

To: Ancram Town Board
From: Art Bassin
Date: January 12, 2020
Subject: Supervisor's Report



1. December Financial Report – Preliminary December financial reports should be available next week, before the Town Board meeting. December was another normal month. December numbers will not be final until we received our 4Q sales tax payment, which should be late January or early February.

2. CSCTF Initiatives – CSCTF presented three proposals to FAC at the 1/11 FAC meeting:

1) Installing a **geothermal HVAC system** at Town Hall at a cost to the Town of about \$43,500 after a \$70,000 NYSERDA grant, with an estimated annual savings of about \$5000 a year. We will have to put this project out to bid before we select a vendor and decide to move ahead.

2) Arranging with Central Hudson to **converting to LED street lights** at a cost of about \$3,800, with an annual savings of about \$2,200. We will need to communicate with members of the lighting district and hold a public hearing on this project before we finalize our decision.

3) Working with Lime energy and Central Hudson to **replace the lights at Town Hall and the Town Garage with LEDs**. Cost for Town Hall is \$6,900, with an annual savings of \$2,600 per year, and the cost at the Garage is \$3,600, with a savings of \$3,300 per year. CSCTF is still reviewing these proposals and will seek additional information from the contractor because the proposals appear to reduce total light output by 50% at the Garage and 75% at Town Hall.

3) Board Member Training – Association of Towns is holding its newly elected officials training in Albany January 15-17, and its annual meeting in NYC in February...there is also a certified town officials program that you may be interested in...here is a link to the AOT training page:

<https://www.nytowns.org/Towns/Training/Towns/Training/Information.aspx?hkey=7697d3cf-b7d1-4694-969a-c149af1fb2>

4. Policy Document Reviews – We will review one last time and consider the following documents for approval at the January 16 Town Board meeting. The Employee Handbook will be updated as necessary incorporating the revisions to the following documents:

- Financial Process Manual
- Purchasing Policy
- Fee schedule
- Revised Harassment and Violence policies
- Town Hall Directory