

Special Meeting of the Town Board of the Town of Brighton was held on Friday, October 8, 2004, at 8:00 a.m. at the Brighton Town Hall, 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: Elaine Sater – Town Clerk and Don Oliver – Superintendent of Highways

GUESTS: None

RESIDENTS: There were no residents present at the beginning of the meeting; two arrived after business was concluded.

The meeting was **Called to Order** at 7:58 a.m. by Supervisor Robert Tebbutt. The purpose of the meeting was to discuss Highway Garage Project contracts and other issues.

Notice of Meeting was posted on the Town Clerk's Sign Board as well as at three post offices and two businesses in the Town on September 29, 2004. A notice was faxed sent to the Adirondack Daily Enterprise on September 29, 2004.

1. HIGHWAY GARAGE PROJECT:

- a. Materials Testing Contract:** Pouring of the concrete for the Highway Garage construction has started. The Town is responsible for testing the materials used in the project. John Quenell took gravel samples to Canton for testing. Lydia Wright asked who was responsible for the cost if the tests fail. North Woods Engineering will monitor the construction; Matt Raymond has been on site.

RESOLUTION #95

AUTHORIZATION TO CONTRACT WITH ATLANTIC TESTING LABS FOR HIGHWAY GARAGE PROJECT

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

RESOLVED to authorize Supervisor Robert Tebbutt to sign a materials testing contract with Atlantic Testing Laboratory, Limited, for the Highway Garage Project construction.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

- b. BAN Funds:** The bank has transferred the Bond Anticipation Note into the Town's fund.
- c. Door in back of garage:** Matt Raymond asked if the back door was decided on because it needs to be planned for the concrete pour. Discussion was held about who would pay for the door in the building. Some town residents have offered to donate funds. Lydia Wright said the funds should come from the contingency funds and the whole room should be approved now. David Knapp said it would be cheaper to put the door block in the pour now instead of trying to cut it out later.

RESOLUTION # 96

AUTHORIZATION TO ALLOW FOR DOOR IN POURED FOUNDATION

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

RESOLVED, to authorize the contractors to provide, in the foundation pour of the Highway Garage, a space for a potential steel door for a potential records storage room.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

- d. Other items:** David Knapp asked if there was anything else the Board is responsible for that should address now such as the septic system and the water line. These should be done now so that the water and toilet can be used if the building is finished in January. Supervisor Robert Tebbutt asked David Knapp to report at the next Board meeting on what else needs to be addressed.
- e. Land Purchase:** Lydia Wright asked if the land purchase was completed. Supervisor Robert Tebbutt said it was still in the Attorney for the Town's hands. Lydia Wright asked if the Town had written permission to be on the land. Supervisor Robert Tebbutt said he had verbal permission from Paul

Smith's College and he was waiting for written confirmation. Paul Smiths College has a copy of the APA Permit.

2. SCHEDULING SPECIAL MEETINGS: Lydia Wright asked if meetings could not be scheduled during working day hours since they are not convenient for her or the general public to attend. She cannot always get away from work to attend meeting called during the day. She starts work at 7:30 am. This Board never agreed upon using "e-mail" as the method of notification of Special Meetings. Her "email" is only accessible when she is at work. She would like a written notice or a phone call. David Knapp said he would like a phone call for Special Meetings.

Supervisor Robert Tebbutt said these were important decisions the Board had to make by this morning for the Highway Garage. He notified the Town Clerk at home that he was holding a meeting so it could be posted for the public. He "emailed" the Board members at 8:30 p.m. to notify them of the meeting. He couldn't hold the meeting any earlier because of the 48-hour notice time by law. This was the soonest he could hold the meeting. He held it this early so people could get to work by 9:00 a.m. He was not aware that Lydia Wright had to be to work at 7:30 a.m. Supervisor Robert Tebbutt said the former Board agreed that "email" would be the method of notification. He said he would try to call the Board members and leave a message. John Quenell said that "email" is an acceptable means of communication. This will be further researched to determine what the Supervisor is required to do.

Motion to Adjourn made at 8:19 a.m. by John Quenell, **second** by Supervisor Robert Tebbutt

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk