

1. Receive and file this communication and the attached letter submitted by Jerry A. Goldman, Woods Oviatt Gilman LLP, dated January 3, 2023;

2. Receive and file the attached advisory report from the Town of Brighton Planning Board pursuant to Section 209-5.C. of the Comprehensive Development Regulations.

2. Declare the Board’s intent to be lead agency pursuant to the State Environmental Quality Review Act and direct the Senior Planner, Rick DiStefano, to coordinate the review;

3. Direct the Senior Planner to submit the required Development Referral Form and documents to Monroe County Department of Planning and Development for review;

4. Set a public hearing regarding the Incentive Zoning Application.

5. Direct the Senior Planner to provide the applicant with a copy of the Town of Brighton’s Policy on Public Notice for Incentive Zoning and Rezoning Applications.

Respectfully Submitted

Rick DiStefano
Senior Planner

cc: M. Guyon
    K. Gordan

attachments
January 3, 2023

Town Board of the Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: PEMM, LLC Incentive Zoning application- 1950-1966 Monroe Avenue

Dear Board Members:

This office represents PEMM, LLC, who has a pending Incentive Zoning application in front of the Town Board for a proposed Quicklee's facility at the 12 Corners.

The Incentive Zoning application was deemed "worthy of further consideration" by the Town Board and was referred to the Town Planning Board for a report consistent with Town Code. At its December 21 meeting, the Planning Board voted to recommend approval of the Incentive Zoning, in accordance with the attached letter.

Accordingly, we would request that the Town Board "read and file" the Planning Board letter at the upcoming January 10 Town Board meeting and schedule a public hearing on the Incentive Zoning application for your January 25 meeting. If the Town Board opts for coordinated review under the State Environmental Quality Review Act (optional under State regulations), we would also request that the Town Board declare its intent to be lead agency for SEQR review and send out notice to all Involved Agencies.

As always, thank you very much for your courtesy.

Very Truly Yours,

WOODS OVIATT GILMAN LLP

Jerry A. Goldman
December 22, 2022

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Planning Board advisory report regarding Quicklee’s Incentive Zoning proposal to construct a new gas station with a convenience store on property located at 1950 and 1966 Monroe Avenue.

Dear Board Members:

At the December 21, 2022 Planning Board Meeting, the Planning Board reviewed the above referenced matter and offers the following comments regarding the adequacy of the proposal as it relates to site and the adjacent uses and structures.

1. The Planning Board supports the proposed application and recommends to the Town Board that it is worthy of further consideration. The proposed project appears to be well suited for the project site and area. The proposal furthers the town’s comprehensive plan (Envision Brighton 2028), specifically:

   Monroe Avenue Recommendation #1 (volume 2, page 32):
   “Twelve Corners should invoke a “village-like” atmosphere where pedestrians are encouraged to safely walk from one destination to another.”

   The orientation of this gas station/convenience store, which places a pedestrian oriented building entrance front-facing towards to primary pedestrian access and the gasoline pumps at the rear of the building furthers this recommendation. Although examples of gas station/convenience stores with this more pedestrian-friendly layout have been noted in other regions of the country, this proposal is one of the first in Upstate New York that the Planning Board is aware of and can serve as a model of good design for these types of projects.

   Monroe Avenue Recommendation #7 (volume 2, page 34):
   “All future development or redevelopment should incorporate design provisions for the street edge including signage, landscape buffers, sidewalks, lighting, and buildings fronting the street.”
The proposed building fronts on the street and helps define the street edge in the sense that it faces and addresses the primary frontage: the center of 12 Corners. The building and entry patio/plaza address the unique non-90-degree geometry of the 12 Corners area, although further refinement of this may be worth considering.

2. The Planning Board recommends that the Town move to a public hearing on this application only after receiving firm commitments on the proposed amenities that include the design and construction. The amenity in this proposal is the design and layout of the project itself, and, as noted in item #1 above, furthers the implementation of Town of Brighton Comprehensive Plan by following two recommendations specific to the Monroe Avenue subarea.

3. The Planning Board notes the proposed 2,500 square foot retail building has two entrances of equivalent prominence: one pedestrian oriented entrance facing west and one vehicle/motorist oriented entrance facing east. The willingness of the applicant to develop a building layout and operational plan that provides these two entrances is to be commended.

4. The proposed design includes an entry plaza/patio facing the corner of Monroe Avenue and Elmwood Avenue. This includes a focal point/vertical feature, a lightpole with banners. This or a similar feature, is a desirable element of the design.

5. The Planning Board notes the proposal maintains the same number of gas pumps as is currently on the site and therefore is not increasing the vehicle/motorist orientation of the site. In fact, due to the proposed site layout, placement of building and building entrances, the vehicle/motorist orientation of the site is reduced, furthering the implementation of Town of Brighton Comprehensive Plan as noted in item #1 above.

6. The Planning Board notes the proposed reduction in curb openings, a highly desireable aspect of the project. The current site has a total of five curb openings totaling approximately 150 linear feet of driveway width. The proposed site layout has a total of two curb openings totaling 53 linear feet of driveway width. This significantly reduces potential vehicle/vehicle conflict points and vehicle/pedestrian conflict points. In addition, the two new curb openings proposed are much further from the intersection than the current ones.

7. The project was reviewed in concept by the Architectural Review Board at their July 5, 2022 meeting. The ARB found the concept design generally positive and offered several comments (see minutes of the July 5, 2022 meeting). The final architectural design and building materials of the proposed building will be reviewed and approved by the Town of Brighton Architectural Review Board.

8. Regional materials should be used to construct the proposed project. Additionally, a waste reduction plan should be developed whose intent is to divert a minimum of 50% of construction debris from the waste stream.
9. The proposed project includes the construction of large impervious surfaces which cause the immediate area to become warmer than the surrounding land forming an island of higher temperatures known as the “heat island effect”. Trees of substantial size should be provided where possible to create a canopy large enough to help offset the “heat island effect”. In addition, light roof colors should be provided which further reduces this phenomenon.

10. Consideration should be given to the proposed buildings being constructed to LEED standards.

11. Alternative energy sources can significantly cut greenhouse gas emissions and energy costs over time. Consideration should be given to the installation of alternative energy technologies such as solar and geothermal.

12. Pervious pavements should be considered where applicable such as sidewalks, patios, and driveways.

13. Project should use LED lighting at a level and Kelvin temperature (i.e. color appearance) appropriate for the aforementioned ‘village-like atmosphere’

14. The proposed building will have to be sprinklered in accordance with Town requirements.

15. If the Town Board decides to move forward with the IZ proposal, the Planning Board looks forward to providing additional project review and comment as part of the site plan review and approval.

Sincerely,

[Signature]

Jason Haremza, AICP
Executive Secretary
Planning Board
Thank you for your comments, Mr. Rinaldo. By copy of your email to my assistant, Bridget Monroe, I am asking that it be added to the agenda of the 2/8 Town Board meeting, where it can be added to the record of the hearing on the proposed Quiklee’s incentive zoning project.

Bill Moehle

Hello,
I am unable to attend the public hearing this week on the Quicklee’s incentive zoning but I’m writing to voice my support for the location of the proposed building. Minimizing the setbacks from Elmwood Ave and Monroe Ave is a good thing in my opinion. Encouraging buildings to be built closer to the road will over time transform Monroe Ave into a place that is more friendly to pedestrians and act as a much needed traffic calming measure near the schools.

I realize that there is a section of the population that will come out to oppose this project because it will make it less comfortable/harder to drive fast through the center of Brighton. That’s exactly why I support this project.

Brighton is a nice beautiful walkable community except for Monroe Ave which is built like a runway and is flanked by rundown buildings. The streetscape and development in this corridor has been built as if the goal is to get through Brighton as fast as possible, not to make it a nice place. Every step that the town can take to reverse this trend is a win in my book.

Thank you,
Sam Rinaldo

--
Samuel Rinaldo
585 402 1744
Schedule A
PROPERTY DESCRIPTION
DESCRIPTION OF PROPERTY
1950 Monroe Avenue
1966 Monroe Avenue

March 8, 2023

Part of tax account no. 137.10-5-1 and 2

All that tract or parcel of land situated in Town Lot 22, Second Division 1, Township 13, Range 7, Town of Brighton, County of Monroe, State of New York, and described as follows:

Beginning at the intersection of the south right-of-way of Elmwood Avenue with the east right-of-way of Monroe Avenue:

1. thence easterly along the south right of way of Elmwood Avenue, a distance of 220.46 feet;
2. thence southerly forming an interior angle of 49°07'25", a distance of 55.21 feet to a point;
3. thence southerly forming an exterior angle of 102°33'25", a distance of 45.00 feet to a point;
4. thence westerly forming an interior angle of 102°33'25", a distance of 126.19 feet to a point on the east right-of-way of Monroe Avenue;
5. thence northerly along the east right-of-way of Monroe Avenue forming an interior angle of 76°25'35", a distance of 215.78 feet to the point of beginning.

Intending to describe a 0.47+- acre parcel containing 1950 Monroe Avenue (tax #137.10-5-1) and 1966 Monroe Avenue (tax #137.10-5-21)

All as shown a survey map by LandTech Surveying & Planning P.L.L.C. dated September 16, 2021 Project# 20127.
Schedule B
CONCEPT PLAN
Schedule C
CONDITIONS

1. The project shall be so designed and constructed as depicted and represented on the conceptual plan provided along with the Application which conceptual plan is annexed hereto as Schedule B. All necessary Planning Board and Architectural Review Board approvals shall be obtained.

2. Hours of operation shall be not earlier than 6:00 am nor later than 12:00 midnight. Request for extended hours of operation may be granted upon application to the Town of Brighton Planning Board at the discretion of the Planning Board.

3. All necessary NYSDOT and MCDOT permits shall be obtained.

4. Other than those incentives as set forth in this approval, all requirements of the Comprehensive Development Regulations shall apply to the project.

5. The details and design of the proposed decorative feature located within the community gathering area at the corner of Monroe Avenue and Elmwood Avenue shall be reviewed and approved by the Town of Brighton Public Works Committee prior to the issuance of any building permits for the project.

6. The EV charging stations shall be installed and operational prior to the issuance of the Certificate of Occupancy.

7. Any signage not reviewed as part of the incentive zoning package shall require all necessary Town reviews and approvals.

8. The project should consider sustainable practices such as Green Infrastructure and Building standards.

9. The conditions set forth herein may be altered, modified and/or removed only upon written consent of the Town Board of the Town of Brighton and the Applicant.

10. If any or one or more of the conditions or requirements or any portion thereof which are set forth in this Resolution are determined by a Court of competent jurisdiction to be contrary to law, such condition or requirement, or portion thereof, shall NOT be deemed and construed to be severable from the remaining conditions and requirements which are herein contained and the same SHALL affect the validity of the Resolution.
Schedule D  
INCENTIVES

1. A use incentive to allow a convenience store with gas pumps conditioned upon the placement of the gasoline pumps at the rear (south) of the site. Said gas pumps shall not be placed in the preexisting non-conforming location near the northern property line at the intersection of Monroe and Elmwood. (Modifying Code § 203-74)

2. An area incentive to allow the building front setback along Monroe Avenue to be .5 feet in lieu of the minimum 30 feet required by code. (Modifying Code § 205-7)

3. An area incentive to allow the building front setback along Elmwood Avenue to be .5 feet in lieu of the minimum 30 feet required by code. (Modifying Code § 205-7)

4. An area incentive to allow the gas pump canopy to be set back 27.6 feet from Monroe Avenue in lieu of the minimum 30 ft. required by code. (Modifying Code § 207-6B(3) and Code § 205-7).

5. An area incentive to allow pavement and a hardscape surface a setback of zero feet in lieu of the minimum 10 feet required by code. (Modifying Code § 205-18B)

6. An area incentive allowing parking in a front yard(s) where not permitted by code. (Modifying Code § 205-18B)

7. An area incentive to allow impervious area of 85% in lieu of the maximum 65% allowed by code. (Modifying Code § 205-7)

8. An area incentive to allow 8 parking spaces in lieu of the minimum 14 parking spaces required by code. (Modifying Code § 205-12) (Note - additional parking is provided at the gas pumps and EV charging station)

9. An area incentive to allow the proposed sign package (two on-building signs and two gas pump canopy signs), as submitted with the Incentive Zoning application, to not meet all content and graphic requirements as required by code. (Modifying Code § 207-32) Other than as set forth above, said signage will be subject to the approval of the Planning Board and Architectural Review Board pursuant to the Comprehensive Development Regulations.
PROPOSED NEGATIVE DECLARATION

State Environmental Quality Review

NEGATIVE DECLARATION

Notice of Determination of Non-Significance

Project Number: ER-1-23  Date: February 21, 2023

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Brighton Town Board, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Quicklee’s 12 Corners

SEQR Status: Unlisted

Conditioned Negative Declaration: No

Description of Action: Incentive Zoning approval to combine two parcels and construct a new gas station with a 2,667 ± sf convenience store.

Location: 1950-1966 Monroe Avenue, Town of Brighton, Monroe County, New York

Reasons Supporting This Determination:

After considering the action contemplated and reviewing the Environmental Assessment Form prepared by the applicant and the Criteria for determining significance in the SEQR regulations (6 N.Y.C.R.R. Section 617.11), the Town Board finds that the proposed action will not have a significant impact on the environment based on the following finding:

1. **Air, Water, Waste, Erosion, Drainage, and Site Disturbance.**

The Project is taking place on a previously disturbed site with most areas of disturbance taking place in previously disturbed areas. The site is relatively flat and the proposal does not significantly alter grade or drainage on the site. The proposed use is a gas station and convenience store, and in itself will not disturb the site beyond the work done during the site improvement. Soil erosion control measures will be implemented during and after construction based upon a detailed grading and erosion control plans.
The proposed development results in a 20+/-% reduction of site impervious surface. The storm water drainage system will be constructed in accordance with all applicable Town requirements and designed in a manner so as to mitigate storm water pollutant loads. The final design will incorporate an Irondequoit Watershed Collaborative Stormwater Pollution Prevention Plan demonstrating site compliance. The proposed use as a gas station with convenience store will not create a substantial increase in solid waste production.

The Project will not create any significant adverse impact in the existing air quality or water quality, nor in solid waste production, nor potential for erosion, nor promote drainage problems.


The Project will not impact the neighborhood character of the surrounding area nor will it create any adverse noise or visual impacts. The Project is rebuilding a gas station and adding a convenience store to a site that had been used as a gas station and auto repair facility for many years. The project will improve the overall look of the property by adding landscaping and eliminating the outdoor storage of automobiles and other related items to a repair facility. Noise generated will be from vehicle traffic and minimal truck deliveries and from temporary construction activities.

The Project will not be detrimental to the health, safety or general welfare of persons residing or working in the area of the proposed use and will not be detrimental or injurious to property and improvements in the area or to the general welfare of the Town.

3. Agriculture, Archeology, Historic, Natural, or Cultural Resources.

The Project will not adversely impact agricultural, archeological, historical, natural, or cultural resources. The EAF Mapper Summary Report indicates that the project area is located near archaeologically sensitive areas. Proposed improvements are taking place on a previously disturbed site. There are no known archaeological resources within the project site.


The Project will not have a significant adverse impact on plant or animal life. The property does not host any threatened or endangered species, and therefore the Project will have no impact on any threatened or endangered species. The Project is not located within a flood plain and there are no wetlands on the project site.

5. Community Plans, Use of Land, and Natural Resources.

The Project is located in a BF-1 Neighborhood Commercial District and will be installed on already disturbed areas and will have no adverse impacts on the natural resources found on the site. The incentive zoning proposal will allow for a gas station with convenience store with the building moved closer to Monroe Avenue and Elmwood
Avenue than as currently allowed by code. This proposed “building forward” site design creates a “village-like” feel and is in keeping with recommendations of Envision Brighton 2028. The Project will also create a sense of space with a modern hardscape design as a welcoming spot with direct pedestrian accessibility, add greenspace and reduce curb cuts.

6. **Critical Environmental Area.**

The Project will not have an impact on any designated Critical Environmental Area as set forth in 6 N.Y.C.R.R. Section 617.14(g).

7. **Traffic.**

A traffic study dated May 2021 and updated in December 2021 was submitted for the proposed project by SRF and Associates. The report indicates that the projected traffic impacts resulting from the development can be accommodated by the existing road network and will not result in any significant adverse traffic impacts. The Project site is currently served by three curb cuts on Monroe Avenue and two curb cuts on Elmwood Avenue. The proposed redevelopment results in a single access for each right-of-way as far from the intersection as practical. The reduction in conflict points and the maximum spacing from the intersection are in keeping with Town, County and State design goals and will result in improved safety for both pedestrians and vehicles in the area. The Project will not have a significant adverse impact on vehicular, bicycle, or pedestrian traffic. Thus, the Project will not result in any significant adverse traffic impacts. Monroe County Department of Transportation is in favor of the proposed incentive zoning improvements.

8. **Public Health and Safety.**

The Project will not have a significant adverse impact on public health or safety. The Project is subject to all applicable Federal, State, and Local laws, regulations, and code requirements.

For further information:

**Contact Person:** Rick DiStefano, Environmental Review Liaison Officer

**Address:**
Town of Brighton  
2300 Elmwood Avenue  
Rochester, N.Y. 14618
COMMUNICATIONS
2/24/2023

Daniel Amor, Receiver:

While travelling, inadvertently paid two tax bills in February.

Appreciation for Peggy Lull's assistance - she was exceptional, professional, kind, and responsive.

Thank you for your service and also for Peggy Lull's help.

Sincerely,

Eileen Marron-Keating
February 24, 2023

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

RE: Resignation of Karen Kelley

Dear Board Members:

I received notice from Karen Kelley that she is resigning from the Brighton Police Department effective March 11, 2023. Karen has been Secretary to the Chief of Police since August 16, 2021.

It is with regret that I recommend the acceptance of Karen Kelley from the Brighton Police Department effective March 11, 2023. I know that we all wish Karen success and happiness in her future endeavors.

Respectfully,

David Catholdi
Chief of Police

Attachment

c: Tricia Van Putte, Director of Personnel
   Daniel Aman, Town Clerk
   Paula Parker, Director of Finance
NEW BUSINESS
CLAIMS FOR APPROVAL AT TOWN BOARD MEETING

March 8, 2023

THAT THE CLAIMS NUMBERED 960 THROUGH 1147 AS SUMMARIZED BELOW HAVING BEEN APPROVED BY THE RESPECTIVE DEPARTMENT HEADS AND AUDITED BY THE CHAIR OF THE FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE ARE HEREBY APPROVED FOR PAYMENT.

<table>
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<tr>
<th>Category</th>
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<td><strong>$703,606.27</strong></td>
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UPON ROLL CALL MOTION CARRIED

APPROVED BY:

SUPERVISOR
William W. Moehle

COUNCIL MEMBER
Jason DiPonzio

COUNCIL MEMBER
Christopher Werner

COUNCIL MEMBER
Robin Wilt

COUNCIL MEMBER
Christine Corrado

TO THE SUPERVISOR:

I CERTIFY THAT THE VOUCHERS LISTED ABOVE WERE AUDITED BY THE CHAIR OF THE FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE AND APPROVED BY THE TOWN BOARD ON THE ABOVE DATE AND ALLOWED IN THE AMOUNTS SHOWN. YOU ARE HEREBY AUTHORIZED AND DIRECTED TO PAY TO EACH OF THE CLAIMANTS THE AMOUNT OPPOSITE HIS NAME.

March 8, 2023
TOWN CLERK
Daniel Amen
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<th>VENDOR NUMBER</th>
<th>VENDOR NAME</th>
<th>INVOICE NUMBER</th>
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<td>9456</td>
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**TOWN OF BRIGHTON CLAIMS ABSTRACT FOR 3/8/2023**

**CLAIM NUMBER 960 THROUGH 1147**

**INVOICE AMOUNT**

**INVOICE STATUS**

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**Grand Total**: $703,606.27
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 8th day of March, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,
Councilmembers

BE IT RESOLVED, that correspondence dated March 2, 2023 from Commissioner of Public Works Michael E. Guyon, P.E. regarding a request to authorize the Supervisor to execute a contract with Stantec Consulting Services in an amount not to exceed $17,132.00 for a speed reduction study and to authorize the Finance Department to make the necessary budget amendments for said study, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute a contract with Stantec Consulting Services in an amount not to exceed $17,132.00 for a speed reduction study, as more fully described in the attached correspondence, and to authorize the Finance Department to make the necessary budget amendments for said study.

Dated: March 8, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
March 2, 2023

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

Re: Townwide Speed Limit
Townwide Speed Limit Reduction Study

Dear Councilperson DiPonzio and Committee Members:

The New York State vehicle and traffic law has recently been amended to allow municipalities to reduce speed limits within their jurisdictional boundaries from 30 mph to 25 mph. To establish this reduced speed limit within the Town, the amendment requires that engineering considerations and factors for the speed limits reductions be certified by a licensed professional engineer who specializes in traffic operations.

At the request of the PWC, Stantec Consulting Services provided a proposal to review the engineering considerations and factors for the speed limit reduction and where appropriate certify this information. The proposal considers two road groups, Group 1 low-volume residential roads and Group 2 higher volume roadways that serve as feeders for commercial and residential areas. Stantec estimates a cost of $7,932 to complete the engineering evaluation for the Group 1 roads and a cost of $9,200 to complete the Group 2 evaluation for French and North Landing Roads. A copy of the Stantec proposal is attached.

We are requesting that the FASC recommend that the Town Board authorize the supervisor to enter into a contract with Stantec to provide those professional services necessary to complete a townwide speed reduction study for all Group 1 roadways, French Road and North Landing Road for a price not to exceed $17,132. Since this expenditure was not anticipated in 2022 and was not included in the 2023 budget, we are also requesting that the FASC recommend that the Town Board authorize the finance department to make the appropriate budget amendments to fund this study.

Please direct questions and concerns to Evert Garcia’s attention at evert.garcia@townofbrighton.org.

Sincerely,

[Signature]

Michael E. Guyon

Cc Evert Garcia

Attachment
December 5, 2022  
Updated December 30, 2022  
Revised January 20, 2023

Attention:  Mr. Mike Guyon, PE, Commissioner Department of Public Works  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Mike,

Reference: Request for Proposal – Townwide Speed Limit Reduction Study  
Town of Brighton, Monroe County, NY

Thank you for this opportunity to submit this traffic study proposal for a Townwide Speed Limit Reduction study. Below is our understanding of the project along with a summary of the proposed scope, fee, and assumptions for your review.

Project Understanding

The Town of Brighton recognizes the safety benefits of lower speed limits which have been demonstrated to increase safety by decreasing accident severity especially with vulnerable users. Lower speeds also provide the following benefits:

- Increase depth of perception and field of vision for motorists which increases the likelihood of seeing all road users especially children, cyclists, pedestrians, the elderly and those with disabilities.
- Promote walking and biking thru a safer street environment thereby increasing physical activity and decreasing dependence on the motor vehicles for shorter trips.
- Increase the probability of a ped-bike user surviving a crash with a motor vehicle which is significantly reduced when the vehicle speed is above 25 mph.
- Contribute to a more sustainable environment.

New York State vehicle and traffic law has recently been amended by Assembly Bill A1007A allowing municipalities the right to further reduce speed limits within their jurisdictional boundaries from 30 mph to 25 MPH. This includes Towns as stated in the amended Section 1662-a of Article 41:

No such speed limit applicable throughout such towns or within designated areas of such towns shall be established at less than [thirty] twenty-five miles per hour.

In order to establish speed limits within the Town section 1662-a of the New York State vehicle and traffic law indicates the following is required:

No speed limits shall be established pursuant to the provisions of this section except in accordance with the engineering considerations and factors for speed limits set forth in the manual and specifications for a uniform system of traffic control devices maintained by the commissioner of transportation pursuant to section sixteen hundred eighty of this title.
as such manual and specifications may be amended from time to time, certified by a licensed professional engineer who specializes in traffic operations.

Engineering considerations for speed limits should include reviewing the following:

- Operating speed (50th and 85th percentile)
- Annual average daily traffic
- Roadway characteristics and geometric conditions
- Level of development in the area around the road
- Crash and injury rates
- Presence of on-street parking,
- Extent of ped/bike activity

Generally, the application of all of the above would be considered in the review of speed limits on expressways, arterials and collector type roadways. While the above are still important in a townwide application the bulk of the roadways will be focused more on expected volumes, presence of residential development, parking and the likelihood of ped-bike activity.

The majority of Town owned and maintained roadways are primarily residential neighborhood streets. In addition, there are several roadways that are either commercial/office feeders and/or see heavier traffic and higher speeds due to their connections. These distinctions will need to be taken into account during the overall review.

Design with community in mind
Project Approach

While all of the Town roadways are classified as 'Urban Local' there are distinctions based on the volume, setting and connectivity that will be considered in this study. The extent of engineering considerations applied will be dependent on the following two (2) primary Town roadway groupings:

1. Low-volume residential neighbourhood streets. Residential only street located within a neighbourhood and with expected low vehicle volumes. Within these roadways ped-bike activity is expected to be significant. Group 1 represents most all the Town roadways. A portion of the Group 1 roadways have already been converted to 25 mph.

2. Town roadways that serve as commercial/office feeders and/or see heavier traffic and higher speeds due to their connectivity. For the purpose of this study Group 2 town roadways include the following:
   - Allens Creek (a portion from NYS Route 96 to Clover Street)
   - French Road (from Town limits to Winton Road)
   - Lac De Ville Boulevard
   - Senator Keating Boulevard
   - North Landing Road
   - Town Portion of Highland Ave
   - Rue DeVille
   - Town portion of Kendrick Road (Canal to East River Road)

South Landing Road is also a Town Road but has already been posted at 25 mph.

Group 1 roadways

Group 1 roadways will consider the following characteristics:

- Residential setting and part of a neighborhood street grid
- Roadway characteristics
- Parking
- Potential for ped-bike activity

Based on the above data collection is not necessary for these roadways based on the residential setting. Desktop survey (Google Maps) to verify roadway characteristic and residential/neighborhood locations. A listing of each residential street is not necessary as it is assumed that any Town road that does not fall under the Group 2 roadways will be considered in Group 1. This study will assume that the residential characteristics of these roadways and their potential for ped-bike activity will be justification for any speed limit reduction.

Design with community in mind
Group 2 Roadways

These higher volume non-neighborhood Town roadways will consider the following:

- Operating speed (50th and 85th percentile)
- Annual average daily traffic
- Roadway characteristics and geometric conditions
- Level of development in the area around the road
- Crash and injury rates
- Presence of on-street parking
- Extent of ped/bike activity

The Group 2 roadways will require 24 hours of data collection at one mid-block location to determine volume (vehicle and ped-bike) and speed data. In addition, we will ask the Town to provide 3 years of crash data within the corridor review limits which will be summarized.

The Federal Highway Administration has a speed management assessment program called USLIMITS2 which is a web-based tool which helps in setting reasonable, safe and consistent speed limits for specific segments of roads. USLIMITS2 will be utilized as an objective second opinion in the review of the Group 2 Roadway speed limits in coordination with input from the Town.

The presence of schools and any associated school zone speed limits will be identified within the Group 2 roadways review however this study will not detail the requirements for any school zone speed limit adjustments.

Of the Group 2 roadways the Town has indicated their initial priority of converting segments of French Road (Winton to Edgewood) and North Landing (Penfield to Blossom) to 25 mph which will be the basis of the Group 2 fee for this proposal.

Deliverables

Stantec will summarize the findings in a Townwide Speed Limit Assessment study document which will include a summary of the data collection for the Group 2 roadways and recommendations for both the Group 1 and Group 2 roadways. Due to their common characteristics Group 1 roadways will be assessed as one (1) group.

One (1) draft of the study will be submitted to the Town for review and comment. We will update the draft study with Town input and submit a final study document for Town documentation. The Town speed limit amendments will be certified by Stantec.

Meetings

Stantec will attend two (2) in-person and/or virtual meetings with the Town as needed. Additional meetings will be billed as an additional service.
Lump Sum Fee

Group 1 Roadways

The $7,932 lump sum fee includes Stantec’s base fee of $7,900 plus $32 for printing costs. Additional meetings will be billed at $800 per meeting.

Group 2 Roadways

The $9,200 lump sum fee includes Stantec’s base fee of $6,200 plus $3,000 for the traffic data vendor (Quality Counts). Additional meetings will be billed at $800 per meeting.

The following table summarizes the labor and data collection for each roadway based on the length and associated crash analysis and desktop review effort:

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<th>Data Collection</th>
<th>Total</th>
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<td>North Landing Road</td>
<td>$3,000</td>
<td>$1,500</td>
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<td><strong>TOTALS</strong></td>
<td><strong>$6,200</strong></td>
<td><strong>$3,000</strong></td>
<td><strong>$9,200</strong></td>
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The total combined lump sum fee for Group 1 and Group 2 roadways is $17,132.

Schedule

The study will be completed within 3 months of authorization to proceed assuming data collection and crash data can be obtained within one month of Notice to Proceed.

Assumptions

1. Desktop assessments of town roadway characteristics to be provided as described above.
2. 24 hour data traffic volume and speed data will only be required at two (2) locations under the Group 2 roadways.
3. No more than 25 accidents will be reviewed for the two (2) roadways.
4. Group 1 roadways will be assessed as one (1) group and not individual roadways due to their common characteristics. Listing of each Group 1 roadway in the study is not required unless the listing is provided by the Town.
5. A parking study is not included nor required.
6. Additional roadways can be added to Group 2 as an additional service.
December 5, 2022
Mr. Mike Guyon, PE, Commissioner Department of Public Works

Reference: Request for Proposal – Townwide Speed Limit Reduction Study Town of Brighton, Monroe County, NY

Please review and let us know if you have any questions on our proposal. We look forward to working with the Town on this important study.

Regards,

Stantec Consulting Services, Inc

Jon Hartley, PE
Associate, Transportation
Cel: 585-770-0939
jon.hartley@stantec.com

Attachment: None

c. file
qd document1

Design with community in mind
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 8th day of March, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,
Councilmembers

BE IT RESOLVED, that correspondence dated February 24, 2023 from Commissioner of Public Works Michael E. Guyon, P.E. regarding a request to authorize the Supervisor to execute a contract with Ravi Engineering in an amount not to exceed $60,000.00 for design services for the replacement/rehabilitation of the Chelmsford Lane Culvert, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute a contract with Ravi Engineering in an amount not to exceed $60,000.00 for design services for the replacement/rehabilitation of the Chelmsford Lane Culvert.

Dated: March 8, 2023

William W. Moehle, Supervisor  Voting ___
Christopher K. Werner, Councilmember  Voting ___
Jason S. DiPonzio, Councilmember  Voting ___
Robin R. Wilt, Councilmember  Voting ___
Christine E. Corrado, Councilmember  Voting ___
February 24, 2023

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

Re: Chelmsford Lane Culvert
    Design Services

Dear Councilperson DiPonzio and Committee Members:

At their February 22, 2023 meeting the Town Board approved the suspension of the Town’s procurement process for design services from Ravi Engineering to expedite the replacement/rehabilitation of the Chelmsford Lane Culvert which unexpectedly collapsed. The Town Board also authorized the Supervisor to execute a contract with Ravi Engineering for such services, and authorized the Finance Director to amend the budget as necessary to fund this project.

At the February 15th FASC I indicated that I would present the proposal from Ravi Engineering to the committee before seeking the supervisor’s signature. We received a final proposal from Ravi Engineering that includes separate fees for design and construction services. The design services proposal includes; ground, photogrammetric and stream surveys of the area, the review of several design alternatives, a hydrologic study of Buckland Creek, permitting, preliminary and final design drawings, preparation of contract documents, Bidding and construction support for a not-to-exceed fee of $60,000. The construction service proposal indicates that inspection services can be provided for an additional fee of $30,000. A copy of the proposal is attached for your reference.

We are requesting that FASC recommend that the supervisor endorse the design services proposal for a not-to-exceed fee of $60,000. Currently, we are proposing that Town staff provide construction inspection for the project.

I will be in attendance at the March 1, 2023 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon

Attachment
Section 1 - General

1.01 Project Description and Location

Project Name: Chelmsford Lane over Buckland Creek
Project Description: Chelmsford Lane over Buckland Creek, Town of Brighton, Monroe County.
Project Limits: Chelmsford Lane over Buckland Creek culvert and approaches.
Sponsor: Town of Brighton
County: Town of Brighton
The anticipated start date of preliminary design: March 2023
The anticipated letting date: August 2023
The anticipated construction completion date: October 2023

1.02 Project Manager

The Sponsor's Project Manager for this project is Evert Garcia, PE who can be reached at (585) 784-5222.

All correspondence to the Sponsor should be addressed to:
Town of Brighton Department of Public Works
2300 Elmwood Avenue
Rochester, NY 14618

The Project Manager should receive copies of all project correspondence directed other than to the Sponsor.

1.03 Project Classification

This project is a locally funded and it is expected this will be a Type II Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617).

1.04 Categorization of Work

Project work is generally divided into the following sections:

- Section 1: General
- Section 2: Data Collection & Analysis
- Section 3: Preliminary Design
- Section 4: Environmental
- Section 5: Right-of-Way
- Section 6: Detailed Design
- Section 7: Advertising, Bid Opening and Award
- Section 8: Construction Support
When specifically authorized in writing to begin work the Consultant will render all services and furnish all materials and equipment necessary to provide the Sponsor with reports, plans, estimates, and other data specifically described in Sections 1, 2, 3, 4, 5, 6, 7, 8 and 9.

1.05 Project Familiarization

The Sponsor will provide the Consultant with the following information, as needed:

- Approved project initiation document indicating project type, project location, cost estimate, schedule, and fund source(s).
- Transportation needs, if any.
- Plans for future related transportation improvements or development in the area that would affect the project.
- Traffic data available.
- Accident records and history.
- Most recent culvert inspection and condition report.
- Record as-built plans.
- Pavement history.
- Anticipated permits and approvals (initial determination)
- Terrain data requirements for design.
- Available project studies and reports.
- Other relevant documents pertaining to the project.

The Consultant will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with field conditions.

1.06 Meetings

The Consultant will prepare for and attend all meetings as directed by the Sponsor's Project Manager. Meetings may be held to:

- Present, discuss, and receive direction on the progress and scheduling of work in this contract.
- Present, discuss, and receive direction on project specifics.
- Discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies.
- Preview visual aids for public meetings.
- Manage subconsultants and subcontractors.

The Consultant will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date.

1.07 Cost and Progress Reporting
For the duration of this contract, the Consultant will prepare and submit to the Sponsor on a monthly basis a Progress Report in a format approved by the Sponsor. The Progress Report must contain the Cost Control Report. The beginning and ending dates defining the reporting period must correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the Sponsor, this task will not be performed during the suspension period.)

1.08 Policy and Procedures

- The design of this project will be progressed in accordance with local policies and procedures.

1.09 Standards & Specifications

The project will be designed and constructed in accordance with the current edition of the NYSDOT Standard Specifications for Construction and Materials, including all applicable revisions.

1.10 Subconsultants

The Consultant will be responsible for:

- Coordinating and scheduling work, including work to be performed by subconsultants.
- Technical compatibility of a subconsultant’s work with the prime consultant’s and other subconsultants’ work.

1.11 Subcontractors

Procurement of subcontractors must be in accordance with the requirements set forth in local polices.

Section 2 - Data Collection and Analysis

2.01 Design Survey

A. Ground Survey

    The Consultant will provide terrain data required for design by means of a topographic field survey.

    Survey Limits shall be as follows:

    - 100’ north of culvert and 150’ south of culvert
    - 40’ east of centerline of road and 40’ west of centerline of road

B. Photogrammetric Survey

    Intentionally left blank.

1 https://www.dot.ny.gov/plafap/view-document?id=1598
C. Stream Survey

The Consultant will perform field surveys necessary to provide stream cross-sections for the hydraulic analysis of Buckland Creek. The location and width of the sections will be sufficient to satisfactorily perform a hydraulic analysis of Buckland Creek.

- 250 ft. Upstream of culvert
- 100 ft. Upstream of culvert
- 50 ft. Upstream of culvert
- Upstream culvert fascia
- Downstream culvert fascia
- 50 ft. Downstream of culvert
- 100 ft. Downstream of culvert
- 250 ft. Downstream of culvert
- Elmwood Avenue Culvert over Buckland Creek
- 10’ each side of culvert (50’ wide cross-section)
- Invert and top of structure both sides

D. Survey of Wetland Boundaries

The Consultant will perform the field survey necessary to accurately locate delineated wetland boundaries. This survey should be performed as soon after delineation as possible.

E. Supplemental Survey

The Consultant will provide supplemental surveys when needed for design purposes and to keep the survey and mapping current.

F. Standards

Survey will be done in accordance with the standards set forth in the NYSDOT Land Surveying Standards and Procedures Manual and in accordance with local standards described in Section 10 of the SOS.

2.02 Design Mapping

The Consultant will provide the following design mapping:
- 1:20 scale mapping with 1-foot contour intervals.

The Consultant will provide supplemental mapping when needed for design purposes and keep the mapping current for the duration of the project.

2.03 Determination of Existing Conditions

The Consultant will determine, obtain or provide all information needed to accurately describe in pertinent project documents the existing conditions within and adjacent to the project limits.

2 https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/repository/LSSPM09.pdf
2.04 Accident Data and Analysis

The Sponsor will provide accident records for the last three years for roads within the project limits plus one-tenth of a mile immediately outside of the project limits.

The Consultant will prepare collision diagrams if necessary and prepare associated summary sheets, and note any clusters of accidents or patterns implying inadequate geometrics, or other safety problems, within the project limits.

2.05 Traffic Counts – NOT INCLUDED

Traffic data will be provided by the Sponsor or obtained through the NYSDOT Traffic Data Viewer.

2.05a Speed Study – A speed study will not be completed. Design speed is assumed to be posted speed + 5mph south of the structure and reviewed further if accidents patterns exist related to speed.

2.06 Capacity Analysis – NOT INCLUDED

2.07 Future Plans for Roadway and Coordination with Other Projects

The Sponsor will provide all necessary information pertaining to the other projects or developments that could affect the structure design.

2.08 Soil Investigations – NOT INCLUDED

The Consultant will determine the boring locations, diameters, and sampling intervals; designate soil boring numbers; stake out the locations; take the soil borings; document the resulting subsurface information; and survey and map the actual boring locations.

2.09 Hydraulic Analysis

The Consultant will perform a hydraulic analysis in accordance with the principles outlined in the Section 3.2.3 of the NYSDOT Bridge Manual.

2.10 Culvert to Removed and Replaced

A. Inspection

   The Consultant will perform a field inspection of the culvert to confirm replacement is the best alternative.

B. Bridge Deck Evaluation – NOT INCLUDED

C. Load Rating of Existing Bridge

3 https://www.dot.ny.gov/divisions/engineering/structures/manuals/bridge-manual-usc
Considering overall conditions of the bridge a more detailed Level 1 load rating is not warranted. It is assumed that a Level 1 Load Rating will not be performed.

D. Fatigue Evaluation—N/A

A detailed fatigue analysis would be cost prohibitive and may be unreliable. It is assumed that the fatigue evaluation will be limited to cursory documentation and explanation of vulnerable details.

2.11 Pavement Evaluation – NOT INCLUDED

Section 3 - Preliminary Design

3.01 Design Criteria

The Consultant will identify the applicable design standards to be used for this project, and will establish project-specific design criteria in accordance with the NYSDOT Project Development Manual.

The Sponsor will approve the selected project design criteria and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

Based on the selected design criteria, the Consultant will identify all existing non-standard features that are within and immediately adjacent to the project limits. Non-standard features that correlate with a high accident rate will be noted.

3.02 Development of Alternatives

A. Selection of Design Alternative(s)

The Consultant will identify and make rudimentary evaluations of potential design alternative concepts that would meet the Sponsor's defined project objectives. These evaluations are not to be carried beyond the point of establishing the feasibility of each concept as a design alternative; only those significant environmental and geometric design constraints that bear on the feasibility should be identified.

The Consultant will meet with the Sponsor to discuss the concepts, using the sketches as discussion aids to describe the relative order-of-magnitude costs, advantages, disadvantages, and problem areas of each. From these concepts the Sponsor will select one.

The replacement alternatives will consider, replacement in kind or a concrete box culvert. The rehabilitation alternatives must consider in-situ form slip lining and metal pipe slip lining.

B. Detailed Evaluations of Alternative(s)

https://www.dot.ny.gov/divisions/engineering/design/cqab/pdm
The Consultant will further evaluate the selected alternative with specific engineering analyses and considerations. Analyses will be conceptual and limited to determining the relative suitability of selected design alternative, and will include:

- Design geometry, including the identification and comparison of alignment constraints and (where applicable) justification for retaining nonstandard design features, per the NYSDOT Highway Design Manual.\(^5\)
- Environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks).
- Structures, including bridges, retaining walls, major culverts, and building alterations (limited to establishing basic concepts, accommodating clearances and stream flow, and estimating costs). Bridge investigative work (inspection, deck coring, etc.) is covered under Section 2.
- Drainage.
- Maintenance responsibility.
- Maintenance and protection of traffic during construction.
- Soil and foundation considerations.
- Utilities.
- Right-of-way acquisition requirements.
- Accessibility for pedestrians, bicyclists and the disabled.
- Construction cost factors.

The Consultant will prepare the following drawings for the selected design alternative analyzed:

- 1:20 plans showing (as a minimum) stationed centerlines; roadway geometrics; major drainage features; construction limits; cut and fill limits; and proposed right-of-way acquisition lines.
- Profiles, at a scale of 1:40 horizontal and 1:10 (maximum) vertical, showing (as a minimum) the vertical datum reference; significant elevations; existing ground line; theoretical grade line; grades; vertical curve data including sight distances; critical clearances at structures; centerline stations and equalities; construction limits; and superelevation data.
- Typical sections showing (as a minimum) lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes.

3.03 Cost Estimates

The Consultant will develop, provide and maintain a cost estimate for the selected design alternative.

The Consultant will update the estimate periodically and as necessary to incorporate significant design changes.

3.04 Preparation of Draft Design Approval Document – N/A

For this project, the Design Approval Document (DAD) will be a Project Scoping Report (PSR/FDR).

\(^5\) https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm
The **Sponsor** will make all determinations not specifically assigned to the **Consultant** which are needed to prepare the Draft DAD.

The **Consultant** will prepare a Draft DAD, which will include the results of analyses and/or studies performed in other Sections of this document. The DAD will be formatted as specified in the NYSDOT Project Development Manual (PDM).  

The **Consultant** will submit 3 copies of the Draft DAD to the **Sponsor** for review. The **Sponsor** will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

The **Consultant** will submit 1 copy of the Draft DAD to the NYSDOT RLPL for review. The NYSDOT will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

### 3.05 Advisory Agency Review

Intentionally left blank.

### 3.06 Public Information Meeting(s) and/or Public Hearing(s) – N/A

**A.** Public Information Meeting

The **Consultant** will assist the **Sponsor** with developing an informational flyer to be mailed to advisory agencies, local officials, and citizens, the flyer will provide visual aids and present a brief technical discussion of the alternatives.

The **Sponsor** will arrange for the list of recipients if the informational flyer. The **Consultant** will assist the **Sponsor** with distribution of the flyer.

**B.** Public Hearing – NOT INCLUDED

### 3.07 Preparation of Final Design Approval Document (DAD) Technical Memorandum

The **Consultant** will prepare the Technical Memorandum summarizing existing conditions, repair/replacement design options, environmental screenings related to those options, cost estimates, and public outreach efforts. The **Consultant** will incorporate changes resulting from the advisory agency review and all public information meetings.

The **Consultant** will submit an electronic file to the **Sponsor** for review. The **Sponsor** will review the Tech Memo and provide the **Consultant** with review comments. The **Consultant** will revise the Tech Memo to incorporate the comments.

The **Consultant** will submit an electronic file of the Final Tech to the **Sponsor**.

### Section 4 – Environmental

#### 4.01 NEPA Classification – N/A

The **Consultant** will verify the anticipated NEPA Classification.

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<sup>6</sup> https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm
If the project is assumed to be a Class II action, then the Consultant will complete the NEPA Checklist, and forward the completed checklist to the Sponsor for forwarding to NYSDOT (with the Final DAD) for a final NEPA determination. The Lead Agency for NEPA is the Federal Highway Administration (FHWA).

Federal Environmental Approvals Worksheet for all FHWA federally-funded NEPA Class II (CE) projects, Steps 1, 2 and 3 of the FEAW should be preliminarily filled in at the start of Design Phase 1 and completed and signed (Step 4) prior to CE/environmental determination at the end of Phase 1. Chapter 4 of the PDM contains specific timing information based on project category. The correspondence distributing the FEAW (using the FEAW-Shells) must be prepared and filed (or sent) prior to, or at the time of, the CE/environmental determination. The FEAW is a tool to 1) communicate the project’s National Environmental Policy Act (NEPA) classification, 2) communicate the entity (NYSDOT or FHWA) making the NEPA Categorical Exclusion determination and, 3) to document the status of other Federal environmental approvals of interest to FHWA that must be completed prior to making the NEPA determination.

4.02 SEQRA Classification

The Consultant will assist the Sponsor in complying with SEQRA (6 NYCRR Part 617). The Sponsor is the Lead Agency.

The Consultant will document the results of SEQRA processing in the body of a memorandum to the Sponsor.

4.03 Smart Growth – N/A

The Consultant will complete the Smart Growth Checklist developed by NYSDOT to measure whether and to what extent a project conforms to the principles and objectives of Smart Growth and submit same to the Sponsor for attestation. (New York State’s Smart Growth policy was adopted by amendment to the State Highway Law and is intended to minimize the “unnecessary cost of sprawl development.” It requires public infrastructure projects to undergo a consistency evaluation and attestation using established Smart Growth Infrastructure Criteria. The consistency evaluation is measured with the Smart Growth checklist which can be found in the Chapter 7 Appendices on the LPM Manual website.)

4.04 Screenings and Preliminary Investigations

The Consultant will screen and perform preliminary investigations to determine potential impacts resulting from the design alternative(s) for:

- General Ecology and Endangered Species
- Ground Water
- Surface Water
- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- Coastal Zone Management
- Historic Resources
- Parks
• Hazardous Waste
• Asbestos
• Invasive Species
• Critical Environmental Areas

Work will be performed and will document the results in the body of a memorandum to the Sponsor.

4.05 Detailed Studies and Analyses

Based on the work performed in Section 4.04, the Consultant will determine whether detailed analysis or study is required. Prior to commencing such detailed study or analysis, the Sponsor must concur with the Consultant's determination.

Detailed study or analysis work will be performed and documented as detailed in the LPM Manual, as well as in the PDM and the TEM. Results of the detailed study or analysis will be summarized in the appropriate section of the DAD.

It is not anticipated that any detailed study or analysis will need for the project, although possible detailed studies or analysis may include:

• Asbestos

4.06 Permits and Approvals

The Consultant will obtain all applicable permit(s) and certification(s), including but not necessarily limited to:

• U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
• NYSDEC Section 401 Water Quality Certification
• NYSDEC Article 15 Protection of Waters

4.07 Public Hearing – NOT INCLUDED

Section 5 - Right-of-Way

5.01 Abstract Request Map and/or Title Search – NOT INCLUDED

The Consultant will engage a qualified title company to complete title searches (abstracts of title) for properties to be acquired by the Sponsor.

5.02 Right-of-Way Survey

The Consultant will perform survey needed to accurately determine existing right-of-way limits and establish side property lines. [NOTE: Survey limits and standards should be listed here or in the Technical Assumptions Section.]

5.03 Right-of-Way Mapping – NOT INCLUDED

The Consultant will meet with the Sponsor to discuss the types of right-of-way acquisitions required and the limits of acquisition lines.

The Consultant will prepare acquisition maps in accordance with the format provided by the Sponsor.
All right-of-way mapping will show dimensions in U.S. Customary units of measurement.

The Consultant will prepare all map revisions or additions which are determined necessary during the construction of the project.

5.04 Right-of-Way Plan – NOT INCLUDED
The Consultant will prepare the Right-Of-Way Plan(s) in accordance with the PLAFAP Manual.

5.05 Right-of-Way Cost Estimates – NOT INCLUDED
The Consultant will provide cost estimates for the right-of-way to be acquired by the Sponsor on all alternatives being considered and will provide updated estimates, as necessary.

5.06 Public Hearings/Meetings – NOT INCLUDED
The Consultant will conduct any public hearings and/or informational meetings as may be required by the Eminent Domain Procedure Law. Public hearings will be included under Section 3.06. [NOTE: Public Hearings to satisfy EDPL are required for projects with relocations.]

5.07 Property Appraisals – NOT INCLUDED
The Consultant will prepare property appraisals establishing an opinion of value for any damages caused by the acquisition(s). The Consultant will also prepare estimates for the rental of occupied property(ies).

5.08 Appraisal Review – NOT INCLUDED
The Sponsor must have a Certified General Appraiser review the property appraisals. The appraisal reviewer will recommend a value of “just compensation” to the Sponsor. The Sponsor must set the value of just compensation prior to offers being made to the property owners.

5.09 Negotiations and Acquisition of Property – NOT INCLUDED
Property offers must not be made until authorization is granted to the Sponsor by the NYSDOT.

The Consultant will negotiate with property owners for the acquisition of their property, including completion of all documents required by the Sponsor in order to obtain the property.

Section 6 - Detailed Design

6.01 Preliminary Culvert Plans

A. New and Replacement Culverts

The Consultant will prepare and submit to the Sponsor a Preliminary Culvert Plan in accordance with the NYSDOT Bridge Manual. For each culvert, the Consultant will prepare and submit to the Sponsor a Structure Justification Report. The format

and content of the Structure Justification Report will be as outlined in the NYSDOT Bridge Manual.

B. **Bridge Rehabilitations**

For each bridge to be rehabilitated, the **Consultant** will prepare and submit to the **Sponsor** for review a Preliminary Bridge Rehabilitation Plan by letter. The plan should indicate maintenance and protection of traffic provisions and be accompanied by a cost estimate.

C. **Selected Structural Treatment**

The **Consultant** will modify the Structure Justification Report, Preliminary Bridge Plan to incorporate **Sponsor** review comments.

The **Sponsor** will approve the selected structural treatment and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

6.02 **Advance Detail Plans (ADP)**

The **Consultant** will develop the approved design alternative to the ADP stage. At this stage all plans, specifications, estimates and other associated materials will be 90% complete.

Advance Detail Plans will be in accordance with Chapter 21 of the NYSDOT Highway Design Manual. 8

The **Consultant** will prepare and submit an electronic copy of the ADP's to the **Sponsor** for review. The **Consultant** will modify the design to reflect the review of the ADP package.

The **Consultant** will submit 1 copy of the ADP’s to the NYSDOT RLPL for review. The NYSDOT will review the ADP’s and provide the **Consultant** with review comments. The **Consultant** will revise the ADP’s to incorporate the comments.

6.03 **Contract Documents**

The **Consultant** will prepare a complete package of bid-ready contract documents. The package will include:

- Instructions to bidders.
- Bid documents.
- Contract language, including applicable federal provisions and prevailing wage rates.
- Special notes.
- Specifications.
- Plans.
- A list of supplemental information available to bidders (i.e., subsurface exploration logs, record as-built plans, etc.).
- Other pertinent information.

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The Consultant will submit the contract documents to the Sponsor for approval. Upon approval, the Sponsor will submit 3 copies of the contract bid documents to NYSDOT as described in the LPM Manual.

6.04 Cost Estimate

The Consultant will develop, provide, and maintain the construction cost estimate for the project. The Consultant will update the estimate periodically and as necessary to incorporate significant design changes, and will develop and provide the final Engineer's Estimate, including all quantity computations.

6.05 Utilities

The Consultant will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. The Consultant will assist the Sponsor in preparing any necessary agreements with utility companies. Any agreements containing reimbursable relocations must be approved and signed by the Design Support Section of the NYSDOT Design Quality Assurance Bureau (see LPM Manual Appendix 10-8).

6.06 Railroads – NOT INCLUDED

6.07 Bridge Inventory and Load Rating Forms – NOT INCLUDED

It is assumed that the existing culvert will be replaced by a new culvert. The Consultant will complete and provide the Sponsor and NYSDOT with:

- Inventory Update forms, per the current NYSDOT Bridge Inventory Manual for Bridge Inventory and Inspection System, reflecting all proposed physical changes resulting from construction.

- Level 2 Load Rating Data Input forms, per NYSDOT User Manual for Structural Rating Program for Bridges and current NYSDOT guidance on the "Procedure for Inventorying, Inspecting, and Level 2 Load Rating, New, Replacement and Reconstructed or Rehabilitated Bridges".

6.08 Information Transmittal

Upon completion of the contract documents, the Consultant will transmit to the Sponsor all project information, including electronic files. The electronic information will be in the format requested by the Sponsor.

Section 7 - Advertisement, Bid Opening and Award

7.01 Advertisement

The Consultant will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Sponsor. The Consultant will submit the ad(s) to the Sponsor for review and will revise the ad(s) to reflect comments generated by that review. Upon approval by the Sponsor, the Consultant will place the advertisements.
Advertisements must not be placed until authorization is granted to the **Sponsor** by the **NYSDOT**.

### 7.02 Bid Opening (Letting)

The **Sponsor** will hold the public bid opening.

### 7.03 Award

The **Consultant** will analyze the bid results. The analysis will include:
- Verifying the low bidder.
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.).
- Breaking the low bid into fiscal shares, if necessary.
- Determining whether the low bid is unbalanced.
- For pay items bid more than 25% over the Engineer's Estimate:
  - Checking accuracy of quantity calculations.
  - Determining appropriateness of price bid for work in the item.
  - Determining whether the low bidder is qualified to perform the work.

The **Consultant** will assist the **Sponsor** in preparing and compiling the package of information to be transmitted to the **NYSDOT**.

The **Sponsor** will award the contract and will transmit the award package to the **NYSDOT** as described in the Procedures for Locally Administered Federal Aid Projects (LPM) Manual.

### Section 8 - Construction Support

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **Sponsor** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Sponsor** or the construction contractor. This includes the Traffic Control Plan.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve shop drawings for construction.

Not reimbursable under this Section are:

- Corrections of design errors and omissions
- Straightforward interpretations of plans and designer intentions

### Section 9 - Construction Inspection
Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

Section 1  Estimate 3 meetings during the life of this agreement. Estimate 6 cost and progress reporting periods will occur during the life of this agreement (including construction).

Section 2  Assume that GPS methods and equipment will be used to establish local control points.

Estimate 0 accidents will require analysis.

Estimate 0 capacity analyses will be required.

Estimate 0 soil borings will be taken. Borings will be to refusal, with 0 possible rock cores.

Section 3  Estimate 0 concept will be evaluated.

Estimate 4 design alternative(s) will be analyzed in addition to the null alternative.

Estimate 1 cost estimate(s) plus 1 updates will be required.

Estimate 1 culvert will be replaced.

Section 4  Estimate 3 permits will be required.

- NYSDEC Stream Disturbance and Water Quality
- USACOE Nationwide
- NYSDEC Article 15 Protection of Waters

Section 5  Estimate 0 properties will require title searches.

Estimate 0 ROW maps will be required.

Estimate 0 property acquisitions will be required.

Section 6  Detailed Design or Final Design

Final Design will include but not be limited to:

- Development of highway and culvert plans.
- Coordination with public utilities.
- Maintenance and protection of traffic during construction.
- Preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project.
Estimate 1 cost estimate(s) plus 2 updates will be required.

Estimate 1 culvert will be replaced.

Estimate 2 utility companies and 0 railroad agencies will be affected.

Section 7 Final contract bid documents will be needed in electronic form for prospective bidders.

Estimate advertisements will be placed in 1 publications in addition to the NYS Contract Reporter.

Section 8 Construction Support will include but not be limited to:
- Providing technical support during construction on questions relating to the design.
- Providing assistance in construction bid proceedings.
- Analysis of bids.
- Review of shop drawings (if necessary).

Estimate three (3) requests that require effort will be made during the construction phase of the project.

Section 9 Construction Inspection Services: 1 fulltime Resident Engineer will be utilized for 6 weeks. An Office Engineer will be utilized for 2 days.

10.02 Technical Assumptions

NYSDOT Standard Specifications will be utilized for all material specifications.

It is assumed that the project will be classified a SEQRA Type II, and that SEQR documentation will include the development of the short form Environmental Assessment Form (EAF) and supporting text, if necessary.

It is assumed that traffic counts are available at the NYS Traffic Data Viewer website and no in-field speed study and no in-field traffic counts will be performed.

Accident reports will be obtained for the most recent 3-year period from the Town of Brighton’s Police Department or the NYS Trooper's.

All recorded plans for the culvert will be obtained from the Town.

No Geotechnical Investigation will be done for this project.

Environmental analysis will be completed for the preferred alternative only.

Environmental work tasks will be limited to screenings only, except asbestos sampling and testing.

Regarding hazardous waste/contaminated materials, a search of the state and federal databases will be conducted for sites listed adjacent to the culvert. It is assumed that no hazardous waste/contaminated material (HW/CM) exists on the site.
Asbestos Containing Material (ACM) site observations will be limited to the culvert structure, and it is assumed that development and preparation of a sampling and analysis plan.
- Potentially asbestos containing materials if present will be sampled.
- For estimating purposes sampling of two potentially asbestos containing materials are included.
- The Town of Brighton will be contacted for approval prior to submitting the samples to the laboratory for analysis.

It is assumed that an ACM summary report will be prepared in letter format.

It is assumed that a detailed wetland delineation for Federal or State jurisdictional wetlands will not be required.

No allowance has been made for preparation of graphics and displays regarding environmental issues for use at the Public Information Meeting.

Buckland is assumed to be not located within a Coastal Zone.

Buckland Creek is classified as a Class B waterway.

Project is assumed to be permitted under the USACOE Nationwide Permit, NYSDEC Article 15 Protection of Waters and Water Quality Certification.

It is assumed that the project is not located within an Archeological Sensitive Area and a Phase I study will not be required.

The following are assumptions dealing with the proposed structure and roadway:

- No horizontal roadway realignment will be required.
- Minimal vertical roadway realignment will be required.
- Roadway within the project limits will be closed during construction and traffic will be detoured.

All drawings will be prepared using Microstation following NYSDOT drawing standards.

NYSDOT Standard Specifications will be utilized for all material specifications and item numbers.

Design standards will be based on the NYSDOT Highway Design Manual, NYSDOT Bridge Design Manual, and AASHTO.

It is assumed that revisions required for preliminary reports, drawings, and other deliverables will be minor.

Town of Brighton is and will continue to be responsible for maintenance of the road and culvert structure.

It is assumed that materials to be prepared for public meetings will be a tri-fold pamphlet.
## Salary Schedule
**Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton**
**Ravi Engineering & Land Surveying, P.C.**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ASCE (A) or NICET (N)</th>
<th>Grade</th>
<th>Present 4/22</th>
<th>Projected 4/23</th>
<th>Max. Hourly Rate (2022)</th>
<th>Overtime Category</th>
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<td>$90.48</td>
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<tr>
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<td>V (A)</td>
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<tr>
<td>Project Manager</td>
<td></td>
<td>V (A)</td>
<td>$70.50</td>
<td>$73.32</td>
<td>$75.50</td>
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</tr>
<tr>
<td>Licensed Party Chief</td>
<td></td>
<td>V (A)</td>
<td>$58.00</td>
<td>$60.32</td>
<td>$58.00</td>
<td>B</td>
</tr>
<tr>
<td>Team Leader</td>
<td></td>
<td>IV (A)</td>
<td>$68.50</td>
<td>$71.24</td>
<td>$79.00</td>
<td>B</td>
</tr>
<tr>
<td>Design Engineer</td>
<td></td>
<td>IV (A)</td>
<td>$61.00</td>
<td>$63.44</td>
<td>$61.00</td>
<td>B</td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
<td>IV (A)</td>
<td>$73.00</td>
<td>$75.92</td>
<td>$73.00</td>
<td>B</td>
</tr>
<tr>
<td>Party Chief (Office)</td>
<td></td>
<td>IV (A)</td>
<td>$46.75</td>
<td>$48.62</td>
<td>$49.50</td>
<td>B</td>
</tr>
<tr>
<td>Project Engineer</td>
<td></td>
<td>III (A)</td>
<td>$49.00</td>
<td>$50.96</td>
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</tr>
<tr>
<td>Assistant Team Leader</td>
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<td>III (A)</td>
<td>$45.00</td>
<td>$46.80</td>
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</tr>
<tr>
<td>Junior Engineer</td>
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</tr>
<tr>
<td>Sr. Drafter/CADD/Sr. Env. Tech</td>
<td></td>
<td>II (N)</td>
<td>$41.38</td>
<td>$43.04</td>
<td>$45.50</td>
<td>B</td>
</tr>
<tr>
<td>Instrument Person (Off.)</td>
<td></td>
<td>II (N)</td>
<td>$34.83</td>
<td>$36.22</td>
<td>$44.00</td>
<td>C</td>
</tr>
<tr>
<td>Drafter/ CADD/Env. Tech</td>
<td></td>
<td>II (N)</td>
<td>$29.62</td>
<td>$30.80</td>
<td>$36.50</td>
<td>C</td>
</tr>
<tr>
<td>Jr. Drafter/CADD I Jr. Env. Tech</td>
<td></td>
<td>I (N)</td>
<td>$25.00</td>
<td>$26.00</td>
<td>$25.00</td>
<td>C</td>
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<tr>
<td>Chief Inspector</td>
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<td>IV (N)</td>
<td>$57.53</td>
<td>$59.63</td>
<td>$73.00</td>
<td>C</td>
</tr>
<tr>
<td>Office Engineer</td>
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<td>IV (N)</td>
<td>$52.12</td>
<td>$54.20</td>
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<td>C</td>
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<tr>
<td>Senior Inspector</td>
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<td>III (N)</td>
<td>$43.63</td>
<td>$45.38</td>
<td>$61.00</td>
<td>C</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td></td>
<td>II (N)</td>
<td>$36.25</td>
<td>$37.70</td>
<td>$42.00</td>
<td>C</td>
</tr>
<tr>
<td>Trainee</td>
<td></td>
<td>II (N)</td>
<td>$31.50</td>
<td>$32.76</td>
<td>$31.50</td>
<td>C</td>
</tr>
<tr>
<td>Trainee</td>
<td></td>
<td>I (N)</td>
<td>$20.50</td>
<td>$21.32</td>
<td>$21.00</td>
<td>C</td>
</tr>
<tr>
<td>Rod Person (Off.)</td>
<td></td>
<td>I (N)</td>
<td>$31.50</td>
<td>$32.76</td>
<td>$31.50</td>
<td>C</td>
</tr>
<tr>
<td>Technical Typist</td>
<td></td>
<td>NA</td>
<td>$43.00</td>
<td>$44.72</td>
<td>$43.00</td>
<td>C</td>
</tr>
<tr>
<td>Party Chief (Field)</td>
<td></td>
<td>III (N)</td>
<td>$43.50</td>
<td>$45.24</td>
<td>$44.00</td>
<td>C</td>
</tr>
<tr>
<td>Instrument Person (Field)</td>
<td></td>
<td>II (N)</td>
<td>$34.83</td>
<td>$36.22</td>
<td>$44.00</td>
<td>C</td>
</tr>
<tr>
<td>Rod Person (Field)</td>
<td></td>
<td>I (N)</td>
<td>$31.50</td>
<td>$32.76</td>
<td>$31.50</td>
<td>C</td>
</tr>
</tbody>
</table>

*Prevailing Wage Rates - The difference between the required prevailing wage rate and the normal hourly rate is considered a direct cost:*

<table>
<thead>
<tr>
<th></th>
<th>Prevailing Rate</th>
<th>Projected Rate</th>
<th>Normal Rate</th>
<th>Difference</th>
<th>Payroll Additive</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party Chief</td>
<td>$44.39</td>
<td>$45.72</td>
<td>$42.64</td>
<td>$1.75</td>
<td>$0.27</td>
<td>$2.02</td>
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<td>Instrument Person</td>
<td>$40.78</td>
<td>$42.00</td>
<td>$34.74</td>
<td>$6.04</td>
<td>$0.63</td>
<td>$6.67</td>
</tr>
<tr>
<td>Rod Person</td>
<td>$30.22</td>
<td>$31.13</td>
<td>$32.76</td>
<td>$(2.54)</td>
<td>$0.01</td>
<td>$(2.53)</td>
</tr>
</tbody>
</table>

Supplemental Benefits are also considered direct costs. The net benefit is the difference between required amounts and deductions made through existing plans (overhead):

<table>
<thead>
<tr>
<th></th>
<th>Prevailing Benefit</th>
<th>Normal Rate</th>
<th>Difference (Net)</th>
<th>Wage Adjustment</th>
<th>Payroll Additive</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party Chief</td>
<td>$26.30</td>
<td>$1.00</td>
<td>$25.30</td>
<td>$0.00</td>
<td>$2.21</td>
<td>$27.51</td>
</tr>
<tr>
<td>Instrument Person</td>
<td>$26.30</td>
<td>$1.00</td>
<td>$25.30</td>
<td>$0.00</td>
<td>$2.21</td>
<td>$27.51</td>
</tr>
<tr>
<td>Rod Person</td>
<td>$26.30</td>
<td>$1.00</td>
<td>$25.30</td>
<td>$0.00</td>
<td>$2.21</td>
<td>$27.51</td>
</tr>
</tbody>
</table>

**Category A: No OT**

**Category B: OT at straight time rate for hours worked in excess of 40 per week**

**Category C: OT at 1.50 times straight time rate for hours worked in excess of 40 per week**
### 1. DIRECT LABOR: REGULAR HOURS

<table>
<thead>
<tr>
<th>Task/Description</th>
<th>Syn. Geotech.</th>
<th>Env. Engineer</th>
<th>Project Manager</th>
<th>Licensed Party Chief</th>
<th>Party Chief (ON-HW)</th>
<th>Sr. Draft Tech</th>
<th>Env. Tech</th>
<th>Instrument Person</th>
<th>Drafter</th>
<th>CADD/Env. Tech</th>
<th>Technical Typist</th>
<th>Party Chief (Field)</th>
<th>Instrument Person (Field)</th>
<th>Total Hours</th>
<th>Direct Labor</th>
<th>Total Hours</th>
<th>Direct Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project MillPoint Ave, Ready Rate</td>
<td>$44.76</td>
<td>$75.32</td>
<td>$60.32</td>
<td>$48.62</td>
<td>$50.86</td>
<td>$43.04</td>
<td>$50.32</td>
<td>$50.85</td>
<td>$44.72</td>
<td>$45.24</td>
<td>$30.22</td>
<td>$64</td>
<td>$755.34</td>
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<tr>
<td>Section 1 - General</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>29</td>
<td>1</td>
<td>1</td>
<td>24</td>
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<td>88</td>
<td>3</td>
<td>14</td>
<td>14</td>
<td>88</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Section 2 - Site Collection</td>
<td>12</td>
<td>12</td>
<td>32</td>
<td>104</td>
<td>104</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Section 3 - Preliminary Design</td>
<td>3</td>
<td>19</td>
<td>52</td>
<td>65</td>
<td>12</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Section 4 - Environmental</td>
<td>4</td>
<td>12</td>
<td>64</td>
<td>112</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Section 5 - Right-of-Way</td>
<td>15</td>
<td>75</td>
<td>132</td>
<td>132</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 6 - Detailed Design</td>
<td>18</td>
<td>6</td>
<td>30</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Section 7 - Construction Support</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 8 - Construction Inspection</td>
<td>45</td>
<td>5</td>
<td>2</td>
<td>154</td>
<td>154</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>TOTAL</td>
<td>46</td>
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<td>154</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key Personnel**

- Project Manager (V): Rick Papaj, Nancy Van Dusen
- Project Engineer: Don Clark, Jon Suchakian
- Sen. Drafter/CADD: Tony Cretella
- Environmental Technician: Andrea Kilis, Waldeck Disease
- Technical Typist: Laura Mill
### Direct Non-Salary Costs

**Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton**

**Ravi Engineering & Land Surveying, P.C.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Basic Design Services</th>
<th>Special Services</th>
<th>Construction Inspection/RPR Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>50 miles at $0.65/mile (1/2023 rate)</td>
<td>$32.50</td>
<td>$</td>
</tr>
<tr>
<td>Costs</td>
<td>Abstracts 2@ $600</td>
<td>$1,200.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1 Deeds/Maps/MISC</td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>Public Info Material</td>
<td>Postage/Mailings</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Copies</td>
<td>500 copies at $.15/copy</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Thumb Drives/CD's</td>
<td>25 at $5.00</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sample Analysis</td>
<td>Paradigm Env. (6 samples)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- PLM $7 ea.</td>
<td>$42.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>- NOB-PLM w/prep. $17 ea.</td>
<td>$102.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>- TEM $23 ea.</td>
<td>$138.00</td>
<td>$</td>
</tr>
<tr>
<td>Survey</td>
<td>Wage Differential</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Party Chief</td>
<td>$79.46</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Instrument/Rod Person</td>
<td>$247.54</td>
<td>$</td>
</tr>
<tr>
<td>Supplemental Benefits</td>
<td>Party Chief</td>
<td>$856.80</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Instrument/Rod Person</td>
<td>$856.80</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTA$$</strong>&lt;sup&gt;1&lt;/sup&gt;LS: $3,605.10</td>
<td>$</td>
<td>$</td>
<td>$x.xx</td>
</tr>
</tbody>
</table>

1. Prices are subject to change based on market conditions and specific requirements of the project.
Summary of Costs
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering & Land Surveying, P.C.

<table>
<thead>
<tr>
<th>Description</th>
<th>Basic Design Services</th>
<th>Special Services</th>
<th>Construction Inspection/RPR Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td>$21,221.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$21,221.30</td>
</tr>
<tr>
<td>Premium Overtime Labor</td>
<td>$xx.xx</td>
<td>$xx.xx</td>
<td>$xx.xx</td>
<td>$0.00</td>
</tr>
<tr>
<td>Direct Non-Salary Costs (excluding subs)</td>
<td>$3,605.10</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,605.10</td>
</tr>
<tr>
<td>Overhead (129% Design and 121% Field on Direct Labor only)</td>
<td>$27,799.90</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$27,799.90</td>
</tr>
<tr>
<td>Fixed Fee (15% on Direct Labor + Overhead)</td>
<td>$7,353.18</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,353.18</td>
</tr>
<tr>
<td>Subcontractor Cost:</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Subconsultant Cost:</td>
<td>$0.00</td>
<td>$xx.xx</td>
<td>$xx.xx</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subconsultant Cost:</td>
<td>$0.00</td>
<td>$xx.xx</td>
<td>$xx.xx</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$59,979.48</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$59,979.48</strong></td>
</tr>
</tbody>
</table>

Say $ 60,000.00

On Federal Aid projects, include testing & boring services as sub. Costs
On County-Funded projects, show the costs for budget purposes only
### Sample Table A: Salary Schedule

Chelmsford Road over Buckland Creek Culvert Project - Town of Bri
Ravi Engineering and Land Surveying PC

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Max. Hourly Rate (2023)</th>
<th>Overtime Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Engineer</td>
<td>$45.00</td>
<td>C</td>
</tr>
<tr>
<td>Office Engineer</td>
<td>$42.00</td>
<td>C</td>
</tr>
</tbody>
</table>

**Overtime Policy (Example):**

- **Category A:** No OT
- **Category B:** OT at straight time rate for hours worked in excess of 40 per week
- **Category C:** OT at 1.50 times straight time rate for hours worked in excess of 40 per week
| NAME             | PRE  | OCT  | NOV  | DEC  | JAN   | FEB  | MAR  | APR  | MAY   | JUN   | JUL   | AUG  | SEP  | OCT  | NOV  | DEC  | Post | Pay  |
|------------------|------|------|------|------|-------|------|------|------|-------|-------|-------|------|------|------|------|------|------|------|------|
| Resident Engineer| REG  | 40   | 177  | 40   | 263   |      |      |      |       |       |       |      |      |      |      |      |      |      |      |
| Office Engineer  | REG  | 8    | 4    |      | 12    |      |      |      |       |       |       |      |      |      |      |      |      |      |      |
| DETAILS          |      | 40   | 177  | 40   | 257   |      |      |      |       |       |       |      |      |      |      |      |      |      |      |
| TOTAL DIRECT LABOR COST | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 | $ | 12,669 |
| TOTAL OVERTIME PREMIUM | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    | $ | 90    |

Table 8: Staffing Table and Direct Labor Costs
Chelmsford Road over Blackland Creek Culvert Project - Town of Brighton
Construction Inspection
Rail Engineering and Land Surveying PC
<table>
<thead>
<tr>
<th>Description</th>
<th>Construction Inspection/RPR Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>On site Mileage 10 miles/day x 21 days/mo x 1-1/2 months</td>
<td>$204.75</td>
</tr>
<tr>
<td>Reporting Software - Appia 0 licenses</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTALS:** $204.75
Sample Table D: Summary of Costs
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering and Land Surveying PC

<table>
<thead>
<tr>
<th>Description</th>
<th>Construction Inspection/RP Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td>$12,069.00</td>
<td>$12,069.00</td>
</tr>
<tr>
<td>Premium Overtime Labor</td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Direct Non-Salary Costs (excluding subs)</td>
<td>$204.75</td>
<td>$204.75</td>
</tr>
<tr>
<td>Overhead (122% Field on Direct Labor only)</td>
<td>$14,724.18</td>
<td>$14,724.18</td>
</tr>
<tr>
<td>Fixed Fee (11% on Direct Labor + Overhead)</td>
<td>$2,947.25</td>
<td>$2,947.25</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$30,035.18</strong></td>
<td><strong>$30,035.18</strong></td>
</tr>
</tbody>
</table>

Say: $30,000
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 8th day of March, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated March 1, 2023 from Finance Director Paula Parker regarding a request to authorize 2022 budget transfers and appropriations and the related re-appropriations to the 2023 budget for approved grants and other projects not yet completed as set forth on the detailed schedule of items submitted with said correspondence, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Finance Department to make the 2022 budget transfers and appropriations and the related re-appropriations to the 2023 budget for approved grants and other projects not yet completed as detailed in the schedule of items submitted by the Finance Director in accordance with her March 1, 2023 correspondence.

Dated: March 8, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
March 1, 2023

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

RE: 2022 Final Budget Transfers and Appropriations
    2023 Budget Re-appropriation for Grant Projects

Dear Board Members:

I am requesting Town Board authorization to record the 2022 budget transfers and appropriations and the re-appropriations for the 2023 budget for the approved grant and other projects not yet completed. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2022 amended budget and to re-appropriate unspent committed project funds for grant and other funded projects.

I will have an itemized list for you prior to the Board meeting on March 8, 2023. Unfortunately, the finance department is just finishing up our 2022 transactions and this information is necessary to accurately amend the 2022 budget and move funds to the 2023 budget where appropriate.

I would 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,

Paula Parker
Director of Finance
<table>
<thead>
<tr>
<th><strong>Transfers</strong></th>
<th><strong>TO</strong></th>
<th><strong>FROM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increase</td>
<td>Decrease</td>
</tr>
<tr>
<td><strong>West Brighton Capital Fire District (SF)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Brighton Capital Fire District</td>
<td>SF.FIRED.3415.4.49</td>
<td>Other Contract Services</td>
</tr>
<tr>
<td>West Brighton Capital Fire District</td>
<td>SF.FIRED.3415.8.20</td>
<td>FICA - Employer</td>
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<tr>
<td>West Brighton Capital Fire District</td>
<td>SF.FIRED.3415.7.20</td>
<td>Interest payment - Notes</td>
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<td>SS.SEWER.8120.4.22</td>
<td>Telephone</td>
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<td>Sewer District</td>
<td>SS.SEWER.8120.4.12</td>
<td>Office Supplies</td>
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<tr>
<td><strong>Totals:</strong></td>
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<td>$155</td>
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</table>

### 2022 Appropriations

<table>
<thead>
<tr>
<th><strong>DEBT SERVICE FUND (V)</strong></th>
<th><strong>INCREASE</strong></th>
<th><strong>TO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBT SERVICE FUND</td>
<td>V.DEBT.9700.9.35</td>
<td>Transfer to Highway Fund</td>
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<tr>
<td><strong>Totals:</strong></td>
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<tr>
<td>2023 Re-Appropriations</td>
<td>TO REVENUE or ANY FUNDS AVAILABLE</td>
<td>TO EXPENSE</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------</td>
<td>-----------</td>
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<tr>
<td>General Fund (A)</td>
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<tr>
<td>RESOLUTION #11-22-22-02 DOG HOLDING KENNEL PROJECT</td>
<td>Res11-22-22-02</td>
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<tr>
<td>POLICE DEPT - DOG HOLDING KENNEL</td>
<td>A.POLICE.3510.2.60 Facility Improvements</td>
<td>$9,500</td>
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<tr>
<td>DPW - Building &amp; Planning Office</td>
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<tr>
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<td>A.DPW.8020.3050 NYS Aid-Other Gen Govt</td>
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<td>A.DPW.8020.4.15 Software Add Ons</td>
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<td>RESOLUTION #07-22-2022-03 NYSERDA GRANT FOR OPENGOV SOFTWARE RE-APPROPS.</td>
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<td>RESOLUTION #04-22-2020-02 CLIMATE SMART GRANT BUDGET RE-APPROPS.</td>
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<td>RESOLUTION #04-22-2020-01 MULTIVERSITY GRANT BUDGET RE-APPROPS.</td>
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<td>Planning/Building Office</td>
<td>A.DPW.5182.2.60 Facility Improvement</td>
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<tr>
<td>RESOLUTION #06-12-19-01 SAM GRANT #17039 COBRA LIGHTS - TOWNWIDE STREET LIGHTING</td>
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<td>DPW - Townwide Street Lights COBRA Head replacement</td>
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<td>Townwide Streetlights</td>
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<td>RES 09-14-22-04</td>
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<td>H.LIBRY.ROOF.2.63 Building Improvements</td>
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<td>Farmer’s Market Project</td>
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<td>Project Name</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>Highway 2022 (HWY22) Equipment</td>
<td>Revenue</td>
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<td>Highway 2022 (HWY22) Expense</td>
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<td>2022 Parkland Project (PRK22)</td>
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<td>French Road Bridge Project (FRNCH)</td>
<td>Expense</td>
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</tbody>
</table>

**Total:** $3,279,039.37  $2,937,476.63  $6,216,516.00
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 8th day of March, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,
Councilmembers

BE IT RESOLVED, that correspondence dated February 21, 2023 from Commissioner of Public Works Michael E. Guyon, P.E. and corresponding tree reports regarding a request to set a public hearing for proposed tree removals consisting of one 46” silver maple at 1393 Clover St. on Rowland Parkway; one 52” silver maple at 90 Maywood Drive; one 45” silver maple at 43 Modelane; one 45” silver maple at 72 North Landing Rd.; one 32” locust at 120 Glen Ellyn Way; one 30” sugar maple at 220 Thackery Rd.; and one 37” sugar maple at 195 Wilshire Rd., be received and filed; and it is further

RESOLVED, that the Town Board hereby sets a public hearing for April 12, 2023 at 7:00 p.m. or as soon thereafter as the matter may be heard at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, County of Monroe, State of New York and said hearing shall be conducted pursuant to Chapter 175 of the Town Code for the proposed tree removals consisting of one 46” silver maple at 1393 Clover St. on Rowland Parkway; one 52” silver maple at 90 Maywood Drive; one 45” silver maple at 43 Modelane; one 45” silver maple at 72 North Landing Rd.; one 32” locust at 120 Glen Ellyn Way; one 30” sugar maple at 220 Thackery Rd.; and one 37” sugar maple at 195 Wilshire Rd.; and

BE IT FURTHER RESOLVED that the Town Clerk in concert with the Commissioner of Public Works or his designee post and publish notice of the public hearing as required and further provide notice of such public hearing
by first class mail at least 20 days prior to the scheduled hearing addressed to the owners of each of the properties adjoining the above referenced trees and the owners directly across the Town highway from said trees and the properties contiguous to the properties adjoining the above referenced trees that front on the same Town highway.

Dated: March 8, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
February 21, 2023

Supervisor William Moehle and the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

Re: Proposed Tree Removal

Dear Supervisor Moehle and Town Council Members:

It is recommended that your Honorable Body receive and file this advisory communication pursuant to Chapter 175 of the Town Code, Trees, Section 8, Removal. The following trees are proposed to be removed in accordance with the provisions of said chapter due to tree health and/or safety reasons:

<table>
<thead>
<tr>
<th>Address</th>
<th>Description</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1393 Clover Street on Rowland Pkwy. L3</td>
<td>46” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>90 Maywood Drive</td>
<td>52” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>43 Modelane</td>
<td>45” Silver Maple</td>
<td>Remove and Replace in new location</td>
</tr>
<tr>
<td>72 North Landing Road</td>
<td>45” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>120 Glenn Ellyn Way</td>
<td>32” Locust Tree</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>220 Thackery Road</td>
<td>30 Sugar Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>195 Wilshire Road</td>
<td>37” Sugar Maple</td>
<td>Remove and Replace</td>
</tr>
</tbody>
</table>

The Public Works Committee and Tree Council have reviewed the report associated with the above location and concur with the proposed action. The above trees are considered significant; therefore, a public hearing will be required. I request that the Town Board receive and file this correspondence and schedule a public hearing to review the above trees at the March 8, 2023 Town Board meeting. The requisite communication to each adjoining owner(s) will be issued prior to the public hearing in accordance with the provisions of the Town Code. This department will coordinate replacement of these trees with the affected property owner.

I have attached a copy of the report for your reference and file. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Michael E. Guyon

Cc: Steve Zimmer
    Dan Aman
    Ken Gordon
    Kyle Sears
February 10, 2023

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

RE: Tree Removals

Dear Commissioner Guyon:

In response to your letter dated January 5, 2022, and attached tree evaluation forms regarding the proposed removal of town trees located at

<table>
<thead>
<tr>
<th>Address</th>
<th>Tree Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Maywood Drive</td>
<td>52&quot; Silver maple</td>
</tr>
<tr>
<td>West side of Clover Street</td>
<td>26&quot; Red oak</td>
</tr>
<tr>
<td>opposite 774 Clover Street</td>
<td></td>
</tr>
<tr>
<td>43 Modelane</td>
<td>45&quot; Silver maple</td>
</tr>
<tr>
<td>72 N Landing Road</td>
<td>45&quot; Silver maple</td>
</tr>
<tr>
<td>120 Glen Ellyn Way</td>
<td>32&quot; Locust</td>
</tr>
<tr>
<td>220 Thackery Road</td>
<td>30&quot; Sugar maple</td>
</tr>
<tr>
<td>290 Meadow Drive</td>
<td>29&quot; Sycamore</td>
</tr>
<tr>
<td>298 Meadow Drive</td>
<td>13&quot; Freeman maple</td>
</tr>
</tbody>
</table>

the Tree Council reviewed the forms and visited the sites. The Council agrees with the evaluations and supports the removal of the identified trees at 90 Maywood Drive, Clover Street (opposite 774 Clover Street), 43 Modelane, 72 N Landing Road, 120 Glen Ellyn Way, 220 Thackery and 298 Meadow Drive, and as recommended agrees replacement trees should be planted at these removal sites.

With regards to 290 Meadow Drive, the Council questions the tree’s removal. The Council suggests continuing monitoring the tree and reassess periodically.

Sincerely,

Rick DiStefano, Secretary
Brighton Tree Council
January 5, 2023

The Honorable Tree Council
Town of Brighton
2300 Elmwood Ave.
Rochester, New York

Re: Trees Evaluations and Recommendations

Honorable Members:

I request your review and comment regarding the proposed recommendations of the following tree(s):

<table>
<thead>
<tr>
<th>Address</th>
<th>Description</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Maywood Drive</td>
<td>52” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>West Side of Clover St. Opposite of 774 Clover Stree.</td>
<td>26” Red Oak</td>
<td>Remove and Replace in new location</td>
</tr>
<tr>
<td>43 Modelane</td>
<td>45” Silver Maple</td>
<td>Remove and Replace in new location</td>
</tr>
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<td>72 North Landing Road</td>
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</tr>
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</tr>
<tr>
<td>290 Meadow Drive</td>
<td>29” Sycamore Tree</td>
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</tr>
<tr>
<td>298 Meadow Drive</td>
<td>13” Freeman Maple</td>
<td>Remove and Replace</td>
</tr>
</tbody>
</table>

A copy of the Tree Evaluation Hazard Form for each tree is attached for your reference. All of the above trees exhibit compromised health, structural deficiencies and/or safety issues as noted in the attached reports. Each location is a cause for concern of the general public which supports the recommendation to trim, remove and replant these trees as noted.

Thank you for your attention to this matter and I look forward to your review of these trees.

Respectfully,

Michael E. Guyon
Commissioner of Public Works

Attachments

Cc: Steve Zimmer
    William Haefner
    Kyle Sears
Site/Address: 90 Maywood Drive

Map/Location:

Owner: public  ✓ private  unknown  other

Date: 12/28/22  Inspector: Kyle Sears

TREE CHARACTERISTICS

Tree #: 3377  Species: Silver Maple (52" Diam.)

DBH: 16.33"  # of trunks: 1  Height: 70'  Spread: 55'

Form: ✓ generally symmetrical  □ minor asymmetry  □ major asymmetry  □ stump sprout  □ stag-headed

Crown class: ✓ dominant  □ co-dominant  □ intermediate  □ suppressed

Live crown ratio: ✓/✓  %  Age class: ✓ young  □ semi-mature  □ mature  ✓ over-mature/senescent

Pruning history: □ crown cleaved  □ excessively thinned  □ topped  □ crown raised  □ pollarded  □ crown reduced  □ flush cuts  □ cable/braced

Special Value: □ specimen  □ heritage/historic  □ wildlife  □ unusual  ✓ street tree  □ screen  □ shade  □ indigenous  □ protected by gov. agency

FEATURING COLOR: □ normal  □ chlorotic  □ necrotic  □ epicormics? Y N  Growth obstructions:

FOLIAGE DENSITY: □ normal  □ sparse  Leaf size: □ normal  □ small  □ stiffness  □ wire/ties  □ signs  □ cables

Annual shoot growth: □ excellent  □ average  □ poor  □ Twig Dieback? Y N  □ curl/pavement  □ guards

Wooden development: □ excellent  □ average  □ poor  □ none  □ other

Vigor class: □ excellent  □ average  ✓ fair  □ poor

Major pests/diseases: Evidence of insect eggs in bark of tree

SITE CONDITIONS:

Site Character: □ residence  □ commercial  □ industrial  □ park  □ open space  □ natural  □ woodland/forest

Landscape type: □ parkway  □ raised bed  □ container  □ mound  □ lawn  □ shrub border  □ wind break

Irrigation: □ none  □ adequate  □ inadequate  □ excessive  □ trunk/wetted

Recent site disturbance? Y N  □ construction  □ soil disturbance  □ grade change  □ site clearing  □ line clearing  □ site clearing

% dripline paved: 0% 10-25% 25-50% 50-75% 75-100%  Parament litter? Y N

% dripline w/fill soil: 0% 10-25% 25-50% 50-75% 75-100%  

% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: □ drainage  □ shallow  □ compaction  □ droughty  □ saline  □ alkali  □ acid  □ small volume  □ disease center  □ history of fall

Obstructions: □ lights  □ signage  □ line-of-sight  □ view  □ overhead lines  □ underground utilities  □ traffic  □ adjacent veg.  □

Exposure to wind: □ single tree □ below canopy □ above canopy □ recently exposed □ windward, canopy edge □ area prone to windthrow

Prevailing wind direction: □ westerly  □ occurrence of snow/ice storms □ never  □ seldom □ regularly

TARGET:

Use Under Tree: □ building  □ parking  □ traffic  □ pedestrian  □ recreation  □ landscape  □ hardscape  □ small features  □ utility lines

Can target be moved? Y N  Can use be restricted? Y N

Occupancy: □ occasional use  □ intermittent use  □ frequent use  ✓ constant use

The International Society of Arboriculture assumed no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: Y N
- Mushroom/mush/bracket present: Y N
- Exposed roots: □ severe □ moderate □ low
- Undetermined: □ severe □ moderate □ low
- Root prune: __________
- Distance from trunk: __________
- Root area affected: _______%
- Buried wound: Y N
- When: __________
- Restricted root area: □ severe □ moderate □ low
- Potential for root failure: Y N
- Lean angle: 16°
- From vertical: Y N
- Leaning: Y N
- Natural: Y N
- Unnatural: Y N
- Self-corrected: Y N
- Soil heaving: Y N
- Decay in plane of lean: Y N
- Roots broken: Y N
- Soil breaking: Y N
- Compounding factors: **Exposed Roots**
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
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<td>Inclined trunk</td>
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<td>Bleeding/sap flow</td>
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<td>Looseness/cracked horn</td>
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<td>Nosing hole/peel hole</td>
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<td>Death wood/stubs</td>
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<td>Borns/termite/acts</td>
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<td>Carcass/galls/burrs</td>
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<td>Previous failure</td>
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</table>

**HAZARD RATING**
- Tree part most likely to fail: **TRUNK/LEAD**
- Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
- Size of part: 1 - <8" (15 cm); 2 - 8-15" (15-45 cm); 3 - 16-30" (45-75 cm); 4 - >30" (75 cm)
- Target rating: 1 - occasional use; 2 - intermittent use; 3 - frequent use; 4 - constant use

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/brace: □ y-shape □ laspeet broach □ root crown □ decay □ aerial □ monitor
- Remove tree: Y N
- Replace: Y N
- Move target: Y N
- Other: __________
- Effect on adjacent trees: □ none □ evaluate
- Notification: □ owner □ manager □ governing agency Date: __________

**COMMENTS**

EVIDENCE OF INSECTS LAYING EGGS BEHIND BARK
**A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas**

**TREE HAZARD EVALUATION FORM**

*2nd Edition*

---

**Site/Address:** West Side Clover St. (opposite side of 774 Clover St.)

**Map/Location:**

**Owner:** public [ ] private [ ] unknown [ ] other [ ]

**Date:** 12/30/22 **Inspector:** Kyle Sears

**Date of last inspection:**

---

**TREE CHARACTERISTICS**

**Tree #:**

**Species:** RED OAK (26" Diam.)

**DBH:** 21'-6" # of trunks: 1 **Height:** 60' **Spread:** 40'

**Form:** [ ] generally symmetric [ ] minor asymmetry [ ] major asymmetry [ ] stunted [ ] stag-headed

**Crown class:** [ ] dominant [ ] co-dominant [ ] intermediate [ ] suppressed

**Live crown ratio:** [ ] % **Age class:** [ ] young [ ] semi-mature [ ] mature [ ] over-mature/senescence

**Pruning history:** [ ] crown cleaned [ ] excessively thinned [ ] topped [ ] crown raised [ ] pollarded [ ] crown reduced [ ] flush cuts [ ] cabled/braced

[ ] none [ ] multiple pruning events **Approx. dates:**

**Special Value:** [ ] specimen [ ] heritage/historic [ ] wildlife [ ] unusual [ ] street tree [ ] scenic [ ] shade [ ] Indigenous [ ] protected by gov. agency

---

**TREE HEALTH**

**Foliage color:** [ ] normal [ ] chlorotic [ ] necrotic [ ] Epinephelitis? Y [ ] N

**Foliage density:** [ ] normal [ ] sparse **Leaf size:** [ ] normal [ ] small

[ ] staked [ ] wire/ties [ ] signs [ ] cables

**Annual shoot growth:** [ ] excellent [ ] average [ ] poor **Twig Dieback?** Y [ ] N

**Woundwood development:** [ ] excellent [ ] average [ ] poor [ ] none

**Vigor class:** [ ] excellent [ ] average [ ] fair [ ] poor

**Major pests/diseases:**

---

**SITE CONDITIONS**

**Site Character:** [ ] forest [ ] park [ ] industrial [ ] open space [ ] natural [ ] woodland/forest

**Landscape type:** [ ] parkway [ ] raised bed [ ] container [ ] mound [ ] lawn [ ] shrub border [ ] wind break

**Irrigation:** [ ] none [ ] inadequate [ ] adequate [ ] excessive [ ] trunk wetted

**Recent site disturbance?** Y [ ] N

**% dripline paved:** 0% 10-25% 25-50% 50-75% 75-100%

**% dripline w/fill soil:** 0% 10-25% 25-50% 50-75% 75-100%

**% dripline grade lowered:** 0% 10-25% 25-50% 50-75% 75-100%

**Soil problems:** [ ] drainage [ ] shallow [ ] compacted [ ] droughty [ ] saline [ ] clay [ ] alkaline [ ] acidic [ ] small volume [ ] disease center [ ] history of fail

[ ] clay [ ] expansive [ ] slope [ ] aspect:

**Obstructions:** [ ] lights [ ] signage [ ] line-of-sight [ ] view [ ] overhead lines [ ] underground utilities [ ] traffic [ ] adjacent veg.

**Exposure to wind:** [ ] single tree [ ] below canopy [ ] above canopy [ ] recently exposed [ ] windward, canopy edge [ ] area prone to windthrow

**Prevailing wind direction:** W

**Occurrence of snow/ice storms?** Y [ ] N

**Use Under Tree:** [ ] building [ ] parking [ ] traffic [ ] pedestrian [ ] recreation [ ] landscape [ ] hardscape [ ] small features [ ] utility lines

[ ] can target be moved? Y [ ] N

[ ] can use be restricted? Y [ ] N

**Occupancy:** [ ] occasional use [ ] intermittent use [ ] frequent use [ ] constant use

---

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**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: Y
- Mushroom/conk/bracket present: Y
- ID: __________
- Exposed roots: □ severe □ moderate □ low □ Undetermined: □ severe □ moderate □ low
- Root pruned: _______ distance from trunk
- Root area affected: _______ %
- Buttsressed wound: Y N

**Restriction area:**
- □ severe □ moderate □ low

**LEAN:**
- 45° deg. from vertical
- □ natural □ unnatural □ self-corrected
- Soil heaving: Y N

**Decay or plane of lean:** Y N
- Roots broken: Y N
- Soil cracking: Y N

**Compounding factors:** TREE IS IN WESTERLY SIDE OF DITCH
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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<td>Injured bark</td>
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<td>Excessive dead weight</td>
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<td>Loose/cracked bark</td>
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<td>Nesting hole/pine cone</td>
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**HAZARD RATING**
- Tree part most likely to fall: ENTIRE TREE
- Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
- Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
- Target rating: 1 - occasional use; 2 - intermittent use; 3 - frequent use; 4 - constant use

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce and weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/Brace: □ Inspect further: □ root crown □ decay □ aerial □ monitor
- Remove tree: Y N
- Replace?: Y N
- Move target: Y N
- Other: __________
- Effect on adjacent trees: □ none □ evaluate
- Notification: □ owner □ manager □ governing agency
- Date: __________

**COMMENTS**

TREE IS IN SLOPE OF DRAINAGE DITCH. SEVERE LEAN CAUSED BY POSITION IN DITCH & WESTERLY WINDS. SOIL CONDITIONS VERY POOR (SORL) BECAUSE OF DITCH. THE ROOTS ARE STARTING TO HAVE ON THE HIGH SIDE OF DITCH WITH THE TREE BEING TOP HEAVY WITH LEAN (VERY UNBALANCED). IMMEDIATE REMOVAL-
Site/Address: 43 Modelane
Map/Location: 
Owner: public ✔️ private ☐ unknown ☐ other ☐
Date: 11/12/23 Inspector: Zach Potter

**TREE CHARACTERISTICS**

Tree #: 3258 Species: Silver maple (45' DiaM)
DBH: 14" # of trunks: 3 Height: 76' Spread: 35'
Form: ☑ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☐ Intermediate ☐ suppressed
Live crown ratio: ☑ 100% Age class: ☑ young ☐ semi-mature ☐ mature ☐ overmature/semencescent
Pruning history: ☑ crown cleaned ☑ excessively thinned ☑ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cables/braced
□ none ☑ multiple pruning events Approx. dates: 
Special Value: ☑ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☑ street tree ☐ screen ☐ shade ☐ Indigenous ☐ protected by gov. agency

**TREE HEALTH**

Foliage color: ☑ normal ☐ chlorotic ☐ necrotic Epimelethes? Y N
Foliage density: ☑ normal ☐ sparse Leaf size: ☑ normal ☑ small
Annual shoot growth: ☑ excellent ☑ average ☑ poor Twig Death? Y N
Woundwood development: ☑ excellent ☑ average ☑ poor ☑ none
Vigor class: ☑ excellent ☑ average ☑ fair ☑ poor
Majr pests/diseases: Nesting holes, Tweet Activity

**SITE CONDITIONS**

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☑ parkway ☑ raised bed ☑ container ☐ mound ☑ lawn ☑ shrub border ☐ wind break
Irrigation: ☑ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? Y N ☑ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% grade paved: 0% 10-25% 25-50% 50-75% 75-100% Parens? Y N
% grade w/fill soil: 0% 10-25% 25-50% 50-75% 75-100% Driveway
% grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☐ compacted ☑ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fall
□ clay ☐ expansive ☐ slope ‾ aspect: 

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐

Exposure to wind: ☑ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: Wasterly Occurrence of snow/ice storms ☑ never ☐ seldom ☐ regularly

**TARGET**

Use Under Tree: ☑ building ☐ parking ☐ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? Y N Can use be restricted? Y N
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

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### TREE DEFECTS

#### ROOT DEFECTS:
- Suspect root rot: [ ] Y N
- Mushroom/venk/bracket present: Y N
- ... (omitted for brevity)

#### CROWN DEFECTS:
- Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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<td>Inlaid bark</td>
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#### HAZARD RATING
- Tree part most likely to fail:  (omitted for brevity)
- Inspection period:  annual  biannual  other
- Failure Potential + Size of Part + Target Rating = Hazard Rating
  
  $3 + 3 + 4 = 10$

#### HAZARD ABATEMENT
- Prune: [ ] remove defective part  [ ] reduce end weight  [ ] crown clean  [ ] thin  [ ] raise canopy  [ ] crown reduce  [ ] restructure  [ ] shape
- Cable/bracings:  Inspect failure:  [ ] root crown  [ ] decay  [ ] serial  [ ] monitor
- Other corrective action:  [ ] remove tree  [ ] replace  [ ] move target  [ ] other location
- Effect on adjacent trees:  [ ] none  [ ] evaluate
- Notification:  [ ] owner  [ ] manager  [ ] governing agency  Date:

#### COMMENTS

*Recommend Tree Removal. Severe invasion of English Ivy taking over and strangling the tree. Ivy is deeply embedded in majority of trunk and scaffolding and completely around the entire tree on the ground.*
LOOSE & CRACKED TREE BARK (SEVERE)
OVERWHELMED WITH IVY
Site/Address: 72 North Landing Road

Map/Location:

Owner: public ☑ private unknown other

Date: 12/28/22  Inspector: Kyle Sears

Date of last inspection: 

**TREE CHARACTERISTICS**

Tree #: 1 Species: **Silver Maple (Syr. Mapl)**

DBH: 169.6 # of trunks: 1  Height: 15 Spread: 45

Form: ☐ generally symmetric ☐ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed

Crown class: ☐ dominant ☐ co-dominant ☐ intermediate ☐ suppressed

Live crown rating: N/A %  Age class: ☐ young ☐ semi-mature ☐ mature ☐ over-mature/senescent

Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cable/braced

☐ none ☐ multiple pruning events Approx. dates: Tree Has Been Previously Trimmed

Special Value: ☒ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ streets ☐ shade ☐ indigenous ☐ protected by gov. agency

**TREE HEALTH**

Foliation color: ☐ normal ☐ chlorotic ☐ necrotic ☐ Epinephelus? Y N

Foliation density: ☐ normal ☐ sparse  Leaf size: ☐ normal ☐ small

Annual shoot growth: ☐ excellent ☐ average ☐ poor  Twig Disease? Y N

Woundwood development: ☐ excellent ☐ average ☐ poor ☐ none  ☐ other

Vignor class: ☐ excellent ☐ average ☐ fair ☐ poor

Major pests/diseases: Numerous Nesting Holes/Parasites

**SITE CONDITIONS**

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest

Landscape type: ☐ roadway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break

Irrigation: ☐ none ☐ inadequate ☐ inadequate ☐ excessive ☐ trunk waffled

Recent site disturbance? Y ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% grade change: 0% 10-25% 25-50% 50-75% 75-100%

Current site disturbance? Y ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing

% grade change: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fall

Clay ☐ expansive ☐ slope aspect:

Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg.

Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow

Prevailing wind direction: Westerly Occurrence of snow/ice storms: ☐ never ☐ seldom ☐ regularly

**TARGET**

Use Under Tree: ☐ building ☐ parking ☐ traffic ☐ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines

Can target be moved? Y ☐ Can use be restricted? Y ☐

Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☐ constant use

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**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: Y ( ) Mushroom/encr/bracket present: Y N ID: __________
- Exposed roots: □ severe □ moderate □ low □ Undetermined: □ severe □ moderate □ low
- Root pruned: __________ distance from trunk Root area affected: __________ % Buttress removed: Y N When: __________
- Restricted root area: □ severe □ moderate □ low Potential for root failure: □ severe □ moderate □ low
- LEAN: __________ deg. from vertical □ natural □ unnatural □ self-corrected □ Soil heaving: Y N
- Decay in plane of lean: Y N Roots broken Y N Soil cracking: Y N
- Compounding factors: ____________

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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<td>Previous failure</td>
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**HAZARD RATING**
- Tree part most likely to fall: [ ] TRUNK [ ] CROWN has been compromised
- Inspection period: ________ annual ________ biannual ________ other ________
- Failure Potential + Size of Part + Target Rating = Hazard Rating
  4 + 4 + 4 = 12

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/Brace: __________
  - Inspect further: □ root crown □ decay □ serial □ monitor
- Remove tree: Y N Replace? Y N Move target: Y N Other:
- Effect on adjacent trees: □ Y N □ Evaluate
- Notification: □ Owner □ Manager □ Governing agency Date: __________

**COMMENTS**
- Recommend removal. Trimming the large leads overhanging house and the street will create excessive end weight on remaining tree. This excessive lean and end weight is on the opposite side of the recent damage/failure of the trunk.
26" DIAM. LEAD FAILURE ON EAST SIDE OF TREE 12/28/22
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 120 Glenn Ellyn
Map/Location: F1
Owner: public __ x private __ unknown __ other __
Date: 12-20-22 Inspector: Zachariah A. Potter Jr.
Date of last inspection: unknown

HAZARD RATING:

\[
\frac{4}{1} + \frac{4}{1} + \frac{4}{1} = \frac{12}{1}
\]

Failure + Size + Target = Hazard Rating

\(\times\) Immediate action needed
\(\times\) Needs further inspection
\(\times\) Dead tree

TREES CHARACTERISTICS

Tree #: F1 Species:
DBH: 31.5 # of trunks: 2 Height: 30.40 Spread: 20.30
Form: □ generally symmetric □ minor asymmetry □ major asymmetry □ stump sprout □ stag-headed
Crown class: □ dominant □ co-dominant □ intermediate □ suppressed
Live crown ratio: ____% Age class: □ young □ semi-mature □ mature □ over-mature/advanced
Pruning history: □ crown cleaned □ excessively thinned □ topped □ crown raised □ pollarded □ crown reduced □ flush cuts □ cables/braced
□ none □ multiple pruning events Approx. dates:
Special value: □ specimen □ heritage/historic □ wildlife □ unusual □ street tree □ scenic □ shade □ indigenous □ protected by gov. agency

TREES HEALTH

Leaf color: □ normal □ chlorotic □ necrotic Epicormies? Y □ N Growth obstructions:
Leaf density: □ normal □ sparse Leaf size: □ normal □ small □ trees □ wires/des □ signs □ cables
Annual shoot growth: □ excellent □ average □ poor □ Twig Dieback? Y □ N □ Nour/pavement □ guards
Woundwood development: □ excellent □ average □ poor □ none □ other
Vigor class: □ excellent □ average □ fair □ poor □ other

SITE CONDITIONS

Site character: □ residence □ commercial □ industrial □ park □ open space □ natural □ woodland/forest
Landscape type: □ parkway □ raised bed □ container □ mound □ lawn □ shrub border □ wind break
Irrigation: □ none □ adequate □ inadequate □ excessive □ trunk wetted
Recent site disturbance? Y □ N □ construction □ soil disturbance □ grade change □ line clearing □ site clearing
% dripline paved: 0% 10-25% 25-50% □ 50-75% □ 75-100% □ Pavement lifted? Y □ N
% dripline w/ fill soil: 0% 10-25% □ 25-50% □ 50-75% □ 75-100%
% dripline grade lowered: 0% 10-25% □ 25-50% □ 50-75% □ 75-100%
Soil problems: □ drainage □ shallow □ compacted □ droughy □ saline □ alkaline □ acidic □ small volume □ disease center □ history of fell
□ clay □ expansive □ slope _____° aspect: __________
Obstructions: □ lights □ signage □ line-of-sight □ view □ overhead lines □ underground utilities □ traffic □ adjacent veg. □
Exposure to wind: □ single tree □ below canopy □ above canopy □ recently exposed □ windward, canopy edge □ area prone to windthrow
Prevaling wind direction: SW Occurrence of snow/ice storms: □ never □ occasional □ frequently

TARGET

Use Under Tree: □ building □ parking □ traffic □ pedestrian □ recreation □ landscape □ hardscape □ small features □ utility lines
Can target be moved? Y □ N Can use be restricted? Y □ N
Occupancy: □ occasional use □ intermittent use □ frequent use □ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**

- Suspect root rot: [Y] N  
- Mushroom/conk bracket present: [Y] N  
- ID: ____________

- Exposed roots: [ ] severe [ ] moderate [ ] low  
- Undermined: [ ] severe [ ] moderate [ ] low  
- Root pruned: _______ distance from trunk  
- Root area affected: _______ %  
- Buttress wounded: [Y] [ ]

- Restricted root area: [ ] severe [ ] moderate [ ] low  
- Potential for root failure: [ ] severe [ ] moderate [ ] low

**LEAF:** [ ] deg. from vertical  
- Natural  
- Unnatural  
- Self-corrected  
- Soil heaving: [Y] [ ]

- Decay in place of lean: [Y] N  
- Roots broken: [Y] N  
- Soil cracking: [Y] N

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (S = severe, M = moderate, I = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
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</thead>
<tbody>
<tr>
<td>Poor taper</td>
<td>[Y]</td>
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<td>Bow, sweep</td>
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<td>Codominants/forks</td>
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<td>Multiple attachments</td>
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<td>Indented bark</td>
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<td>Excessive weight</td>
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<td>Cracks/splits</td>
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<td>Nesting hole/beehive</td>
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<td>Deadwood/branches</td>
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<td>Bore/termite/ants</td>
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<td>Cankers/galls/fuls</td>
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<td>Previous failure</td>
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</tbody>
</table>

**HAZARD RATING**

- Tree part most likely to fail: ____________

- Inspection period: ________ annual ________ biannual ________ other ________

- Failure potential + Size of Part + Target Rating = Hazard Rating

- Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
- Size of part: 1 - <8" (15 cm); 2 - 8-15" (15-45 cm); 3 - 16-30" (45-75 cm); 4 - >30" (75 cm)
- Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

- Hazard Rating: ______ + ______ + ______ + ______ = ______

**HAZARD ABATEMENT**

- Prune: [ ] remove defective part [ ] reduce end weight [ ] crown clean [ ] thin [ ] raise canopy [ ] crown reduce [ ] restructure [ ] shape

- Cable/Brace: ________

- Inspect further: [ ] root crown [ ] decay [ ] aerial [ ] monitor

- Remove tree: [Y] N  
- Replace? [Y] N  
- Move target: [Y] N  
- Other: ____________

- Effect on adjacent trees: [ ] none [ ] evaluate

- Notification: [ ] owner [ ] manager [ ] governing agency  
- Date: 12-20-22

**COMMENTS**
120 Glenn Ellyn

DEADWOOD / STUBS

CODOMINATE FORKS
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 220 Thackery Road

Map/Location: 

Owner: public √ private unknown other 

Date: 10/22/22 Inspector: Kyle Sears

Deed of last inspection: 

HAZARD RATING:
4 + 4 + 4 = 12
Failure + Size + Target = Hazard Rating

Immediate action needed
Needs further inspection
Dead tree

TREE CHARACTERISTICS

Tree #: 131 Species: Sugar Maple (30" Diam)
DBH: 29.7" # of trunks: 1 Height: 40' Spread: 26'

Form: □ generally symmetric □ minor asymmetry □ major asymmetry □ stump sprout □ stag-headed
Crown class: □ dominant □ co-dominant □ intermediate □ suppressed

Live crown ratio: 90% Age class: □ young □ semi-mature □ mature □ over-mature/senescent

Pruning history: □ crown cleaned □ excessively thinned □ topped □ crown raised □ pollarded □ crown reduced □ flush cuts □ cable/braced
□ none □ multiple pruning events Approx. dates: 

Special Value: □ specimen □ heritage/history □ wildlife □ unusual □ street tree □ screen □ shade □ indigenous □ protected by gov. agency

TREE HEALTH

Foliation color: □ normal □ chlorotic □ necrotic □ Epicormics? N/A
Foliation density: □ normal □ sparse Leaf size: □ normal □ small
Growth obstructions: □ stakes □ wire/lines □ signs □ cables
Annual shoot growth: □ excellent □ average □ poor □ Twigs Dieback? N/A
Woundwood development: □ excellent □ average □ poor □ none
Vigor class: □ excellent □ average □ fair □ poor

Major pests/diseases: Bullet Beetles, Aths/Borers/Termites

SITE CONDITIONS

Site Character: □ residence □ commercial □ industrial □ park □ open space □ natural □ woodland/forest
Landscape type: □ parkway □ raised bed □ container □ mound □ lawn □ shrub border □ wind break

Irrigation: □ none □ inadequate □ excessive □ trunk wetted

Recent site disturbances? N/A □ construction □ soil disturbance □ grade change □ line clearing □ site clearing
% dripline eased: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100% Pavement/建て N/A

% dripline w/ fill soil: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100%

% dripline grade lowered: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100%

Soil problems: □ drainage □ shallow □ compacted □ droughly □ saline □ alkaline □ acidic □ small volume □ disease center □ history of fall
drainage □ expansive □ slope aspect: 

Obstructions: □ lights □ signage □ line-of-sight □ view □ overhead lines □ underground utilities □ traffic □ adjacent veg. □

Exposure to wind: □ single tree □ below canopy □ above canopy □ recently exposed □ windward, canopy edge □ area prone to windthrow

Prevailing wind direction: 

TARGET

Use Under Tree: □ building □ parking □ traffic □ pedestrian □ recreation □ landscape □ hardscape □ small features □ utility lines

Can target be moved? N/A □ Can use be restricted? N/A

Occupancy: □ occasional use □ intermittent use □ frequent use □ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: N/A
- Mushroom/brackets: N/A
- ID: _______________________
- Exposed roots: □ severe □ moderate □ low □ Undetermined: □ severe □ moderate □ low
- Root pruned: _____ distance from trunk
- Root area affected: _____ %
- Buttress wounded: N/A
- When: _______________________
- Restricted root area: □ severe □ moderate □ low
- Potential for root failure: □ severe □ moderate □ low
- LEAN: 45° deg., from vertical
- Natural □ unnatural □ self-corrected
- Soil heaving: N/A
- Decay in plane of lean: N/A
- Roots broken: N/A
- Soil cracking: N/A
- Compounding factors: _______________________
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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<td>Multiple attachments</td>
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<td>Inclined bark</td>
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<td>Excessive end weight</td>
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<td>Caskers/galls/burls</td>
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**HAZARD RATING**
- Tree part most likely to fall: __________ TRUNK
- Inspection period: ______ annual ______ biannual ______ other ______
- Failure Potential + Size of Part + Target Rating = Hazard Rating
  \[ 4 + 4 + 4 = 12 \]
- Size of part: 1 - 6" (15 cm); 2 - 6-18" (15-45 cm);
  3 - 18-30" (45-76 cm); 4 - >30" (75 cm)
- Target rating: 1 - occasional use; 2 intermittent use;
  3 - frequent use; 4 - constant use

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/Brace: _______________________
- Inspect further: □ root crown □ decay □ serial □ monitor
- Remove tree: N/A □ Replace? N/A □ Move target: N/A □ Other: _______________________
- Effect on adjacent trees: □ none □ evaluate
- Notification: □ owner □ manager □ governing agency
- Date: _______________________

**COMMENTS**

The remaining load that is 2/3 the size of the remaining trunk, which is compromised with decay/rot/insect/borer damage, is at practical 90° with inclusive bark at the union. The trunk will not hold 10,000 pounds under normal loads due to interrelated deterioration.
INSECT INFESTATION
(BEETLES/ANT/"BIRCHERS AND TERMITES")

SEVERE CAVITY

NO WOOD/NO WOOD DECOMPOSITION

INCLUDED BARK @ KAMPAHIEH BAD HINT

10/03/2022
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREES HAZARD EVALUATION FORM

2nd Edition

Site/Address: 290 Meadow Dr.
Map/Location: F1
Owner: public ☑ private ☑ unknown ☑ other
Data: 11-30-22 Inspector: Zachariah A. Potter, Jr.
Date of last inspection:

HAZARD RATING:

\[ \frac{4}{4} + \frac{4}{4} + \frac{1}{4} = 12 \]

Failure + Size + Target = Hazard Rating

Immediate action needed ☑ Needs further inspection ☑ Dead tree

TREES CHARACTERISTICS

Tree #: F1 Species: Sycamore
DBH: 28.65 " # of trunks: 1 Height: 40-50 Spread: 25-60
Form: ☑ generally symmetric ☐ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☑ dominant ☐ co-dominant ☑ intermediate ☑ suppressed
Live crown ratio: 80% Age class: ☑ young ☑ semi-mature ☑ mature ☑ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☑ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cables/braced
☐ multiple pruning events Approx. dates:
Special Value: ☑ specimen ☑ heritage/historic ☑ wildlife ☑ unusual ☐ street tree ☑ screen ☑ shade ☑ indigenous ☑ protected by gov. agency

TREES HEALTH

Foliation color: ☐ normal ☑ chlorotic ☑ neotic ☐ Epicormies? Y N Growth obstructions:
Foliation density: ☑ normal ☑ sparse Leaf size: ☑ normal ☐ small ☑ states ☑ wires/lines ☑ signs ☑ cables
Annual shoot growth: ☑ excellent ☑ average ☑ poor Twig Dieback? Y N ☐ Curb/pavement ☑ guards
Wetwood development: ☑ excellent ☑ average ☑ poor ☐ none ☑ other
Vigor class: ☑ excellent ☑ average ☑ fair ☑ poor
Major pests/diseases:

SITE CONDITIONS:

Site Character: ☑ residence ☑ commercial ☐ industrial ☐ park ☑ open space ☐ natural ☑ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☑ container ☐ mound ☑ lawn ☑ shrub border ☑ wind break
Irrigation: ☑ none ☐ adequate ☐ inadequate ☑ excessive ☑ trunk wetted
Recent site disturbance? Y ☑ ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% driveway paved: 0% 10-25% 25-50% 50-75% 75-100% Permanent lifted? Y N
% driveway w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
% driveway grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope ___ ° aspect: ______________
Obstructions: ☐ lights ☑ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: WEST Occurrence of snow/ice storms ☑ never ☐ seldom ☑ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☑ recreation ☑ landscape ☑ hardscape ☑ small features ☑ utility lines
Can target be moved? Y ☑ Can use be restricted? Y ☑
Occupancy: ☐ occasional use ☑ intermittent use ☑ frequent use ☑ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
### TREE DEFECTS

**ROOT DEFECTS:**

- Suspect root rot: Y N  
- Mushroom/cond/bracket present: Y N  
- Exposed roots: ☐ severe  ☐ moderate  ☐ low  
- Undermined: ☐ severe  ☐ moderate  ☐ low  
- Root pruned: _____  
- Distance from trunk:  
- Root area affected: _____%  
- Buttress wounded: Y N  
- When:  
- Restricted root area: ☐ severe  ☐ moderate  ☐ low  
- Potential for root failure: ☐ severe  ☐ moderate  ☐ low  

**LEAN:**  
- ___________  
- Deg. from vertical:  
- Natural:  
- Unnatural:  
- Self-corrected:  
- Soil heaving: Y N  
- Decay in plane of lean: Y N  
- Roots broken: Y N  
- Soil cracking: Y N  

**Compounding factors:**  
- Lean severity:  

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
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<tr>
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<td>Multiple attachments</td>
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<td>Previous failure</td>
<td>Y</td>
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**HAZARD RATING**

- Tree part most likely to fail: Trunk, scaffolds  
- Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe  
- Size of part: 1 - <8" (15 cm); 2 - 8-16" (15-45 cm); 3 - 16-30" (45-75 cm); 4 - >30" (75 cm)  
- Target rating: 1 - occasional use; 2 - intermittent use; 3 - frequent use; 4 - constant use  
- Rating: 4 + 4 + 4 = 12

**HAZARD ABATEMENT**

- Prune: ☐ remove defective part  ☐ reduce end weight  ☐ crown clean  ☐ thin  ☐ raise canopy  ☐ crown reduce  ☐ restructure  ☐ shape  
- Inspect further: ☐ root crown  ☐ decay  ☐ aerial  ☐ monitor  
- Remove tree: Y N  
- Replace?: Y N  
- Move target: Y N  
- Other:  
- Effect on adjacent trees: ☐ none  ☐ evaluate  
- Notification: ☐ owner  ☐ manager  ☐ governing agency  
- Date:  

**COMMENTS**

No new bark for past two years. Very small leaf size. Weeping from nesting/woodpecker hole is causing rot on trunk. Multiple girdling roots with soil cracking.
290 Meadow Dr

- Bleeding/Sap Flow
- Poor Wood Wound Development
- Cracking/Splitting
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 298 Meadow Dr.
Map/Location: F1
Owner: public □ private X unknown □ other
Date: 11/30/22 Inspector: Zachariah A. Potter Jr.
Date of last inspection:

HAZARD RATING:

Failure + Size + Target = Hazard Rating
X Immediate action needed
X Needs further inspection
Dead tree

TREE CHARACTERISTICS

Tree #: F1 Species:
DBH: 12.73 # of trunks: 3 Height: 12.15 Spread: 6-12
Form: □ generally symmetric X minor asymmetry □ major asymmetry □ stump sprout □ stag-headed
Crown class: □ dominant □ co-dominant □ intermediate □ suppressed
Live crown ratio: □ 20% □ 50% □ young □ semi-mature □ mature □ ever/mature/senescence
Pruning history: □ crown cleaned □ excessively thinned □ topped □ crown raised □ pollarded □ crown reduced □ flush cuts □ cabled/graced □ none □ multiple pruning events Approx. dates:
Special Value: □ specimen □ heritage/historic □ wildlife □ unusual □ street tree □ scenic □ shade □ indigence □ protected by gov. agency

TREE HEALTH

Foliage color: □ normal □ chlorotic □ necrotic □ Epicormics? □ Y □ N Growth obstructions:
Foliage density: □ normal □ sparse □ Leaf size: □ normal □ small □ stalks □ wires/ties □ signs □ cables
Annual shoot growth: □ excellent □ average □ poor □ Twig Dieback? □ Y □ N □ Cart/pavement □ guards
Woundwood development: □ excellent □ average □ poor □ none □ other
Vigor class: □ excellent □ average □ fair □ poor
Major pests/diseases:

SITE CONDITIONS

Site Character: X residence □ commercial □ industrial □ park □ open space □ natural □ woodland/forest
Landscape type: □ parkway □ raised bed □ container □ mound □ lawn □ shrub border □ wind break
Irrigation: □ none □ adequate □ inadequate □ excessive □ turf wetted
Recent site disturbance? □ Y □ N □ construction □ soil disturbance □ grade change □ line clearing □ site clearing
% driveway paved: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100% Paved/inlet? □ Y □ N
% driveway w/ fill soil: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100%
% driveway grade lowered: □ 0% □ 10-25% □ 25-50% □ 50-75% □ 75-100%
Soil problems: □ drainage □ shallow □ compacted □ drouthty □ saline □ alkaline □ acidic □ small volume □ disease center □ history of fall □ clay □ expensive □ slope □ aspect:

Constructions: □ lights □ signage □ line-of-sight □ view □ overhead lines □ underground utilities □ traffic □ adjacent veg. □
Exposure to wind: □ single tree □ below canopy □ above canopy □ recently exposed □ windward, canopy edge □ area prone to windthrow
Prevaling wind direction: □ west Occurrence of snow/ice storms □ never □ seldom □ regularly

TARGET

Use Under Tree: □ building □ parking □ traffic □ pedestrian □ recreation □ landscape □ hardscape □ small features □ utility lines
Can target be moved? □ Y □ N Can use be restricted? □ Y □ N
Occupancy: □ occasional use □ intermittent use □ frequent use □ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**

- Suspect root rot: ☑️ N  
- Mushroom/encumbrance present: Y ☑️  
- Exposed roots: ☐ severe ☑️ moderate ☐ low  
- Undetermined: ☐ severe ☐ moderate ☑️ low  
- Root pruned: ☐ distance from trunk  
- Root area affected: ☐%  
- Buttress wounded: Y N  
- Restricted root area: ☐ severe ☐ moderate ☑️ low  
- Potential for root failure: ☑️ severe ☐ moderate ☐ low  
- **LEAN:** deg. from vertical ☑️ natural ☐ unnatural ☐ self-corrected ☐ soil heaving: ☑️ Y N  
- Decay in plane of lean: Y N  
- Roots broken Y N  
- Soil cracking: Y N  

**Compounding factors:**  

**LEAN severity:** ☐ severe ☐ moderate ☑️ low  

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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**HAZARD RATING**

Tree part most likely to fall: **Trunk, scaffold**

- Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
- Size of part: 1 - <8" (15 cm); 2 - 8-19" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
- Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

- Formula: \( \frac{4}{1} + \frac{4}{1} + \frac{4}{1} = 12 \)

**HAZARD ABATEMENT**

- Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☑️ crown reduce ☐ restructure ☐ shape
- Cable/Brace: ☐ other ☐ inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

- Remove tree: Y N  
- Replace: Y N  
- Move target: Y ☑️  

- Effect on adjacent trees: ☑️ none ☐ evaluate

- Notification: ☐ owner ☐ manager ☑️ governing agency Date: 

**COMMENTS**
MATTERS OF THE SUPERVISOR