

[Municipal Letterhead]

Request for Streetlight Purchase Price and Authorization to Disclose Information

[DATE]

[FIRST NAME] [LAST NAME]
[TITLE]
[UTILITY NAME]
[STREET ADDRESS]
[CITY], [STATE] [ZIP]

Dear Mr./Ms. [LAST NAME],

The [City/Town/Village] of [Municipality] is working with Mid-Hudson Street Light Consortium (“MHSC”), a project funded by the New York State Energy Research and Development Authority, to analyze the costs and benefits of purchasing street lights owned by [utility name] and converting them to LED.

On behalf of [Municipality] I would like to request at your earliest convenience the following from [Utility]:

1. Provide [Municipality] the proposed purchase price for [all, or number] street lights in our municipality. Please provide the breakdown of the number of each facility (i.e. as relevant: lamps, poles, foundations, fixture, mast arm, conduit, wiring, etc.), the per-unit cost and if relevant, any other proposed costs associated with purchase and conversion of the street light system and installation of LEDs. In addition, please provide the Purchase, Sale and License documents; an inventory detailing street light pole numbers and associated wattages; and any backup data/basis supporting the proposed purchase price.
2. To facilitate the MHSC’s efforts in support of [Municipality], I authorize and request that you provide MHSC representatives with the above information requested. In addition, I authorize you to provide the MHSC with information on behalf of [Municipality] for the accounts listed below.

[Municipality] also authorizes [Utility] to provide any additional information to MHSC concerning the below-referenced accounts.

Please note that the Point of Contact for MHSC is as follows:

Pat Courtney Strong
Courtney Strong Inc.
446 Broadway,
Kingston, NY 12401
845/331-2238
pat@courtneystrong.com

Our municipal street light account numbers are as follows:

[list of account #(s)]

Sincerely,

[Signature of Municipal Representative]

[Insert Name of Municipal Representative]

[Insert Municipality Name]