

SELECTMEN MEETING MINUTES

June 10, 2013

PRESENT: Board of Selectmen: Ted Poirier, Gerry Taylor, Scott Littlefield;
Treasurer/Selectmen Clerk Angela Cushman, CEO Jim Roberts, Tax Collector Yvonne Shaw, Planning Board Secretary Valerie Cole

ABSENT:

OTHERS PRESENT: Dave Golden, BEU Representative

*Selectmen Ted Poirier declared the meeting open at 18:20.
Agenda approved by Selectmen.*

EXECUTIVE SESSION:

APPOINTMENTS:

OLD BUSINESS:

1. Photocopier. Dave Golden, BEU Representative, reviewed the proposal of a new photocopier with the Selectmen. Scott Parent, BEU Vice President, who used to live in Dayton, discounted significantly a photocopier for the town which also provides a free one year service agreement and fees waived for delivery, installation and networking. The current machine was purchased in March 2007 and soon the town will not be able to purchase a service agreement as the machine is becoming obsolete. The new machine includes a fax and scan feature that will allow the office to be more efficient. Yvonne Shaw, Tax Collector, stated that over the last several months with the current fax machine there have been instances when we are unable to receive faxes from individuals or fax out. The staff has been spending a lot of time resending faxes or following up with insurance companies to have them email insurance cards impacting our customer service. Yvonne feels that the staff will be more efficient with the new machine. And as technology increases you need to make sure machines are updated so that they can work together. With the new photocopier we can copy, print, scan, fax and email. Dave also suggested that the town take advantage of their Management Print Service which will review all of our printers and make recommendations on consolidating machines or at least provide better pricing on ink cartridges for the existing machines in the office. After a lengthy negotiation Dave offered a \$400 open credit for service. The town can decide to buy outright or enter into a lease to purchase agreement with a bank such as Sanford Institute Savings.
Gerry Taylor made a motion to purchase the Bizhub photocopier for

\$7,243 which includes 1st year of service and a \$400 open credit; 2nd Scott Littlefield. Passed 3/0.

2. Valerie Cole, Planning Board & ZBA Secretary, was present to voice her concerns regarding the decision the Selectmen made to stop the delivery of the Courier in driveways. Valerie stated that she has 3 concerns: 1) as an employee and secretary for both the Planning Board and Zoning Board of Appeals she is concern there is not one paper delivered throughout the town. The Courier allowed the town to notify the majority of the residents of public hearings and site walks. What options do we have now? The cost of notices could double in price; 2) as a resident that all residents are not being notified about town business; and 3) personally her family business advertises frequently in the Courier and potentially they will be losing out on business from their most local population. Valerie spoke with the General Manager at the Courier to find out why delivery was stopped. There are approximately 65-85 residents that are not receiving the paper now in their driveways. Valerie explained how the delivery permit works as she works for the Postal Service. The Courier holds a permit to deliver the paper to the majority town but that is only for a certain number of pieces and does not cover the entire town. The Courier has indicated that it not cost effective for them to expand their distribution through mail for Dayton. Valerie suggested that may want to increase their fees for advertising to allow for more distribution of the Courier. After a lengthy discussion it was determined that Gerry will contact the General Manager to ask if the Courier can be delivered in the mail box for all Dayton residents.
3. Town Meeting Information. Upon request of the Selectmen Angela Cushman produced a report that will be distributed at the annual town meeting that included actual 2011-2012, budget 2012-2013, budget 2013-2014 and a notes section to explain increases and decreases. The Selectmen provided feedback. Angela will make necessary changes and have ready for town meeting.

ADJOURNMENT:

Scott Littlefield made a motion to adjourn the meeting at 19:50.

*Minutes may not be verbatim they may have been paraphrased for clarity.

_____ Ted Poirier, Chair

_____ Scott Littlefield

_____ Gerry Taylor

amc