

**TOWN OF SUMMERFIELD  
CLOSED SESSION  
MINUTES  
March 2, 2004**

**Present: Dena Barnes, Bob Williams, Mark Brown, Jane Doggett, Michael Stewart, Dianne Laughlin, Town Clerk, Michael Brandt, Town Administrator and Bill Trevorrow, Town Attorney.**

**Absent: Carolyn Collins**

**\*\*NOTE:** In open session, Dena Barnes made a motion to recess to executive session for Personnel and Property Matters at 8:15 pm. There was no discussion. The motion was seconded by Bob Williams and passed unanimously.

Personnel Matters: There was discussion about the possible appointments and necessary training of Board of Adjustment members, with Bill Trevorrow and Michael Brandt in charge of training. It was stated an interim chair could be appointed by Council until by-laws were adopted.

There was mentioned that a volunteer appreciation banquet would be a good function to have to honor the Town's many volunteers who give freely of their time and energies.

Property Matters:

Municipal Building Site: It was reported that Charlie Lowdermilk's charge would be the standard 6% if the Jones property at Summerfield and Rhondan Rd. is purchased. It was reported that six RFQ's have been returned for architect selection and that these should be reviewed and narrowed down to three before a decision is made on final selection.

Trevorrow stated the Town Council must approve the site offer to purchase in open session.

There was discussion about following up on some zoning violations, some going back to 2001, which are still pending and need to be addressed.

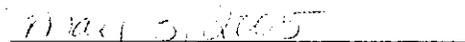
Legal Matters:

Attorney Bill Trevorrow stated that we need to have two separate ads for Zoning Board and Town Council meetings for Re-zoning hearings. He reported that in a recent case in Oak Ridge, the judges ruling was based on the timing of the advertising.

By consensus, Council reconvened to Open Meeting at 9:19 PM.

  
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Dena Barnes, Mayor

  
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Dianne Laughlin, Town Clerk

  
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Date Unsealed