

Appleton Select Board

November 22, 2016

1. Call meeting to order, 7:01 p.m. (Beckett, Fenner, Gushee, Wiley, Costigan)
2. Motion to approve minutes of 11/15/2016, Beckett. Second, Costigan. Unanimous.
3. Reminder: Meetings are recorded.
4. Sign Warrants. #44/AVS payroll \$62,425.30. #45/town payroll \$2,836.71. #46/\$13,741.21 #47/\$65,917.74. #48 \$5,292.97.
5. Employee Job Descriptions: Fenner supplied working drafts from Lincolnville and Union to board and employees.
6. Fireproof File Cabinet Update: Beckett went to Union and learned all documents scanned. Tabled one more week and discuss scanning with assessor when he arrives next week. Original quote will honor quote but indicated time sensitivity for maintaining cost (actual amount recorded last week). Tabled until next week by unanimous consent.
7. Workshop with Assessor's Agent for board of selectmen to outline laws, difficulties around personal property tax and commercial lots. Will not be taking public comments or questions at this time. Public may observe if they so chose. Good time for board to ask specific questions of assessor. Set for Tuesday, Dec. 6., 6 p.m.
8. Georges River Land Trust would like town to extend Cedar Lane to access land trust land in Searsmont. Asked for more information from land trust.
9. Appoint EMA Director. Tabled . No word from D. Grierson.
10. Board of Appeals: Motion to add Victoria Bucklin and chair of board of appeals as people who can speak with MMA, Costigan. Second, Beckett. Unanimous.
11. Transfer Station Update: New hours, effective 1/8/17. Will be open Tuesday, Wednesday, Friday and Saturday, 8-4:30. Closed: Sunday, Monday, Thursday. Wants to build an overhang for the spare trailer to prevent snow from accumulating in the spare trailer.
12. Purchase Order Policy: Lowered rate to \$500 from \$1,000 in July 2016. Edit section 5, subsection 2: Completed Purchase Order "needs to be approved by the Appleton Select Board at a scheduled meeting." Strike subsection 3. "In the case of an emergency, approval may be given by any member of the select board, by phone if necessary. Authorizing individual must complete the purchase order as soon as possible." Edit Section 1 to add "except in case of an emergency." Motion to accept preliminary approval of edits, Costigan. Second, Gushee. Unanimous.
13. Abuttor Notification Letter: Minor change from CEO T. Rooney: She added dots for checking the type of permit and explaining the pertinent change includes the type of structure. Motion to approve Beckett. Second, Wiley. Unanimous.
14. Road Commissioner: Submitted Purchase Orders for Whitney Road: \$1,200 - \$1,400 for clearing brush. Figured on an 8-hour day. Ridge Road to the top of the road. Cut al brush within 10 feet of the road. Contractor unclear with

scope of work and unable to provide quote. Motion to approve purchase order Beckett. Second, Gushee Unanimous Hillside Road: Grading and gravel purchase order approved.

15. Motion to go into executive session for a legal issue, Fenner, 8;20 p.m..
Second, Gushee. Unanimous. Motion to conclude, Costigan. Second, Beckett.
Ended at 9:03 p.m.