

**The Regular Board Meeting for the Town of Brighton, Franklin County, New York, was held on Thursday, July 14, 2005 at 7 p.m. at the Brighton Town Hall, 12 County Road 31, Paul Smiths, NY, with the following:**

**PRESENT:** Supervisor Robert Tebbutt

Council Members: David Knapp, John Quenell, Steve Tucker, and Lydia Wright

**ABSENT:** None

**OTHERS PRESENT:** Amber McKernan - Tax Collector, Nik Santagate - Justice and Elaine Sater - Town Clerk

**RESIDENTS:** There were eight residents present

**Called to Order** by Supervisor Robert Tebbutt at 7:00 p.m.

### ***ADOPTION OF MINUTES***

#### **Citizens Comments:**

**Rouse Fountain** stated that he did not feel the minutes of the Town Board meetings of May 16 and June 9 were complete. He read the following letter and submitted it to the board to be attached to the minutes.

“To: Robert Tebbutt, Supervisor, Board Members, Town of Brighton,  
After reviewing the Minutes of May 16, 2005 Special Board Meeting, regarding Brighton Town Hall project and regular Town Board meeting Minutes of June 9, 2005, rescinding resolution #64-2004, I have questions why all statements made by Nik Santagate, elected Judge of the Town of Brighton were omitted.  
I feel Judge Santagate, being an elected official, just like any elected member of the Town Board, who makes statements of this magnitude should be included in the minutes presented to the Town Board by the Town Clerk for approval.  
I recommend that the Town Board direct the Clerk to review tapes and include all statements made by Nik Santagate in verbatim. Yours truly, Rouse Fountain, Taxpayer/Citizen of Town of Brighton”

Discussion was held by the board regarding this letter. The consensus of the board was that if some statements were added verbatim then all statements would have to be added verbatim and this would make the already long minutes too long. The letter from Rouse Fountain would be included in these minutes as part of citizens comments.

**Motion made by John Quenell, second by Steve Tucker, to adopt the minutes of the Regular Town Board Meeting held on June 9, 2005 with the following change: Page 5, Old Business, Para 1, Road Litter, Lydia Wright’s comment, Add: “Supervisor Robert Tebbutt stated that” before the second line that starts with “People can...” Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay 0**

### ***TOWN CLERK REPORT***

**Total Revenue to Supervisor as of June 30, 2005 was \$ 973.88**

2 Sport Licenses  
2 Certified Copies  
6 Dog Licenses Renewals and 2 New License  
11 Building Permit (#05-13 to 24)  
4 FOIL Requests and 2 Copier Use

1. Received notification from Sodexo Management, Inc, dated June 17, Re: Removal Application for the Student Center at Paul Smiths College for an alcoholic beverage license. They are moving the license premises from the old Student Union Building to the new Student Center.
2. Received notification dated July 1, 2005, from Friends of the North Country, Inc., Re: A Public Meeting for a Multi-Jurisdictional Hazard Mitigation Plan will be held at the Paul Smiths Gabriels Volunteer Fire Department in Gabriels (Steve Tucker verified the location was Paul Smiths) on Tuesday, July 19 at 6:30 p.m.
3. Received notification dated July 7, 2005, from NYS Department of Environmental Conservation (DEC), Re: A Public Meeting will be held at Freer Science Auditorium at Paul Smiths College at 6 p.m. on Wednesday, August 10, 2005, on the proposed management actions in the draft of the Unit Management Plan for the St. Regis Canoe Area. Comments will be accepted until August 26, 2005.
4. TOWN HALL REQUESTS: Painting Class - Sunday, August 28, 9:30 a.m. to 12:30 p.m.
5. TOWN PARK REQUESTS: None
6. RECORDS MANAGEMENT: Information for 2006-2007 grant applications has been received. The deadline is December 1, 2005.

***SUPERVISOR REPORT***

1. **FINANCIAL: Monthly Budget Report:** Report for the period ending June 30, 2005 was distributed to the Board on July 14. If there are any questions contact the Supervisor.
2. **HIGHWAY GARAGE PROJECT:**
  - a. **Furnace Room Vents:** Discussion was held concerning the air vents to the furnace room.

**RESOLUTION #74**

**AUTHORIZATION TO HIRE HOGAN REFRIGERATION TO COMPLETE FURNACE PROJECT**

**Motion made** by John Quenell, **second** by Steve Tucker, **To Wit:**

**WHEREAS**, the contractor, LH LaPlant, installed a substitute furnace for the Highway Garage Project and did not complete the job to manufacturer specification, and

**WHEREAS**, North Woods Engineering and the Attorney for the Town recommend that the Town hire another contractor to finish the job using the funds retained from LH LaPlant to pay for the work,

**BE IT RESOLVED**, that the Town of Brighton hire Hogan Refrigeration to complete the air vents as recommended by the manufacturer of the furnace installed in the Highway Garage for the amount of \$1,741.00 to be deducted from the amount retained from LH LaPlant, and

**BE IT FURTHER RESOLVED** that the remainder for the funds retained be paid to LH LaPlant after the job is completed by Hogan Refrigeration.

**Roll Call Vote:** Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay0  
**Resolution #74 declared duly adopted.**

- b. **Salt Shed:** The application to DEC for funding was submitted. A letter of response to the change to the APA Permit #2003-60 for design change to the Salt Shed roof dated June 28, 2005 was received. Engineer drawings are needed for the building permit.

**RESOLUTION #75**

**AUTHORIZATION TO PURCHASE ENGINEER DRAWINGS FOR THE SALT SHED**

**Motion made** by Supervisor Robert Tebbutt, **second** by John Quenell, **To Wit:**

**WHEREAS**, the Code Enforcement Officer needs engineer plans for the salt shed design, and

**WHEREAS**, the American Straight Steel Company has approved drawings already for their design for the construction of a salt shed,

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor is authorized to purchase engineer drawings from American Straight Steel for \$425 for the construction of the salt shed.

**Roll Call Vote:** Aye 4 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker), Abstain 1 (Lydia Wright), Nay0

**Resolution #75 declared duly adopted.**

- c. **Old Garage Status:** Asbestos inspection has been completed. AE Knapp submitted a Asbestos Containing Materials Survey detailing where asbestos was found in the old Highway Garage and the Town Hall. The locations of asbestos in the old garage is in glazing on the windows at the rear of the building and in asphalt patching materials on the roof, total quantity is not more than 60 square feet. In the Town Hall asbestos was found in the old tiles in the main room, total quantity of 1250 square feet. An abatement estimate cost of \$9,350 was received from AE Knapp for both buildings. A copy of this report will be distributed to the board members for their review.
    - d. **Financial Report** was distributed to board members for all expenses as of July 14, 2005.
3. **TOWN HALL LAND STATUS:** Received a Minor Project Public Notice (APA Project #2005-186) that an application was received from the Town for a two-lot subdivision of 154.9 acres creating a 0.3 acre parcel and a 154.6 acre parcel. The subdivision will create a substandard size parcel in Moderate Intensity Use. The Town wishes to own the (Town Hall) property to place a 19 by 17 foot addition on the Town Hall. The application is being reviewed for completeness.
4. **NMP STREET LIGHTNING CONTRACT:** Received a letter dated June 27, 2005 from Niagara Mohawk, Re: combining all the Town's street lighting accounts into one account. Billing for the different street lighting areas will remain the same.

**RESOLUTION #76**

**AUTHORIZATION TO SIGN APPLICATION FOR SERVICE WITH NIAGARA MOHAWK**

**Motion made** by John Quenell, **second** by Steve Tucker, **To Wit:**

**WHEREAS**, Niagara Mohawk (NIMO) submitted revisions to the outdoor lighting tariff with the state Public Service Commission (PSC) and this filing became effective June 27, 2005, and

**WHEREAS**, the revisions address the manner in which NIMO manages and presents a municipal customer's street lighting bill information, and

**WHEREAS**, a municipal street lighting customer will maintain a single, consolidated, street lighting account, however NIMO will continue to maintain the individual lighting area information so it can be separately presented on the single bill,

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be authorized to sign a contract (PSC No. 214 Electricity SC No. 2 Form "M" Application for Service) to reflect the single account for the Town of Brighton street lighting areas consisting of Account Number 04552-94103 Easy Street (6 lamps and 6 luminaries) and Account Number 04552-94103 Gabriels-Rainbow (3 lamps and 3 luminaries).

**Roll Call Vote: Aye 5** (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0**  
**Resolution #76 declared duly adopted.**

**OLD BUSINESS**

**1. AUDIT OF FISCAL OFFICER RECORDS (Knapp, Wright):**

- a. Supervisor Robert Tebbutt** distributed to board members the following document in answer to David Knapp's and Lydia Wright's questions from their audit of the Supervisor's Fiscal Records on May 27, 2005:

**"Comments from William Empsall, Re: Audit of the Supervisors Fiscal Records on May 27, 2005**

1) Checks # 3146 & 3147 - These were checks written on the general fund account in March 2004 by Joan Sturick when she was bookkeeper. These appear to be the bi-weekly transfers to the Trust & Agency bank account (T&A) to cover the payroll checks which are written on the Trust & Agency account.

2) Checks #1234 to 1238 - These were the supplemental salary checks paid out in December 2004 to various town officials for their extra duties during 2004. The person writing the checks at the time was directed by the warrant to make the payments from the general fund without realizing that they should have gone through the payroll account (Trust & Agency). The checks were cashed before it was discovered that social security taxes should have been withheld. To correct the problem the checks were changed to appear in the payroll journal instead of the cash disbursements journal. The details of the correction was handled in Amended Resolution 112-2004 on April 14, 2005.

3) Unaccounted for and missing checks/control of unused checks. Up until March 2004, the Town's checks were printed on "preprinted check stock" held by the Town Bookkeeper. The new bookkeeper uses "blank check stock" which contains no printing including check numbers. When checks are printed, the computer program normally keeps track of the check numbers and prints the next available number on the check. The beginning check number can be manually overridden. This may have been the case or there may have been a printer jam resulting in some check numbers not being used. There are no checks laying around with these "missing" check numbers. Voided checks are retained.

4) CR for T&A March 2004 - Joan Sturick was maintaining these records for March. The page may have been lost or never printed as this was during the bookkeeper transition period.

5) Missing time sheets April-December 2004. These are probably still in the office of McKee, Empsall & Seyfarth. They will be transferred to the town.

6) Dedicated Cash Receipts book. There is no hand written cash receipts book. The "cash receipts journal" serves in place of it. The town supervisor submits bank deposit slips and any other documentation of receipts to the bookkeeper who posts it directly on the computer. 6/19/2005"

- b. David Knapp** spoke to the Comptroller's Office concerning the procedure to request an audit of the Town's records. A letter would need to be submitted addressing the concerns to be looked at and the Comptroller's Office will review it to determine if an audit should be conducted by their Office. Discussion was held by the board to determine if a letter should be sent to the Comptroller's Office.

**RESOLUTION #77**

**AUTHORIZATION TO REQUEST AN AUDIT OF THE FISCAL RECORDS BY THE OFFICE OF THE STATE COMPTROLLER**

**Motion made** by Lydia Wright, **Second** by Steve Tucker, **To Wit:**

**WHEREAS**, Lydia Wright and David Knapp conducted an audit of the Supervisor's Fiscal Records on May 27, 2005, and could not determine if the proper procedures were being followed by the Town's Fiscal Officer, and

**WHEREAS**, there has not been an audit of the records since 2001 and the Town has changed bookkeepers twice, and **WHEREAS**, the reason for unaccountable checks given by the current bookkeeper is not legitimate, **THEREFORE, BE IT RESOLVED**, that **David Knapp** be authorized to draft a letter to the Office of the State Comptroller to request an audit of the Supervisor's Fiscal Records to be reviewed by the Board before it is sent. **Roll Call Vote: Aye 5** (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0** **Resolution #77 declared duly adopted.**

2. **STATUS OF STANDING WATER IN GABRIELS (Wright): Supervisor Robert Tebbutt** said he already gave a report on this issue.
3. **DEAD TREES ON STATE ROUTE 86 NEAR CHURCH POND (Wright): Supervisor Robert Tebbutt** said the letter for this issue was still in process.
4. **CLASS ACCOUNTS (Wright): Lydia Wright** requested transaction confirmations to be kept up-to-date in the CLASS book at the Town Hall. **Supervisor Robert Tebbutt** said he requested a copy of the transactions be faxed to the Town Hall after they are emailed to him. **Lydia Wright** said copies of the recent transactions had not been received at the Town Hall so she requested copies for the book at the Town Hall. Lydia Wright asked for permission for all board members to have access to the CLASS accounts "on-line" through the computer internet to "read only". **Supervisor Robert Tebbutt** said he had no problem with authorizing board members to have access to read the CLASS reports using the computer.

**NEW BUSINESS**

**BUOY REQUEST FROM ST REGIS PROPERTY OWNERS' ASSOCIATION (Wright): Lydia Wright** received a letter dated July 7, 2005 from Lewis Rosenberg, Board of Directors, St. Regis Property Owners' Association, to place buoys in the channel between the lakes. The letter was read for the record as follows:

"July 7, 2005

Dear Lydia (Wright): Per our phone conversation of yesterday, I am enclosing the DEC permit application for installation of no-wake buoys on the Big Slough connecting Lower St. Regis Lake and Spitfire, similar to the two recently placed by the DEC in the Small Slough connecting Upper St. Regis Lake and Spitfire. (For your information, I am also enclosing a copy of the earlier application signed by Alicia Bodmer Deputy Supervisor.)

The objective of the enhanced safety will likewise be served by the new buoys. In addition, we have learned that high speed motor boat travel in confined spaces such as found in these sloughs, causes water turbidity and brings in particulate matter causing rising phosphorus levels, degrading water clarity and quality.

This improvement, which requires the town's application, will be done at no cost to the Town of Brighton as the buoys cost is to be borne entirely by the St. Regis Property Owners Association or Foundation and installation is to be by the NYS DEC.

Please present this application to the Brighton Town Board at its next meetings so this worthwhile improvement can be moved along. I also enclose a copy for their files. Thank you for your courtesy and cooperation.

Very truly yours, Lewis Rosenberg, Member of the Board of Directors, St. Regis Property Owners Association."

**RESOLUTION #78**

**AUTHORIZATION TO PLACE NAVIGATIONAL BUOYS ON THE LOWER ST REGIS CHANNEL**

**Motion made by Lydia Wright, Second by David Knapp, To Wit:**

**WHEREAS**, the St Regis Property Owners' Association, Inc., has requested permission of the Town of Brighton to place up to four additional navigation buoys in the channel connecting Lower St Regis Lake and Spitfire Lake, and

**WHEREAS**, the purpose of the buoys is to help regulate the speed of boats passing through the channel for purposes of boating safety, and

**WHEREAS**, the St. Regis Property Owners' Association, Inc. has expressed a willingness to purchase and the Department of Environmental Conservation to deploy the buoys, but has requested that permission from the Town first be obtained,

**NOW THEREFORE BE IT RESOLVED** that the Town of Brighton grants permission to the St. Regis Property Owners' Association, Inc., and the Department of Environmental Conservation to proceed with the placement of up to four additional buoys in the channel connecting Lower St. Regis Lake and Spitfire Lake and authorizes Supervisor Robert Tebbutt to sign the NYS DEC Application for Permit: Floating Objects Other than Aids to Navigation.

**Roll Call Vote: Aye 5** (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0** **Resolution #78 declared duly adopted.**

**REPORTS**

**1. JUSTICE (Santagate):**

- a. There were 60 cases disposed during June. A check for \$3,349.00 was given to the Supervisor
- b. Attended two different schools: June 11 for court issues and June 17 for computer class

**2. HIGHWAY (Quenell, Tucker, Oliver):**

- a. Mowed roadsides
- b. Mowed both cemeteries, town hall and garage grass three times
- c. Picked up riding lawn mower for cemeteries
- d. Repaired washouts from heavy rains
- e. Cleaned out beaver dam from Sucker Brook on Keese Mills Road

**3. INSURANCE AND INVESTMENTS (Quenell): Nothing to Report**

**Lydia Wright** asked if there was any more information on the bonding of the Town Officers.

**John Quenell** said he found out that the cost to extend bond coverage to the Bookkeeper was \$150.00 and asked if the board thought the Town should ask the bookkeeper to cover this expense.

**Lydia Wright** asked if this quote was in writing from the insurance agent.

**John Quenell** said he would ask for one.

**Lydia Wright** asked if the bookkeeper had errors and admissions insurance.

**John Quenell** said the Bookkeeper has no insurance to cover himself.

**Supervisor Robert Tebbutt** stated that he or John Quenell would contact the bookkeeper to determine if he would reimburse the Town for the cost of insurance to cover him.

**4. ASSESSOR (Tichenor): No Report**

**5. TAX COLLECTOR (McKernan):**

- a. Received 9 phone call and sent 2 faxes regarding tax matters.
- b. Received the 30 June 2005 bank statement, which was balanced. A 12 cent balance remains that will be turned over to the Town Supervisor after the 6 months period has passed from the dates of issue and the checks issued will be considered void.
- c. Read a statement from a book published by the Association of Towns, "Tax Collection in Towns":  
*"Liability, Loss, Theft, Etc. When the tax collecting officer takes his oath and furnishes his bond, he becomes the insurer and guarantor of all moneys, securities, books, papers and records that the laws provide shall be in his custody. This will involve relatively large sums of money from time to time. The courts have held that a tax collecting officer is personally responsible for taxes collected by him that are stolen, lost, burned, or misplaced before he can deposit the same in a bank, except where such loss or theft is due to acts of the public enemy or caused by an act of God. (Tillinghast v. Merrill, 151 N.Y. 135; 3 Op. State Compt. 259)"*

Stated that this is what is covered by the bond that was addressed in the past, the next part has not been addressed.

"It is advisable, therefore, for a tax collecting officer to acquire theft, robbery or burglary insurance, adequate insurance against destruction and mysterious disappearance and insurance of records, or he exposes himself to loss of his person assets. This insurance is a proper town charge if the officer obtains prior approval of the town board to incur such expense. (Town Law, §116(5-a))"

Asked if the tax collector was covered with this type of insurance.

**John Quenell** said he would find out.

- d. Audit of Records: Brought all information to have the Board audit the tax collecting records from 2005. Would like to get the back-up copy of the records out of her car and in a safer place.

**6. CODE ENFORCEMENT (Lagree): No Report.**

**7. CEMETERY (Tucker):**

- a. Had to two burials of ashes last month
- b. The Highway Department mowed the grass
- c. Two individuals have checked on their family plots to make sure they have a final resting place.

**8. PARKS AND RECREATION (Tucker):**

- a. Camp Gabriels work crew removed the piles of needles from the park property

- b. Dan Spencer has been mowing and weed wacking the grass.
- c. Still need to meet with David Knapp to install the electric line to the pavilion.
- d. Hulbert's is still sending a bill for a blower motor that was returned for credit in February or March. Have stopped at Hulbert's twice to discuss if the Town still owes them any money. There are two different accounts that are involved.

**Citizens Comments:**

**Rouse Fountain** said that he was in the diner near the park recently and some people came in who had spent the night in a van at the park. He did not think this was a very good idea and the Town should post signs that say "No overnight parking".

Discussion was held regarding how to address this issue. The consensus of the board was it is not a consistent problem.

**Supervisor Robert Tebbutt** asked the McKernans, who live across the street from the park, if they would watch for this happening.

**Amber McKernan** asked about removing the dead tree in the park. She asked if Paul Smiths College could do it.

**Steve Tucker** said the removal of it would have to be hired out since no one will do it for free.

**Tom McKernan** said he asked for quotes from Morrisonville Septic for a port-a-potty . He received quotes of \$95 a month during the summer and \$110 during the winter. This would be a monthly contract.

**RESOLUTION #79**

**AUTHORIZATION TO RENT A PORTABLE BATHROOM FOR THE PARK**

**Motion made** by David Knapp, **second** by John Quenell, **To Wit:**

**WHEREAS**, the park is used by people when the Park building is not open by the Park Attendant, and

**WHEREAS**, there are several small children, women and men who use the Park and do not have access to bathroom facilities,

**THEREFORE, BE IT RESOLVED, that the Park Committee be authorized to rent a portable bathroom for the months of August and September for \$95 a month to include servicing from Morrisonville Septic, Inc.**

**Roll Call Vote: Aye 5** (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0**

**Resolution #79 declared duly adopted.**

**9. MAINTENANCE(Knapp):**

- a. **Electric to Pavilion and Sign:** Discussed a quote received a year ago for installing electric lines at the park. He said the line should go to the park sign. He will get current prices for the items needed to install the lines. He asked if the Highway Department could dig the trench needed for the installation. He asked Steve Tucker about obtaining a key to the park building.

**Steve Tucker** said he had Dan Spencer get extra keys made.

- b. Asked if Rouse Fountain could show him where the septic tank at the Park was located. He will also check with Andy Cray at the Highway Department.

**10. TOWN HALL PROJECT (Wright, Moss):** **Kevan Moss** received a letter from Crawford & Stearns dated June 15, 2005 and sent an electronic message (Email) to the Supervisor with questions from Crawford and Stearns. They need answers concerning insurance, wage scale, Wick's Law, MBE/WBE requirements, construction schedule and completion date for the Town Hall Project so they can finalize the contract documents. The completed construction drawings and preliminary project manual for the project have been received. The final invoice has been submitted for payment at this meeting. Lydia Wright has contacted Ann Van Ingen at NYSCA in regard to completing the final report for the grant.

Discussion was held concerning the answers to the questions from Crawford & Stearns.

**Lydia Wright** said she did not have the expertise necessary to answer these questions for the Town. She said the Town Hall Citizens Committee was finished with its charge and the Chief Fiscal Officer of the Town should be able to answer the questions since the same ones would have been asked for the Highway Garage Project.

**Supervisor Robert Tebbutt** will contact Crawford & Stearns to discuss the questions.

**Kevan Moss** said she would get the construction drawings copied for the Town. She also asked for a clarification of the cost about the asbestos survey of the tiles.

**Supervisor Robert Tebbutt** said \$3750 was the cost for removing the tiles from the Town Hall.

**John Quenell** said plus associated abatement costs of \$6500.

Discussion was held concerning the removal of the tiles on the floor and the ceiling versus leaving them in place. No consensus was reached.

**David Knapp** said he had copies of the documents for proceeding with the step repair. He will be contracting people for quotes.

**Lydia Wright** said the estimated cost for the asbestos removal of the garage is \$2750 and for the town hall is \$3750, a difference of only \$1,000. The amount of cost is not out of line for the Town Hall.

### ***CITIZENS' COMMENTS***

#### **Tom Willis-Garondah Road:**

- a. The War Memorial in front of the Town Hall was recently cleaned gratis by Plattsburgh Memorials. He asked the Town to write a letter of thanks to the company for doing the work.
- b. Town Hall Restoration Fund is now at \$17,885. Recent donations came from Niagara Mohawk (\$1000), Frontier (\$500) and Waste Stream Management (\$250). Letters of appeal were sent to professional and businesses in the Town of Brighton. Letters of appeal were also sent with the History Day mailing. \$970 have been received from individuals. An appeal letter was sent to a foundation that supports year round residents. There will be no more appeal letters sent until some activity starts on the Town Hall with the funds already available. Pat Willis has offered to host an open house after the stairs and pillars have been repaired.
- c. Asked when the bond anticipation note is due on the garage.

**John Quenell** said the BAN was due in October and the procedure should be started now.

**Lewis Rosenburg - Paul Smiths:** Asked if a wooden floor could be laid over the tiles in the Town Hall instead of disturbing the asbestos files.

**Supervisor Robert Tebbutt** said the board was not ready to make that decision yet.

**Kevan Moss - McColloms:** Said she has been coming to Board meeting for a while now and there seemed to be a set procedure of how the meetings proceeded. At first it appeared the board meeting was held first then the floor was opened to citizens comments. Now since Rouse Fountain has been attending the meetings he has been allowed to make comments during the meetings and especially at the beginning of this meeting. Some people including herself have spoken up during the meeting yet other people who have spoken during recent meetings were told to wait until the Citizens Comments to speak. She would like to know the proper procedure so people who come on a regular basis will know when they can speak.

**Supervisor Robert Tebbutt** said he has been lenient with speakers because it is a small town. He has tried to allow comments that are pertinent to the issue at hand. Some speakers are able to contribute, but if speakers get out of hand he will put a stop to it. Some of the comments have been helpful to the board. He will allow comments arbitrarily until they get out of hand. There is no procedure to follow.

**Kevan Moss** said she would probably speak more freely in the future. She would like to address the issue of "blank checks". As a small business owner she does not use "blank checks", her name and address are listed on all her checks to prevent fraud.

**Supervisor Robert Tebbutt** said he can't stop anyone from committing fraud.

**David Knapp** said the Bookkeeper probably keeps check stock in his printer and prints the Town's name and address on each check as it is processed.

**John Quenell** said the Bookkeeper has check stock with the Town's name and fund already printed on them but they are not pre-numbered.

There were no further citizens comments.

### ***AUDITS***

**Motion made** by Supervisor Robert Tebbutt, **second** by John Quenell, **to audit the vouchers.**

**Roll Call Vote: Aye 5** (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0**

**1. AUDIT OF TAX COLLECTOR BOOKS FOR 2005:** Amber McKernan used the Office of the State Comptroller's Fiscal Management and Oversight for Towns, the Annual Audit Process for Towns, General Record Keeping Requirements - Tax Collector (pages 12 to 14) to show the board the records for 2005. The Tax Collector's tax payment was followed from payment to deposit with the Supervisor. Bank statements were reviewed by John Quenell for daily balances over \$500,000.

**2. AUDIT OF VOUCHERS:** The Clerk stated that a voucher was submitted for two bills that were already submitted

for payment. One payment (\$35.70) was made to Waste Stream Management (Voucher # 107-2005) on April 18, 2005 Check # 1365 and the second payment (\$35.20) was made to County of Franklin Solid Waste (Voucher #134-2005) on May 17, 2005 with check # 1388. The Clerk asked if the town has received reimbursement for overpayment to Waste Stream or did Waste Stream pay the County of Franklin Solid Waste for the tipping fees of \$35.70 as indicated on the voucher.

**Supervisor Robert Tebbutt** will look into this matter. The voucher was approved for payment.

**RESOLUTION #80**

**AUTHORIZATION TO PAY THE AUDITED VOUCHERS**

**Motion made by John Quenell, second by David Knapp, To Wit:**

**RESOLVED, that the Supervisor be authorized to pay the vouchers listed on the abstracts as follows:**

**PRE-PAID: Abstract #5 for Voucher #5A through and including #5C for General Funds in the amount of \$563.41 and Street Lighting Funds in the amount of \$45.46**

**GENERAL FUND: Abstract #7 for Voucher #174 through and including #191 for funds in the amount of \$4,957.43 and Justice Funds of \$2,185.00**

**HIGHWAY FUND: Abstract #7 for Voucher #55 through and including #68 for funds in the amount of \$8,164.11**

**CAPITAL PROJECT (HIGHWAY GARAGE) FUND: Abstract #16 for Vouchers #62 through and including #65 in the amount of \$8,513.00.**

**CAPITAL PROJECT (TOWN HALL) FUND: Abstract #4 for Voucher #5 in the amount of \$4,226.25.**

**Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay 0**

**Resolution # 80 declared duly adopted.**

***ADJOURNMENT***

**Motion to Adjourn made at 9:02 p.m by David Knapp, Second by Lydia Wright, Aye 5**

**Respectfully Submitted,**

**Elaine Sater  
Brighton Town Clerk**