

***Supervisor's Report
November 14, 2018***

Correspondence of Note

Supervisor's Notes

- We held three Budget Workshops in October on the 2019 Tentative Budget. Highlights (budget accounts in parentheses):
 - We provided a 2% cost-of-living adjustment to wages. (xxxx.1)
 - We budgeted for our Clean Energy Communities Brighten-up Caroline grant from NYSEDA for LED conversion of streetlights and homes. This will be happening over the next couple of years. (A3310.4, A8989.41, SL1-5182.4, SL1-3089)
 - We increased highway equipment expenditures for purchase of a new truck in 2019 and \$50,000 for our highway equipment reserve fund. (DA5130.2)
 - We funded Health Reimbursement Arrangements to cover out-of-pocket expenses for the town's high-deductible Gold Plan. (A9060.802, DA9060.802)
 - We reevaluated allocation of personnel support to the clerk's, highway superintendent's, and supervisor's offices. The Deputy Clerk will be assisting the Town Clerk and Highway Superintendent, provisionally allocated as 20 hrs/week in the clerk's office and 10 hrs/week in the superintendent's office, but with the understanding that this will be adjusted according to needs of each office. The Assistant to the Supervisor (to be hired) will be to assist the supervisor and code officer, and provide administrative and organizational support to the town offices; as with the Deputy Clerk position, work responsibilities between offices will be subject to need. The budgetary outcome of all of this is the addition of 10 hours/week to the Deputy Clerk position for support to the Highway Superintendent. (A1220.103, A1410.101, A3610.104, A5010.101)
- We provided feedback to Public Sector HR Consultants for the update of the Employee Handbook.
- Received request from Mr. R.C. Quick to speak to us about "Brookton Cemetery." Met with Mr. Quick on November 9 and he provided information about the finances and assets of the cemetery, which I have shared with the board.
- Code Officer Greenhouse met with the Fire Departments to discuss procedures for fire and safety inspections, and solicit input on needs.
- Working with Lifetime Benefit Solutions and Tompkins Trust to establish HRAs. Will request authorization from the board to enter contract for this service.
- Working with T.G. Miller and T.C. Soil & Water on bioretention feature for town hall grounds.
- Received two proposals for Air Source Heat Pumps at the Historic Town Hall.