

**Appleton Select Board
Minutes
August 23, 2016**

1. Call meeting to order, 7:01 p.m. Present: Fenner, Beckett, Wiley, Costigan.
2. A reminder meetings are recorded and published on town website.
3. Motion to approve minutes of 8/16/16, Beckett; second, Wiley: Unanimous.
4. Town Office Hours: No new action.
5. Town Office Renovations: Beckett spoke with P. Conant, proposal to build three -foot wide removable panels with bolts through floor and panels can be stored when not in use. Should have estimate by next meeting. Possibility of a window to allow egress for patrons; clerks would continue to have two doors.
6. Cemetery: Wiley called surrounding towns to review costs of single/double/cremation, etc. Appleton is the only town to do transfer by deed instead of conveyance, which carries a cost. Union \$500/plot and grave and cremation or two cremations. Permit to occupy. Lincolnville association own cemeteries, not town. Town of Searsmont \$250/single, \$450 double, \$600 triple, \$800 quadruple and 4 x 4 cremations for cremation in a separate cemetery. Camden residential \$350/grave or four cremations, non-residential \$500/grave or four cremations. 80 percent of fees to perpetual care and no deed ... just conveyance. In Camden town sexton payments increase based on weekend work. Appleton is spending more than \$100 in deed work. Fenner: Data onto spreadsheet to compare; decide where we want to go with it. Fair amount of space remaining but it isn't huge. Wiley reported potentially 150-200 lots left, per Raymond Gushee.
7. Personnel Policy Final Adoption: Line 12 - Remove benefits subject to authorize expenditure at town meeting since all expenditures are subject to town meeting and because town meeting allows select board to set all hours, benefits of employment. Costigan stated the continued goal of increasing hours town office is open for citizens, ensuring employees take an unpaid lunch, which although in current policy from 2006 as an hour unpaid lunch, does not happen, and stated the proposal added hours on all days but Tuesday, where a 12-hour day does not present ideal working conditions. Town office often closes by 3 p.m. Town clerk P. Smith attended meeting in audience and said she already does 6 online transfers a month and has to go to the bank and physically do most of them. Stated federal law prohibits more than 6 online transfers. "Insurance does not want me to have more than \$500 in a drawer." Fenner reminded the clerk of town safes available for use. Fenner reiterated the proposed new hours has built in time for flexibility and reiterated that had been explained to employees. Fenner: "The office is generally closed and we can add hours on Wednesday when they can do work they need to catch up." Chief Stone expressed anger about the personnel policy and the board and asked if the board was trying to get rid of all employees. "I'm going to remove you from this house. You think I won't.

- You want to be scared.” Fenner stopped Stone from speaking: “ When it crosses to abuses an threats I’m cutting it off.” Costigan reiterated clerks were given the first draft of the personnel policy and each provided input, via sticky notes, that were discussed and incorporated as needed. Beckett and Fenner discussed appendix language regarding qualifying hours for insurance. Discussion to continue Monday at 2 with clerks in attendance.
8. Sand shed: Costigan reported estimate is forthcoming for trees, sinkhole, etc.
 9. Method of paying elected town officials. Motion to approve quarterly or accrued payments following elapse of quarters, Costigan; second, Beckett. 3-1; Wiley opposed.
 10. Meet with county commissioners regarding Animal Control duties by Knox Sheriff Department: Fenner reported commissioners meeting Tuesday at 7 p.m. for ACO. Wondered if we could send someone. Costigan: Jay Feyler knows we want to ensure it’s an equitable arrangement among towns. Costigan to draft letter to discuss Monday letter.
 11. Abuttor notification policy: To include policy, letterhead, and CEO Rooney form should include builder name. Costigan to draft for next week.
 12. Road Commissioner: Flagger scheduled for Wed. for E. Sennebec so ditching can begin. Commissioner said maintenance around sand shed should come out of building maintenance account. Road commissioner said it should come out of building maintenance account. Beckett encouraged waiting for estimate before further discussion. Fenner reminded Road Commissioner Winter Maintenance was used to fix the windows in the winter sand shed. Road Commissioner’s secretary M. Starrett indicated the winter road maintenance budget had been used to cover the windows due to insufficient funds in building maintenance to cover costs.
 13. Public Comment: Street light may be out on East Sennebec. Wiley to call CMP.
 14. Abuttor letter. Charlie Buell, former head of the planning board, wondered why abuttor building notices were being sent. Costigan explained the previous board approved a policy to alert landowners of adjacent building plans to avoid situations of potential damage to builders and abuttors. Fenner said the town notifies of permits because every abuttor has 30 days to appeal a permit. Buell wondered why the permits aren’t posted and visible from the roadways, as he’s seen in other towns. Fenner said that line is not part of Appleton’s permit form and will review if it was removed.
 15. Road Commissioner: “Searsmont going to pave its end of the ridge.”
 16. Wiley said town report showed \$5913.03 in building maintenance.
 17. Wiley spoke with MMA and said the town continues to have a long list of people contacting MMA for advice. Costigan and Fenner recalled the previous board voting to make a policy on who could contact MMA for information. Wiley: “It was never done.”
 18. Motion to adjourn, 8:29, Beckett; second, Wiley. Unanimous.