

Appleton Board of Selectmen
MINUTES
August 16, 2016

1. Convene 7:05 p.m. Present: Fenner, Beckett, Wiley, Costigan.
2. A reminder meetings are recorded and an audio file is posted on town website.
3. Approve minutes of 8/9/16 with a correction to minutes of 8/2/2016. Motion to correct 8/2/2016 minutes, item 5, from Thursday to Tuesday, Becket; second, Wiley: Unanimous. Motion to approve Aug 9, 2016 minutes, Beckett; second Wiley: Unanimous.
4. Sign warrants. Warrant 15, school \$35,532.54; Warrant 16, payroll \$2,549.03; Warrant 17, payroll, \$96.89; Warrant 18, town expenses, \$27,666.61.
5. Town Office Hours discussion continued. Clerk discussed hours with Fenner, Clerk worried 31 hours insufficient. Fenner indicated keeping Wednesdays closed would allow room to authorize additional hours on Wednesday. Fenner said it's hard to have a handle on hours because of slow times and noted the town has covered the office with one person for several vacation days. Wiley indicated if the clerk "thinks she needs more time it would be good to ask how much." Fenner noted a possibility to adjust open hours to 3 p.m. instead of later in the day M, T, F. Fenner to meet with clerk. Fenner also reported from a meeting of MMA members held Monday: Towns shouldn't have same person as tax collector and treasurer. "We may have to shift jobs. There were 60 town officials and they were all laughing that any town would do that."
6. Town Office renovations: Beckett reported the state surplus store does not have partitions or fire-safe cabinets. Beckett called Peter Conant regarding town office renovations and prices.
7. Cemetery: Bushhogging to the pins of Pine Grove Cemetery completed by Dana Kennedy. No need to cut and chip. Need to establish cost for lots and standards for lots or a payment to perpetual care. Beckett: Perpetual care should be mandatory. Current lots \$250 and \$400, town pays legal fees for deed transfer (Currently \$174). Beckett proposed a cost structure with set fee for lot, perpetual care, with legal fees of deed transfer. Cost must consider the mowing for Pine Grove, which is approximately \$9500. Benchmark surrounding towns for lot costs. Beckett to research transfer of cemetery lots without perpetual care. Board in loose agreement to offer lot, perpetual care and legal fees as part of the cost. Research of costs next: Wiley to review lot costs in other towns.
8. Personnel Policy: Retirement section remained Fenner researched the history of funding retirement costs and it was voted at town meeting. Voters approved a 4 percent retirement in June 2005 and voted June, 2006 at 5

- percent. Never set up on a continuing basis. Never voted on by town again. Town does authorize selectmen to set the conditions of employment of employees so retirement funding may have been carried on by selectmen since. Fenner: "We can put it in or out of policy. I found other articles that were to continue forever and the continuance language was in other articles (but not in the 2005 and 2006 votes). Fenner: We can put it in or not. Wiley: Do we keep it in tact for this year. Fenner noted there is nothing in the current 2006 personnel policy about retirement and noted the current policy has been "virtually ignored." Motion to amend Article 12 to remove line about voter approval as it is redundant to town meeting language authorizing selectmen to set compensation, Beckett; Wiley, second: Unanimous. Article 13, Retirement — motion to approve Beckett; second, Wiley. Fenner, Beckett, Wiley in favor, Costigan opposed. Week notice for change of policy effective from 8/16. Final vote to adopt policy will be taken next week.
9. Sand Shed. Fenner indicated Winter Road Maintenance fund would be used to clear trees around fire station. Drainage also needs to be corrected at fire station. Wiley called Mike Pease four times: No response. Dana Kennedy contacted. Road Commissioner: "Would like to know what you are going to spend if it's going to come out of my budget." Fenner indicated the building holds winter sand and an estimate would be forthcoming.
 10. Method of paying elected town officials: Fenner proposed elected officials paid quarterly and allowed to let accumulate if they chose. First payroll warrant of September, December, March, June. May be deferred. Will be considered next week.
 11. Mileage Reimbursement: Motion to set mileage in accordance with State of Maine rate, Becket; second, Wiley: Unanimous. (Posted rate on state website is .44/mile.)
 12. Road Commissioner and Spouse: Mary Starrett (road commissioner spouse) reported on possibility of changing Town Hill Road to become one way from route 131 to Chaples Road: "Sole authority is with board of selectmen, which is what this would be." M. Starrett has ordered a directional counter from the DOT for travel count coming down TH. In other Road Commission news, Starretts waiting on flaggers to begin ditching. Wiley revisited complaint forms and the need to have a universal record for town, in addition to whatever records kept by Starretts. No resolution. Starretts requested signage on Sand Shed: No Trespass/Authorized Personnel etc.
 13. Other: Darlene Starrett agreed to post warrants.

14. Darlene Starrett received an abutter notification form and said it is confusing. After review, selectmen learned the CEO is not using town letterhead. Costigan to amend the form and present at next meeting, We will amend the form. Letterhead, signed by CEO and a contact number.
15. Road Commissioner Starrett and Mary Starrett (spouse) indicated lack of availability of CEO to provide timely inspections is impacting workflow of their private business, C&S Enterprises.
16. Motion to adjourn 8:40 p.m., Beckett; second, Wiley: Unanimous.