

The Regular Board Meeting for the Town of Brighton, Franklin County, New York, was held on Thursday, September 8, 2005, at 7 p.m. at the Brighton Town Hall, 12 County Route 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, Don Oliver - Superintendent of Highways, Mary Ellen Salls - Historian, and Elaine Sater - Town Clerk

RESIDENTS: There were six residents present and a representative of the local news media

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

ADOPTION OF MINUTES

Motion made by David Knapp, second by Steve Tucker, to adopt the minutes of the Town Board meeting held on August 11, 2005 with the following changes: 1) Page 1, Adoption of Minutes, Second Paragraph, Motion to vote to change minutes, Change motion to read verbatim: "I make a motion then that the board vote on whether this change in the minutes be made according to what John has brought forth." 2) Page 3, Supervisor Report, Comment by John Quenell after Para 4. CLASS ACCOUNTS: Change "done" to "distributed" 3) Page 4, Old Business, Audit of Fiscal Officer Records, First Comment by Lydia Wright, add verbatim: "I'd like to add a few points to that David that I think are also important. One being that the Town Board of the Town of Brighton has not audited the Supervisor's books during the annual audit since, well, prior to 1999. In the examination by the Office of the State Comptroller it stated that they were not audited by the Town in 1999 or 2000 and then going back through the minutes there is no indication that the Supervisor's books were audited by the Town Board that is required by law in 2000, 2001, 2002, 2003 and we as new Board Members know that they were not audited in 2004 or 2005. Another item I think is of concern would be that the current bookkeeper does not carry Errors and Omissions or Fidelity Insurance nor is he bonded. The 2004 fiscal records indicate that 30 checks are unaccounted for. There is still a lack of control of unused or voided checks which was also a concern in the State Comptroller's Audit of 2001 so that's a continued concern of the Town." 4) Page 5, Reports, Lydia Wright's Comments after Para 1, Justice: Add "She asked the Supervisor twice if he had deposited the check and he, meaning the Supervisor, said he had deposited the check."

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 August 31, 2005 was \$ 1,454.39

1 Sport License

22 Certified Copies

7 Dog Licenses: 4 Renewals, 3 New

8 Building Permit (#05-31 to 38)

2 FOIL Requests and 4 copier use

2 Donations for Park Use

1. Received notification of the 14th Annual Local Government Conference for town officials to be held in Potsdam on Tuesday, October 18; registration is \$35 before September 27, \$45 after, and \$60 at the door.
2. Received notification of a conference on the implementation of the Help America Vote Act to be held in Potsdam on Wednesday, September 29; registration is \$12, deadline is September 16.
3. Aug 18 received notification from the Franklin County Board of Election, RE: Training for Election Inspectors on September 1 in Saranac Lake.
4. On August 23 the Brighton Republican Party Chairman filed a "Notice of Caucus" to be held on September 2, 2005 at 6:30 p.m. at the Town Hall in accordance with the Election Law
5. On Sep 1 received notification from the Office of Franklin County Personnel, Re: Civil Service Training for individuals who process civil service documentation on October 17 in Malone
6. TOWN HALL REQUESTS: Sep 1 - Brighton Democrat Committee 7 p.m., Sep 2 - Brighton Republican Committee 6:30 p.m.
7. TOWN PARK REQUESTS: Saturday, Sep 10 - Buerkett Family 10 a.m. to noon, Brhel Family 1 to 4 p.m.; Sunday, Sep 11 - St. Luke's Church 10 a.m. to 2 p.m.; Saturday, Sep 24 and Oct 15 - Paul Smith's College Rugby 11 a.m. to 4 p.m.; Sunday, Oct 9 - Guest Family Noon to 8 p.m.
8. RECORDS MANAGEMENT:

August 16, received a fax from the Office of the State Comptroller, Re: An advisory from the Attorney General's Office concerning documentation from the purchase of computers from 1999 containing dynamic random access memory products (DRAM). This documentation should not be destroyed in case the Town has a claim since it purchased a Gateway computer in 1999 that is now in the Town Garage.

SUPERVISOR REPORT

1. **FINANCIAL REPORT:** Monthly Budget Report was distributed on Wednesday to all board members
2. **GENERAL FUND BUDGET 2005 AMENDMENT# 4:**

RESOLUTION #86

GENERAL FUND 2005 BUDGET AMENDMENT #4 RELATING TO THE TRANSFER OF FUNDS

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

GENERAL FUND 2005 BUDGET AMENDMENT #4 RELATING TO THE TRANSFER OF FUNDS

RESOLVED, that the following amounts be and the same hereby are appropriated/transferred \$147.00 from Account No. A1990 Contingency as follows: \$49.00 to Account No. A1910.4 Unallocated Insurance (new truck premium), \$80.00 to Account No. A3620.4 Safety Inspection - Contractual (increase in expenses) and \$18.00 to Account No. A6460.4 Agency (HUD) (increase in Discharge of Mortgages) Total \$147.

Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay 0 Resolution #86 duly adopted.

3. **HIGHWAY GARAGE PROJECT:**

a. **Salt Shed Status:**

- i. Construction: Have to rebid the Salt Shed construction. Drawings received from the first bid were not the plans requested during the first bidding process. Contacted three people, one bid has been returned.
- ii. Status of Grant: DEC said the grant money should be along very shortly, if not immediately

b. **Old Garage Status:** Asbestos has been removed, building is cleared for demolition.

c. **Project Financial Update** was handed out to board members during the meeting.

4. **DEAD TREES AT CHURCH POND STATUS:** The two dead trees were removed on or about 8/23. A letter dated 8/25 was sent to thank NYSDOT for removing the trees.

5. **TOWN HALL LAND APA PERMIT STATUS:** Has passed the public review period waiting for staff review.

6. **SHARED SERVICES CONTRACT:** Distributed to board members on August 26 a copy of a contract for shared services for the Highway Department. No comments have been received from anyone. Received contracts from the Towns of Santa Clara, Harriestown, Franklin and St. Armand. Also share services with the county and the Town of Tupper Lake; they have been asked to send contracts.

RESOLUTION #87

AUTHORIZATION FOR THE TOWN SUPERVISOR TO SIGN A CONTRACT ON BEHALF OF THE TOWN TO PERMIT THE HIGHWAY DEPARTMENT HEAD TO SHARE SERVICES WITH THE HIGHWAY DEPARTMENT HEAD IN OTHER MUNICIPALITIES WHO POSSESS SIMILAR AUTHORIZATION FOR THE BORROWING OR LENDING OF MATERIALS AND SUPPLIES AND THE EXCHANGING, LEASING, RENTING OR MAINTAINING OF MACHINERY AND EQUIPMENT, INCLUDING THE OPERATORS THEREOF, FOR THE PURPOSE OF AIDING THE HIGHWAY DEPARTMENT HEAD IN THE PERFORMANCE OF HIS DUTIES

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

WHEREAS, all municipalities, including the Town of Brighton, have the power and authority to contract for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators, with other municipalities, and;

WHEREAS, all municipalities, including the Town of Brighton, have the power and authority to borrow or lend materials and supplies to other municipalities, and;

WHEREAS, it is hereby determined that the Town of Brighton and other municipalities have machinery and equipment which is not used during certain periods, and;

WHEREAS, it is determined that the Town of Brighton and other municipalities often have materials and supplies on hand which are not immediately needed, and;

WHEREAS, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Brighton and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of or storing a large inventory of certain extra materials and supplies, thereby saving the taxpayers money, and;

WHEREAS, it is incumbent upon each municipality to design a simple method whereby materials and supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process, and;

WHEREAS, it is the intent of the Town of Brighton to give the head of the highway department the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangement, and;

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department authority to make similar arrangements, and;

WHEREAS, it is hereby determined that it will be in the best interest of the Town of Brighton to be a party to such shared services arrangements;

NOW THEREFORE BE IT RESOLVED that the Supervisor of the Town of Brighton is hereby authorized to sign on behalf of the Town the following contract:

CONTRACT FOR SHARED HIGHWAY SERVICES

1. For purposes of this contract, the following terms shall be defined as follows:
 - a. "Municipality" shall mean any city, county, town or village which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with the clerk of the undersigned town.
 - b. "Contract" shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that each such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.
 - c. "Shared Service" shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but not be limited to:
 - i. The renting, exchanging, or lending of highway machinery, tools and equipment, with or without operators;
 - ii. The providing of a specific service;
 - iii. The maintenance of machinery or equipment.
 - d. "Superintendent" shall mean, in the case of a city, the head of the department of public works; in the case of a county, the county superintendent of highways, or the person having the power and authority to perform the duties generally performed by county superintendents of highways; in the case of a town, the town superintendent of highways and /or superintendent of public works; in the case of a village, the superintendent of public works.
2. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the clerk of the undersigned municipality.
3. The undersigned municipality by this agreement grants unto the superintendent the authority to enter into any shared service arrangements with any other municipality or other municipalities subject to the following terms and conditions:
 - a. The Town of Brighton agrees to rent or exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for the purposes of the Town of Brighton. The determination as to whether such machinery, with or without operators, is needed by the Town of Brighton, shall be made by the superintendent. The value of the materials or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of equal value, to be determined by mutual agreement of the respective superintendents.
 - b. The Town of Brighton agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery or material is available for renting, exchanging or lending shall be made by the superintendent. In the event the superintendent determines that it will be in the best interests of the Town of Brighton to lend to another municipality, the superintendent is hereby authorized to lend to another municipality. The value of supplies or materials loaned to another municipality may be returned to the Town of Brighton, by the borrowing municipality in the form of similar types and amounts of materials or supplies,

- or by the use of equipment or receipt of services of equal value, to be determined by the respective superintendents.
- c. The Town of Brighton agrees to repair or maintain machinery or equipment for any city/county/town/village under terms that may be agreed upon by the superintendent, upon such terms as may be determined by the superintendent.
 - d. An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However, the method by which the machine is to be operated shall be determined by the operator.
 - e. When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement. All machinery and the operator, for purposes of workers compensation, liability and any other relationship with third parties, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.
 - f. The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment of its own operator.
 - g. Each municipality shall remain fully responsible for its own employees, including by not limited to, salary, benefits and workers compensation.
4. The renting, borrowing or leasing, repairing or maintaining of any particular piece of machinery or equipment, or the exchanging or borrowing of materials or supplies, or the providing of a specific service shall be evidenced by the signing of a memorandum by the superintendent. Such memorandum may be delivered to the other party via mail, personal delivery, facsimile machine, or any other method of transmission agreed upon.
 5. In the event any shared services arrangement is made without a memorandum at the time of receipt of the shared service, the superintendent receiving the shared service shall within five days thereof, send to the provider a memorandum identifying the type, time and date of the acceptance of the repair or maintenance shared service. In the event such shared service related to or included any materials or supplies, such memorandum shall identify such materials or supplies and time and place of delivery.
 6. In the event a municipality wishes to rent machinery or equipment from another municipality or in the event a municipality wishes to determine the value of such renting for the purposes of exchanging shared services or a comparable value, it is agreed that the value of the shared service shall be set forth in the memorandum.
 7. In the event machinery or equipment being operated by an employee or the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.
 8. Records shall be maintained by each municipality setting forth all machinery rentals, exchanges, borrowings, repair or maintenance and other shared services. Such records will be available for inspection by any municipality which has shared services with such municipality.
 9. In the event a dispute arises relating to any repair, maintenance or shared service, and such dispute cannot be resolved between the parties, such dispute may be resolved through mediation or arbitration.
 10. Any municipality which is a party to this contract may revoke such contract by filing a notice of such revocation. Upon the revocation of such contract, any outstanding obligations shall be submitted within thirty days of such revocation.
 11. Any action taken by the superintendent pursuant to the provision to this contract shall be consistent with the duties of such official and expenditures incurred shall not exceed the amount set forth in the Town of Brighton budget for highway purposes.
 12. The record of all transactions that have taken place as a result of the Town of Brighton participating in the services afforded by this contract shall be kept by the superintendent and a statement thereof, in a manner satisfactory to the Town of Brighton Town Board, shall be submitted to the Town of Brighton Town Board semiannually on or before the first day of June and on or before the first day of December of each year following the filing of the contract, unless the Town of Brighton Town Board requests the submission of records at different times and dates.
 13. If any provision of this contract is deemed to be invalid or inoperative for any reason, that part may be modified by the municipalities which are a party to this contract to the extent necessary to make it valid and operative, or if it cannot be so modified, then severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.
 14. This contract shall be reviewed each year by the Town of Brighton and shall expire five years from the date of its signing by the supervisor. The Town of Brighton Town Board may extend or renew this contract at the termination thereof for another five-year period.
 15. Copies of this contract shall be sent to the clerk and the superintendent of each municipality with which the

superintendent anticipates engaging in shared services. No shared services shall be conducted by the superintendent except with the superintendent of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his or her municipality and the superintendent.

This resolution shall take effect immediately

Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), **Nay 0**
Resolution #87 duly adopted.

7. **SPECIAL BOARD MEETING:** Called a Special Meeting for Monday, September 12, 2005, at 6 p.m in the Town Highway Garage for the purpose of discussing the Bond Anticipation Note (BAN) for the Highway Garage Project.

OLD BUSINESS

1. **MAINTENANCE(David Knapp):** Sent out three requests for quotes on August 8 for the repair of the front steps for the Town Hall. No replies were received. He will contract the people to see why they did not respond.

2. **CLASS ACCOUNTS: Lydia Wright** said she had the same old concern about the CLASS account transaction confirmations. These are not being faxed to the Town Hall.

Supervisor Robert Tebbutt said he contacted MBIA to get them to fax these to the Town Hall. They said they would not fax them but would email them. He gave them the Town Clerk's email address. He asked the Town Clerk if she received these documents.

The Town Clerk said she received the monthly report by email but not the transaction confirmation.

Lydia Wright asked for permission to contact MBIA to ask if they would email the transaction confirmations to the Town Hall.

David Knapp asked if they sent notifications if no transactions took place. He had a copy of a Summary Statement.

Supervisor Robert Tebbutt said he did not believe so, he had not received anything showing no action.

3. **INSURANCE FOR BOOKKEEPER: Lydia Wright** said the quote of \$150.00 for the bookkeeper to be added to bonding insurance that she received at the last meeting from John Quenell was an email dated March 10, 2005. She did not consider this a quote and she asked if this was meant to be a quote. She also had information from a fax (from Utica Mutual Bond Dept) dated April 8, 2005, that she read as follows:

“Now, our only concern is the fact that the CPA does not have his own Errors & Omissions coverage or Fidelity coverage on its business. We will require a signed letter from the Town Board stating that they are aware of this situation and are satisfied with the CPA not having his own E&O of (or) Fidelity coverage.”

She asked that if the Board accepts the \$150.00 quote is it saying that the Board is aware there is no insurance and if the Town Board was ok with that.

John Quenell said he called the agent who said it was a valid quote. He did not know if the Town Board was ok with it. It has been talked about at several meetings and it doesn't seem to go anywhere so he can't say whether they are or aren't.

NEW BUSINESS

1. **LETTER FROM JUSTICE: Lydia Wright** read a letter from the Town Justice, dated September 7, 2005, for the record:

“To: Robert Tebbutt, Town Supervisor and Town Board of Brighton

It has been brought to my attention by my bank and upon review of my records and in light of the minutes dated August 11, 2005, I sought advice from both the District Attorney and the New York State Comptroller regarding audit and control. I have three concerns pertaining to the Justice Court/Reports and Checks.

1. Check Endorsements: Since March 2005, I have been electronically sending my comptroller report and writing my month-end check to: Bob Tebbett, Chief Fiscal Officer/Town Supervisor. It has not been endorsed to this date by Bob Tebbett. The endorsing signature has been John Quennell. It does not state “for deposit only”. Is there a policy in place which allows anyone on the board to endorse town checks? Is there a policy in place which directs the banks in which we do business to not allow check written to Town Supervisors, Town Justice, Town Tax Collector, Town Clerk, etc. to be cashed outright, but to be endorsed only for the purpose of Deposit only?
2. Regarding Receipts: I have only received receipts for March and April checks. Could you please review your records and send me receipts for June, July, and August.
3. Month-End Reports: My month-end report has been presented to the Town Supervisor without fail by the first Wednesday of the next month for nearly twelve years. Since March of 2005 the Month-End

report has accompanied the month-end check to the Supervisor. Please find enclosed new copy of the July report as well as the August report accompanying the month-end check.

Respectfully, Nik Santagate, Town Justice, Town of Brighton”

Supervisor Robert Tebbutt said he sent a letter of reply to the Justice dated September 8, 2005 and he read it for the record:

“To: Dominick Santagate, Town Justice

Thank you for your letter of September 7.

We have just been advised by the Comptroller’s office that the town should have on file with all banks where we have accounts a letter stating that the bank should not cash checks made to the order of the Town of Brighton or to any town employee where it is clear from the check that a payment is being made in connection with the employee’s position with the town. We appreciate your bringing this to our attention and we are filing such letters with the banks immediately.

It appears that the Town of Brighton may not have ever made such a filing with the banks in the past. We will try to ensure that henceforth a fresh filing with each bank is made in conjunction with the annual Organization Meeting in January.

Incidentally, I note that your latest check to me, #1085 dated 9/7/05, is made out to “Robert Tebbut (sic) Chief Fiscal Officer.” In the future could you please make it clear that the check is in connection with the Town of Brighton, such as “Robert Tebbutt - CFO, Town of Brighton”? That way there will be no question that the check is town business.

Enclosed are receipts for your June, July and August checks, as you requested.

In regard to your remarks concerning month-end reports, ever since I have been town supervisor you have appeared at every Regular Meeting and delivered an oral report, which has been duly recorded in the meeting minutes. If you would prefer to have the monthly listing of disposed cases which you began providing in March considered as your monthly report, I will be happy to comply with your request.

Robert G. Tebbutt, Supervisor

REPORTS

1. **JUSTICE (Santagate): Supervisor Robert Tebbutt** reported he received \$4,406.00 on 8/7/05 from Mr. Santagate from August for the cases that he disposed of.
2. **HIGHWAY (Quenell, Tucker, Oliver):**
 - a. Finished moving roadsides
 - b. Blacktopped garage yard and drive
 - c. Cleaned beaver dam and culverts on Keese Mills Road and behind Town Hall.
 - d. Mowed cemeteries and town hall yards two times
 - e. Serviced two plow trucks
 - f. Received new pick-up truck
 - g. Received steel for new salt shed
 - h. Received notice from people we buy fuel from - Surburban - announcing that as of 30 September they will no longer deliver diesel or gasoline to the Town; a new supplier will have to found quickly.
 - i. Propose to put old pickup truck out to bid; required to advertise to accept bids.

RESOLUTION #88

AUTHORIZATION FOR SUPERINTENDENT OF HIGHWAYS TO ADVERTISE FOR BIDS ON 2000 Ford F250 PICK-UP TRUCK WITH SNOWPLOW

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

RESOLVED, that the Highway Superintendent is authorized to place in the newspaper of record for the next two weeks, at two times per week, an advertisement offering for sale under bid our existing other pick-up truck (2000 Ford F250 with snow plow) and noted that said bids will be received by the date of the next regular meeting, October 13, and

BE IT FURTHER RESOLVED, that in the meeting of October 13 the bids will be opened and the Board will hopefully award the truck to the winning bidder. The Town reserves the right to reject all bids.

Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay 0 Resolution #88 duly adopted.

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

4. ASSESSOR (Tichenor): No Report

5. TAX COLLECTOR (McKernan):

- a. Received 12 phone calls and request for 1 fax regarding tax matters.
- b. Received and balanced the 31 July bank statement which still shows the \$0.12 balance due to outstanding checks #727 and 731, Check 731 will be voided as of 28 September and at that time will issue check #738 to Supervisor Tebbutt in the amount of that outstanding \$0.12
- c. The tax collector's office will be closed from Tuesday, 5 October until Thursday, 20 October. Will leave a message on the answering machine to that effect and leave the numbers of the county offices where tax information can be obtained.
- d. Wishes to thank the Deputy Tax Collector for assuming the responsibilities of the office during her absence.

6. CODE ENFORCEMENT (Lagree): No Report.

7. CEMETERY (Tucker):

- a. Talked to a couple of families about reserving a plot in the cemetery, still waiting to hear from them
- b. Will get a price quote from Stacy Allott for mapping out the 4th section in the cemetery for the 2006 Budget
- c. Highway Department has done a marvelous job mowing the cemeteries this summer

Supervisors Robert Tebbutt said he would like to comment on that also. He said Don has done a great job. He has never seen the cemeteries look as good as they look right now.

8. PARKS AND RECREATION (Tucker):

- a. Dan Spencer has stained the picnic tables and has regularly been mowing and weed wacking
- b. Asked Dan Spencer to uncover the septic tanks so the septic company can empty the tank.
- c. Asked John to ask Don to cut the dead tree down. He said he would contact the county to see if they would do it. The crew cutting trees in the area said they would do it for \$750.

Don Oliver said he called the county and has not heard from them yet. He will ask at the next highway meeting he is attending next week. The crew borrowed some tools from him so he will ask them if they will cut the top off. He can do the bottom part.

9. MAINTENANCE(Knapp): (See Old Business, Para 1, Maintenance)

CITIZENS' COMMENTS

Sheila Delarm - McColloms: Asked about reserving plots in McColloms cemetery.

Steve Tucker said senior citizens residents of the Town of Brighton can reserve plots. There is nothing to state what "senior citizen" means.

Tom McKernan - Gabriels: Asked if there was a plan in place for maintenance on the brand new building.

David Knapp said no, he thinks there should be a one-year maintenance guarantee from the time the Town took over the building from the contractor. This is based on his personal experience with other new buildings.

Tom McKernan said there should be a master plan for all the buildings so that things like steps needing repair or shoveling in winter are covered.

David Knapp thought this would be a good thing to look at during the upcoming budget.

Lydia Wright asked if the handicap lift had been checked for the year.

David Knapp said he would do that.

Art Robertson - Split Rock Road: Asked about the re-evaluation of the town assessments.

John Quenell said Doug Tichenor is working on it and it can be grieved before it effects the 2006 school taxes. It will not effect the taxes in January. He will find out more from Doug Tichenor and let him know.

Kevan Moss - McColloms: Asked about the status of the Betty Little Grant.

Supervisor Robert Tebbutt said he talked to her office and there is absolutely no problem with rolling it over to next year when there is a plan and decide how we are going to spend it. He also got this in writing as well.

Kevan Moss asked if the project was being delayed until next year.

Supervisor Robert Tebbutt said it was too late in the construction year to do it this year and he hoped to spend the winter addressing this plan to come with something to do in the spring.

Lydia Wright said there already was a plan.

Willie Sheridan - Rainbow Lake: By rolling over the money it will not allow the Town to ask for additional monies next year.

Supervisor Robert Tebbutt said that the Town would not lose the money. The Town could not ask for more money until it used this money. He got a letter assuring him the Town would not lose the money.

Peter Martin - Rainbow Lake: Asked if the minutes were now supposed to be verbatim. He said that the minutes of the meeting and the bulletin that comes out do not jive. The information in the bulletin is not always the same as the minutes. He suggested that the bulletin should show what is in the minutes. He said that people are getting a false sense of what is happening. They do not get the whole picture from the town bulletin since it does not reflect what the minutes do.

Lydia Wright asked if he was suggesting that the Board to do something about that.

Peter Martin said he is suggesting that bulletin says one thing and the minutes say something else.

Supervisor Robert Tebbutt said the minutes are on the website and the bulletin is a summary of what is in the minutes on one piece of paper. People can go to the website to get a copy of the complete minutes.

Peter Martin said not everyone has the ability to on a computer and get the minutes. The bulletin sits around but it does not show everything that is in the minutes.

Supervisor Robert Tebbutt said he is sure that anyone who wants a copy of the minutes can get one if they want it.

Lydia Wright said that the minutes posted on the website are not adopted by the Board, they are a draft. They are not a true reflection of the minutes adopted by the board.

Peter Martin said that if people can get the minutes on the website they should be the same as what people can get here (at the Town Hall). He downloads the minutes because he misses a meeting, then he comes to a meeting and he finds the minutes don't jive.

Supervisor Robert Tebbutt said that amendments are made.

John Quenell said that the adopted minutes are not available until the next meeting so they are a month behind. The adopted minutes are not presently made available to the webmaster so he does not know how to put them on the website.

Lydia Wright asked if the Town Clerk gets the revised minutes electronically.

John Quenell asked if the Town Clerk sent them to her on the email.

Lydia Wright said no she didn't.

John Quenell said he did not know where they were.

Willie Sheridan asked how many other towns have a bulletin as well as minutes. She said maybe this causes a lot of confusion to have two sources of information.

Supervisor Robert Tebbutt said he had no idea.

Steve Tucker said he knew that the Town of Franklin had a bulletin that was just a synopsis of what went on during the meetings. He didn't know of any other.

Kevan Moss: Asked about the Surburban Propane notice of non delivery, is this because of the gasoline crisis or because the town doesn't buy enough.

Supervisor Robert Tebbutt said no this policy is across the board; they are out of the gasoline business.

Steve Tucker said the Saranac Lake office has bad tanks and it does not sell enough gasoline to replace the tanks.

Rouse Fountain - Paul Smiths: Thought it was a good idea for the Town Board to have a maintenance plan for scheduled maintenance.

David Knapp said he would welcome any ideas concerning this. He asked if there was a maintenance contractor in town that would be available to be called to help with this.

Rouse Fountain said he thought replacing shingles and upkeep of the buildings should be part of the plan. A general inspection should be part of the plan.

Lydia Wright asked if the town ever had a plan for scheduled maintenance. She said she knew Rouse Fountain was on the board at one time and asked if there was a plan then.

Rouse Fountain said there was never a plan but there was money in the budget to spend on the maintenance when it was needed. There was no long range planning.

David Knapp said he would like to get with Steve Tucker and do a walk through of all the buildings before the budget meetings and list what needs to be done.

Rouse Fountain said he has seen other organizations create a list of what needs to be done on every building, as well as, all the systems are noted, like placement of septic systems.

Willie Sheridan said that when there is a list then costs can be put against the plan. A time line and who is responsible for the work can also be included. It can also be used for the budget and other funding sources.

There were no further Citizens Comments

AUDIT OF VOUCHERS

RESOLUTION #89

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 all vouchers listed on the abstracts as follows:

PRE-PAID: Abstract #7 for Voucher #7A through and including #7C for General Funds in the amount of \$571.06 and Street Lighting Funds in the amount of \$49.03

GENERAL FUND: Abstract #9 for Voucher #209 through and including #219 for funds in the amount of \$4,354.12

HIGHWAY FUND: Abstract #9 for Voucher #77 through and including #84 for funds in the amount of \$36,244.01

CAPITAL PROJECT (HIGHWAY GARAGE) FUND: Abstract #18 for Vouchers #68 through and including #69 in the amount of \$1,319.40.

**Roll Call Vote: Aye 5 (Supervisor Robert Tebbutt, David Knapp, John Quenell, Steve Tucker, Lydia Wright), Nay 0
Resolution #89 declared duly adopted.**

ADJOURNMENT

Motion to Adjourn made at 8:30 p.m by John Quenell, Second by David Knapp, Aye 5

Respectfully Submitted,

**Elaine Sater
Brighton Town Clerk**