

**Appleton Select Board
August 2, 2016
Approved Minutes**

1. Convene 7:02 p.m. (Present: J. Fenner, P. Beckett, S. Wiley, L. Costigan)
2. Approve minutes July 26, 2016 (Motion, Beckett, Second, Wiley: Unanimous)
3. Sign Warrants. Warrant 12/AVS payroll, \$30,002.84; Warrant 13/town office payroll, \$3,995.97; Warrant 14/invoices \$69,983.65)
4. Town meeting is November 8, 2016.
5. Town Office Hours. First read of proposed schedule. Costigan: Attempt to increase hours open to the public by 5 hours, remove 12-hour day on Thursday, and ensure a lunch of 30 minutes for consistent staff hours and to eliminate 12-hour day.
6. Town office renovations: Wiley will review surplus site for dividers and will talk with Conant regarding quotes for the construction of a window/dividers. Fenner reiterated meetings would remain in open area of town office, not the back office.
7. Cemetery Lots: Town has funds via perpetual care interest to hire someone to bushhog and cut and chip the trees to the property line and around the corner. Hourly rate and chip trees. Wiley recommended Mike Pease/trees and chipper; Dan Kennedy/bushhogging. Reiterated importance of private insurance. Currently 22 lots are available in Pine Grove, although estimate is not firm.
8. Personnel Policy: Fenner reminded board discussion first, reading each article first, vote on each article with preliminary show of hands before adopting full policy during a subsequent meeting. Fire Chief Stone was concerned by a clause prohibiting private use of town facilities and machines. "If you're a member (of the department) you can use the facility. My members have exclusive access to the building." Fenner encouraged a policy for consistent, not exclusive use, and Beckett will discuss with MMA. Third and final read expected for next meeting.
9. Road Commissioner: Winter sand delivered: 1404 yards. Saved \$720 on salt because deliveries were made by July 31. Currently mixing salt at a higher ratio in sand mixture. Calcium and pallets are gone. Travel lines on East Sennebec need to be repainted/PO issued.
10. Bruce Libby sextant if Pine Grove. Motion Costigan, second Wiley. Unanimous
11. Adjourn 9:06 p.m. (Motion Costigan, second, Wiley. Unanimous.