

**Town of Proctor Selectboard Special Meeting  
February 11, 2010  
9:10 – 11:10 A.M.**

**Board Members Present**

Rick Anderson, Chair  
Susan Feenick  
Lloyd Hughes

**Employees Present**

Steffanie Bourque, Town Administrator

**Other Guests Present**

Warren McCullough

**Agenda Items**

**I. Call to Order**

The meeting was called to order at 9:10 a.m.

**II. Preparations for Town Meeting**

The Selectboard discussed the contents of a Powerpoint presentation for Town Meeting. Susan Feenick will prepare copies of the public educational handouts for the fluoride article and she will coordinate a kick-off presentation for the Food Drive Challenge with Pittsford to benefit the Pittsford Food Shelf. Steffanie Bourque will speak with the meeting moderator about re-structuring the presentations from local legislators.

**III. Employee Job Descriptions/Performance Evaluations**

The Selectboard agreed to update the job descriptions after the performance evaluations are performed, on the basis that the evaluation process itself may yield information that should be incorporated into the job descriptions.

Susan Feenick made the motion to authorize Rick Anderson and Lloyd Hughes to develop a performance evaluation form and complete the first draft of each department heads' evaluation. The draft will be presented to the full Selectboard for final approval. Then individual evaluations with Todd Blow, Steffanie Bourque, and Brian Sanderson will be scheduled before Town Meeting on March 2, 2010.

**IV. Updating Schedule of Fees at Transfer Station**

The Selectboard agreed to not take any action on the fee schedule for the Transfer Station until after the Public Works Committee has presented their implementation plan for their solid waste recommendations on March 22, 2010.

The Selectboard also agreed that a cover letter should accompany the recycling educational flyer that is being prepared by Casella Waste Management to further explain the benefits of recycling and encourage greater town-wide participation.

**V. Adjourn**

Lloyd Hughes made the motion at 11:10 a.m. to adjourn the February 11, 2010 special meeting of the Selectboard. The motion was seconded by Susan Feenick and unanimously approved.