

DATE: 7Feb18

TO: ESB Transition Team

SUBJ: ESB Key Functions

1. Town Operations:

1.1. Executive Functions:

1.1.1. Regular, consistent and anticipatory Financial, Operations and Asset Management insuring highest possible town credit standing and access to state and federal grants.

1.2. Personnel and ER Administration

1.2.1. Staffing, Reviews, Salary Plan, Salary management, Healthcare, Compliance, Labor Laws, OSHA, EPA, etc.

1.3. Elmore Water Service Area: Familiarity with By-Laws, Rules and Operations required – Full Files available at TCO and CDROM NOTE: Complete construction documents and financing documents at TCO.

1.3.1. Financial and Operational Management and Oversight

1.3.1.1. Annual report to subscribers and town.

1.3.2. Familiarity with system infrastructure, layout, operation, testing, emergency response etc.

1.3.3. Familiarity and compliance with DEC Water Systems Operations/Financial Regulations

1.4. ESB Management Methods – Provided 2/6/18

1.5. Highway Prioritization Methods – Provided 2/6/18

1.6. Provide direction and guidance to all town committees and administration for plans and operating consistency.

1.6.1. Hands on involvement in process to develop all plans.

1.7. **Key Town Vulnerability:** No searchable, hierarchical filing system to access operating rules, ordinances, by-laws, etc. Current system is random file folders and boxes with little indexing

2. Regional Representation & Presence:

2.1. LEPC: Representative needed: prepares & implements Town Emergency Plans (3-4 plans)

2.1.1. Must complete Emergency Preparedness Training

2.2. TAC: Representative needed: insure Elmore presence in regional transportation issues;

prepares (w/ Road Commissioner) Grants

2.2.1. Regional Transportation Infrastructure, plans, compliance

2.3. LCPC: Insure Elmore representation in Regional Plans

2.4. LSWMD: Representative

2.5. LEDC: Track economic trends and initiatives.

3. State & Federal Representation and Presence: Track and influence actions and trends to insure Elmore ANTICIPATES changes, insuring minimal budget and operating impact at town level. Elmore is TOO SMALL to play "catchup."

3.1. Visibility & access to any needed AOT divisions and district operations

3.2. Visibility & access to any ANR & DEC divisions

3.3. Visibility & access to VMBB

3.4. Visibility & access to VLT

3.5. Track Federal regulations