



Public Works Department

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

Evert Garcia
Assistant Engineer

September 18, 2018

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

Re: 2017 SOC Annual Report

Dear Supervisor Moehle and Town Board Members:

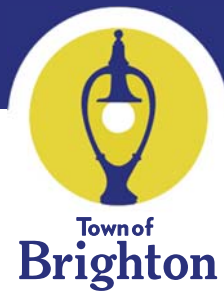
The Sustainability Oversight Committee (SOC) Policy states that “The Committee shall prepare and submit an annual written report to the Town Board for review each year concerning the activities and work of the Committee. The following document constitutes this annual report which describes the activities undertaken by the committee and the actions that resulted from these activities. I recommend that your Honorable Body receive and file the attached 2017 Annual Report from the Sustainability Oversight Committee.

Respectfully,

Evert Garcia
Department of Public Works

Cc: Mike Guyon, Commissioner of Public Works

Attachment



Sustainability Oversight Committee Year-End Report

2017



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, 2017.

The SOC met ten (10) times in 2017, excluding the months of April and October. A copy of the minutes for each meeting is attached as part of this Year End Report.

2017 Goals

The principal goal for the SOC in 2017 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 Town is currently following 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. In 2015, the SOC finished a key component of the CSC program which was to complete a Greenhouse Gas (GHG) inventory for Town operations and the community at large. Another key component of the CSC program is to develop a local Climate Action Plan and consequently, a large portion of the SOC’s effort in 2017 has been spent on developing this plan.

2017 Highlights

1) Climate Action Plan

Description: A local Climate Action Plan (CAP) describes the policies and measures that a local government will enact to reduce greenhouse gas emissions and increase the community's resilience to unavoidable climate change. It identifies the goals and basis of the planning project, along with actions to be implemented, funding, responsibility, and schedules. 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 2015 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. The Town has further committed to GHG reduction, energy efficiency, materials management, stormwater management, and conservation measures by pledging to become a New York State Climate Smart Community on April 9, 2014 and signing the Climate Mayors statement to adopt the Paris Agreement goals in June 2017. The CAP establishes a local strategy to reduce GHG emissions from both the Town government facilities (buildings and operations owned or financially controlled by the Town of Brighton) and the Brighton community at large, including residents, school districts, and businesses.

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.

2) 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: Throughout 2017 the Town of Brighton pursued recognition as a clean energy community under the New York State Clean Energy Communities Program. To be designated a clean energy community, communities must complete at least four (4) of the ten (10) available High Impact Action Items. In 2017, the Town received credit for three of the required four action items. These included:

- Benchmarking-Adopt a policy to report the energy use of buildings
- Solarize- Undertake a local solarize campaign to increase the number of solar rooftops
- Clean Fleets- Install electric vehicle charging stations or deploy alternative fuel vehicles

The fourth and final High Impact Action item, Energy Code Enforcement Training, was completed in March of 2018 thereby designating the Town of Brighton as a Clean Energy Community.

3) Energy Benchmarking Local Law

Description: Benchmarking is a policy that a local government adopts which requires the annual reporting of energy used in local government buildings and, in large municipalities, also requires the annual disclosure of energy used in large private buildings. It's important because buildings account for more than 60% of the energy used in New York State. Setting up a system for measuring and sharing data on building energy use over time will allow owners and occupants to compare energy usage against other buildings, and better identify opportunities to cut energy waste. Collecting, reporting, and sharing benchmarking data regularly also helps the public and government agencies make smarter investment decisions, reward efficiency, and drive widespread, continuous improvement.

Action: 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.

Studies have shown that this simple exercise of reporting a building's energy use can raise awareness and often result in significant energy reduction. Equally important, the information collected from each building allows the Town to understand trends and opportunities. The first Benchmarking analysis for the Town was recently completed and the results have been compiled under the [2017 Year-End Benchmarking Report](#).

4) 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: Throughout 2017 the SOC along with Color Brighton Green worked to advocate the benefits of a CCA for the Town of Brighton. Some of the benefits expressed by the SOC with regards to a CCA program included the following:

- Provides citizens with an opportunity to lower their overall energy costs.
- Triggers clean energy innovation and investment.
- Results in improved customer choice and value.
- Helps protect the environment.

Ultimately, the Town of Brighton passed a local law to establish a CCA program in the Town of Brighton in early 2018.

5) 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: In 2017 the SOC encouraged the Town of Brighton to explore and support a CF&D system. After exploring this matter, the Town responded in early 2018 by issuing a proclamation from the Supervisor and the Town Board in support of a strong federal legislation to address the impacts of climate change. In the proclamation, the Town urges the United States Congress and our representatives to implement a revenue-neutral carbon fee and dividend system. In addition, the proclamation also urges Governor Cuomo and the New York State Legislature to amend the tax cap to promote energy efficiency.

6) Comprehensive Plan Update (Envision Brighton)

Description: Review the Comprehensive Plan Update as it progresses and ensure that the update is consistent with the sustainability goals of the Town of Brighton.

Action: The Comprehensive Plan Update is currently underway and SOC Vice Chair Erinn Ryen has been designated as the liaison between the Comprehensive Plan Committee and SOC. The committees have been working together to advance the completion of the comprehensive plan update by 2018.

7) Interior Lighting

Description: Past feasibility studies performed by the SOC explored the possibility of replacing some of the interior fluorescent lighting at the Town Hall complex with LED bulbs. The results of these studies demonstrated that there is an economic justification for upgrading some of the fluorescent light bulbs within the Town Hall Complex to LED.

Action: Town staff executed a pilot project to replace the fluorescent bulbs located within the Engineering/Code Review office with LED bulbs. The pilot project was deemed successful and now Town Facility staff is integrating LED tube bulbs throughout the Town Hall complex as opportunities for replacement and budgeting allows.

8) Street Lighting

Description: The Town has previously explored options for modernizing the existing Harp Style light fixtures within the neighborhood lighting districts, which are owned and operated by RG&E, to LED lighting. The current system is often faulty, difficult to maintain and unreliable. The completed GHG inventory indicated that Street Lights account for the largest energy expenditure to the Town Operations energy profile.

Action: Recent studies and analysis performed by the SOC and Town staff have concluded that LED lighting fixtures would substantially reduce the Town's energy demand. However, RG&E's tariff

precludes the use of LED lighting and Town ownership of the lighting system is necessary to facilitate a wholesale conversion to LED lighting. The costs currently associated with purchasing, maintaining and modernizing the existing lighting and electric distribution network would require an increase to the current rates paid by residents within the various neighborhood lighting districts. The Town is in continuous talks with RG&E to find a solution for modernizing the neighborhood lighting systems with LED fixtures.

Committee members:

Ron Wexler, Chair

Erinn Ryen, Vice Chair

Paul Tankel

Steve Kittelberger

Margy Peet

Shubhangi Gandhi

Mitch Nellis

Robin Wilt, Town Board Member

Michael Guyon, Town Engineer

Evert Garcia, Assistant Engineer

APPENDIX A

MEETING MINUTES



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee January 4, 2017

Meeting Minutes

Attendance: Ron Wexler, Paul Tankel, Erinn Ryen, Steve Kittelberger, Shubhangi Gandhi, Margy Peet, Chris Werner, Mike Guyon, Evert Garcia, Mitch Nellies (Public)

Minutes: The October, November and December meeting minutes are awaiting review.

Open Forum:

- The next Color Brighton Green Speaker Series event will be on January 25, 2017, 6:30 PM at the Brighton Memorial Library. There will be a discussions and presentation on Climate Action happening at the local, state and federal levels. Additionally, the Rochester's People Climate will be presenting information on Community Choice Aggregation, the New York State Climate and Community Protection Act, and the Citizen's Climate Lobby proposal for carbon fee and dividend.

Announcements:

Old Business

- Comprehensive Plan Vision and Policy Framework
 - The SOC discussed their comments and review of the comprehensive plan vision and policy framework draft. The following is a summary of the comments made during the review of the document by section:
 - Environmental Policy
 - SOC indicated that they would like to see a standalone bullet item for preservation and expansion of trees in the Town, possibly incorporating some of the Tree City USA language.
 - SOC would like the vision & policy framework draft that is submitted by the comp plan committee to include hyperlinks or appendices to external documents such as Climate Smart Communities
 - Economic Vitality Policy
 - Add color code to portion of Item Number 1 that was amended.

- In Item Number 1, change “of” to “including” quality office, commercial and light industrial... etc etc. Additionally, add “residential” to aforementioned list.
 - Objective 3a: change “safely and efficiently” to just “safely.”
 - Objective 2: Change the initial “foster” to “promote.”
 - Sense of Community Policy
 - Objective 2: remove “including but not limited to architectural, streetscape and landscape features.”
 - Objective 3: Remove the quotations on “Town Center.”
 - Public Health & Safety Policy
 - Objective 6: change “efficiency” to “effectiveness.”
- Mike will compile and update the SOC comments prior to submitting the comprehensive plan update committee.
- SOC Meeting Schedule
 - Starting in May, Erinn’s schedule will not be able to accommodate SOC meetings on the first Wednesday of each month. After some discussion, the SOC agreed to move meetings to evening’s on the first Monday of each month.
- Climate Action Plan
 - Ron indicated that he would like to review the process on how to move the Climate Action Plan forward. The City of Rochester’s Climate Action Plan appears to have been prepared with the assistance of a consultant, the Town may wish to do the same. Town Staff and SOC may start some work in preparation of a consultant and funding.
 - Town staff has uploaded copies of various Climate Action Plans from neighboring communities to the Town’s Google Drive account. Additionally, Mike has created a draft outline for the Town’s Climate Action Plan. The SOC will review the draft outline and provide comments as necessary.
- Climate Smart Communities
 - CSC Element Priority Discussion
 - Town staff will add a column for potential CSC Points of priority items selected under each Pledge Element.
 - Required items should be highlighted or compiled in a separate form in order to be easily identifiable.

- In an effort to further prioritize CSC action items, Town staff will create a survey for SOC members to select the most important item under each Pledge Elements. Town staff will distribute said survey at least one week prior to the next meeting.
- Development Update
 - Updates for various projects throughout Town were briefly discussed.

New Business

Adjournment

Next Meeting

The next meeting will be February 6, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee February 2, 2017

Meeting Minutes

Attendance: Ron Wexler, Paul Tankel, Erinn Ryen, Margy Peet, Mike Guyon, Evert Garcia, Mitch Nellies (Public)

Minutes: The October 2016, November 2016, December 2016 and January 2017 meeting minutes were approved without revision.

Open Forum:

Announcements:

Old Business

- Comprehensive Plan Vision and Policy Framework
 - SOC comments of the comprehensive plan vision and policy framework draft have been submitted to the Comprehensive Plan committee and incorporated back into the draft with a few minor changes. The updated plan vision and policy framework will be provided to the SOC for further review at a later date.
 - The next comprehensive plan committee meeting will be on February 16, 2017 at the Town Hall.
- SOC Meeting Schedule
 - The proposed meeting schedule was approved by the SOC. Mike will request that MaryAnn post the meeting schedule on the Town website.
- Climate Action Plan
 - Town staff has not been able to identify funding that will assist the Town with hiring a consultant and completing the Climate Action Plan. Town staff will continue to search for funding in this regard.
 - The SOC discussed alternatives to completing the Climate Action Plan without a consultant. Can some of the work be performed by combination of members of the SOC, Town staff and interns? It is possible that much of the front end/boiler plate portion of the Climate Action plan can be completed prior to the hiring of a consultant. Subsequently, a consultant could assist with the Public outreach portion of the CAP.

- The SOC also discussed reviewing the City of Rochester and Binghamton's CAP prior to next month's meeting in order get a sense of direction and goals for proceeding with the Town's CAP internally. Margy is going to take the lead in performing a review of the aforementioned plans and report back to the SOC in March. Town staff will print our paper copies of the COR and Binghamton's CAPs to assist Margy with this task.
- As work gets starts on the Climate Action plan, the SOC indicated that they should review the draft outline generated by Mike. Additionally, the SOC should start working on determining reduction goals and timeframes that will be established as part of the CAP. Should the Town's reduction goals coincide with New York State's initiatives and timeframes? The SOC can also review the goals set by other ambitious communities such as Ithaca and use similar goals. Finally, the SOC determined that starting with the NYS REV goals and working from there might be the best approach.
- Karen Berger has reached out to Mike and may have a student interested in assisting with the Climate Action Plan. Mike will follow up with this matter and report back to the SOC.
- The SOC discussed having a budget/line item for future CAP projects and initiatives.
- CSC Element Priority Discussion
 - The SOC reviewed and discussed the results from the Survey that was intended to streamline priorities for each Pledge Element in the Climate Smart Community initiative. A few members of the SOC have not responded to the survey to date. Evert will send out a reminder email for the survey with a link. **A summary of responses for each Pledge Element is attached.**
- Development Update
 - Updates for various projects throughout Town were briefly discussed.
- Clean Energy Community Program
 - Town staff continues to submit documentation for completing High Impact Action items as the Town pursues the Clean Energy community status.

New Business

Adjournment

Next Meeting

The next meeting will be March 6, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee March 6, 2017

Draft Meeting Minutes

Attendance: Ron Wexler, Paul Tankel, Erinn Ryen, Mike Guyon, Evert Garcia, Mitch Nellies (Public), Leyla Mouli

Minutes: The February 2017 minutes were not reviewed. The minutes will be reviewed at the March 2017 meeting.

Open Forum:

Announcements:

Old Business

- Climate Action Plan
 - Leyla Mouli was introduced to the SOC members in attendance. Leyla is an Environmental Science student at the U of R and will be assisting the SOC with writing the CAP as part of her duties as the newest SOC intern.
 - Ron would like to meet with Bill in the near future to discuss the logistics of writing the Town's Climate Action Plan. Ron wants to explore the possibility of hiring a consultant to assist with writing parts of the Climate Action Plan.
 - Margy completed her review of the City of Rochester and Binghamton's Climate Action Plans and provided the SOC with a summary of the plans. In the review, Margy broke down the CAPs into components and provided a comparison of the approach taken by the respective municipality.
 - Erinn suggested that it would be a good idea to combine Margy's comparison of the CAP's with Cassidy's initial comparison spreadsheet.
 - Town Staff will forward Margy's and Cassidy's comparison to Leyla for her use in writing the Town's CAP.
- Comprehensive Plan Vision, Policy Framework and Recommendations
 - The SOC reviewed the updated plan vision and policy framework. The updated policy framework document is organized with recommendations provided under each policy statement.

- The SOC indicated that they would like to see Climate Smart Communities and Climate Action Plan language used throughout the framework, especially in recommendation number 1 under the Environmental Policy Statement section.
- Paul generated review comments to the updated Policy framework and will send them to the rest of the SOC via email.
- The Comprehensive Plan committee indicated that they would like to receive review comments to the updated Policy Framework document by 3/15/2017. Town Staff indicated that SOC comments should be provided by 3/13/2017 in order to compile them and have them submitted by 3/15/2017. Mike will send out an email to all SOC members indicating the aforementioned request for comments.
- The Comprehensive Plan consultant is currently working on the Land Use and Sustainability reports.
- Solar Ordinance and Tree City USA
 - Members of the SOC indicated that they would like to see the word “balance” included in any future updates to the Solar Ordinance.
 - This matter will be discussed further when the remaining members of the SOC are in attendance.
- Development Updates
 - Updates for various projects throughout Town were briefly discussed.
- Clean Energy Community Program
 - Town staff continues to submit documentation for completing High Impact Action items as the Town pursues the Clean Energy community status.
 - The Town’s revised submittal for the Solarize High Impact Items credit was denied. As part of the Solarize High Impact Item, the municipality has to demonstrate that at least ten (10) solar installations resulted from the solarize campaign within Brighton’s jurisdiction. The Town can currently demonstrate that seven (7) installations were a direct result from the Solarize campaign. There are more than ten solar panel installations within Brighton, however, they may all not have been a direct result of the solarize campaign. The Town will continue to pursue this matter.

New Business

- Temporary Monroe Avenue Road Diet
 - Paul discussed an idea of promoting a temporary road diet to Monroe Avenue in conjunction with curb your car week. This event would be a way to animate bicycle and pedestrian access to Monroe Avenue for one weekend.

- The SOC briefly discussed the logistics behind an event such as this. The business owners would have to be engaged and included. The SOC wondered whether the NYS DOT entertain this idea and how best to promote such an event.
- Mike indicated that he will reach out to Dave Gehring at the NYS DOT and start the conversation regarding this matter.
- The SOC also briefly discussed the viability of a long term road diet to Monroe Avenue. They wondered whether this matter would be a good case study for graduate students at RIT or U of R. The SOC also inquired whether research is currently available in Europe on road diets for roads similar to Monroe Avenue.

Adjournment

Next Meeting

The next meeting will be April 3, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee May 1, 2017

Draft Meeting Minutes

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

Minutes: The March 2017 meeting minutes were approved with no revisions. The February 2017 meeting minutes await review and approval.

Open Forum:

- Margy announced an upcoming electric vehicle event which is being held at the Brighton Memorial Library on May 15th. As a kick-off to Curb Your Car Week, Kat Fisher, the New York Electric Vehicle Initiative Representative for the national Sierra Club, will present EV Basics and Advocacy Opportunities. This event will be held at the Brighton Memorial Library and is co-sponsored by the Brighton Memorial Library, Color Brighton Green, the Rochester People's Coalition and Sierra Club.
- Shubhangi asked if the SOC was interested in having the Nature Conservancy present to the group. The SOC indicated that a presentation by the Nature Conservancy should focus on issues that directly affect Brighton. Shubhangi will determine what subject matters/presentations might be available and report back to the SOC.

Announcements:

Old Business

- RPCC Forum: New York State of Climate Action
 - Paul suggested that the Town Board should be notified of the various pieces of legislation currently being discussed with regards to sustainability at the State government level. One of the biggest issues with attempting to inform the Town Board about current legislation being debated is how to track the legislation. Ron indicated that Mark Dunly might be able to provide some information in this regard and will follow up with Mr. Dunly.
 - The SOC discussed the possibility of writing letters to the Town Board to show support for certain initiatives being discussed at the State level.
 - Overall, the group felt that the event was informative and were glad they were able to attend.
- Solar Ordinance and Tree City USA

- The SOC re-visited Sherry's concern regarding this matter and reviewed the proposed amendments by Sherry to the existing solar ordinance.
 - Chris indicated that the Town Board is seeking input from the SOC on this subject.
 - The SOC generally felt that trees should be taken into consideration and are not advocating for one ordinance over the other. There is some concern on behalf of the SOC with regards to the last sentence of Sherry's proposed amendments which discusses "sunlight easements."
 - Given that the Town Attorney is currently reviewing the Solar Ordinance language, the SOC indicated that they should wait for his determination of the language prior to discussing this matter further.
 - Town staff will send out Sherry's proposed solar ordinance amendments to the SOC for reference in future discussions.
- Climate Action Plan
 - The SOC discussed Leyla's progress on the CAP. Leyla has drafted an introduction to the CAP and will be putting together a comparison of the CAP goals established by NYS and the City of Binghamton. Ultimately, the SOC will need to decide on what goals to use as a threshold for the CAP.
 - Leyla is finished with school for the year is therefore done with working on the CAP. She plans on returning in the Fall of 2017 and is interested in resuming work on the CAP at that time.
 - Ron would like for the SOC to review the CAP's introduction and goal comparison document prior to next month's meeting.
 - Ron previously asked Mike to come up with a budgetary estimate of hiring a consultant to write the CAP. Mike performed the analysis and estimates that the cost would range from \$100,000-\$106,000.
 - The SOC also discussed alternatives to assist with writing the CAP, such as research students, given the potential high cost of hiring a consultant. It was determined that further discussion on this matter is warranted.
- Comprehensive Plan Vision, Policy Framework and Recommendations
 - The SOC has prepared a comment letter in response to their review of the draft policy framework which will be submitted to the comprehensive plan committee for consideration.
- CSC Element Priority Discussion
 - The SOC briefly discussed the results of the CSC priority items survey. With the exception of Pledge Element 8, a priority item for each Climate Smart Community Pledge Element has been selected.
 - The SOC determined that GHG reduction goals must first be established before further streamlining of the most important pledge elements can occur. Additionally, a firm baseline year must also be determined.

- Erinn indicated that she is willing to perform an analysis on various GHG reduction scenarios from our current baseline year of 2014. The SOC indicated that reduction scenarios should be separate between Town operations and Community level.
- New York State is using 1990 as the baseline year for GHG reduction calculations. The SOC wondered how the 1990 threshold was established by NYS and whether the Town should also be using 1990 in order to be consistent. Town staff and members of the SOC will do some research on this matter.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.
 - Whole Foods- A Town Board Workshop to view the Synchro traffic model simulation for Proposed Whole Foods project will be held on 5/2/2017.
- ECO Fair Participation
 - The SOC discussed participating at this year's Color Brighton Green's Eco-Fair which will be held on Sunday, June 18, 2017. This matter will be discussed further at the next SOC meeting.

New Business

Adjournment

Next Meeting

The next meeting will be June 5, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee June 5, 2017

Draft Meeting Minutes

Attendance: Erinn Ryen, Paul Tankel, Steve Kittelberger, Shubhangi Gandhi, Margy Peet, Mitch Nellis, Chris Werner, Mike Guyon, Evert Garcia

Minutes: The May 2017 meeting minutes were approved with no revisions.

Open Forum:

Announcements:

Old Business

- NYS Initiatives
 - Paul indicated that he has reached out to Mark Dunlea to offer the SOC's support for current NYS legislation initiatives relating to sustainability. Paul has not heard back from Mr. Dunlea yet and will follow up with this matter.
 - Margy indicated that she will investigate and determine the bill numbers for current legislation being proposed at the State level and distribute to the SOC.
- Solar Ordinance and Tree City USA
 - The SOC re-visited Sherry's concern regarding this matter and reviewed the proposed amendments by Sherry to the existing solar ordinance.
 - The SOC discussed Steve's suggested changes to Sherry's amendment of the Town's solar ordinance. Some members of the SOC expressed concerns over Steve's proposed revision as the Town does not have the ability to permit/regulate private property.
 - Margy expressed some concern provided a scenario where Town trees might be planted in the public right of way in such a manner that they would block pre-existing solar arrays on a residence.
 - The SOC indicated that they should wait for the Town attorney to complete his review of the ordinances prior to discussing this matter further.

- Town staff will send out documentation from the City of San Diego, California that Mitch came across which discusses many of the scenarios discussed by the SOC regarding this matter.
- Climate Action Plan
 - Zoe, our new SOC intern, has started working on the CAP and is making great progress. Zoe will use the existing SOC priority survey to continue development of the CAP and request feedback from the SOC along the way.
 - Erinn gave a presentation on Town and Community energy consumption for the baseline year of 2014 with proposed reduction goal scenarios.
 - In her presentation, Erinn provided charts with trend lines depicting various scenarios for energy and GHG reductions. Additionally, Erinn provided a comparison table with anticipated values of Energy Consumption and GHG Emissions if the Town was to adopt the NYS reduction goals of 23% energy consumption reduction by 2030, 40% GHG emission reduction by 2030 and 80% GHG emissions reduction by 2050.
 - The SOC decided that 2014 should be established as the baseline year for Brighton along with adopting the same reduction goals as New York State. The proposed goals might have to be adjusted along the way depending on how much progress is made.
 - Margy asked if the SOC was interested in having a presentation on Community Choice Aggregation at the next meeting. The SOC decided that it would be helpful to have a presentation on CCA and Town staff indicated that they will add this matter to the agenda next month.
- Comprehensive Plan Vision, Policy Framework and Recommendations
 - The SOC has prepared a comment letter in response to their review of the draft policy framework which has been submitted to the Comprehensive Plan Committee.
 - Paul indicated that he would like to receive some feedback on SOC comments that are considered but not incorporated into the final comprehensive plan.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.
- ECO Fair Participation
 - The SOC decided that they will delay participation in the ECO fair until 2017 so that more time is available to develop a program for the fair.

New Business

Adjournment

Next Meeting

The next meeting will be July 10, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee July 10, 2017

Draft Meeting Minutes

Attendance: Erinn Ryen, Paul Tankel, Steve Kittelberger, Shubhangi Gandhi, Margy Peet, Mitch Nellis, Mike Guyon, Evert Garcia, Melissa Carlson (Guest)

Minutes: The June 2017 meeting minutes were approved with no revisions.

Open Forum:

Announcements:

Old Business

- CCA Presentation
 - Melissa Carlson from the Rochester People’s Climate Coalition gave a presentation on the basics of Community Choice Aggregation or CCA.
 - The purpose of Community Choice Aggregation (CCA) is to allow the Town to procure energy supply service for residents in the community. Residents will have the opportunity to opt out of the procurement, while maintaining transmission and distribution service from the existing Distribution Utility.
 - CCA’s will allow the Town to work together through a shared purchasing model with other communities to put out for bid the amount of electricity being purchased by eligible customers within the jurisdictional boundaries of the participating municipalities. 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.
 - CCA’s require a plan administrator which is paid out of the CCA fund balance. RPCC is proposing to have Jewel Assets be the administrator for the local CCA which is currently being developed.
 - Margy indicated that she will send out an informational brochure on CCA to the rest of the SOC for their reference.
- City of Rochester Proclamation and Community Leader Letter to Congress

- Ron discussed the City of Rochester's proclamation to the United States Congress which indicates support for a Carbon Fee and Dividend Policy. Ron is seeking input from the SOC on this matter.
- Ron will provide more information on the mechanics of a Carbon Fee and Dividend Policy to the SOC at a later date. This matter will be discussed further at the next SOC meeting.
- Clean Energy Communities
 - The Town is currently pursuing two more High Impact Action items for the Clean Energy Communities program. The Town is pursuing Benchmarking of local government buildings and Energy Code Enforcement Training for Town Staff.
- Capital Improvement Plan
 - Town staff has indicated that they need SOC review comments for the CIP by July 17th. Town staff will provide the SOC with a copy of the proposed CIP along with copies of the SOC's comments from previous CIP reviews.
- Annual Report
 - Town staff has completed an SOC draft annual report for 2016. Town staff will provide the SOC with copies for review and comment.
- Climate Action Plan
 - Zoe gave a presentation on the Climate Action Plan which provided an overview of the progress made to date on the CAP along with proposed recommendations for implementation of the CAP.
 - The SOC discussed various components of the draft CAP recommendations for both Town Operations and the Community.
 - Town Staff will compile the various comments concerning the draft recommendations which were presented this evening and distribute them to the SOC for review.
 - Town staff would like to receive feedback from the SOC on the proposed recommendations by July 17th. The goal is to have a draft CAP by the next SOC meeting on August 7, 2017.
 - Zoe has indicated that her last day with the Town will be August 18, 2017.
- Comprehensive Plan Vision, Policy Framework and Recommendations
 - The next meeting date for the Comprehensive Plan Committee has not been set. More information on this matter will be forthcoming.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.

New Business

- The SOC discussed moving monthly meetings back to Wednesday evenings. It was decided that future SOC meetings would be moved back to Wednesdays starting with the September meeting.

Adjournment

Next Meeting

The next meeting will be September 6, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee August 7, 2017

Draft Meeting Minutes

Attendance: Paul Tankel, Margy Peet, Ron Wexler, Mike Guyon, Leyla Mouli, Zohar Baruch, Evert Garcia, Rob Levine (Guest)

Minutes: The July 2017 meeting minutes were not reviewed at this meeting.

Open Forum:

Announcements:

Old Business

- Citizen's Climate Lobby Presentation
 - Robert Levine from Citizen's Climate Lobby gave a presentation on the basics of a Carbon Fee and Dividend policy. 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.
 - 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 carbon fee itself is based on the amount of carbon in a fossil fuel, measured in tons of carbon dioxide the fuel would generate, and it would be collected at the earliest point of entry into the economy — well, mine or port. Robert presented documentation on different approaches to the fee being proposed by both political parties in congress. Town staff will scan in the handouts and distribute to the SOC for reference.
 - The Citizen's Climate Lobby helped the City of Rochester draft the previously discussed proclamation to the United States Congress which indicates support for a Carbon Fee and Dividend Policy. Robert indicated that the Citizen's Climate Lobby intent is to gather enough local support to demonstrate to State representative the importance of this subject so that ultimately, legislation on this matter is considered on a Federal level.
 - The SOC deliberated on how to bring this matter to the Supervisor and the Town Board's attention. Robert indicated that the next step for the SOC to assist Citizen's Climate Lobby would be to draft a letter of support from the SOC to the Town Supervisor. This matter will be discussed further at the next SOC meeting.

- Climate Action Plan
 - Zoe gave a presentation on the status of the Town's Climate Action Plan. A draft version of the Climate Action Plan along with an executive summary have been completed and are available for review.
 - The SOC discussed adjusting the CAP goals based on preliminary calculations which indicate that GHG reducing actions deemed attainable by 2030 might not be sufficient to meet the proposed reduction targets. The proposed reduction targets, which match the targets set by New York State's REV strategy, appear to be difficult to attain from the Town's base line year of 2014. Technically, GHG reduction goals have been met by the Town if an earlier baseline year such as 2001 is considered.
 - The SOC asked Town staff to revise the initial GHG reduction calculations based on a more aggressive implementation of target and stretch goals.
 - The SOC provided comments and feedback on the draft CAP based on the review of various members of the committee in attendance. Town staff will compile all of the comments discussed at the meeting and incorporate into the final CAP document.
 - Town staff would like to receive final comments from the SOC on the Climate Action Plan by August 14th. Zoe will update the CAP per comments received prior to her last day with the Town on August 18, 2017.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.

New Business

Adjournment

Next Meeting

The next meeting will be September 6, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee September 6, 2017

Draft Meeting Minutes

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

Minutes: The July 2017 and the August 2017 meeting minutes were approved.

Open Forum:

Announcements:

Old Business

- Citizen's Climate Lobby Presentation
 - Ron provided a brief overview of Robert Levine's presentation last month on the basics of a Carbon Fee and Dividend policy. 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 SOC deliberated whether to bring this matter to the Supervisor and the Town Board's attention by drafting a letter of support. Ron indicated that he met with the Town Supervisor regarding this matter. The Supervisor inquired whether the Town as an entity also receives a dividend as part of the proposed CF&D policy. Ron will look into this inquiry and report back.
 - Members of the SOC pointed out that various examples on how to implement a CF&D system are available on the web. Ron indicated that he will compile a few examples and provide them to Town Staff for distribution to the rest of the SOC.
- Climate Action Plan
 - Town staff presented a proposed schedule for completing the Climate Action Plan. If all goes as scheduled, town staff is anticipating that the CAP can be presented to the Town Board for an approval vote by September of 2018.
 - The SOC discussed the importance of an Executive Summary for the Climate Action Plan. Zoe may have started working on an Executive Summary for the CAP. Town staff will confirm and distribute to the SOC if available.

- The SOC briefly discussed how best to present anticipated costs of implementing various suggestions mentioned in the CAP. Final comments should be submitted to Town Staff so that they may be integrated into the document prior to moving forward with the CAP.
- Following receipt of final comments, the next steps will be to present the CAP to the Town Supervisor and the Public Works Committee. Subsequent to that, town staff can initiate the process for hiring a consultant to finalize the document and present to the public for feedback.
- CCA
 - The Public Hearing for consideration of adopting a Community Choice Aggregation law is scheduled for September 13th at 7:00 PM.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.

New Business

Adjournment

Next Meeting

The next meeting will be November 1, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee November 1, 2017

Draft Meeting Minutes

Attendance: Ron Wexler, Paul Tankel, Margy Peet, Steve Kittelberger, Mitch Nellis, Shubhangi Gandhi, Frank Sciremammano, Ramsey Boehner, Chris Werner, Mike Guyon, Evert Garcia

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

Open Forum:

Announcements:

Old Business

- Comprehensive Plan Update, Frank Sciremammano and Ramsey Boehner
 - Frank and Ramsey provided an update on the status of the comprehensive plan update. They indicated that the SOC's comments were received and incorporated into the updated Land Use and Policy Framework documents, however, the updated Policy Framework was not correctly distributed to the SOC for review. Going forward, revision to the comprehensive plan documents will include dates and revision numbers.
 - Town staff will distribute the correct Land Use and Policy Framework documents to the SOC after the meeting. The comprehensive plan steering committee would like to receive revisions on the Land Use and Policy Framework documents from the SOC by mid-December. Frank indicated that the next steering committee meeting will likely be scheduled for early January to allow some time for the SOC to discuss the Land Use and Policy Framework document at the December SOC meeting.
 - The SOC discussed their review comments on the updated Land Use Recommendations. Some of the items discussed included:
 - Paul expressed concern for the "Multiversity" language included in the document. The current language appears to suggest a shift in the center of gravity for the Town from 12 Corners to western portions of Brighton. Frank indicated that the intent is not to detract from the current center of gravity but instead to promote a second center of gravity on the western portions of Brighton given the potential with the area colleges. The comprehensive steering committee will review this language and revise as necessary.

- The SOC indicated that the Land Use language needs to be organized better and include the section on Monroe Avenue first. Additionally, the SOC feels that the proposed form based code concept should be clarified within the plan.
- Margy suggested that infrastructure for electric charging stations must be considered in the plan. Additionally, the plan should consider updates to the the Town Code which allow other alternative energy infrastructure installations.
- The SOC is concerned that resiliency concepts are not stressed in the plan. Shubhangi suggested that the plan should also consider concepts of drought tolerance.
- Paul indicated that he would like to see EPOD's and floodplains included with the land use mapping. Town Staff will provide the SOC with a copy of the requested mapping for reference.
- The SOC would like to see the comprehensive plan include keywords which will make it easily discoverable in web searches.
- The SOC will provide the remaining comments on the Land Use and Policy Framework documents to Town staff by November 17. Mike will organize said comments and distribute to the SOC by Thanksgiving. The comments will be reviewed together at the next SOC meeting in December prior to submitting the comments to the comprehensive plan steering committee.

○ Climate Action Plan

- Mike presented the SOC with a new draft Executive Summary for the Climate Action Plan. The new Executive Summary will be combined with Zoe's initial Executive Summary draft and distributed to the SOC for review and comment. The SOC indicated that they need to collectively decide what the message of the Executive Summary should be before finalizing.

○ CCA

- The CCA Public Hearing was closed by the Town Board with no action taken. The Town Board is concerned that the enabling language needs to be reviewed and revised prior to adoption. The Town is generally agreeable to the CCA concept, however, there are concerns with the opt out policy of the proposal and possible penalties associated with opting out. The Town is currently looking to benchmark other CCA laws. Margy indicated that she will provide Chris with a few other CCA law examples.

○ Clean Energy Communities, Benchmarking Law

- Mike indicated that the Town approved an Energy Benchmarking Law for municipal buildings at the October 25, 2017 board meeting. The Town must complete one more high impact action item to be considered a certified Clean Energy Community. The Town is pursuing the Energy Code Enforcement training for our compliance officers as the final high impact action item for certification.

- 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. Mike indicated that the SOC should attend the public input meeting being held on November 2 to voice their support.
- Canal Embankment Cleaning
 - The SOC briefly discussed the proposed work to occur in some areas along the canal which are to be clear-cut. These areas will be removed of vegetation, excavated of tree stumps and resurfaced with lawn-like grass. The purpose of this project is to restore the canal embankments to their original state, which was free of vegetation. The Canal Corp. 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.
- Development Update
 - The latest developments on projects within the Town were briefly discussed.

New Business

Adjournment

Next Meeting

The next meeting will be December 6, 2017 at 7:00 PM.



Sustainability Oversight Committee

Secretary – Mike Guyon

Sustainability Oversight Committee December 6, 2017

Meeting Minutes

Attendance: Ron Wexler, Paul Tankel, Margy Peet, Erinn Ryan, Steve Kittelberger, Mitch Nellis, Shubhangi Gandhi, Chris Werner, Mike Guyon, Evert Garcia

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

Open Forum:

Announcements:

Old Business

- Comprehensive Plan Update-Policy and Land Use Review
 - The SOC discussed the compiled list of comments which resulted from the latest review of the Comprehensive Plan Policy and Land Use documents. Some of items discussed at the meeting are included below:
 - The SOC felt that the comment regarding potential partners should be expanded upon. Additionally, there should be at least one potential partner included for each recommendation. The SOC came up with a list of potential partners at the meeting to include in the final draft of the comment letter.
 - The SOC discussed the EPOD and floodplain mapping which was previously provided by Town Staff. Members of the SOC generally agreed that the environmental mapping should be included as part of the Comprehensive Plan document. Additionally, the SOC feels that the Land Use recommendations should include a statement/discussion related to Floodplains, Wetlands and Environmental Overlay Districts.
 - The SOC would like to include a recommendation on making better use of the canal as a resource in the comprehensive plan documents.
 - Town Staff will incorporate the newest comments in a final draft of the review letter and then send off to the comprehensive plan committee.
- Climate Action Plan
 - Timeline

- Mike reviewed the anticipated completion timeline for the Climate Action Plan. Based on the proposed timeline, Town staff anticipates that the project will take about one year to complete and be presented to the Town Board for final consideration by January of 2019.
- Google Doc Document
 - Draft versions of the CAP and the CAP Executive Summary are available as Google Doc documents on the shared SOC cloud drive. Committee members should provide final comments on the initial draft of these documents prior to them being introduced to the Town Board in January of 2018.
- CCA
 - The additional CCA law examples which were provided by Margy to the Town have been forwarded to the Town Attorney for review. Town staff will follow up on the status of this review.
- 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.
- Clean Energy Communities, Benchmarking Law
 - Town staff was recently made aware that NYSERDA funding for code enforcement training has been exhausted. The Town will continue to pursue Clean Energy Community status once more opportunities present themselves in this regard.
- 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.
 - At the meeting, the SOC inquired whether the Town would consider writing a letter to the NYS DOT requesting that they consider making the proposed travel lanes ten (10) feet wide to provide more room for cyclists along the shoulder. This matter will be discussed further at the next SOC meeting.
- Canal Embankment Cleaning
 - The SOC discussed drafting a letter to the Canal Corporation requesting that the proposed canal vegetation management project be re-evaluated for the environmental impacts it will have across the communities in which it is being implemented in.
 - The SOC would like the Canal Corporation to consider using selective clearing as opposed to the currently proposed clear cutting of vegetation along the canal banks. As part of the

letter, the SOC would like to recommend that native, non-invasive planting be used to restore the Canal banks upon completion of the clearing work. Town staff will draft a letter to this effect and subsequently distribute to the SOC for review and comment.

- 2018 SOC Schedule
 - The SOC reviewed and approved the proposed meeting schedule for the committee in 2018. Town staff will distribute the proposed meeting schedule to the committee members after the meeting.
- Development Update
 - The latest development projects within the Town were briefly discussed.

New Business

Adjournment

Next Meeting

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