



## Public Works Department

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

**Evert Garcia**  
Assistant Engineer

May 23, 2019

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

Re: 2018 SOC Annual Report

Dear Supervisor Moehle and Town Board Members:

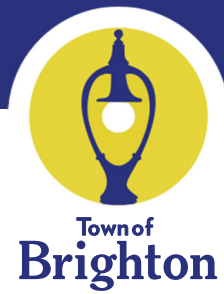
The Sustainability Oversight Committee (SOC) Policy states that “The Committee shall prepare and submit an annual written report to the Town Board for review each year concerning the activities and work of the Committee. The following document constitutes this annual report which describes the activities undertaken by the committee and the actions that resulted from these activities. I recommend that your Honorable Body receive and file the attached Sustainability Oversight Committee Year-End Report for Activities in 2018.

Respectfully,

Evert Garcia  
Department of Public Works

Cc: Mike Guyon, Commissioner of Public Works

Attachment



**Sustainability Oversight Committee  
Year-End Report for  
Activities in  
2018**

**BRIGHTON TOWN HALL**  
*2300 Elmwood Avenue, Rochester, NY 14618*  
**P:** 585-784-5250 **F:** 585-784-5373



# Sustainability Oversight Committee

Secretary – Mike Guyon

## Introduction

The sustainability of Town operations and of the built environment within the Town of Brighton, in the face of increasing energy costs and of climate change, is found to be of increasing and vital importance to the health, welfare and economic well-being of present and future residents of the Town of Brighton. Therefore, in 2009, the Town of Brighton established the Sustainability Oversight Committee (SOC) to review progress towards a sustainable community as a necessary step in fostering unified action on energy conservation, climate change and other issues of sustainability.

The SOC Policy states that “The Committee shall prepare and submit an annual written report to the Town Board for review during April of each year concerning the activities and work of the Committee.” The following document constitutes this annual report which describes the activities undertaken by the committee and the actions that resulted from these activities which cover the calendar year from January 1 to December 31, 2018.

The SOC met ten (10) times in 2018, excluding the months of July and August. A copy of the minutes for each meeting is attached as part of this Year End Report, in Appendix A.

## 2018 Goals

The principal goal for the SOC in 2018 was a continued effort to have the Town of Brighton recognized as a Climate Smart Community (CSC). The CSC program is a network of New York communities engaged in reducing greenhouse gas emissions and improving climate resilience. The SOC and the Town are excited to see this goal realized in 2019, using it as a launching point towards future projects. As part of the CSC program, the Town has developed a draft Climate Action Plan (CAP). A CAP describes the policies and measures that a local government will enact to reduce greenhouse gas emissions and increase the community's resilience to climate change. It identifies goals for planning projects, along with actions, funding, responsibilities and schedules which can be used to implement these projects.

In the pursuit of becoming a CSC, the Town was also able to earn the status of a certified Clean Energy Community (CEC). By becoming a designated CEC, local communities are eligible to apply for grants to fund additional clean energy projects. Additionally, designated clean energy communities are given access to clean energy coordinators who can help communities develop and prioritize clean energy goals, access guidance resources such as templates for legislation, procurement and contracts.

## 2018 Highlights

### 1) Climate Smart Community

*Description:* The CSC program is a network of New York communities engaged in reducing greenhouse gas emissions and improving climate resilience. The Town followed the Climate Smart Communities Guide to Local Action developed by New York State, which is an outline of steps and activities known as Pledge Elements that Local Governments can use to help implement the CSC program.

*Action:* Town staff submitted the application to be considered a Climate Smart Community in January 2019. On April 18, 2019, the Town of Brighton, NY was recognized as a Bronze Certified Climate Smart Community. This was the culmination of years of hard work and cooperation by the SOC, members of the community, and Town Staff.

### 2) Climate Action Plan

*Description:* The Town CAP seeks to develop a broad plan that identifies GHG and energy reduction goals for Town facilities and the community at large as well as provide specific recommendations and activities to achieve these goals. The plan will build upon the information gathered by a 2014 GHG inventory, examines past GHG inventories (2001 and 2007), and generally focuses on activities that can achieve the greatest emission reductions in the most cost-effective manner.

*Action:* The Town of Brighton is in the final stages of developing a CAP to address the negative impacts of the changing climate. Town Staff has prepared a request for proposals (RFP) for professional consulting services to develop and implement a public participation plan for the CAP, confirm the information presented in the GHG inventory and draft CAP, prepare a final CAP, prepare the appropriate SEQRA documentation and present the final CAP to the Town Board for consideration.

#### a) Meeting the 20 by 30 Goal set in the Climate Action Plan

Through New York State's comprehensive energy strategy, Reforming the Energy Vision (REV), the State has established Climate Action Goals for both greenhouse gas reduction and energy usage based on a 1990 baseline year. The NYS short-term greenhouse gas emissions reduction goal is to reduce emissions by 40% by the year 2030.

Brighton, an environmentally conscious community, has historically considered actions to mitigate climate change through initiatives and programming. As a result, comparing the 2001 Greenhouse Gas Inventory (GHG) baseline inventory with the 2014 inventory indicates that the Town of Brighton has attained the New York State percentage GHG goal for 2030. In fact, the Town of Brighton had a GHG reduction of 58% from 2001 to 2014.

Brighton is proposing goals that differ from New York State's goals. The Climate Action Plan (CAP) proposes that the Town of Brighton Facilities achieve a 20% GHG reduction from 2014 levels by 2030. The 2014 GHG inventory for Town facilities determined that 51% of emissions stemming from Town facilities derive from covered municipal buildings. Improvement to efficiencies in Town's facilities can be a driving force to help meet the GHG reduction goals set by the CAP.

### 3) Clean Energy Communities

*Description:* The Clean Energy Communities Program is a NYSERDA program which recognizes and rewards local governments for the completion of clean energy projects. By becoming a designated Clean Energy Community, local communities are eligible to apply for grants to fund additional clean energy projects. Additionally, designated clean energy communities are given access to clean energy coordinators who can help communities develop and prioritize clean energy goals, access guidance resources such as templates for legislation, procurement, and contracts.

*Action:* As of April 5, 2018, the Town of Brighton is a named Clean Energy Community by the State of New York and is now eligible for a “Block 3” grant from NYS.

### 4) Continued Energy Benchmarking

*Description:* Benchmarking is a policy that a local government adopts which requires the annual reporting of energy used in local government buildings. In 2017, the Town of Brighton passed the *Local Law for Energy Benchmarking for Municipal Buildings of the Town of Brighton*. This local law requires the Town of Brighton to annually report their energy use for covered municipal buildings, a practice known as benchmarking. The four major key elements to benchmarking are:

- Measuring a building’s energy use.
- Comparing its use to the average for similar buildings and at similar points in time.
- Allows the Town to understand their buildings’ relative energy performance.
- Helps identify opportunities to cut energy waste.

*Action:* This is the second year that the Benchmarking Report has been generated. This allows the first year-to-year analysis of GHG emissions by the Town, helping to guide further discussions and protocols for better energy usage. The report can be found at the following link:

[2018 Year-End Benchmarking Report.](#)

### 5) Community Choice Aggregation

*Description:* The purpose of Community Choice Aggregation (CCA) is to allow participating local governments to work together to procure energy supply service and distributed energy resources (DER) for eligible energy customers in the community. These customers will have the opportunity to opt out of the procurement while maintaining transmission and distribution service from the existing Distribution Utility. Citizens will have the opportunity to lower their overall energy costs, spur clean energy innovation and investment, improve customer choice and value, and to protect the environment.

*Action:* On March 28, 2018 the CCA local law was adopted by the Town of Brighton, Town Board. Soon after a Memorandum of Understanding (“MOU”) to work collectively with the Town of Irondequoit, Town of Pittsford, and the Village of Pittsford was adopted. This allows for the solicitation, evaluation, and selection of a common CCA administrator to assist in securing a 100% renewable clean energy product to satisfy the CCA local law.

A collaborative Request for Qualifications and Proposals (RFQ/P) was created and there is currently a search for a qualified and reputable CCA administrator.

## 6) Carbon Fee and Dividend

*Description:* A carbon fee and dividend policy is a national, revenue-neutral carbon fee-and-dividend system (CF&D) which would place a predictable, steadily rising price on carbon, with all fees collected minus administrative costs returned to households as a monthly energy dividend.

*Action:* A resolution demonstrating the Town's support for a CF&D or other equitable mechanism for the price on carbon was passed by the Town Board on March 28, 2018. The resolution urges the United States Congress and our representatives to implement a revenue neutral carbon fee and dividend system. It also urges Governor Cuomo and the New York State Legislature to amend the tax cap to promote energy efficiency.

## 7) Comprehensive Plan Update (Envision Brighton)

*Description:* The Comprehensive Plan Update is an updated policy framework of the sustainable future of the Town of Brighton.

*Action:* The Envision Brighton comprehensive plan was adopted on 9/26/2018. The next steps will involve the implementation of the plan. It can be reviewed at [www.envisionbrighton.org](http://www.envisionbrighton.org).

## 8) Canal Embankment Cleaning

*Description:* The NYS Canal Corporation proposed a canal vegetation management project. The purpose of this project is to restore the canal embankments to their original state, which was free of vegetation. The NYS Canal Corporation has indicated that the extensive trees and roots along steep embankments on the canal can compromise the structural integrity of the banks which are built above ground. Additionally, the heavy vegetation hinders thorough inspection of the canal structures.

*Action:* The SOC drafted a letter to the NYS Canal Corporation requesting that the proposed canal vegetation management project be re-evaluated due to the environmental impacts that the project might have across the communities in which it is being implemented.

## 9) Recycling and Compost

*Description:* The SOC has been developing a better understanding the overall process of recycling and composting to try to find a way to address some of the concerns and requests by the community. Making recycling easier and more accessible goes a long way to keeping the local environment healthy. Finding ways to remove recyclable material and food waste from our landfills can help the problems of odor and other off gassing effects. According to Hunger Action Network of New York State, food makes up 18% of the municipal solid waste, and most of that waste is disposed of in landfills.

*Action:* Town staff toured the Monroe County recycling facility which is currently operated by Waste Management (WM). The tour provided an overview of the current state of the recycling industry in the US. Waste Management offered recycling best practices and discussed impacts to the recycling industry due to new regulations abroad which are limiting contamination of recyclable material to 0.5%. The SOC also met with Waste Management to discuss the topic of curb side composting services in Brighton. Waste Management indicated that they are not currently providing residential composting services and suggested that Brighton residents can instead use local services such as

Community Composting and Impact Earth for their composting needs. Town staff is exploring the possibility of creating a pilot composting district.

Committee members:

Erinn Ryen, Chair

Shubhangi Gandhi, Vice Chair

Ron Wexler

Paul Tankel

Steve Kittelberger

Mitch Nellis

Brian Lynch

Nathaniel Gibbs

Robin Wilt, Town Liaison

Michael Guyon, Commissioner of Public Works

Evert Garcia, Assistant Engineer

# **APPENDIX A**

## **MEETING MINUTES**





# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee January 3, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Paul Tankel, Margy Peet, Erinn Ryen, Steve Kittelberger, Mitch Nellis, Shubhangi Gandhi, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The December 2017 meeting minutes were approved with minor revisions.

### **Open Forum:**

### **Announcements:**

### **Old Business**

- Climate Action Plan
  - The SOC discussed the list of comments on the Climate Action Plan which resulted from the latest review of the shared version of the document. Edits and notes from the evening's conversation were added to the Climate Action Plan in real time and can be reviewed here:  
  
[https://drive.google.com/open?id=1Gaj3kufLnBTfdgupiQPleSHCM\\_pWmNCRYCjO3i6VbQA](https://drive.google.com/open?id=1Gaj3kufLnBTfdgupiQPleSHCM_pWmNCRYCjO3i6VbQA)
- CCA
  - No updates were available on the status of the CCA law which is currently under review by the Town.
- Farmer's Market Project
  - The initial construction bids received for the renovation of the Winter Farmer's Market Facility on Westfall Road were over budget. Town Staff is working with the consultant to reduce the scope of the project and request new construction bids for the project.
- East Avenue, NYS Rte. 96 Road Diet
  - The NYS DOT is looking to make improvements along East Avenue in Brighton and Pittsford from Highland Avenue to route 31F. The improvements include a road diet which reduces the four-lane road to two lanes with a center turn lane and wider shoulders which can accommodate cyclists. The NYS DOT is currently reviewing the proposed lane widths and exploring alternate signage to designate the bicycle lanes.

- Canal Embankment Cleaning
  - The SOC drafted a letter to the Canal Corporation requesting that the proposed canal vegetation management project be re-evaluated due to the environmental impacts that the project might have across the communities in which it is being implemented. The NYS Canal Corporation has since stopped working on the clearing as they evaluate the scope of the project and engage the various Towns along the canal.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be February 7, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee February 7, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Margy Peet, Erinn Ryen, Mitch Nellis, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The January 2018 meeting minutes were approved.

### **Open Forum:**

### **Announcements:**

### **Old Business**

- Carbon Fee and Dividend
  - The SOC has previously discussed this topic but never determined if any action should be taken by the SOC regarding this matter.
  - Margy indicated that Color Brighton Green will proceed with writing a letter to the Town Board in support of this system.
  - A carbon fee and dividend policy is a national, revenue-neutral carbon fee-and-dividend system (CF&D) which would place a predictable, steadily rising price on carbon, with all fees collected minus administrative costs returned to households as a monthly energy dividend.
  - The CF&D is being proposed and supported by the Citizen's Climate Lobby. The Citizen's Climate Lobby is a nonprofit, nonpartisan, grassroots advocacy organization focused on the passage of a Carbon Fee and Dividend legislation in order to combat climate change.
  - The SOC indicated that more research and review on this matter is warranted prior to making a decision on how to proceed. The SOC will look into this matter further and discuss at the next SOC meeting.
  - Additionally, the SOC thought that it might be a good idea to bring back Rob Levine, a representative from the Citizen's Climate Lobby, to answer some questions on this matter. The SOC should send in question regarding this matter to Town Staff, which will in turn compile them and submit to Rob for clarification.
- Canal Embankment Clearing
  - This matter is currently in litigation. No other updates are available.

- Climate Energy Community
  - The Town will continue to pursue Clean Energy Community status once funding for this program becomes available again.
- Comprehensive Plan Committee
  - The next comprehensive plan committee meeting will be on February 23, 2018.
- Climate Action Plan
  - The SOC discussed various components of the Climate Action Plan (CAP). Among the topics of discussion were:
    - Public Messaging:
      - How is the SOC positioning the CAP? Does the SOC have a mission statement for the CAP? What is important to the Public? Ultimately, there needs to be a concise message from the plan.
      - The Public Messaging should specify the largest sources of emissions, both by Town and by Community.
      - There should be large, overall recommendations within the plan.
      - The messaging should explain why we are writing a Climate Action Plan.
      - The SOC needs to determine who our audience is. The intended audience will help shape the message.
      - The CAP message needs to include emissions reduction goals.
      - The document should position Brighton as a regional leader in Climate Action.
      - The document should motivate residents.
      - How can the document be written to better explain the differences between Town actions and actions by the Community at large?
    - The plan should include a section which quantifies anticipated cost savings based on recommendations being implemented.
    - RTS is currently going through a re-branding process, how do we get the Town involved with this process?
    - Where do folks travel to from Brighton? Can we get more residents to use Public Transportation?
    - Town Staff will review current usage of EV Charging Station.

- Town Staff will re-write the executive summary to incorporate the discussion from this evening and distribute to the SOC for review.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be March 7, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee March 7, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Erinn Ryen, Mitch Nellis, Robin Wilt, Steve Kittelberger, Shubhangi Gandhi, Mike Guyon, Evert Garcia

**Minutes:** The February 2018 meeting minutes were approved with minor revisions.

**Open Forum:**

**Announcements:**

**Old Business**

- Climate Action Plan
  - The SOC discussed the revised Executive Summary for the Climate Action Plan. Review comments on the current version of the draft resulting from this evening's discussion included the following:
    - Vehicles should be discussed within the GHG Emissions from Town Operations paragraph.
    - The colors on the pie chart should be lightened up so that they display better in the final report.
    - Table-1, Summary of Town Facility and Community GHG Emissions Inventory, should be simplified and trimmed.
    - The title of the proposed recommendations should be revised to better reflect the intent of the recommendations listed in the Executive Summary.
    - The recommendations should include a comment regarding the diversification of the Town's and Community's energy portfolios.
    - The recommendations should include a comment regarding Community Choice Aggregation.
    - The first paragraph beneath the Emission Sources pie chart should be revised to clarify its content.

- A Graph comparing GHG reduction trajectories for the Town and New York State should be included in the Executive Summary.
    - The Town's proposed GHG reduction goals should be discussed in the Executive Summary.
  - Once the Executive Summary has been revised to include the comments discussed this evening, Town Staff will forward the document to Shubhangi who will work on having the document finalized through InDesign.
- Carbon Fee and Dividend
  - The SOC briefly discussed a draft Carbon Fee and Dividend Proclamation document put together by Ron.
  - Ron would like to receive feedback from the SOC on the draft proclamation and will distribute to the SOC for review and comment.
- Reimagine RTS
  - Town staff reached out to RTS and discovered that the initial survey phase for the Reimagine RTS program has concluded.
  - Representatives from RTS have offered to give a presentation about the program to the SOC. Town Staff will coordinate this effort for a future meeting.
- Clean Energy Community
  - Our Town Architect is scheduled to receive an Energy Code Training course, which will complete the Town's requirement for becoming a Clean Energy Community.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be April 4, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee** **April 4, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Erinn Ryen, Robin Wilt, Evert Garcia

**Minutes:** The approval of the March 2018 meeting minutes was deferred until the next meeting.

### **Announcements:**

### **Old Business**

- Annual Report
  - Every year the SOC is charged with preparing and submitting an annual report to the Town Board which concerns the activities and works of the committee for the previous year. Town staff is currently working on drafting a 2017 Annual Report. Once the initial draft is complete, Town staff will forward to the committee for review and comment.
- Benchmarking Report
  - As part of the Clean Energy Community program, the Town of Brighton passed a Local Law for benchmarking municipal buildings. The Local Law requires the Town to annually report the energy use of covered municipal buildings, a practice known as benchmarking. Town staff is currently working on drafting a 2017 Annual Benchmarking report. Once the initial draft is complete, Town staff will forward the report to the committee for review and comment.
  - The committee indicated that it would be a good idea to try and compare the results of the Benchmarking Report with the data provided in the Greenhouse Gas Inventory for Municipal Operations.
- Climate Action Plan
  - The SOC discussed and revised the current draft of the Executive Summary for the Climate Action Plan. Town staff will revise the document accordingly and then redistribute to the SOC for final approval.
  - The SOC would like to discuss the hiring process for the consultant at May's meeting.
- Carbon Fee and Dividend



- The SOC briefly discussed the Carbon Fee and dividend resolution passed by the Town Board at the March 28, 2018 meeting. The SOC would like to draft a letter expressing its gratitude to the Board for supporting this measure.
- Town staff will provide an initial draft and distribute to Ron and Erinn for review prior to submitting the letter for receive and file at the next Town Board meeting.
- Reimagine RTS
  - Town staff reached out to RTS and discovered that the initial survey phase for the Reimagine RTS program has concluded.
  - Representatives from RTS have offered to give a presentation about the program to the Town. Town Staff will coordinate this effort for a future meeting.
- CCA
  - The SOC briefly discussed the adoption of the Community Choice Aggregation (CCA) local law.
  - The Town is anticipating on holding a public informational meeting about CCA in the future similar to what the Town of Pittsford has scheduled for April 18<sup>th</sup>. Various potential CCA program brokers/administrator will be invited to the meeting.
- Urban Sustainability Directors Network
  - Paul briefly introduced the SOC to the Urban Sustainability Directors Network topic (USDN). The USDN is a peer-to-peer network of local government professional from cities across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. The network enables sustainability directors and staff to share best practices and accelerate the application of good ideas across North America.
  - The SOC discussed the possibility of joining a network such as the USDN. This topic will be discussed further at the next SOC meeting.
- Clean Energy Community
  - As of April 5, 2018, the Town of Brighton is a named Clean Energy Community by the State of New York and is now eligible for a “Block 3” grant. Town staff is currently working on preparing and submitting the grant application package.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be May 2, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee** **April 4, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Erinn Ryen, Paul Tankel, Margy Peet, Robin Wilt, Evert Garcia

**Minutes:** The approval of the March 2018 meeting minutes was deferred until the next meeting.

### **Announcements:**

### **Old Business**

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  - The committee indicated that it would be a good idea to try and compare the results of the Benchmarking Report with the data provided in the Greenhouse Gas Inventory for Municipal Operations.
- Climate Action Plan
  - The SOC discussed and revised the current draft of the Executive Summary for the Climate Action Plan. Town staff will revise the document accordingly and then redistribute to the SOC for final approval.
  - The SOC would like to discuss the hiring process for the consultant at May's meeting.
- Carbon Fee and Dividend

- The SOC briefly discussed the Carbon Fee and dividend resolution passed by the Town Board at the March 28, 2018 meeting. The SOC would like to draft a letter expressing its gratitude to the Board for supporting this measure.
- Town staff will provide an initial draft and distribute to Ron and Erinn for review prior to submitting the letter for receive and file at the next Town Board meeting.
- Reimagine RTS
  - Town staff reached out to RTS and discovered that the initial survey phase for the Reimagine RTS program has concluded.
  - Representatives from RTS have offered to give a presentation about the program to the Town. Town Staff will coordinate this effort for a future meeting.
- CCA
  - The SOC briefly discussed the adoption of the Community Choice Aggregation (CCA) local law.
  - The Town is anticipating on holding a public informational meeting about CCA in the future similar to what the Town of Pittsford has scheduled for April 18<sup>th</sup>. Various potential CCA program brokers/administrator will be invited to the meeting.
- Urban Sustainability Directors Network
  - Paul briefly introduced the SOC to the Urban Sustainability Directors Network topic (USDN). The USDN is a peer-to-peer network of local government professional from cities across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. The network enables sustainability directors and staff to share best practices and accelerate the application of good ideas across North America.
  - The SOC discussed the possibility of joining a network such as the USDN. This topic will be discussed further at the next SOC meeting.
- Clean Energy Community
  - As of April 5, 2018, the Town of Brighton is a named Clean Energy Community by the State of New York and is now eligible for a “Block 3” grant. Town staff is currently working on preparing and submitting the grant application package.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be May 2, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee May 2, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Paul Tankel, Mitch Nellis, Steve Kittelberger, Margy Peet, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The April 2018 meeting minutes were approved with no revisions. Approval of the March 2018 meeting minutes was deferred until the next meeting.

### **Announcements:**

- Margy announced that she will be resigning from the SOC effective immediately. She has indicated that she will be focusing more time and effort with the CCA initiative.
- Town staff announced that Zoe Baruch will be re-joining the Town of Brighton as a summer intern. Zoe has been deeply involved with the Climate Action Plan and the Town's effort in becoming a Climate Smart Community. Zoe's start date is on Monday, June 4<sup>th</sup>.

### **Old Business**

- Transition
  - Mike announced that Tim Keef, Brighton's Commissioner of Public Works, will officially retire on May 12<sup>th</sup> and that he will be stepping in as the new Commissioner of Public Works.
  - Mike has indicated that he will remain the staff liaison to the SOC through the remainder of 2018. The plan is to transition Evert to becoming the staff liaison to the SOC starting in 2019.
- Annual Report
  - Every year the SOC is charged with preparing and submitting an annual report to the Town Board which concerns the activities and works of the committee for the previous year. Town staff is currently working on drafting a 2017 Annual Report. The draft is about 50% complete and will be forwarded to the committee for review and comment prior to next month's meeting.
- Benchmarking Report
  - As part of the Clean Energy Community program, the Town of Brighton passed a Local Law for benchmarking municipal buildings. The Local Law requires the Town to annually report the energy use of covered municipal buildings, a practice known as benchmarking. Town staff presented a summary of the current Benchmarking report at this meeting.

- The benchmarking analysis determined that the total GHG emitted from covered municipal buildings in the Town of Brighton was 492.8 MTCO<sub>2e</sub> for the 2017 calendar year.
- Table 1 summarizes the energy consumption for the covered municipal buildings in each sector as presented at the meeting.

**Table 1: GHG Emissions Summary per Sector**

Sector	Total Annual GHG Emissions (MTCO <sub>2e</sub> )	Percentage (%)
Operations	152.6	31
Town Hall	300.7	61
Parks & Recreation	39.5	8
<b>Total:</b>	<b>492.8</b>	<b>100</b>

- The committee indicated that the datasets presented between the Benchmarking report and the Greenhouse Gas inventory should be consistent.
- The committee will review the draft Benchmarking report and provide written comments back to Town staff prior to finalization of the report and submittal to the Town Board.
- The goal is to submit the Benchmarking report to the Town Board in June.
- Climate Action Plan
  - The current draft of the CAP is at a point where the SOC would like to discuss the hiring process for a consultant to finalize the document and present the plan to the public.
  - Mike indicated that the next step would be to introduce this matter to the Supervisor and the Public Works committee.
  - The SOC would be involved in the development of the Request for Qualifications concerning the consultant.
  - Town staff would like to add the Climate Action Plan on the Public Works committee docket for either July or August.
- Reimagine RTS
  - Town Staff is coordinating an RTS presentation to the Town Board regarding the Reimagine RTS program and their findings on Phase 1 of the program.
- Clean Energy Community
  - As of April 5, 2018, the Town of Brighton is a named Clean Energy Community by the State of New York and is now eligible for a “Block 3” grant. Town staff is currently working on preparing and submitting the grant application package.

- Development Update

- The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting**

The next meeting will be June 6, 2018 at 7:00 PM.





# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee** **June 6, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Erinn Ryen, Mitch Nellis, Shubhangi Gandhi, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The March 2018 meeting minutes were approved with no revisions. Approval of the May 2018 meeting minutes was deferred until next month's meeting.

### **Announcements:**

#### **Old Business**

- Member Vacancy
  - The Town is currently advertising the vacancy position which resulted from Margy's resignation.
- Annual Report
  - Every year the SOC is charged with preparing and submitting an annual report to the Town Board which concerns the activities and works of the committee for the previous year. Town staff has provided a draft copy of the annual report to the committee for review.
  - The committee will review the draft Annual report and provide written comments back to Town staff prior to finalization of the report and submittal to the Town Board.
- Benchmarking Report
  - As part of the Clean Energy Community program, the Town of Brighton passed a Local Law for benchmarking municipal buildings. The Local Law requires the Town to annually report the energy use of covered municipal buildings, a practice known as benchmarking.
  - The committee will review the draft Benchmarking report and provide written comments back to Town staff prior to finalization of the report and submittal to the Town Board.
  - Comments for both the Annual Report and the Benchmarking Report should be provided to Town Staff prior to next month's meeting so that a discussion on the final drafts can occur at next month's meeting.
- Climate Action Plan

- Town staff is working on introducing the Climate Action Plan to the Public Works committee in either the July or the August meetings.
- Reimagine RTS
  - The SOC briefly reviewed and discussed draft documents available for the Reimagine RTS program.
  - The proposed plan appears to indicate that there will be a drastic reduction in the number of routes offered by the new transit system.
  - The committee will review additional documents available for Reimagine RTS and provide comments so that Town Staff may draft an SOC response letter to RTS.
- Development Update
  - The latest development projects within the Town were briefly discussed.

### **New Business**

- Meeting Frequency Reduction
  - The committee briefly discussed the possibility of reducing the frequency of meetings going forward. Most of the members in attendance appeared to be amenable to this suggestion. This matter will be discussed further at the next meeting.

### **Adjournment**

### **Next Meeting**

The next meeting will be July 11, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee September 3, 2018**

### **Meeting Minutes**

**Attendance:** Ron Wexler, Erinn Ryen, Mitch Nellis, Steve Kittelberger, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The May 2018 and the June 2018 meeting minutes were approved with no revisions.

**Announcements:** Ron announced to the committee that he is resigning from the position of Chairperson. Ron has submitted a letter of resignation to the Town Board and has recommended that Erinn Ryen be named the new Chair. Erinn has agreed to become the new Chairperson of the SOC and will be naming a Vice Chairperson in the near future.

### **Old Business**

- Annual Report/Benchmarking Report (Adopt)
  - Town staff would like to receive final comments on both the Annual report and the Benchmarking report from the committee by 9/17/2018. The goal is to have both documents received and filed by the Town Board on 9/26/2018.
- Climate Action Plan (Update)
  - The current draft of the CAP is at a point where the SOC would like to discuss the hiring process for a consultant to finalize the document and present the plan to the public.
  - Town staff is working on introducing the Climate Action Plan to the Public Works committee in November. Town staff will send out a request for SOC members to attend the November meeting.
  - Town staff will keep the various student interns and coops who helped develop the Climate Action Plan updated on the progress of the plan.
- Climate Smart Community
  - Town staff is working on preparing a CSC submission in January 2019 for Bronze Level Certification. The DEC has updated the rules on when CSC submissions are accepted to only a few times a year. The next certification deadline is January 11, 2019.

- The SOC inquired whether the Town can continue to submit activities after initial certification in order to obtain a higher certification level. Town staff will investigate and provide an update at the next meeting.
- Comprehensive Plan (Update)
  - The environmental review finding statement for the Envision Brighton 2028 Comprehensive plan will be considered by the Town Board on 9/12/2018. The adoption of the Plan will likely be considered by the Town Board on 9/26/2018.
- SOC Membership
  - The Town is in the process of interviewing candidates to fill the SOC vacancy. Robin indicated that two more candidates remain to be interviewed.
  - Robin also indicated that the Beautification Committee had a great response for potential candidates and that some of the applicants from the Beautification Committee pool might be a great fit for the SOC.
- 2019 Goals
  - The SOC discussed the creation of a 2019 Goals document similar to what the committee has created in the past. The goals of the committee are usually included in the year-end report. In the last few years, we have not created an SOC Goals list because the SOC's efforts have mainly revolved around Climate Smart Community. Some ideas for 2019 Goals discussed at the meeting were as follows:
    - Climate Action Plan
    - Climate Smart Community
      - Review whether the Town can exceed Bronze certification
    - Street Lights
    - CCA
    - Investigate Solar Panels on Town Properties
    - Investigate Partnerships for:
      - EV Charging Stations
      - Zero Waste Events
    - Composting for residents
    - Explore private-public partnerships
  - Town staff requested that the committee send any other ideas or topics for 2019 Goals via email. Evert will compile all the submissions so that the committee may discuss them at the next meeting.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting:**

- The next meeting will be October 3, 2018 at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee October 3, 2018**

### **Meeting Minutes**

- Attendance:** Ron Wexler, Erinn Ryen, Paul Tankel, Mitch Nellis, Robin Wilt, Mike Guyon, Evert Garcia
- Minutes:** The September 2018 meeting minutes were approved with no revisions.
- Announcements:** Erinn has been officially designated as the new Chair of the Sustainability Oversight Committee by the Town Board. Erinn has named Shubhangi as the Vice Chair of the committee.

### **Old Business**

- Annual Report/Benchmarking Report
  - Both the SOC Annual Report and the inaugural Benchmarking reports were received and filed by the Town Board on 9/26/2018.
- Annual Budget Update
  - Mike indicated that the Town Board thanked the SOC for their comments on the proposed 2019 budget.
  - Robin asked if any members of the SOC would be able to attend the 2019 Budget Public Hearing on behalf of the SOC. Erinn and Mitch indicated that they would attend the Public Hearing on 10/24 and provide a brief presentation on budget items related to the advancement of sustainable solutions for the Town.
- Comprehensive Plan Update
  - The Envision Brighton comprehensive plan was adopted on 9/26/2018. The next steps will involve the implementation of the plan.
- Climate Action Plan
  - Town staff presented a proposed schedule for completing the Climate Action Plan (CAP). If all goes as scheduled, town staff is anticipating that the CAP can be presented to the Town Board for adoption by October 2019.
  - Town staff anticipates presenting the CAP to the Public Works Committee in November.

Town staff will send out a request for SOC members to attend the November Public Works committee meeting.

- 2019 Goals
  - The SOC reviewed various sustainability-related ideas which have been compiled as part of the 2019 SOC goals list.
  - The SOC indicated that the committee will have a better idea on what to focus on in 2019 as the Climate Action Plan nears completion.
- Meeting Frequency Update
  - The committee revisited the possibility of reducing the frequency of meetings going forward. Most of the members in attendance appeared to be amenable to this suggestion, however, the committee also indicated that the meeting reduction likely could not occur until after the CAP is completed.
- Development Update
  - The latest development projects within the Town were briefly discussed.

### **New Business**

- PACE Program
  - The SOC briefly discussed the PACE car program. The Pace Car Program asks drivers to be part of the solution to make streets safer for pedestrians, bicyclists, drivers and all who are out and about engaging in daily life. Drivers sign a pledge to drive within the speed limit, drive courteously, yield to pedestrians and be mindful of bicyclists and others on the street. Those taking the pledge display the yellow Pace Car sticker on their vehicles. It's a citizens-in-action movement, with citizens leading by example, helping to calm traffic and raise awareness of the need for livable streets. For more information, visit the PACE car program webpage here:  
<http://www.cityofrochester.gov/article.aspx?id=8589970213>
- NYS P2I Community Grant Program
  - The SOC briefly discussed the NYSP2I program. The NYSP2I provides an important source of funding for community-focused pollution prevention initiatives. Each fall, proposals are solicited from community organizations, municipal departments and other public sector and not-for-profit entities for projects that raise awareness and understanding of pollution prevention practices and lead to implementation at the local level. Communities all across New York State benefit from this program. To date, NYSP2I has awarded over \$1M to support 78 projects across NYS. For more information, visit the NYS P2I program here:  
<http://www.rit.edu/affiliate/nysp2i/community-programs/community-grants>
- Pedestrian Scramble
  - The committee briefly discussed options for improving the safety of drivers and pedestrians crossing 12 corners. The idea of a pedestrian scramble crossing was suggested. Town staff will do some research into this matter and discuss this possibility with the appropriate transportation agency.

**Adjournment**

**Next Meeting:**

- The next meeting will be November 6, 2018, at 7:00 PM.





# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee November 7, 2018**

### **Meeting Minutes**

**Attendance:** Erinn Ryen, Shubhangi Gandhi, Paul Tankel, Mitch Nellis, Steve Kittelberger, Robin Wilt, Mike Guyon, Evert Garcia

**Minutes:** The October 2018 meeting minutes were approved with no revisions.

### **Announcements:**

### **Old Business**

- Climate Action Plan (CAP) RFQ
  - Town staff presented a draft schedule for the hiring of a consultant to finalize the RFQ and present the plan to the public.
  - Various milestones identified in the RFQ schedule will drive the SOC meetings in early 2019.
  - The draft schedule for the implementation of the CAP anticipates that the final CAP could be adopted by the Fall of 2019.
  - The SOC reviewed various sample CAP RFQ's/RFP's during the meeting. The committee noted various components from the sample RFQ's that they felt could be a part of the Town of Brighton's CAP RFQ. Town staff will put together a draft CAP RFQ based on the feedback received at the meeting. The draft RFQ will be reviewed by the SOC at the December meeting.
- Update on SOC Presentation to the Town Board
  - Erinn and Mitch provided a brief summary of their presentation to the Town Board as part of the Annual Budget public hearing.
- Climate Smart Communities (Submission)
  - Town staff indicated that they are working on a Climate Smart Community (CSC) certification submission. The submission will be in by the CSC deadline of 1/11/2019
- Recycling Update
  - Town staff attended a tour of the Monroe County recycling facility which is currently operated by Waste Management. The tour provided an overview of the current state of

the recycling industry in the US.

- Waste Management indicated that they can attend the next SOC meeting to discuss recycling with the SOC. Town staff will reach out to Waste Management to confirm the date.
- Pedestrian Scramble Update
  - The committee briefly discussed a pedestrian scramble as a way of improving the safety of drivers and pedestrians crossing 12 corners. Town staff will draft a letter to the NYS DOT and MCDOT regarding this matter.
- PACE Program Update
  - Robin provided a brief update on the PACE program for Brighton. Robin indicated that the Town is working with a graphics designer to develop a Brighton specific PACE decal. Once the Brighton PACE decal has been developed, the Town will publicize the decal accordingly.
- Meeting Schedule
  - The committee revisited the possibility of reducing the frequency of meetings going forward. Most of the members in attendance appeared to be amenable to this suggestion, however, the committee also indicated that the meeting reduction likely could not occur until after the CAP is completed. In addition, the meeting time will remain at 7:00 PM.
- Development Update
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting:**

- The next meeting will be December 5, 2018, at 7:00 PM.



# Sustainability Oversight Committee

Secretary – Mike Guyon

## **Sustainability Oversight Committee December 5, 2018**

### **Meeting Minutes**

**Attendance:** Erinn Ryen, Shubhangi Gandhi, Mitch Nellis, Ron Wexler, Steve Kittelberger, Robin Wilt, Mike Guyon, Evert Garcia, Patrick Martino, Mike Leone, Rodney

**Minutes:** The November 2018 meeting minutes were approved with no revisions.

### **Announcements:**

### **Old Business**

#### ○ **Patrick Martino, Waste Management**

- Patrick gave a presentation on the state of the recycling industry in the United States.
- China is currently limiting contamination of imported recycled product to 0.5%.
- Several Chinese recycling companies are starting to falter due to lack of material coming in. Some Chinese firms are exploring the possibility of opening recycling facilities in the United States to bypass the new import requirements.
- Waste Management is currently exploring other outlets for processing the recycled material that would typically be exported to China.
- Patrick provided the committee various handouts on best management practices for recycling at home and at work. Copies of the handouts can be found on [www.rorr.com](http://www.rorr.com)
- The SOC indicated that they are interested in pursuing totes for recycling containers as opposed to the current bins provided Waste Management. Waste Management indicated that their data shows that totes increase contamination of recycled product and therefore have not pursued it.
- The SOC inquired about the possibility of Waste Management offering curb side composting for Brighton residents. Waste Management indicated that the economics for that type of service is not currently favorable for them. They recommend using one of the various composting services available, such as Community Composting or Impact Earth.
- Town staff has previously explored pursuing a pilot district for residential composting. Town staff will request customer location data from Community Composting and Impact Earth to determine if there is enough density in any geographic area of Town to pursue a pilot district.
- Robin indicated that there might be grant opportunities from P2I which can assist the Town with a pilot program. Town staff will investigate.

#### ○ **Climate Action Plan (CAP) RFP**

- The committee reviewed comments provided by various members on the draft CAP RFP. Town staff will update the RFP document accordingly and distribute to the SOC for final comments.

- **Pedestrian Scramble Letter**
  - The committee reviewed comments provided by various member of the SOC on the pedestrian scramble letter.
  - Erinn suggested that we include real data on the number of accidents which have occurred at the 12 corners intersection in recent history. Town staff will obtain this data and subsequently update the pedestrian scramble letter.
  
- **CCA MOU Update**
  - Robin provided a brief update on the CCA. The Town has joined Irondequoit and Pittsford in executing a Memorandum of Understanding (MOU) to allow for the joint selection of a third-party administrator to secure a 100-percent renewable clean energy product.
  
- **SOC Membership Update**
  - The Town Board has indicated that two new members will be selected to join the SOC. Candidates for the positions are currently being evaluated.
  
- **Development Update**
  - The latest development projects within the Town were briefly discussed.

**New Business**

**Adjournment**

**Next Meeting:**

- The next meeting will be February 6, 2019, at 7:00 PM.