

TOWN OF ANCRAM

Policy for Use of Town E-Mail Chain

I. Policy

It is the policy of the Town of Ancram (“Town”) to utilize an e-mail chain to provide members of the public prompt and effective notifications regarding official Town matters, and such other matters that objectively inform or educate the public of matters of importance within the Town (hereinafter referred to as the “Town e-mail”).

II. Purpose

The purpose of this policy is to ensure that the Town e-mail is utilized in compliance with Town Law Section 116, which governs expenses the Town may incur in the publication and distribution of a report regarding the fiscal affairs, official acts, programs and meetings of boards, commissions, department and other agencies of the Town, as well as applicable case law and New York State Comptroller Opinions.

III. Procedure

The official Town e-mail address is ancramemail@ancramny.org.

Members of the public may sign-up to receive e-mail notifications from the Town e-mail via the Town’s website. Members of the public may opt out of receiving the Town e-mails at any time. PLEASE BE ADVISED, the e-mail addresses of the members of the public who subscribe to the Town e-mail may be subject to disclosure via the Freedom of Information Law Act.

The Town Supervisor or their official designee, shall be responsible for sending e-mail notifications via the Town e-mail. No other Town employee is permitted to send an e-mail from the Town e-mail, unless specifically directed to do so by the Town Supervisor.

Permissible Uses:

The Town e-mail shall only be utilized to objectively inform or educate the public regarding the fiscal affairs, official acts, programs and meetings of the Town Board, Town Departments, or other agencies of the Town, including but not limited to the time and location of Town Board meetings. It may be utilized to notify of road closures, utility outages, Town building closures and other related public service announcements. It may also be utilized to notify the public regarding events and programming within the Town, including those being conducted by the Fire House, local Churches, Neighbors Helping Neighbors (a non-for-profit) and other non-for-profit agencies as well as provide a business directory of businesses operating within the Town. The content of the Town e-mail must objectively inform or educate the public of this information.

Prohibited Uses:

The Town e-mail may not be used to advertise (whether paid or unpaid), solicit funds on behalf of a third party, including but not limited to non-for-profits, convey personal opinions of Town Board

members, convey information, whether from a news outlet or other individual or entity, that attempts to influence public opinion or garner support from the public for political decisions or votes.

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