

## Appleton Select Board

November 29, 2016

1. Call meeting to order, 7:02 (Fenner, Beckett, Gushee, Wiley, Costigan)
2. Reminder: Meetings are recorded.
3. Motion to approve minutes of Sept 27, 2016, Beckett. Second, Wiley. (3-0-2 (Abstain: Costigan absent from meeting, Gushee not elected.) Motion to approve minutes of 11/22/2016, Beckett. Second, Wiley. Unanimous.
4. Sign Warrants: #49.AP Warrant, \$65,112.50
5. Job Descriptions. Employees currently reviewing job descriptions. Beckett noted MMA published an employee manual/job descriptions and MMA publication outlines all roles and responsibilities. Beckett will see if the manual exists in Appleton town office. Fenner invited board to obtain copies of other descriptions.
6. Fireproof Assessors Cabinet Update. Beckett said Union keeps current year's tax information in fireproof; all others to safe. Motion to purchase file cabinet, Beckett. Second, Costigan. Unanimous.
7. Appoint EMA Director. Tabled. Fire Department has been awarded the SHAPE award. Safety and Health Award for Public Employees. Chief Stone: "Will be presented with a plaque and the bureau of labor standards is coming to award the plaque to us during a select board meeting. I'm very proud of it. It's very good. First time we received this award and we worked very hard for it," Stone said. "Follow up from fines a few years ago and now remediated and standard has been up to date." Will equal a one percent discount on municipal insurance. "Very proud of work at the fire station," Stone said. Scheduled for Jan 10 or Jan. 17, 2017. Beckett: Would be good to put notification on the website.
8. Rabies clinic, Jan. 14. Grace Simmons will run.
9. Purchase Order Policy: Edit sections 1 and 3 to clarify signature process.
10. Road Commissioner: C. Starrett; "The current selectmen have taken over..." Submitted resignation. Motion to accept resignation of road commissioner with regret, Gushee. Second, Wiley. J. Boyington updated progress on cutting Brush on Whitney Road. Had a breakdown with the chipper. "Going to be well within the range of the purchase order." Boyington said other parts of Whitney Road needs attention. Road is narrow and also has a drifting problem. That road hasn't been cut since ice storm in 1998. Board requested estimates for cutting approximately three-quarters of a mile for brush cutting on Whitney Road. Costigan to see if there is a flyer or explanation or a state boiler point notice of limb cutting within right of way in order to better inform residents when necessary brush work takes place.
11. Hillside Road will not be graded, according to Mary Starrett. She recommended all Purchase Orders (for C&M?) should be voided.
12. Fenner announced Michael and Deborah Smith had withdrawn appeal of Ryan Lanphere's building permit.
13. MMA-sponsored training course for planning board and appeals board members in Portland. Town covers the fees.

14. Deputy clerk requested vacation time in Dec.
15. Public Comment: Have not received information from George's River Land Trust proposal for Cedar Lane. Will attend Dec. 20<sup>th</sup> meeting.
16. Convene executive session for a legal issue, Beckett. Second, Gushee. 8:05 p.m. Motion to adjourn executive session, Costigan. Second, Wiley. 8:35 p.m.