June 2, 2022

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

Re: SOC Year End Report for Activities in 2020 and 2021

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 during April of each year concerning the activities and work of the Committee.” Due to public gathering restrictions and executive orders in place because of the COVID-19 pandemic, the SOC missed several meetings in 2020 which resulted in much of their activity for 2020 being delayed. As a result, the annual report for 2020 was postponed and has now been included with the 2021 annual report. The following document constitutes the joint annual report which describes the activities undertaken by the committee and resulting actions from January 1, 2020 to December 31, 2021. I recommend that your Honorable Body receives and file the attached Sustainability Oversight Committee Year-End Report for Activities in 2020 and 2021.

Respectfully,

Evert Garcia
Department of Public Works

Cc: Mike Guyon, PE, Commissioner of Public Works
    Erinn Ryen, Sustainability Oversight Committee Chair
    Brendan Ryan, Assistant Engineer

Enclosure
Sustainability Oversight Committee
Year-End Report for
Activities in

2020 and 2021
Introduction

In 2010, the Town of Brighton established the Sustainability Oversight Committee (SOC) to review Brighton’s progress towards becoming a sustainable community as well as to review and recommend unified action on energy conservation, waste reduction, 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.” Due to public gathering restrictions and executive orders in place because of the COVID-19 pandemic, the SOC missed several meetings in 2020 which resulted in much of their activity for 2020 being delayed. As a result, the annual report for 2020 was postponed and has now been included with the 2021 annual report. The following document constitutes annual reports for both calendar years 2020 and 2021.

The SOC met sixteen (16) times throughout 2020 and 2021. Due to COVID restrictions, SOC meetings were cancelled from March of 2020 through June of 2020. The committee did not meet in the months of January, August, and November of 2021. A copy of the minutes for each meeting is attached as part of this Year End Report, in Appendix A.

2020-2021 Goals

The primary goal for the SOC in 2020-2021 was to finalize the scope of work for and kick off the development of a Town-wide climate action plan (CAP). The Town of Brighton officially became a certified Bronze Climate Smart Community in April of 2019. The CSC program is a network of New York communities engaged in reducing greenhouse gas emissions and improving climate resilience. Shortly after becoming a certified CSC, the SOC updated its primary goal in 2019 to working on vetting and formalizing a draft of the 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. The SOC continued to pursue its goal of vetting and finalizing a CAP throughout 2020 and 2021.
2020-2021 Highlights

1) Climate Action Plan-Grant Award

*Description:* The Town’s Climate Action Plan (CAP) will be a broad plan that identifies greenhouse gas (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, examine past GHG inventories (2001 and 2007), and generally focus on activities that can achieve the greatest emission reductions in the most cost-effective manner. A draft CAP was developed by the SOC with assistance from student interns in 2018/2019.

*Action:* The Town of Brighton was awarded a Climate Smart Community grant in the amount of $40,000 to fund the development of the Climate Action Plan. The Town issued a request for proposals (RFP) to engage a professional consultant, ultimately selecting Barton & Loguidice with Anchor QEA as subconsultant. B&L has developed a public participation plan for the CAP and over the next ~12-18 months will begin to execute it, 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.

[Climate Action Plan- Project Website](#)

[Climate Action Plan Grant Award Letter](#)

2) 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:* The Town of Brighton continues to benchmark covered municipal buildings to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of Brighton.

3) Clean Energy Communities 2.0

*Description:* The Clean Energy Communities (CEC) program, established in 2016, provides a points system to municipalities in NYS that can qualify them for grants for sustainability projects. Some proposed action to obtain CEC points include adopting NY Stretch code (a more stringent energy code), adopting the NY Unified Solar Permit to simplify solar siting, and installing renewable energy. Participation in the CEC program fell off over the years and NYSERDA elected to refresh the
program in 2021. The updated round of the program is titled the “Leadership Round.” As part of this funding round, NYSERDA is offering $17 Million to municipalities that meet updated point thresholds.

Action: In response to the Leadership Round of the CEC program, the SOC is working to complete items which can provide the Town with sufficient points to meet the grant funding thresholds. The SOC is looking to prioritize projects or action items that are already being considered as part of multiple programs such as Climate Smart Communities, the Climate Action Plan, and CEC.

4) Community Choice Aggregation

Description: Community Choice Aggregation (CCA) allows 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, and improve customer choice and value.

Action: On October 16, 2020, the Town of Brighton announced the launch of a 100% renewable electricity program to benefit residential customers, small businesses, and the environment. Source Power Company was selected as the approved energy vendor for the Brighton CCA. Source Power Company, a NY based energy service company, will be providing 100% renewal electricity to the Town of Brighton at a fixed rate that is lower than the standard energy mix provided by RG&E for a 24-month period. The new supply rate was reflected on Brighton customer bills starting in January 2021. It is important to note that the pursuit of a 100% renewable CCA program is one of the recommendations outlined in the draft CAP.

5) Sustainability Fund

Description: As part of Brighton’s CCA program, residents were offered the option to sign up for Community Solar as a way to support locally-sourced clean energy and lower their annual electricity costs even more. For every household that signed up for Community Solar, Source Energy provided a $50-dollar contribution to the Town as an incentive for residents to opt-in. Many residents have signed up for Community Solar to date, which resulted in the creation of a sustainability fund. The Town Board then requested feedback from the SOC to help determine the most suitable projects to support with the sustainability fund.

Action: In response to the Town Board’s request, the SOC drafted a letter which outlined suitable projects that could be supported by the newly established sustainability fund. The SOC suggested that the Town prioritize projects that are high profile in nature that the community can see and learn from. A copy of the project ideas for use of the sustainability fund is provided in the link below:

Sustainability Fund Project Letter

6) Green Amendment Letter of Support

Description: A Green Amendment is defined as a self-executing provision placed in the Bill of Rights section of a constitution that recognize and protect inalienable rights of all people to have clean water, clean air, and a healthful environment.
Action: The SOC recognized the importance of including a Green Amendment in the New York State Constitution. In the 2019 session, the New York Legislature passed a bill, A.2064/S.2072, to add a Green Amendment to the state constitution. However, a constitutional amendment is a multi-year process requiring legislation to be passed by two separately elected state legislatures followed by a public referendum. Therefore, in 2020, the committee drafted a letter in support of the NY Legislature Bill to add a Green Amendment to the NYS Constitution.

7) Review of the Town CIP

Description: One of the duties that the SOC is charged with is to evaluate projects and acquisitions proposed by the Town as part of their Capital Improvement Program (CIP) in terms of the sustainability objectives of the Town, and make recommendations as to sustainable alternatives to be considered in the design and operation.

Action: The SOC continues to review the Town’s CIP and recommend sustainable alternatives to the proposed purchases and anticipated projects. The SOC believes that sustainability, when correctly implemented, can aid the Town in realizing long term financial savings.

CIP Review Letter

Committee members:

Erinn Ryen, Chair
Shubhangi Gandhi, Vice Chair
Mitch Nellis
Brian Lynch
Nathaniel Gibbs
Carol Austin
William Bayer
William Brower
Robin Wilt, Town Board Liaison
APPENDIX A

MEETING MINUTES
Sustainability Oversight Committee
January 15, 2020

Meeting Minutes

Attendance:  Shubhangi Gandhi, Mitch Nellis, Erinn Ryen, Paul Tankel, Nate Gibbs, Robin Wilt, Steve Kittelberger, Evert Garcia

Minutes:  The December 2019 meeting minutes were approved with no revisions.

Announcements:
- Open Forum
  - Paul announced that the award-winning lecture series from the Community Design Center of Rochester (CDCR) will kick off on January 29, 2020. More information on upcoming lecture series is available on CDCR’s website.

Old Business
- Climate Action Plan (CAP) Grant-Update
  - The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
  - The SOC reviewed various documents related to the CAP in anticipation of starting the project. The draft RFP, project schedule, and work plan were briefly discussed at the meeting.
  - The CAP grant includes a local match component. SOC volunteer work on the CAP can count towards the local match component of the grant.
  - Town staff will develop a shared spreadsheet to assist the SOC with tracking their volunteer time on the CAP.
  - It is anticipated that the SOC will function as the steering committee for the CAP project.

- CCA/CDG Presentation-Review
  - The committee briefly discussed Roctricity’s November presentation on the status of the CCA.
  - The coalition of Monroe County municipalities which includes the Towns of Irondequoit, Pittsford and Brighton, as well as the Village of Pittsford, have selected Joule Assets to serve as program administrator for Community Choice Aggregation. Joule maintains an operating agreement with locally based Roctricity.
  - The contract with Joule Assets, the selected CCA administrator, is currently being finalized.
  - Some members of the committee indicated that presenting information on CDG along with CCA might be confusing for the public.
Development Updates

Updates to development projects within the Town were briefly discussed.

SOC Guest Discussion

The committee considered a list of guest speakers that they would like to invite to the meetings throughout the year. Some of the potential guests discussed include:

- Town Supervisor
- Town Staff
- Industry Experts (Arborists)
- Other Government Agencies and Committees
- Local University Representatives and
- Transportation Agency Representatives

Town staff will find out if Supervisor Moehler is available to attend the February SOC meeting.

EPA Treasure Hunt Program

The Treasure Hunt is a tool developed by the US EPA where teams are assembled to review energy data and building consumption to seek out energy efficiency upgrades. The Genesee/Finger Lakes Regional Planning Council (GFLRPC) has offered the Town of Brighton the ability to participate in this program.

The GFLRPC will perform an energy audit with Town staff and other interested stakeholders to determine where building efficiencies can be realized. Treasure Hunts focus on no and low-cost energy savings opportunities.

Town staff is seeking for members of the SOC who might be interested in participating in the Treasure Hunt. Town Staff will send out an email to members of the SOC when more information about the event is available.

Focus Area Groups- Transportation and Electrification

EV Infrastructure in Brighton

- Nate gave a presentation on the state of EV charging stations in Brighton.
- Nate provided information on options which are available to the Town in order to further deploy EV charging stations within the town (e.g. Parks, Farmer’s Market)
- One option is the Charge Ready NY program which offers public and private organizations that install Level 2 EV charging stations at public parking facilities, workplaces, and multifamily apartment buildings rebates of $4,000 per charging port they install, a significant savings of 30% to 80%, depending on station and installation costs. The Town is currently pursuing a Charge Ready NY rebate to replace the existing non-networked charging station with an internet connected station at the Town Hall campus.
- Other options would be to partner with a private company to provide the charging infrastructure. This program would function on a site lease basis.
- Information and resources derived from the Transportation and Electrification focus group’s research is available to all members of the SOC in the Google Drive folder.

Focus Area Groups- Policy Code Changes

Tree Inventory

- The Conservation Board has started a Pilot project which aims to update a small portion of the Town’s tree inventory.
Focus Area Groups - Communication

- Erinn has been invited to present on the Town’s sustainability efforts to the Brighton Neighbors United group. Erinn will be reaching out to the committee for feedback on her presentation.

New Business

- Climate Emergency Declaration
  - Erinn introduced the Climate Emergency Declaration topic to the committee. A Declaration of Climate Emergency is a resolution passed by a governing body in support of taking emergency action to reverse global warming.
  - Town staff will circulate the Climate Emergency Declaration sample documents which were discussed at the meeting to the committee.
  - This matter will be discussed further at the next meeting.

Adjournment

Next Meeting:

- The next meeting will be February 5, 2020, at 7:00 PM.
Meeting Minutes

Attendance:  Shubhangi Gandhi, Mitch Nellis, Erinn Ryen, Nate Gibbs, Robin Wilt, Steve Kittelberger, Evert Garcia

Minutes: The January 2020 meeting minutes were approved with no revisions.

Announcements:

Old Business

- SOC Guest Speaker-Supervisor Bill Moehle
  - The committee had a discussion with Supervisor Moehle. The discussion included various topics related to the Town’s efforts in sustainability. The group was interested in hearing about Supervisor Moehle’s vision and goals for the committee. Some of the topics discussed included:
    - The Town’s connectivity/walkability including trails and sidewalks.
    - The Police Department’s purchase of new hybrid cruisers.
    - The Climate Action Plan. The Town was recently selected to receive a grant to fund the CAP. The SOC will function as the steering committee for the CAP project. Most of the SOC’s efforts this year will revolve around completing the CAP.
    - Multiversity Grant.
    - Streetlighting LED conversion and ongoing discussion with RG&E.
    - NYS tax cap and its effects on the Town budget.

- Climate Action Plan (CAP) Grant-Update
  - The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
  - Once the grant is formalized, the Town will advertise for Professional Services.

- EPA Treasure Hunt Program
  - The Genesee/Finger Lakes Regional Planning Council (GFLRPC) has offered the Town of Brighton the ability to participate in the US EPA Treasure Hunt program.
  - Town Staff will send out an email to members of the SOC when more information about the event is available.

- Development Updates
  - Updates to development projects within the Town were briefly discussed.
Brighton Neighbors United Presentation Review

- Erinn has been invited to present to the Brighton Neighbors United (BNU) group on the Town’s sustainability efforts.
- The committee reviewed the draft BNU PowerPoint presentation and offered feedback. Town staff will circulate the presentation to the rest of the committee for review and comment.
- Erinn will be presenting to the BNU group on March 1, 2020.

New Business

Adjournment

Next Meeting:

- The next meeting is scheduled for April 1, 2020, at 7:00 PM.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
July 1, 2020

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Steve Kittelberger, Brian Lynch, Evert Garcia
Guest: Matt Brown-Fairport Deputy Mayor

Minutes: The February 2020 meeting minutes were approved with no revisions.

Announcements:

- Mitch announced that Color Brighton Green has secured a plot of land near First Baptist Church where they are growing trees which they hope to plant around Brighton. Mitch encouraged SOC members to visit the site.

Old Business

- Brighton Neighbors United (BNU) Presentation Review
  - Erinn provided a brief summary of her presentation to the BNU. Erinn and Shubhangi presented on the history of the SOC, key accomplishments over the past 9 years, and future goals for the committee. The presentation was well received.
  - A representative for CCA also attended the BNU potluck and gave a presentation on the program. Residents continue to be confused on the differences between CCA and CDG. Members of the SOC indicated that a public outreach campaign and virtual educational events on the various energy programs might help lessen the confusion. SOC members are interested in assisting the CCA administrator in this regard.

- Climate Action Plan (CAP) Grant-Update
  - The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
  - Town staff is working with the Grant Manager to finalize the Grant Work Plan and Grant Budget. Once these documents have been approved, they will be submitted to the NYS Grants Gateway for processing and execution of the contract.
  - After the grant contract is executed by both parties, the Town will advertise for Professional Services.
Development Updates
- Updates to development projects within the Town were briefly discussed.

New Business
- Zoom Procedure Review and Introductions
  - The committee reviewed the process and procedures which will guide future virtual meetings through Zoom.
  - Meeting information will be posted under the “Live Streaming Video” section of the Town’s website a few days before the meeting. You can access the webpage by clicking on the following link: https://www.townofbrighton.org/499/Streaming-Video

Adjournment

Next Meeting:
- The next meeting is scheduled for August 5, 2020, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
August 5, 2020

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Steve Kittelberger, Brian Lynch, Mike Guyon, Evert Garcia

Guest: William Likely

Open Forum: The committee welcomed Mr. Likely, who attended the meeting as a Brighton resident interested in hearing more about the sustainability initiatives in his neighborhood.

Minutes: The July 2020 meeting minutes were approved with no revisions.

Announcements:

Old Business

- Climate Action Plan (CAP) Grant-Update
  - The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
  - Town staff continues to work with the Grant Manager to finalize the Grant Work Plan and Grant Budget. Once these documents have been approved, they will be submitted to the NYS Grants Gateway for processing and execution of the contract.
  - After the grant contract is executed by both parties, the Town will advertise for Professional Services.

- Development Updates
  - Updates to development projects within the Town were briefly discussed.

- Community Choice Aggregation-Update
  - Bids received for a green energy service provider did not meet the pricing requirements outlined in the bid documents. The CCA Administrator might revise the pricing requirements after discussion
with all the members of the CCA. Bid requests to secure a green energy service provider will be re-issued soon.

- Brian indicated that it is not unusual for CCA pricing requirements to include a clause which stipulates that CCA energy pricing must be indexed against standard energy retail prices. Including a similar requirement in the bid request for a green energy service provider can help protect residents who join the CCA. Bryan offered to help with drafting some of this language to include in the bid documents when it is re-issued.

- **Focus Area Groups-Update**
  - The Electrification and Transportation committee previously met in February. At that time, Brian had reached out to EV charging vendors that offer no cost solution to municipalities in exchange for Town owned properties as hosting sites. The best contender for this type of project, EV Go, has since been acquired and Brian lost contact with the company rep. The sub-committee will continue to follow up on this matter as things normalize.
  - Urban Forestry- The subcommittee is working with Color Brighton Green on growing about 100 trees which they hope to replant around Brighton. They currently have about 10 trees which will be ready for planting in the fall.
  - Pollinator habitats- Mitch expressed interest in pursuing efforts to increase pollinator habitats on public lands. Nate indicated that he will join Mitch in his efforts and report back to the committee when they have a put together a plan.

**New Business**

- **Review of Draft Capital Improvement Plan (CIP)**
  - The SOC reviewed the draft 2021-2023 Capital Improvement Plan.
  - Robin suggested that the CIP letter should also include a statement which acknowledges the Town’s current fiscal circumstances associated with the COVID-19 pandemic and potential impacts to the Town’s CIP budget.
  - The CIP review letter should include comments which recognize the Town’s effort for sustainability related initiatives in 2019.
  - Many of the comments from last year are still applicable to this year’s CIP review letter. Past comments should be updated with current dates and references.
  - Town staff will incorporate all the comments provided by the SOC into an updated CIP review letter and subsequently submit to the Town.

**Adjournment**

**Next Meeting:**

- The next meeting is scheduled for September 2, 2020, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
September 2, 2020

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Steve Kittelberger, Brian Lynch, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The August 2020 meeting minutes were approved with no revisions.

Announcements:

New Business

- Tom Snyder-Director of Program and Conservation Action, Seneca Park Zoo Society
  - Tom presented information to the SOC regarding the efforts by the Seneca Park Zoo Society to develop and conserve pollinator habitats in the area.
    - These efforts stem from the 2003 Butterfly Beltway project which started off as a way to create monarch butterfly gardens in the Rochester area.
    - In 2015, the mission of the project re-centered to the conservation of all native pollinators and insects, not just butterflies.
    - In 2017, the Zoo Society partnered with NYS DOT Region 4 to evaluate right of way mowing operations along a six-mile section of I-390. They found that the development of this area to a pollinator habitat resulted in a budget neutral operation. This area is now home to more than 18 species of naturally regenerating wildflowers and grasses providing food and habitat for pollinators. Bees and butterflies are now able to successfully complete their life cycle without being disrupted or damaged by mowing. Conversely, this resulted in reduced mowing efforts/requirements for this stretch of I-390. This innovative effort was the recipient a NYS DEC Environmental Excellence Award.
    - Tom indicated that in some instances, native grasses and wildflowers can even be used to mitigate brownfields, as the robust plants remove the heavy metals from the soils.
    - As part of their efforts, Tom indicated that the Zoo Society is working with corporations
such as GM, and colleges like RIT on various projects to bring back open areas with native/wild grasses and native species.

• Tom indicated that the Zoo Society can provide the Town with consultation for selection of appropriate areas and seed mixes. Additionally, Tom indicated that grants might be available for these types of projects for Towns. The Zoo Society would not charge for consultation services.

• The SOC inquired about the next steps in the process should the Town decide to pursue the installation of pollinator habitats throughout the Town.

• Tom indicated that the first step would be to identify areas that are considered high risk for Town staff, such as steep slopes, or other areas that are difficult to mow as these areas are the low hanging fruit to convert to pollinator habitats.

• Tom indicated that the Monarch has not currently been listed as an endangered species, however, final determination will be made by US Fish and Wildlife Service in December.

• The key to a successful installation of pollinator habitat is the educational component. Signs should be included with any installation of pollinator habitats to inform residents about their purpose.

• Town staff indicated that they have been informed by various department of transportation agencies indicating that regulation regarding municipal operations in the right of way with regards to the monarch butterfly is forthcoming.

• Town staff will work on developing a map/list of areas that are currently mowed so that the committee may review potential candidates for the installation of pollinator habitats.

• Robin inquired about potential issues with existing zoning codes which generally require residents to maintain well-kept lawns and the promotion of pollinator habitats at private residences. Tom is not aware of this issue coming up before but can see how this can be an issue in a more urban setting such as the Town of Brighton.

  o A subset of the committee will setup a meeting with the Town’s commissioner of public works and the parks department to develop a path forward for this initiative.

  o **Tree Inventory Update and App Development**
    o Members of the Conservation Board and Town staff are working on the development of a GIS collection app which will be used to update the existing Tree Inventory for the Town.
    o George Smith and his team hope to start testing out the application this fall with completion of the inventory by the spring of 2021.

**Old Business**

  o **Virtual Meeting Protocols**
    o The committee discussed the processes and procedure which will guide all Zoom/virtual meetings. Specifically, the committee discussed the process for ending the meeting should unwanted or disruptive intrusion occur at a meeting. If this occurs, Town staff will end the meeting, without warning, and follow up with members of the committee later to explain why the virtual meeting was ended.
    o As part of the meeting protocols, members of the public who attend virtual SOC meetings will be asked to state their name and provide a brief introduction about themselves.

  o **Benchmarking and Annual Report**
    o Town staff will start working on the Benchmarking Report and Annual Report that are usually developed by the SOC every year.
    o The Annual Report is generally developed to summarize the committee’s activities and work for the previous year. Meanwhile, the Benchmarking Report is developed to report the energy consumption of covered municipal buildings.
    o Drafts of the reports will be shared with the committee via email for review and comment when
Climate Action Plan (CAP) Grant-Update
  o The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
  o Town staff has completed all outstanding items and questions to finalize the Grant Work Plan and Grant Budget. The grant documents are currently under review by the Contract Manager.

Community Choice Aggregation-Update
  o Initial bids received for a green energy service provider did not meet the pricing requirements outlined in the bid documents. The various municipalities which make up the Monroe Community Power CCA will revise the pricing requirements to allow for a fairer pricing benchmark to the bidders. The updated requirement will compare the bid pricing to the lowest available consumer rates on 100% renewable energy.
  o It is anticipated that a bidder will be selected subsequent to the revisions of the pricing benchmark requirements and re-issuance of bids.

Development Project Updates
  o Updates to development projects within the Town were briefly discussed.

Adjournment
Next Meeting:
  o The next meeting is scheduled for October 7, 2020, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
October 7, 2020

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Steve Kittelberger, Brian Lynch, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The September 2020 meeting minutes were approved with no revisions.

Announcements:

New Business

Old Business

- Benchmarking and Annual Report
  - Town staff will begin working on the Benchmarking Report and Annual Report that are usually developed by the SOC every year.
  - The Annual Report is generally developed to summarize the committee’s activities and work for the previous year. Meanwhile, the Benchmarking Report is developed to report the energy consumption of covered municipal buildings.
  - Drafts of the reports will be shared with the committee via email for review and comment when available.

- Tree Inventory Update
  - Members of the Conservation Board and Town staff have developed a Survey123 collection form which will be used to update the existing Tree Inventory for the Town.
  - The collected data will automatically be tied to the Town’s GIS system as it becomes populated.
  - George Smith and his team hope to start testing out the application this fall with completion of the inventory by the spring of 2021.
Climate Action Plan Grant-Goals Update

- The Town of Brighton was selected to receive a CSC grant in the amount of $40,000 to fund the Climate Action Plan.
- Town staff has completed all outstanding items needed to finalize the Grant Work Plan and Grant Budget. The grant is currently under the contract review phase.
- Like other grant applications in the Town, staff is awaiting a response from the regulatory agency on how to proceed.
- The SOC discussed updating the goals which were included in the draft CAP to better align with the State’s updated climate targets. The concern with doing CAP related work before grant funds have been received by the Town is that any work by the committee prior to executing the grant documents will not be eligible as in-kind volunteer work towards the grant.
- The committee will review the draft CAP and report back on sections of the document which can become areas of focus for the committee in the near future.

Pollinator Habitat-Update on meeting with Commissioner

- Nate provided a brief update on the meeting with Mike Guyon, Commissioner of Public Works.
- The Commissioner is agreeable to the installation of pollinator gardens in areas that makes sense for the Town of Brighton.
- The Town is currently looking to focus on areas that will reduce the amount of mowing that is included in the annual mowing contracts. This approach will make the installation of the pollinator garden more attractive from a financial standpoint as it can be considered a budget neutral action.
- Evert will email the list of potential pollinator garden areas which are currently mowed by contractors to the committee. Committee members can then sign up to visit the various sites and report back on their findings at the next meeting.

Green Amendment

- Robin provided an overview of the Green Amendment request to the SOC. A Green Amendment is defined as self-executing provisions placed in the Bill of Rights section of a constitution that recognize and protect inalienable rights of all people to have clean water, clean air, and a healthful environment.
- Robin is requesting a letter of support from the SOC for the inclusion of a Green Amendment in the NYS Constitution.
- The committee is supportive of this request and will put together a letter of support which can be submitted to the Town Board.

CCA Update

- Various conforming bids were received as part of the second round of bids submitted for the CCA energy supplier.
- Source Power Company was selected as the approved energy vendor for the Brighton CCA.
- Source Power Company is a NY based energy service company that will be providing 100% renewal electricity to the Town of Brighton at a fixed rate that is lower than the standard energy mix provided by RG&E for a 24-month period.
- A public outreach program will be launched soon by Monroe Community Power, the CCA administrator, to update Brighton residents on the latest CCA developments. The new supply rate will begin to be reflected on Brighton customer bills in January 2021.

Development Project Updates

- Updates to development projects within the Town were briefly discussed.

Adjournment

Next Meeting:

- The next meeting is scheduled for November 4, 2020, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

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Sustainability Oversight Committee
November 4, 2020

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Steve Kittelberger, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The October 2020 meeting minutes were approved with minor revisions.

Announcements:

New Business

Old Business

o Zoom Policy- Update
   o The Town is looking to memorialize zoom meeting procedures in a formal policy. The SOC meetings already follow most of the procedures which will be outlined in the policy.

o Annual Report-Draft Review
   o The committee reviewed a draft of the Annual Report at the meeting. Town staff will incorporate the comments discussed at the meeting into a final report before submitting the report to the Town Board for receiving and filing.
   o Robin indicated that the SOC is welcome to present the Annual Report findings to the Town Board at a future meeting. Erinn and Shubhangi volunteered to present the report at the November 24th Town Board meeting.

o Climate Action Plan Grant-Update
   o Like other grant applications in the Town, staff is awaiting a response from the regulatory agency on how to proceed.
   o Erinn and Evert will meet with Commissioner of Public Works Mike Guyon next week to discuss
what options might be able to continue to move SOC projects forward without affecting work related to the Climate Action Plan Grant.

- **Pollinator Habitat-Field Trip Signup**
  - The committee reviewed the various sites which are being considered for the installation of pollinator gardens. Committee members selected dates for the site visits and will wait to hear from Town staff on proposed times for the dates selected.
  - Meridian center park has an existing butterfly garden. This site will be added to the site visit list to contrast what the committee’s vision of a pollinator garden is intended to be.
  - The Town is currently looking to focus on areas that will reduce the amount of mowing that is included in the annual mowing contracts. This approach will make the installation of the pollinator garden more attractive from a financial standpoint as it can be considered a budget neutral action.
  - The committee discussed the possibility of reviewing the Town’s mowing policy as part of a broader discussion about this subject.

- **Green Amendment-Update**
  - Robin thanked the SOC for their support of the Green Amendment. The SOC’s letter of support was submitted to the Town Board on October 28th.
  - The Town Board passed a resolution encouraging newly elected members of the state senate and assembly to take action on this matter in the next legislative session.

- **CCA Update**
  - Source Power Company has been selected as the approved energy vendor for the Brighton CCA.
  - The first meeting of the public outreach program was conducted in October via zoom and was very well attended. The second session is scheduled for November 17th.
  - The Town is also offering the option to opt up to community solar as an option of the CCA program.
  - The opt out letter is scheduled to be mailed out to residents in the next few weeks. Historically, opt out rates for CCA programs has been low.
  - The new supply rate will be implemented on January 2021.

- **Development Project Updates**
  - Updates to development projects within the Town were briefly discussed.

**Adjournment**

**Next Meeting:**

- The next meeting is scheduled for January 6, 2021, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
January 6, 2021

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Brian Lynch, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The November 2020 meeting minutes were approved with no revisions.

Announcements:
- Paul indicated that the Community Design Center’s lecture series for this season will be announced soon. The theme for this year is Building a Just Community. The series will kick off with former Mayor Bill Johnson providing insight on how Rochester might be transformed into a community of equity and justice. Paul will share more information on the lecture series with the rest of committee when it is available.

Old Business
- Membership Update- Special Thanks to Ron Wexler-Past President
  - The committee thanked Ron Wexler, Past President of the committee, for his many years of service to the SOC. Ron has elected not to renew his membership in the SOC as he is currently focusing on his renewable energy startup company.

- Annual Report-Update
  - Erin and Shubhangi provided a summary of their presentation of the Annual Report to the Town Board in November. The presentation was successful and was well received by the Town Board.

- Climate Action Plan Grant-Update
  - Like other grant applications in the Town, staff is awaiting a response from the regulatory agency on how to proceed.
o **Pollinator Habitat-Field Trip Update and Next Steps**
   - The committee reviewed pictures of the sites which are being considered for the installation of pollinator habitats. The SOC agreed that the areas selected as potential pollinator habitats are good candidates.
   - Town staff has reached out to Tom Snyder, Seneca Park Zoo Conservatory, for guidance on the next steps in the process. Tom has agreed to attend the SOC’s February meeting to discuss this matter further.
   - The committee discussed the possibility of reviewing the Town’s mowing policy as part of a broader discussion about this subject.

o **SOC Focus Areas- Summary of Discussions with Commissioner**
   - Erinn and Evert summarized their meeting with Commissioner of Public Works, Mike Guyon, to review projects that the SOC can work on without affecting volunteer work designated for the Climate Action Plan.
   - Some projects that the SOC can work on as they await the CAP funding include the following topics:
     - Identification of software to manage and update the Town’s tree inventory.
     - Review of the current leaf and yard debris pickup policy.
     - Review of current snow and ice policies.
     - Review of current lawn mowing policies.
     - Research policies and procedures that other communities follow.
     - Find educational material to post on the website related to sustainability.
     - Review of sidewalk and pedestrian infrastructure.
     - Updates to the Town standards for construction.
     - Identification of sustainability related grants.
   - The SOC bylaws indicate that the committee must be charged by the Town Board before they can work on certain matters. The committee decided to write a letter to the Town Board requesting authorization to research, review, and provide recommendations on items related to energy conservation and climate change mitigation measures as noted in the listed above.
   - The committee decided to select three focus areas as part of their request to the Town Board. These focus areas include updates to the Town’s zoning laws, review of current mowing policies, and education.
   - The SOC also expressed interest in engaging other Town committees such as the IDEA board to work together on these focus areas.
   - Town staff will prepare a draft letter to the Town Board and distribute to the SOC for review and comment.

o **CCA Update**
   - The Town of Brighton CCA is officially in effect. The supply rates being provided to Town residents as part of the CCA initiative are historically low.

o **Development Project Updates**
   - Updates to development projects within the Town were briefly discussed.

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**New Business**

o **NYS Stretch Code RFI**
   - The SOC briefly discussed NYS State’s request for information (RFI) on desired code changes for the next updates to the NYS Stretch energy code.
   - It might be difficult to provide an official response to the RFI due to the tight deadline, however, this might be a good document for the committee to become familiar with when work related to the CAP starts.
Adjournment

Next Meeting:

- The next meeting is scheduled for February 3, 2021, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

[https://www.townofbrighton.org/499/Streaming-Video](https://www.townofbrighton.org/499/Streaming-Video)

Sustainability Oversight Committee  
February 3, 2021

Meeting Minutes

**Attendance:** Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Brian Lynch, Robin Wilt, Tom Snyder, Dave Riddell, Mike Guyon, Evert Garcia

**Open Forum:**

**Minutes:** The January 2021 meeting minutes were approved with no revisions.

**Announcements:**

**Old Business**

- **Pollinator Habitat-Next Steps with Tom Snyder and Dave Riddell from the Seneca Park Zoo**
  - After considering various sites for the installation of pollinator habitats, the committee has narrowed down the choices to the Lac de Ville stormwater pond site and the Deerfield Woods stormwater pond site.
  - The committee is now looking for guidance on the next steps required to proceed with the installation of pollinator habitats at these sites. Tom Snyder and Dave Riddell from the Seneca Park Zoo attended the meeting to provide their recommendations on how to approach the installation of pollinator habitats at these sites.
  - Tom and Dave indicated that a few things to consider when moving forward with the installation are scope of installation, budget, timeframe for seeing results, and expectations of the various stakeholders.
  - Tom and Dave think that the Town should also consider the installation of a clover lawn as a potential tree lawn cover replacement. Clover lawns are generally low growth, do not require mowing, and handle foot traffic well. Town staff is interested in testing out clover-based lawns to see if it can work in the right of ways. Tom will share some pictures with the committee on what a clover-based lawn looks like.
  - Nate inquired about the effort required to prep each site for the installation of a pollinator habitat.
Tom indicated that prep effort is generally low especially if considering the “lasagna” method, which involves the installation of alternating layers of cardboard, seed mix, and plantings. This method would simply be installed over the existing ground cover.

- Maintenance after the first year is generally minimal and involves the pulling of weeds and invasive species. This could occur once a year at a community event.
- Tom and Dave suggested that the best time for installation is usually in the fall.
- For the pilot project, the committee decided to focus on the Lac de Ville pond site. Tom and Dave will take a closer look at the Lac de Ville site and develop a proposal with various options for the Town to consider. Tom indicated that for a site like Lac de Ville, it would be best to look at two or three points of installation.

- **Climate Action Plan Grant-Update**
  - Town staff received notification that the grant is ready to proceed into the contract signing phase. Town staff will work with the State agency to complete this process.

- **Draft SOC Town Board Request Letter-Review**
  - The SOC bylaws indicate that the committee must be charged by the Town Board to work on certain matters. The committee has decided to write a letter to the Town Board requesting authorization to research, review, and provide recommendations on items related to energy conservation and climate change mitigation measures as they wait for the Climate Action Plan (CAP) funding process to be finalized.
  - The committee reviewed and provided comments on a draft copy of the letter to the Town Board.
  - Town staff will incorporate the comments discussed at the meeting and then share a final draft via Google Drive with the committee for final review.

- **CCA Update**
  - Source Power, the Town’s CCA energy supplier, will be sending out marketing material for community solar to encourage more participation in this program. For every resident participating in community solar, Source Power will provide a contribution to a dedicated sustainability fund to support one or more projects benefitting the environment in Brighton.

- **Development Project Updates**
  - Updates to development projects within the Town were briefly discussed.

**New Business**

- **Senate Bill 1185**
  - The committee briefly discussed NYS Senate Bill 1185 which would be the first recycling bill in the nation that would shift the responsibility for recycling to the producer. Additionally, the bill aims to create a fund for recycling centers.
  - Nate would like the committee to provide a letter of support for this bill. The committee will review and discuss this matter at a subsequent meeting.

- **Senate Bill 1113**
  - The committee briefly discussed NYS Senate Bill 1113 which relates to prohibiting the use of gas-powered leaf and lawn blowers during certain months. Similarly, Robin would like the SOC to consider supporting this bill. The committee will review and discuss this matter at a subsequent meeting.

- **Clean Energy Communities Grant**
  - The SOC briefly discussed the announcement of a new round of funding for Clean Energy Communities (CEC).
  - The committee would like to invite the Town’s designated CEC coordinator to the next meeting to discuss what the funding can be used for and provide an overview of the program.
**Adjournment**

**Next Meeting:**

- The next meeting is scheduled for **March 3, 2021**, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
March 3, 2021
Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Paul Tankel, Shubhangi Gandhi, Brian Lynch, Robin Wilt, Rob Richardson, Jenny Loewenstein, Evert Garcia

Open Forum:

Minutes: The February 2021 meeting minutes were approved with no revisions.

Announcements:

Old Business

- **CEC Program Overview- Rob Richardson**
  - Rob Richardson, Clean Energy Communities Coordinator, and Jenny Loewenstein, Planner for Clean Energy Communities, provided an overview of the updated Clean Energy Community Program (CEC) to the SOC.
  - The CEC program was started by NYS in 2016 to help municipalities across the state save money and shrink their carbon footprint. The program was initially well received with 600 participating communities.
  - Participation fell off as years went by and therefore NYSERDA is looking to revamp the program.
  - The current round of the program is titled the “Leadership Round.” There are $17 Million available in program grants as part of this round of funding.
  - Under the Leadership Grant, the Town is eligible for the following:
    - Point Based Grants up to $100,000
    - Action Grants with access up to $25,000
  - Grants are first come first serve basis.
  - NYSERDA will notify municipalities when they becomes eligible for a grant based on points which have been earned.
  - Grant funding can be used on pre-approved projects established by NYSERDA and outlined in the
program guidelines or the Town can submit for a custom project which would require a more detailed review.

- Evert and Brian will meet to review the Town’s current points standing in the program and determine what options are available for the Town to earn more points.

- **Climate Action Plan Grant-Update**
  - Town staff received notification that the grant is ready to proceed into the contract signing phase. Town staff will work the State agency to complete this process.

- **CAP RFP Review**
  - The committee reviewed the draft RFP that was developed last year for hiring a consultant to complete the Climate Action Plan.
  - Town staff will distribute the draft RFP to the SOC for final comments before going out to bid.

- **Draft SOC Town Board Request Letter-Review**
  - The committee reviewed the final draft of the letter to the Town Board which requests authorization to work on projects which the committee has not been charged with.
  - Given the developments in the Climate Action Plan grant process and potential projects related to the CEC program, the committee felt that it might not be the best time to proceed with this request to the Town Board.

- **Pollinator Habitat-Next Steps with Tom Snyder and Dave Riddell from the Seneca Park Zoo**
  - Tom Snyder has provided Town staff with a proposal to install a pollinator habitat at the Lac de Ville pond.
  - Town staff is currently reviewing the proposal and anticipate having Tom Snyder present the proposal to the SOC at the April meeting.

- **CCA Update**
  - Source Power, the Town’s CCA energy supplier, will be sending out marketing material for community solar to encourage more participation in this program. For every resident participating in community solar, Source Power will provide a contribution to a dedicated sustainability fund to support one or more projects benefitting the environment in Brighton. To date, 852 residents in Brighton have signed up for Community Solar.
  - Robin suggested that the SOC can start looking at potential projects which can be implemented with the newly established sustainability fund.

- **Development Project Updates**
  - Updates to development projects within the Town were briefly discussed.

**New Business**

- **Senate Bill 1185**
  - The committee briefly discussed NYS Senate Bill 1185 which would be the first recycling bill in the nation that would shift the responsibility for recycling to the producer. Additionally, the bill aims to create a fund for recycling centers.
  - Nate would like the committee to provide a letter of support for this bill and will put together a draft letter for the committee to review at a subsequent meeting.

- **Senate Bill 1113**
  - The committee briefly discussed NYS Senate Bill 1113 which relates to prohibiting the use of gas-powered leaf and lawn blowers during certain months. Similarly, Robin would like the SOC to consider supporting this bill.
- **EV Station Renting**
  - Brian briefly spoke to the committee about an alternative business model for installing EV stations which involves a private firm owning and operating the charging station installed at a public site.
  - The SOC would like to invite a representative from a firm which specializes in these types of EV station installation to the May meeting. Brian will coordinate the invitation.

**Adjournment**

**Next Meeting**:

- The next meeting is scheduled for **April 7, 2021**, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

https://www.townofbrighton.org/499/Streaming-Video

Sustainability Oversight Committee
April 7, 2021

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Shubhangi Gandhi, Brian Lynch, Robin Wilt, Tom Snyder-Guest, Evert Garcia

Open Forum:

Minutes: The March 2021 meeting minutes were approved with no revisions.

Announcements:

Old Business

- Pollinator Garden Presentation-Tom Snyder
  - Tom presented the Lac de Ville pond pollinator garden proposal to the committee. The proposal includes four (4) distinct improvement areas/sites as part of the overall pollinator garden installation plan.
  - Scheduling for this project would include an initial planting in the fall of 2021, with a second seeding/planting event in the spring of 2022.
  - The Seneca Park Zoo likes to incorporate these types of projects into their community outreach and programming.
  - The estimated cost for the proposed pollinator garden improvements is $5,550.00. The quote does not include topsoil/mulch, cardboard for the lasagna installation, and long term maintenance.
  - Tom indicated that the cost can be reduced by picking only certain components of the project.
  - After discussions with the committee, Tom indicated that he will revise the proposal to include taller plantings along the existing fence line, break down the cost for each distinct planting area, and include topsoil and long term maintenance costs in the proposal.
  - Tom mentioned that RIT is working on a financial analysis of maintenance costs for areas which have been planted with pollinator gardens. He will check with RIT to see if the study has been completed and available for sharing.
CEC Update
- The CEC program, which was started by NYS in 2016 to help municipalities across the state save money and shrink their carbon footprint has been revamped with a new round of funding. Points for previously completed actions have been reset.
- Evert and Brian are planning on meeting to review the Town’s current points standing in the program and determine what options are available for the Town to earn more points.
- Evert is working on submitting supporting documentation to obtain points for the Tow of Brighton’s CCA program. Receiving points for the Town’s CCA program will get the Town close to the first threshold in the program and make the Town eligible for a $10,000 grant.
- The CEC grants have time limits for when a project must commence and funding used up after becoming eligible for a grant. The committee should keep these thresholds in mind when considering CEC projects.
- The committee would like to include pollinator gardens for consideration as custom projects under the CEC program.

CAP Grant Kickoff
- The Climate Action Plan Grant contract has been signed and now it is time to move the project forward.
- The DEC has approved a grant work plan which specifies objectives and tasks which will move the project forward. As part of the work plan, quarterly progress reports have to be submitted to the grant coordinator.
- Staff and volunteer time has to be tracked on the spreadsheets provided by the grant coordinator in order to submit for reimbursement of in-kind services.
- Ramsey Boehner, Town Planner, will be on the team for this project. Ramsey has worked through a few projects in the Town which were completed with grant funding and is familiar with the administration components.
- Ramsey and Evert will revise the RFP to be consistent with the work plan and other grant requirements. Subsequent to these revisions, Town staff will distribute to the SOC for final review.
- Some of the updates that need to be made include:
  - A deliverable by the consultant which indicates that they will generate a revised draft from staff comments and initial public comments. This version of the plan becomes the new Draft Climate Action Plan.
  - The RFP should include some coordination with the Town’s IDEA Board.
  - Potential changes to public meetings due to COVID-19 restrictions on gatherings.
  - A more robust website development section due to COVID-19 restrictions.
- Jeff Frisch, Planning Technician with the Town will also be providing support for this project. Town staff is requesting to change the meeting night for future CAP meetings in order to maximize participation from all members of staff. Right now, Wednesday night’s conflict with other Town meetings occurring at the same time. Evert will provide the committee with a list of potential dates which could serve as the new meeting nights.

Sustainability Fund
- The Town received a contribution from Source Power for every household that signed up for Community Solar. This funding will be used to support one or more projects benefitting the environment in Brighton.
- The Town Board is looking for feedback from the SOC on what projects to use the funds on. Joule provided a list of projects which other communities have completed with their Sustainability Fund.
- Erinn summarized a list of potential projects for the Sustainability Fund on a spreadsheet and shared it with the committee. Brian inquired about correlating the CEC grant projects with the projects noted on the spreadsheet.
- Members of the committee will provide their input on priority projects for the sustainability fund by filling out the spreadsheet. Committee members can also feel free to add new project ideas which already don’t exist on the project list.
Senate Bills 1185/1113

Nate is working on putting together a draft letter of support for Senate Bill S1185 for the committee to review at a subsequent meeting. The recycling bill would be the first in the nation to shift the responsibility for recycling to the producer. Additionally, the bill aims to create a fund for recycling centers.

Similarly, the committee briefly discussed putting together a letter of support for Senate Bill S1113 which relates to prohibiting the use of gas-powered leaf and lawn blowers during summer months.

Color Brighton Green has already submitted a letter of support for S1113.

Prior to drafting a letter of support, the committee will also explore the potential implications of such a bill on Town Highway staff. Evert will discuss this matter with Mike Guyon, Commissioner of Public Works, to get a better understanding of how extensive the Town’s Highway staff uses gas-powered leaf and lawn blowers during summer months.

New Business

Adjournment

Next Meeting:

The next meeting is scheduled for May 5, 2021, at 7:00 PM via Zoom.
Due to the public gathering restrictions and executive orders in place because of COVID-19, this Sustainability Oversight Committee meeting was conducted remotely via Zoom. Members of the public can participate during the open forum via Zoom. For Zoom meeting information, please reference the Town’s Live Streaming webpage at:

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Sustainability Oversight Committee
May 5, 2021

Meeting Minutes

Attendance: Erinn Ryen, Mitch Nellis, Nate Gibbs, Shubhangi Gandhi, Robin Wilt, Evert Garcia, Dave Byrne -Guest

Open Forum:

Minutes: The April 2021 meeting minutes were approved with no revisions.

Announcements:

- Paul Tankel has announced his resignation from the SOC. Paul will be moving to Seattle to spend time with his family and therefore can no longer participate in the committee. The SOC thanks Paul for the many years of contribution to the committee and wish him well.
- A call for applicants has been issued by the Town to fill the vacant position on the committee. Any Brighton resident interested in serving on the SOC should submit a letter of interest and resume to Bridget Monroe in the Supervisor’s office.

Guest Speaker:

- EV Installations with Renua Energy-Dave Byrne
  - Dave Byrne gave a presentation to the SOC on the energy services offered by his company, Renua Energy. Renua Energy is based out of Glenn Falls, NY and seeks to empower commercial and utility solar project developers to deploy their projects more efficiently.
  - Dave spoke to the SOC about the option to install EV charging stations at no or minimal cost to the Town. Renua would partner with a third-party operator who will serve as the long-term owner and operator of the station. The Town would simply provide the land or space needed for the station. There is potential for revenue sharing through this model. This model would relieve that Town from needing to outlay the initial capital expenditure for the purchase and installation of the station.
  - The Town will have to review how this model complies with the procurement requirements.
  - Contracts under this model are typically five (5) years long, with potential extensions to help the Owner/Operator break even.
Renua works with the “evconnect” software platform. Dave indicated that typical charging rates under this model range from $0.20-$0.25 per kWh if the host site provides the electricity. If not, which would be the case in Brighton, the rates would have to be increased to account for the cost of electricity.

Robin inquired about the extents of Renua’s existing contracts with other municipalities. Dave indicated that they have not really pursued municipal clients as they have focused mostly on private clients.

The committee is interested in this installation model and would like to explore at a later time.

**Old Business**

- **Pollinator Garden-Update**
  - Last month Tom presented the Lac de Ville pond pollinator garden proposal to the committee. The proposal includes four (4) distinct improvement areas/sites as part of the overall pollinator garden installation plan.
  - After the presentation, the committee asked Tom for some revisions to the provided estimate. Town staff will follow up with Tom and report back to the committee with any updates.
  - Mitch indicated that he has been in communication with the Rotary Club who has expressed interest in helping to fund some of the costs associated with the installation of the pollinator habitats.

- **CEC Update**
  - Town staff is working on obtaining a copy of the energy service agreement (ESA) with our energy supplier for the CCA. Once a copy of the agreement is obtained, Town staff will submit the documents to NYSERDA in order to receive points for a completed high impact action item under the CEC program.
  - The committee reviewed the various options available for obtaining more points under the CEC program. Robin has started working on a draft letter to the Town Board discussing what projects could be prioritized by the Town in order to complete more action items under the new CEC program.
  - The committee would like to learn more about the requirements for the stretch energy code in order to determine the best course of action for the Town.

- **CAP**
  - The committee discussed the possibility of moving the SOC meeting night to a different night which will allow for other staff members to assist with the development of the CAP.
  - Evert will send out an email to staff and the committee to see what alternate days during the month works best for everyone.
  - The committee reviewed the changes made to the RFP so that it is more aligned with the grant work plan. Town staff will email the revised RFP to the committee for final review and final comment before submitting to the DEC for approval.

- **Sustainability Fund**
  - The Town Board is looking for feedback from the SOC on what projects to use the sustainability funds on.
  - Erinn summarized a list of potential projects for the Sustainability fund on a spreadsheet and shared it with the committee.
  - Town staff will draft a letter to the Town Board which reflects the results of the spreadsheet on potential projects which can be funded by the sustainability fund.
  - The committee would like to prioritize projects that are high profile and that the community can see and learn from.

- **Senate Bills 1185/1113**
  - The committee has opted to not pursue the letter of support for Senate Bill S1185, the State Senate recycling bill, at this time. The committee will review this matter at a later time as part of the Climate
Action Plan.
- Similarly, the committee has also opted not to pursue the letter of support for Senate Bill S1113, related to prohibiting the use of gas-powered blowers during summer months, at this time. The committee would like to explore potential impacts to Town Highway crews and operations if this bill were to be enacted.
- Town staff indicated that Highway crews do use gas-powered leaf blowers during summer operations as part of paving related work, yard debris pickup, and mowing operations.
- The SOC will explore this matter as part of the CIP budget review and the upcoming Climate Action Plan.

New Business

Adjournment

Next Meeting:
- The next meeting is scheduled for June 14, 2021, at 7:00 PM via Zoom.
Sustainability Oversight Committee
June 14, 2021

Meeting Minutes

Attendance: Erinn Ryen, Shubhangi Gandhi, Mitch Nellis, Nate Gibbs, Robin Wilt, Evert Garcia, Ramsey Boehner-Guest, Jeff Frisch-Guest, Mike DeWein-Guest, Josh Stack-Guest

Open Forum:

Minutes: The approval of the May 2021 meeting minutes will be deferred until the July meeting.

Announcements:

Guest Speaker:

- Josh Stack and Mike DeWein-NYS Stretch Energy Code Presentation
  - Josh Stack and Mike DeWein gave a presentation to the SOC on the various components of the NYStretch Energy Code. NYStretch is a stricter local energy code which supplements the 2020 NYS Energy Code that was adopted on May 12, 2020.
  - NYStretch was developed to aid local municipalities meet their energy and climate goals by accelerating the savings obtained through their local building energy codes. NYStretch is one code cycle ahead of the current building code. The ultimate goal is to get buildings in NY State to net zero or carbon neutral.
  - With NYStretch, municipalities can expect a 7.1% energy savings for commercial buildings and 21.5% savings for residential buildings. Costs for commercial properties will likely increase by $1.14 per sf, and $2,156 for a single-family home. Simple payback for commercial buildings is calculated at 10.5 years for commercial buildings and 5.5 years for single family homes.
  - Josh is really excited about the Healthy Building component of NYStretch due to enhanced thermal envelope, enhanced ventilation system, and performance testing of installed systems.
  - Josh indicated that there are construction strategies which can be implemented to help offset the costs associated with NYStretch building components.
  - Ramsey inquired about potential training and funding opportunities which might be available for the
various code enforcement officers and inspectors in the Town.

- Josh indicated that NYSERDA is offering training for early adopters, code officials, and design professionals, however, no additional funding is being offered. Additionally, meeting NYStretch brings you closer to other NYSERDA programs which can unlock other funding opportunities.
- Mike Dewein indicated that adopting NYStretch gets you closer to additional funding under the Clean Energy Community program based on the large number of points that the NYStretch high impact action item is valued at.
- Ramsey has concerns about the familiarity of the NYStretch code in the design professional community.
- The SOC is interested in submitting a letter of recommendation for NYStretch energy code to the Town Board. The committee discussed the best path forward for presenting the NYStretch energy code adoption request to other committees in the Town and ultimately, the Town Board.

**Old Business**

- **Pollinator Garden-Update**
  - Last month Tom Snyder presented the Lac de Ville pond pollinator garden proposal to the committee. The proposal includes four (4) distinct improvement areas/sites as part of the overall pollinator garden installation plan.
  - Town staff is waiting for revisions to the estimate which will account for additional material and provide a price breakdown by each improvement area. Town staff will follow up with Tom and report back to the committee with updates.

- **CEC Update**
  - Town staff submitted the required CCA documents to NYSERDA and obtained points for this high impact action item.
  - Brighton is up to 2,300 points in the leadership round of the CEC program and is now considered one of the regional leaders. The first threshold for becoming eligible for a CEC grant under the leadership round is 3,000 points.
  - Robin indicated that she would like to finalize the CEC priority letter as she would like to discuss this matter at Wednesday’s Community Services Committee meeting. There is some urgency to finalizing the letter at this time as some of the recommendations in the letter have become a priority. Joule Assets, our CCA coordinator, has indicated that NYSERDA and National Grid have submitted a petition to replace municipal action with utility intervention for the CCA and CDG programs as they would like the authority to distribute the energy credits provided under these programs to low- and moderate-income customers. Although the intention is good, there is concern about removing municipal leadership from the process and removing the direct relationship between low- and moderate-income customers and their municipalities.
  - Town staff will distribute the draft letter to the rest of the committee for final review. Comments should be submitted by Tuesday night so that the final letter can be discussed at the Community Services meeting on Wednesday morning.

- **CAP**
  - The committee reviewed the updated SOC meeting schedule to accommodate more Town staff to help out with the development of the CAP.
  - The RFP has been finalized and submitted to NYS DEC for approval for publishing. Town staff received comments back from the DEC today and they are minor in nature. Town staff anticipates publishing the RFP this week on the NYS Contract Reporter platform. Proposals will be due on July 8th and reviewed by the SOC at the July 12 meeting.
  - The committee reviewed the consultant grading rubric which will be used to grade the proposals.

- **Sustainability Fund**
  - The Town Board is looking for feedback from the SOC on what projects to use the sustainability
Town staff has drafted a letter which reflects the results of the spreadsheet developed by the committee to evaluate potential projects which can be sponsored by the sustainability fund. Town staff will share the draft letter with the committee as a Google document for final review before submitting to the Town Board. Comments and revisions should be submitted by the end of the week. The committee indicated that as a general comment, they would like to add more variety to the letter and include projects which received fewer votes in the spreadsheet. Mitch indicated that the committee should include a statement in the letter indicating that the Town should also reach out to the general public for feedback on how to best use the funds.

**New Business**

- **Membership Update**
  - A call for applications to join the SOC has been issued by the Town and the deadline for applications is today. Town staff will follow up with the next steps in this process.

- **Format of July Meeting**
  - Erinn is looking for feedback from the committee on the desired format for July’s meeting. Robin indicated that it is unlikely that in-person meetings will be allowed for committees by July. It is likely that fall will be more realistic, therefore, the July meeting will continue to be held via zoom. Subsequent to this meeting, the SOC was informed that the Governor did not renew the executive order which authorized remote public meetings, therefore, the next SOC meeting will be held in-person.

**Adjournment**

**Next Meeting:**

- The next meeting is scheduled for July 12, 2021, at 7:00 PM in the Town Hall Auditorium.
Sustainability Oversight Committee

July 12, 2021

Meeting Minutes

Attendance: Erinn Ryen, Shubhangi Gandhi, Mitch Nellis, Brian Lynch, Nate Gibbs, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The May 2021 meeting minutes were approved with no revisions. The June 2021 meeting minutes were approved with minor revisions.

Announcements:

Guest Speaker:

Old Business

- Pollinator Garden-Update
  - Town staff is waiting for revisions to the cost estimate from Tom Snyder which will account for additional material and provide a price breakdown by each improvement area. Town staff will follow up with Tom and report back to the committee with updates.
  - Brighton Rotary has expressed interest in financially supporting this project. Members of the committee will discuss this further with Brighton Rotary once the project scope has been finalized.

- CEC Update-Priority Letter
  - Rob Richardson and Jenny Loewenstein, Clean Energy Communities Coordinators, presented to the Public Works Committee (PWC) on the updated Clean Energy Community (CEC) program and the CEC Priority Letter on July 6th.
  - The CEC letter and Rob and Jenny’s presentation were well received by the PWC.

- Sustainability Fund- Recommendation Letter
  - The Town Board has requested feedback from the SOC on what projects to use the sustainability funds on. The SOC has finalized a response letter which outlines various projects which the Town can use the Sustainability fund on.
  - The committee discussed adding a request to use the sustainability funds to also close the funding gap needed to complete the Climate Action Plan (CAP). Uncertainties in the project scope due to COVID and the time elapsed from when the original cost estimate was developed for this project has resulted in many of the proposals received for the CAP exceeding the available grant funds.
- **Climate Action Plan (CAP)**
  - The committee reviewed the various proposals received for the CAP request for proposals. A total of five (5) proposals were received for this project from various consulting firms.
  - Town staff has developed a consultant grading rubric which will be used to grade the proposals. Members of the committee will use the rubric to provide their feedback on the proposals. Subsequently, Town staff will summarize the results so that interviews with the top three prospects can be scheduled.
  - Interviews with the top three consultants were conducted throughout the month of August by the interview sub-committee. The three consultants being considered include the following firms:
    - Impact Earth
    - Bergmann
    - Barton & Loguidice
  - Updates on the feedback collected from each firm will be provided to the committee at large during the September meeting.

**New Business**

**Adjournment**

**Next Meeting:**

- The next meeting is scheduled for **September 13, 2021**, at 7:00 PM in the **Town Hall Auditorium**.
Sustainability Oversight Committee
September 13, 2021

Meeting Minutes

Attendance: Erinn Ryen, Shubhangi Gandhi, Mitch Nellis, Nate Gibbs, William Bayer, William Brower, Robin Wilt, Evert Garcia

Open Forum:

Minutes: The July 2021 meeting minutes were approved with no revisions.

Announcements:

- New SOC Members Introductions
  - The committee welcomed two new SOC members tonight. The new SOC members are William Bayer and William Brower.

- Steve Kittelberger announced his retirement from the SOC. The SOC thanks Steve for the many years of contribution to the committee and to the Town of Brighton, most notably, for his work on pushing recycling forward in Brighton. The committee wishes Steve all the best.

Guest Speaker:

Old Business

- CEC-Update
  - The committee continues to work on progressing the Town’s status in the leadership round of the CEC program by completing high impact actions items.
  - The CEC priority letter was previously presented to both the Community Services Committee and the Public Works Committee. The recommendations outlined in the letter have been generally well received although challenges remain with completing some of the high impact action items outlined in the letter.
  - Town staff will work on submitting the “Advanced Reporting” under the Benchmarking high impact action item next.

- Sustainability Fund Letter-Update
  - The sustainability fund letter was completed by the SOC and submitted to the Town Board for review.
  - The sustainability fund letter was review by the Town Board at the Finance Committee meeting. The letter was well received with the Board being most favorable to the following ideas: supplementing...
the CAP if needed, installation of pollinator habitat in conjunction with Rotary and Seneca Park Zoo, and the expansion of EV stations throughout the Town.
  - Additionally, the SOC discussed the possibility of using some of the sustainability fund for a consultant to update the Town’s Tree Inventory.

- **CIP Review**
  - The SOC briefly discussed the Capital Improvement Plan (CIP) review process. One of the charges for the SOC by the Town Board is to review the Town’s CIP on a yearly basis. The committee evaluates the proposed projects and acquisitions in terms of the sustainability objectives of the Town, and makes recommendations as to sustainable alternatives to be considered in the design and operation.
  - The SOC would like to include a cover letter which outlines the top priorities for this year’s CIP review.
  - Town staff would like to receive the committee’s review comments on the CIP by end of day Friday, September 17th.

- **Climate Action Plan (CAP)**
  - Interviews with the top three consultants were conducted throughout the month of August by the interview sub-committee. The three consultants being considered include the following firms:
    - Impact Earth
    - Bergmann
    - Barton & Loguidice
  - The interview sub-committee provided updates on the interview with each firm. The interview sub-committee has follow-up questions that they would like to get clarified by the firms under consideration before making a final recommendation.
  - A final consultant recommendation will occur at the next SOC meeting in October.

**New Business**

**Adjournment**

**Next Meeting:**
  - The next meeting is scheduled for **October 18, 2021**, at 7:00 PM in the **Town Hall Auditorium**.
Meeting Minutes


Open Forum:

Minutes: The September 2021 meeting minutes were approved with no revisions.

Announcements:

Old Business

- **CEC-Update**
  - Town staff provided a brief update on Rob Richardson’s (local CEC coordinator) presentation to the Public Works committee regarding the CEC program.
  - Discussions with the Public Works committee indicated that the Town is amenable to adopting the stretch code as long as the program is properly vetted. There are concerns about the availability of training for both the design professionals and code enforcement officials who will be enforcing the new code requirements. Town staff does not currently have the resources to successfully implement the NYS Stretch Code and train the builders and design professionals at the same time. The Public Works committee indicated that a subcommittee will be formed to explore the adoption of the NYS Stretch code further.
  - The Public Works committee also discussed the potential adoption of the Unified Solar Permit (USP). The Town has considered this application in the past. However, the Town requires that the ARB review solar applications and does not allow ground and/or building mounted solar arrays both are in conflict with the unified permit.
  - Members of the SOC expressed interest in drafting a letter to the Town Board with regards to amending the Local Law to streamline the solar installation approval process.

- **Sustainability Fund Letter-Next Steps**
  - The sustainability fund letter was previously reviewed by the Town Board at a Finance Committee meeting. The letter was well received with the Board being most favorable to the following ideas: supplementing the CAP if needed, installation of pollinator habitat in conjunction with Rotary and Seneca Park Zoo, and the expansion of EV stations throughout the Town.
  - The SOC discussed the next steps in the process to consider the installation of a pollinator habitat at the Lac de Ville Boulevard stormwater management pond.
The committee discussed the potential for engaging the community around the stormwater pond as part of the proposed improvements. This task will likely require a great deal of effort from members of the committee.

Town staff will coordinate a meeting between members of the SOC, the Seneca Park Zoo Society, and the Commissioner of Public Works to discuss further.

Once the final scope of the project has been established, the project will have to be officially submitted to the Town Board for approval.

**Climate Action Plan (CAP)**

- After reviewing all of the follow up information and clarifications requested, the SOC is recommending that the Town Board select Barton & Loguidice as the consultant to complete the Town’s CAP.
- Town staff will present the consultant recommendation to the Finance Committee next before submitting the recommendation to the Town Board for final approval.
- A meeting with Barton and Loguidice to kick off the CAP project will occur in December. Prior to the meeting with the consultant, members of the SOC should review all of the draft documents related to the CAP which are available on the shared drive folder.

**New Business**

**Pesticide Use Discussion**

- The SOC discussed regulating the use of herbicides and pesticides in the Town of Brighton.
- Town of Brighton internal policy prohibits the use of herbicides and pesticides for Town Operations. The community at large however, is regulated by the current NYS laws and requirements regarding the use of herbicides and pesticides.
- Members of the SOC indicated that this matter could possibly be addressed as part of the CAP.
- Members of the SOC expressed interest in drafting a letter of support for a State senate bill currently under consideration which aims to ban the use of some pesticides.

**Tree Inventory Project**

- Mitch N. provided a brief update on the Conservation Board’s tree inventory project. The Conservation Board is currently considering hiring part time staff to complete the updated Town tree inventory.

**Adjournment**

**Next Meeting:**

- The next meeting November 2021 SOC Meeting was cancelled.
Sustainability Oversight Committee
December 13, 2021

Meeting Minutes


Open Forum:

Minutes: The October 2021 meeting minutes were approved with no revisions.

Announcements:

- Tom Robinson from B&L and Lena Disantis from Anchor QEA introduced for CAP presentation
- Intro of new staff member Brendan Ryan

Guest Speaker:

Old Business

- Climate Action Plan (CAP)
  - Tom Robinson and Lena DeSantis presented for the kickoff
  - Companies were introduced, discussed shared values and work plan between the two companies.
  - The original plan was a 12 month timeline, but B&L recommended slightly extending this timeline to better incorporate public input. The committee generally agreed, a schedule will be proposed with a timeline somewhere between 12-18 months
  - A website and platform for public engagement will be created using Social Pinpoint and ESRI’s Hub platform. This will incorporate map-based crowdsourcing and a variety of tools to maximize engagement, and a community events calendar

- CEC
  - Benchmarking reports for 2019 and 2020 were completed and sent by email to committee members to review. Any questions and comments to Brendan Ryan before it is submitted to the Town Board

New Business

- District Geothermal
  - Brendan Ryan and Evert Garcia presented
GreyEdge Group, in partnership with HeatSmart, is proposing a scoping and feasibility study with NYSERDA funding to investigate a district geothermal heat pump system in Brighton.

The area would encompass MCC, Rustic Village, and Metro Park.

GreyEdge would like a letter of support from the town/town board for the application to NYSERDA for the feasibility and scoping study.

Adjournment

Next Meeting:

The next meeting is scheduled for **January 25, 2022**, at 7:00 PM via Zoom. A new meeting date was agreed upon subsequent to this meeting. Additionally, SOC meetings will be conducted remotely via zoom due to COVID and for the community’s health and safety.