

**Town of Proctor Selectboard Special Meeting
January 18, 2010
5:00 – 8:35 P.M.**

Board Members Present

Rick Anderson, Chair
Linda Doty
Susan Feenick
Lloyd Hughes

Employees Present

Steffanie Bourque, Town Administrator
Todd Blow, Chief Operator (6:00 p.m.)

Other Guests Present

Kevin Smith, SVE Associates (6:00 p.m.)

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 5:00 p.m. and began with the pledge of allegiance to the flag.

II. FY2011 Budget Planning

The Selectboard acted on each of the six FY2011 budget recommendations from the Finance Committee.

- **Recommendation 1:** Extend the Vehicle Replacement Plan for Water/Wastewater Departments. Lloyd Hughes made the motion to extend the expected life of both vehicles in the Water/Wastewater Departments from 8 to 10 years. The motion was seconded by Linda Doty and unanimously approved.
- **Recommendation 2:** Investigate if the Ms. Peterson recreation bequeath should be placed in a Trust. Linda Doty made the motion to keep the funds in the current investment portfolio and develop a policy to ensure that future use of the funds is consistent with the terms of the gift from Evelyn Peterson. The motion was seconded by Susan Feenick and unanimously approved.
- **Recommendation 3:** Move forward on the Salt Shed. Also, find a location within the Town of Proctor to protect from future tax liabilities to the Town of Pittsford. This recommendation was taken under advisement. The Selectboard is actively working with Omya to identify a suitable location for the salt shed.
- **Recommendation 4:** Initiate a competitive bid process on bulk diesel and gas purchases. Also, consider a gas/diesel tracking process. The tracking process was agreed upon at the December 28, 2009 Selectboard meeting. Lloyd Hughes made the motion to solicit competitive bids for bulk diesel purchases. The motion was seconded by Susan Feenick and unanimously approved. The process for implementing this decision will be discussed at the January 25, 2010 Selectboard meeting.
- **Recommendation 5:** Consider a more aggressive road maintenance plan for future budgets. Lloyd Hughes made the motion to consider a more aggressive road maintenance plan for future budgets as part of a municipal capital plan. The motion was seconded by Susan Feenick and unanimously approved.
- **Recommendation 6:** Consider/investigate whether savings could be achieved by offering the Water/Wastewater billing and collections process back to the Town Clerk. The Selectboard clarified that the billing and collections process is currently being performed by the Town Clerk; rather it is the delinquent collections process that should be considered. The delinquent collections function is currently being performed by the Town Administrator. Linda Doty made the

motion to keep the Town Administrator as the person responsible for delinquent collections in the Water and Wastewater Departments. The motion was seconded by Susan Feenick and unanimously approved.

The Selectboard then reviewed the proposed FY2011 draft budgets. A correction to the comparison of tax dollars to be raised was noted. The estimated taxes on a \$160,000 home for FY2011 were correctly stated at \$1,308. However, the actual taxes on a \$160,000 home for FY2010 were incorrectly stated at \$1,887. The correct figure is \$1,510, which would result in an estimated tax savings of \$202 on a \$160,000 home; not the \$579 tax savings as was previously reported. Steffanie Bourque will notify the Brandon Pittsford Reporter of the correction.

Otherwise, there were no additional changes to the proposed FY2011 budgets. Linda Doty made the motion to approve the proposed FY2011 expenditures budget of \$1,232,115 (an 11% reduction over FY2010). The motion was seconded by Susan Feenick and unanimously approved. The final proposed budget will be given to the Town Clerk/Treasurer for final review and the Town Warning will be prepared for execution on January 25, 2010.

The Selectboard requested that the article about fluoride include an estimated savings and clarification that the question is voted on regardless of the source of water.

III. Other Business

The Selectboard agreed on a policy for municipal employees who serve as volunteer firefighters in another community. Lloyd Hughes made the motion to allow municipal employees to leave work to respond to a fire in another community at the discretion of the Road Commissioner. In addition, the employee is not to use a municipal vehicle to respond and if it is determined that this privilege is being abused, it can be rescinded. The issue of whether or not the employee should be paid while responding to a fire in another community will be further researched; but for now the employee must punch out in order to respond. The motion was seconded by Susan Feenick and unanimously approved. Lloyd Hughes will conduct additional research to determine what other communities do regarding pay.

IV. Board of Water Commissioners

Lloyd Hughes made the motion at 6:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Susan Feenick and unanimously approved.

- Final Design Project Schedule: The Board reviewed and discussed the final design project schedule for capital improvements to the public drinking water system. They agreed that a special meeting is not required to meet with tank vendors, that if one or two board members want to attend the working meetings between vendors, the engineer, and our chief operator that will suffice.
- Zoning Permit Application for Replacement Well Casing and Pump at Field Street: Susan Feenick made the motion to approve the zoning permit application for installation of the replacement well casing and pump at Field Street. The motion was seconded by Linda Doty and unanimously approved.
- Executive Session: Lloyd Hughes made the motion at 7:30 p.m. to enter executive session to discuss potential litigation and personnel matters. The motion was seconded by Susan Feenick and unanimously approved. Lloyd Hughes made the motion at 8:35 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved. No action was taken.

V. Adjourn

Linda Doty made the motion at 8:35 p.m. to adjourn the January 18, 2010 meeting of the Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.