

**Canandaigua Town Board
Meeting Agenda
January 31, 2017
6:00pm**

- Call To Order and Pledge of Allegiance
 - Pledge led by Keith Cutri, Deputy Town Supervisor
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Privilege of the Floor
- Resolutions

New Resolutions:

RESOLUTION NO. 2017 – 064: AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE CONTRACT WITH FISHER ASSOCIATES FOR DEMOLITION SAMPLING FOR NEW HIGHWAY FACILITY PROJECT

WHEREAS, the Town of Canandaigua Town Board has authorized the construction of a new highway facility; and

WHEREAS, Town of Canandaigua highway employees will remove the existing highway structure; and

WHEREAS, highway superintendent has requested a proposal from Fisher Associates for a pre-demolition sampling and reporting; and

WHEREAS, the report will be prepared in accordance with the requirements of the New York State Industrial Code rule 56 (ICR 56) that requires an asbestos survey prior to demolition or renovation; and

WHEREAS, Fisher Associates billing rates and laboratory rates have been approved by Ontario County purchasing; and

WHEREAS, the amount to perform the testing and laboratory work will cost \$ 3,900.00 and will be paid from H.1440.402 engineering; and

WHEREAS, a copy of the proposal presented to the Town Board for consideration is included with this resolution and is identified as Attachment 1 to the agenda; this information is also available for review on the Town's website and is on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Supervisor to sign the Fisher Associates proposal for pre-demolition sampling and reporting in an amount of \$ 3,900 to be paid from H.1440.402.

RESOLUTION NO. 2017 – 065: BUDGET TRANSFER REQUEST

WHEREAS, the Budget Officer is requesting the following budget transfers:

Account #	Description	To	From
	GENERAL		
A.1010.110	Town Board, Elected	12.40	
A.1010.400	Town Board, Contractual		12.40
A.1110.110	Justices, Elected	.12	
A.1110.120	Justices, Court Clerk, PT	227.42	
A.1110.400	Justices, Contractual		227.54
A.1220.110	Supervisor, Elected	.10	
A.1220.400	Supervisor, Contractual		.10

A.1355.120	Assessor, Personal Services	.06	
A.1355.400	Assessor, Contractual		.06
A.1410.110	Town Clerk, Elected	.06	
A.1410.131	Town Clerk, Deputy, FT	1693.88	
A.1410.141	Town Clerk, Deputy, PT		1693.94
A.4020.100	Registrar, Personal Services	23.75	
A.4020.400	Registrar, Contractual		23.75
A.5010.120	Highway, Deputy	.20	
A.5010.130	Highway, Account Clerk		.20
A.7020.121	Recreation, Director	216.61	
A.7020.400	Recreation, Contractual		216.61
A.7110.130	Park, Laborer, FT	6296.12	
A.7110.121	Park, Maintenance Assistant		6296.12
A.8010.144	Zoning, Office Specialist I	2864.13	
A.8010.142	Zoning, Office Specialist I		2864.13
A.8160.130	Waste & Recycling, MEO, PS	3872.97	
A.8160.140	Waste & Recycling, Laborers, PS		3872.97
A.8664.121	Code Enforcement, PS	.14	
A.8664.122	Code Enforcement, PS, PT		.14
A.8664.124	Code Enforcement, PS	27.07	
A.8664.125	Code Enforcement, PS		27.07
	HIGHWAY		
D.5130.400.107	Machinery.Cont. Car #7	21.00	
D.5130.400.201	Machinery.Cont.Truck #1	2995.33	
D.5130.400.203	Machinery.Cont.Truck #3	877.80	
D.5130.400.204	Machinery.Cont.Truck #4	64.51	
D.5130.400.207	Machinery.Cont.Truck #7	677.77	
D.5130.400.215	Machinery.Cont.Truck #15	701.64	
D.5130.400.217	Machinery.Cont.Truck #17	180.59	
D.5130.400.320	Machinery.Cont.Excavator #20	563.44	
D.5130.400.0	Machinery.Contratural		6082.08
D.9060.820	Hospital/Medical Buyout	153.60	
D.9060.840	Hospital/Medical Retiree Benefit		153.60
	WATER		
F.8340.440	Water, Services & Maintenance	649.13	
F.8340.450	Improvements		649.13

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves of the request budget transfers.

- **Payment of the Bills**
Abstract Claim Fund Totals presented by Town Clerk
Voucher Summary Report for Town Board signatures
(By signing, Town Board members represent they have reviewed the purchases for compliance with the Town's approved policies & approve of the prepared Voucher Summary Report and the attached invoices)
- **Privilege of the Floor**
- **Executive Session** for the purpose of interviewing candidates for the vacant Town Board position. No action is anticipated following Executive Session.
- **Adjournment**

ATTACHMENT 1



Transportation
Land Development
Energy

January 25, 2017

James M. Fletcher
Highway Superintendent
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424
(Sent Via electronic mail)

**Proposal for Pre-Demolition Sampling and Reporting
Highway Building
Town of Canandaigua, Ontario County, New York**

Mr. Fletcher,

Fisher Associates, P.E., L.S., L.A., D.P.C. (Fisher Associates) is pleased to submit this proposal for Pre-Demolition Sampling and Reporting of the Highway Building located at 5440 Route 5 & 20 West, Town of Canandaigua, New York. Our proposal is based on our phone conversation on January 23, 2017 and our understanding of projects with similar scope of work.

The purpose of our work is to provide the Town of Canandaigua with a Pre-Demolition report. The report will be prepared in accordance with the requirements of the New York State Industrial Code Rule 56 (ICR 56) that requires an asbestos survey prior to demolition or renovation. Our investigation will be directed at materials that have the potential to be disturbed during demolition. In order to accomplish this, Fisher Associates proposes to undertake the scope of services described below:

Testing and Reporting

Task 1 - Data Collection and Sampling Activities

Fisher Associates will collect samples from within the Highway Building, along with any materials located on the roof and/or exterior of the building that have the potential to contain asbestos, lead and/or PCBs. Fisher Associates will provide a NYSDOL Certified Asbestos Inspector to collect all samples and deliver them under standard chain of custody to a NYSDOH approved laboratory to be analyzed for asbestos content, polychlorinated biphenyls (PCBs), and lead-containing materials (LCMs). It is assumed that Town personnel will be available to assist Fisher Associates with access to the facility.

Task 2 - Summary Report

Fisher Associates will prepare a Technical Memorandum that summarizes our on-site activities and the analytical laboratory test results.



Project Fees

Billings for Fisher Associates' professional services will be based on the actual accrued time spent working on the project plus expenses. Hourly billing rates and laboratory rates have been secured by Ontario County Resolution. Fees for expenses that are project related are also defined by the resolution. The billing rates, laboratory fees, and reimbursable expenses identified by the County Resolution will be used to bill the Town of Canandaigua directly.

This cost estimate is based on the anticipated scope of work outlined above, which represents our best judgment at this time as to the effort required to achieve the stated objectives. At this time, we estimate that the cost of Work for Task Nos. 1 and 2 will be \$3,900 which includes a \$1,665 allowance for analytical laboratory testing. This estimate represents our best judgment as to the level of effort requested based on the information currently available.

Direct Labor	\$2,267
Direct Expenses	\$28
Laboratory Fees	\$1,665

Analytical Test	Unit Cost	Number of Tests	Total Cost
PLM (Friable) ACM	\$5.00	27	\$135
PLM (NOB) ACM	\$10.00	40	\$400
TEM ACM	\$20.00	40	\$800
PCB Caulk	\$75.00	4	\$300
Lead Based Paint	\$20.00	10	\$200

It must be recognized, however, that unforeseen conditions that may become evident during the course of the project may alter the effort required. The Town of Canandaigua will be notified immediately of any conditions requiring a change in the scope of work and budget. A supplemental budget estimate will be prepared for your approval prior to our undertaking any supplemental work. Billings for authorized supplemental work will be in accordance with the procedures noted above.

Schedule

Fisher Associates anticipates that we can complete our work identified herein approximately 2 to 4 weeks after receipt of the executed agreement and notice to proceed. Fisher Associates will work closely with the Town to complete this work in a timely and efficient manner.



Acceptance

This proposal may be accepted by signing in the appropriate spaces and returning one copy to us. Issuance of a purchase order implicitly acknowledges acceptance. This proposal is valid for a period of 30-days from the date issued.

We appreciate the opportunity to submit our proposal and are looking forward to working with you on this project.

Sincerely,
FISHER ASSOCIATES, P.E., L.S., L.A., P.C.

Mark Stein
Environmental Scientist

ACCEPTANCE

This proposal for services are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of the Town of Canandaigua.

By: _____ Title: _____

Typed Name: _____ Date: _____

H:\MARKET\Client Contacts\Canandaigua, Town\ACM Pre-Demo