

Town of New Castle Priority Initiatives - 2020 Priorities Year End Status Update			
	Project Description	Stakeholders	Year End Status
1	Create Thriving Hamlets		
a	Chappaqua Hamlet Investment Act: Establish a Façade Improvement Grant Program - A grant program to support and encourage property owners and businesses to improve the exterior appearance of their buildings and storefronts.	property owners, merchants, chamber, development department	Façade Improvement Grant Program: In September, the Town Board approved a Façade Improvement Grant Program – an incentive program to encourage property owners and businesses in the Chappaqua and Millwood hamlets to improve the exterior appearance of their buildings and storefronts. The program provides direct financial incentives in the form of a 50% matching grant to eligible applicants.
b	Chappaqua Hamlet Investment Act: Create a Vacant Storefront Registry - Property owners in the commercial business district with vacant storefronts would be required to register with the town, which would create and maintain an online, searchable database of vacant properties.	property owners, merchants, chamber, development department	Vacant Storefront Registry: In March, the Town of New Castle adopted legislation requiring all property owners of vacant storefronts located in the B-R, B-RP or B-D Zoning Districts to register their property with the building department within 30 days of the storefront becoming vacated.
c	Chappaqua Hamlet Investment Act: Pass a Local Preference Law - Amending the Town Code to allow the Town to award a contract to a locally-owned business, if the bid is no more than 5% higher than the lowest responsible bidder.	property owners, merchants, chamber, development department	Local Preference Procurement Policy: The Town Board amended to our procurement policy to allow the Town to award a contract to a locally-owned business, if the bid is no more than 5% higher than the lowest responsible bidder.
d	Chappaqua Hamlet Investment Act: Expand “Discover Chappaqua” - Creating a Town committee charged with developing proposals and establishing a budget for projects to market and promote the Chappaqua Hamlet.	Town Board - Lauren Levin to chair committee	Discover Chappaqua: In Fall 2019 the Town launched a website, www.discoverchappaqua.com , the goal of which is to market and promote the Chappaqua hamlet to visitors, residents, prospective homeowners, potential small businesses, and more. The Town Board established a Discover Chappaqua committee, tasked with overseeing the maintenance of the website, and creating marketing plans and special events to promote the hamlet.
e	Create a Form Based Code for the Chappaqua hamlet - ensure that any future development reflects the goals of the community as stated in the 2017 Comprehensive Plan: “to preserve the Town’s bucolic, residential character and its historic resources, while promoting new mixed-use development in the hamlets to meet the community’s housing needs and fostering thriving commercial and civic spaces.”	Working Group, Development Department, Town Board	Chappaqua Forward – Form Your Future! The Form Based Code is zoning legislation for Chappaqua hamlet. Currently the business district is entirely zoned for “business retail” or “light industrial.” The Form Based Code changes the zoning to allow for different uses, such as residential and mixed-use. A Form Based Code focuses on the FORM of the building as opposed to its USE, and the Code has detailed design guidelines that will give the hamlet a beautiful, consistent look and feel – making sure that what gets built is quaint and charming.

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f	Continue improving Hamlet gathering spaces and key visual impacts (added by Lauren)	Parks & Rec, Dennis (Tree), DPW, Beautification Board, Lauren	Purchased Additional Street Furniture in the Chappaqua Shopping District: The Town Board approved the purchase of additional streetscape furniture – café tables and chairs and benches for the Chappaqua hamlet and new picnic tables for the circle in front of the train station. We leveraged leftover funding from the downtown streetscape project.

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2	Improve Capital Planning and Infrastructure		
a	Create a Capital Plan for the Town of New Castle - starting with an inventory of all of our capital assets and infrastructure, including their age and current condition, and a plan for the maintenance and/or replacement of these existing assets.	town comptroller/ DPW/Rec/Development Department	The Town began work on creating an asset inventory in q4 2020.
b	SEWERS: More aggressively pursuing sewer connections for residents on septic - Create a plan to address residents with septic systems to either extend sewers to their neighborhoods or opt-out of the Saw Mill Sewer District. Primary focus is to create connections to sewers, whenever possible.	westchester county environmental facilities	Sewer and Water Infrastructure Improvements Planned for Quaker Road: The County has planned a major capital project to extend the County sewer trunk line up from Hunts Lane up Quaker Road to Wagon Road Camp. This work will support future sewer connections for adjacent neighborhoods that are currently on septic systems. The Town is supporting this major infrastructure project and piggybacking on the project by replacing an aging water main that runs parallel to the proposed trunk link to ensure minimal disruptions to our residents and to share costs with the County.
c	SEWERS: Prioritize solutions for failing waste water treatment plants in three New Castle communities (Riverwoods, Yeshiva, and Random Farms). Making this a top priority and provide regular reporting on progress made throughout the year.	Development Dept./Administration continuing to work with West Co. and attorneys for the individual homeowner associations	Riverwoods and Yeshiva Sewers: The Town of New Castle was proud to partner with the Town/Village of Mount Kisco in advancing a common-sense solution to bring sewers to the Riverwoods and Yeshiva residents, who are currently served by the failing Fox Hollow Waste Water Treatment Plant, by facilitating a connection to the Mount Kisco Pump Station. The County agreed to accelerate its planned capital project to create a relief sewer, which would create additional capacity to handle increased flows from planned development in northern Westchester. This is a major accomplishment, solving a longstanding problem for these residents.
d	SEWERS: Provide sewer access to the Millwood hamlet. Sewer access is essential to further development, and would increase property values and provide modern infrastructure for homeowners near the hamlet. The feasibility of sewerage Millwood is linked to the plans to connect Random Farms to the county trunk line.	westchester county environmental facilities/DEP	This priority will need to be reassessed in light of the decision by Random Farms to upgrade its WWTP instead of continuing to pursue a connection to the County trunk link through Millwood.
e	SIDEWALKS: Complete the Comprehensive Sidewalk Plan. A plan will enable us to apply for grants and/or to find other funding solutions.	Town/development department /NYS DOT/affected property owners	Work began on this in 2020, but was significantly delayed due to COVID.
f	SIDEWALKS: Finish the Millwood Sidewalk Improvement Project	Development department, property owners, NYS DOT	In progress

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g	ROADS: Create an inventory of our existing roads to enable the Town to more aggressively pursue paving and protecting our roads.	DPW-	Delayed due to COVID.
h	ROADS: Explore the use of capital funding to repave roads and bring all roads up to an acceptable standard. Once all roads are deemed in good condition, developing a plan for paving, maintenance, and ongoing operations	DPW- Comptroller	Delayed due to COVID.
i	Minkel Dam	DEC Town engineer	Minkel Dam: The Town Board reviewed the current state of the Upper Minkel Dam and discussed options for moving forward with either repairing or decommissioning the dam. The Board elected to proceed with decommissioning. The dam is within Sunny Ridge Preserve in the West End of New Castle. We are currently applying for a \$1m FEMA grant to offset the costs of this major capital project.

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3	Create a Climate-Smart and Resilient New Castle		
a	Build on the Town's track record of successes and create a Green Building Code to require substantial reductions in greenhouse gas emissions in all new buildings. Encourage and incentivize net-zero greenhouse gas emissions buildings. Examine incentives including tax exemptions, additional square footage, building permit relief, and a recognition program. Goal is to attract progressive, climate-smart developers that want to work with enlightened and proactive Towns.	Development Dept. SAB	Delayed; Will begin in 2021.
b	Explore locations to install solar panels to create new climate-smart energy sources for the town . Part of this initiative would include incentives for commercial property owners to install solar panels on flat roofs and approaching property owners with large, non-wooden tracts of land to consider building solar farms.	SAB/Development Dept	Community solar projects are traditionally large installations on rooftops, large vacant properties, or parking lots. Earlier this year, Sustainable Westchester announced a Westchester County Community Solar Partnership with NYPA to allow communities to aggregate sites and engage in economies of scale. Unlike in the past where only large sites were being considered, this new program is an aggregation of sites from across municipalities. As a result smaller installations are also being considered. Each municipality was invited to submit potential community solar host sites. NYPA staff will do a preliminary remote assessment of all sites submitted and will follow up with their findings. Note this was not a commitment to participate in the aggregation, but a good opportunity to have our portfolio assessed for feasibility. The New Castle Sustainability Advisory Board provided a submission on behalf of the Town in July that included all Town-owned buildings, and we are awaiting their findings.
c	Create an Overlay District for the West End - Working with the Towns of Cortlandt, Ossining, and Yorktown to create overlay zoning that would address development in this environmentally-sensitive area. The overlay district would include additional requirements that would layer on top of the underlying zoning to address issues such as biodiversity, wetlands, steep slopes, and aquifers, among other issues to be identified as a part of this project.	Re-establish Millwood - West End Advisory Board Ivy - I think a different Task Force is needed.	In January 2021 Town entered into Indian Brook/Croton Gorge Intermunicipal Watershed Overlay Zone.

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d	Airport Noise	NCAAB, NC Steering Committee	<p>FAA Airport Noise Forum: Along with Westchester County, and Federal elected officials, the Town Board fought to bring the FAA to our community in January 2020 to begin a dialogue about solutions to mitigate the impacts of increased noise and other environmental impacts for communities near HPN. It was great to see so many thoughtful and engaged residents at this event!</p> <p>Alternative Approach to Mitigate Airport Noise: Westchester County is engaged in preliminary research on a proposed alternative landing approach that would route planes over Interstate 684. This is welcome news for New Castle residents who have suffered under the current flight path. Although this alternative approach would not eliminate airport noise for our residents it has the potential to significantly reduce its impacts.</p>

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4	Enhance Recreation and Improve Community Spirit		
a	Partner with and support the Recreation Commission to create a new Recreation Master Plan . The plan, which was last updated in 2007, will identify and prioritize projects and programming to reflect the needs of our residents. The Master Plan will consider additional programs and offerings to address a wide range of ages and abilities, so that our parks and recreation opportunities are truly inclusive of all residents.	Rec Commission	Town Board approved RFP for Rec Commission to hire consultant to support the master plan. Project start was delayed due to COVID.
b	Finish the Town Hall Basketball Court and Inclusive Playground	Rec Commission	Grand Opening! Town Hall Playground and Basketball Court: On Thursday June 30th the Town hosted a ribbon cutting and recognition ceremony for our new Town Hall Inclusive Playground and Basketball Court. This project was 20 years in the making, and it was an honor to inherit this particular project from my predecessor former Town Supervisor Rob Greenstein. I am pleased to report that we were able to see this through to its successful completion – on time, and under budget!
c	Enhancement of Millwood Park - renovating the ballfield, repairing and resurfacing the tennis courts, installing lights on the ballfield and tennis courts, and replacing the existing playground equipment.	town + Rec Commission	Millwood Park Improvement Project: In 2019 the Town of New Castle secured a generous grant from State Senator Pete Harckham for a series of improvements to Millwood Park, including renovating and installing lights on the ballfield and improving the tennis courts. We on track to install our new lights for the 2021 season!
d	Update the Town's Open Space Management Plan . We support vigorous efforts to identify, preserve and protect open space to promote biodiversity, protect animal habitats, and encourage passive recreation, where possible. We should consider other such opportunities to increase public or private conservation areas.	conservation Board's charge/mission statement along with Environmental coordinator	Delayed due to COVID.
e	ChapLine	CCSD, Property Owners, Metro North, ChapLine Committee, Development Department, Rec Commission	ChapLine: In fall 2019, the Town Board retained a consultant to conduct a feasibility study for the ChapLine. This consisted of creating conceptual designs and cost estimates for different alternatives. The least expensive design would require the Town to purchase property from adjacent homeowners and obtain an easement from the Chappaqua Central School District. The more expensive alternative involves building an elevated boardwalk over wetlands (all Town-owned property). These two alternatives are being costed out now. The consultants are also looking at and applying for grant funding to offset the costs. The timeline has been delayed due to COVID.

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5	Responsible Municipal Management		
a	Diversify appointments to Town boards and commissions by instituting a new policy to post all vacancies and interview/consider all qualified candidates.		Boards and Commissions Policy As of January 1, 2021, New Castle will launch a renewed effort to welcome our residents to get involved in town government. New Castle has more than 20 advisory boards and commissions, and involves over 200 residents in our current system, but that is only a small fraction of our community. Our volunteers are the back bone of our community and we could not accomplish all that we do without them! This is an effort to engage more members of our Town by educating them about current opportunities to join our board or commission or potential opportunities to create new boards to address different issues and ideas and to engage new residents or just residents new to this type of volunteering. To advance this end, we are going to start advertising every term expiration that occurs after January 1, 2021. This is not to disrespect the current members of our Boards and Commissions, on the contrary, we invite them to let us know if they would like to continue to serve. Our volunteers are our strength! However, too few of our residents are aware of these volunteer opportunities. This new policy was recommended by the Council on Race and Equity (CRE), which noted the lack of diversity on our boards and commissions in their Action Plan for Race and Equity.
b	Improve coordination between the Town Board and volunteer Boards and Commissions , including instituting a regular cadence of meetings with each board and commission to review plans and provide support for their efforts.		Complete
c	Ensure that there is full transparency about Town Board meeting agendas , and we will post meeting minutes (not just video links).		Complete
d	Increase shared services and piggyback off of good ideas from our friends and neighbors. To reduce costs and save taxpayers money, when considering the question of whether the Town should perform a function “in house” vs. contractual services, we will strongly consider shared services.		In progress

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e	Institute Quarterly budget meetings: Town Comptroller/Deputy Town Administrator to make regular presentations to the Town Board on the progress of the Town Budget		2020 Budget: This year the Town Board instituted quarterly budget updates from Town Comptroller Rob Deary. Of course, during the pandemic, there has been much to discuss in 2020! With guidance and leadership from Comptroller Deary, the Town Board has been deeply engaged in continually reviewing the Town's budget to determine how revenues and expenditures were impacted by the COVID-19 pandemic. The Town entered the pandemic in a fortunate position relative to other municipalities and our finances have remained strong. Through a combination of higher than anticipated revenue sources (sales and mortgage tax) as well as town-wide cost saving measures, the Town was able to reduce the projected net loss to approximately \$233,421. This is a truly remarkable feat, and I commend Town Administrator Jill Shapiro and Comptroller Deary for their tireless efforts.
f	Establish PMO within the Office of the Deputy Administrator: Responsible for tracking progress on Goals and Objectives and reporting to the Town Board on a quarterly basis		In progress