

**Appleton Select Board
December 5, 2017**

1. Convene, 7:02 p.m. (Gushee, Beckett, Costigan, Gushee, Wiley)
2. Motion to sign warrants, #45, school payroll, \$46,700.38; #46, town payroll, \$8,874.74; #47, \$96,669.95, Appleton town expenses, Costigan. Beckett, second. Unanimous.
3. Motion to approve minutes from November 28, 2017, Gushee. Second, Beckett. Unanimous.
4. Employee request to change working hours, but not hours office is open to the public. Personnel representatives have agreed to change on a one-month trial basis. No Wednesday hours. Motion to approve a one-month trial of hours, Gushee. Second, Beckett. No staff indication of what has changed to negate the previous clerk request for uninterrupted work time. Unanimous.
5. Motion to table service animal policy until Beckett can research surrounding towns and MMA, Gushee. Second, Beckett. 4-1 (Fenner).
6. Town of Appleton Computer Use Policy needs to be read by new board members.
7. Fire Department: Purchase Order requests for Stone's Auto, \$810.15, for tanker repairs; \$614.85 for Engine One repairs. Motion to approve orders, Fenner. Second, Gushee. Unanimous.
8. Road Commissioner: Road software use will require a laptop for road review. Completed storm cleanup. Snow removal trucks are inspected.
9. Other: Beckett phoned Keith Rose regarding the heating systems in the town office.
10. Motion to adjourn, 7:59 p.m., Gushee. Second, Beckett. Unanimous.