

Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

Selectmen Meeting Minutes  
Tuesday, September 2, 2003

Attendance: Ada Brown, Chairman; Betty McDermott; Charles Leavitt; Dana Desjardins; Christine McClellan; Michael Schmidt, owner Café Sebago; Laurie Forbes, Chairman Technology Committee; Elisa Trepanier, Information Systems Administrator; Charles Lester, Technology Committee; Paul White, Chairman Planning Board; Jack Cooper, Code Enforcement Officer; and Don Willard, Town Manager.

1. Call to order. Ada Brown called the meeting to order at 7:00 pm at the Town Office.

2. Consideration of minutes dated August 19, 2003.

MOTION: Betty McDermott motioned to approve the minutes as written. Seconded by Dana Desjardins.

VOTE: Unanimous.

3. IT Infrastructure Management Services RFP – Laurie Forbes, Web and Technology Committee Chairman; Duce Lester; and Elisa Trepanier, Information Systems Administrator.

DISCUSSION: Mrs. Forbes said that besides the three people on the committee looking at the RFP's they asked an outside professional to look at them as well – Jeffrey Andrews. She said the committee chose Kevin Woodbrey's proposal.

Mrs. Forbes reported that the committee had reviewed the systems and discussed what the town absolutely needed due to the budget constraints. She said that they advertised for RFP's as well as requested proposals directly from which they received 5 bids. The sub committee felt that Kevin Woodbrey was the best proposal because of what he can do and what we was willing to do, plus his knowledge of the system.

Mr. Leavitt was very concerned about the bid process. He felt that Mr. Woodbrey's bid didn't meet the specifications of the RFP i.e. his proposal is for a quasi-employee and not a private contractor who would hold the insurance and liability of a private contractor. In other ways his RFP also didn't meet the criteria of the request. He had a problem with choosing his bid because he was a partner in developing the RFP. Mr. Leavitt felt that the town meeting directed the town to get a trial private contractor and not another employee. He felt that a situation like P&K for our snow plowing was the best scenario. Mr. Desjardins agreed that the other four bids were more in line with what the RFP was asking. Mr. Willard noted that there were other people who picked up the RFP packages but didn't submit a bid. He felt that those people might have submitted a bid similar to Kevin Woodbrey's but didn't. Mrs. McClellan asked if Imagistics was in line with the others. Mrs. Forbes said the bids were very hard to determine cost for service because they were written up very differently from one another. Mr. Desjardins said he had personal knowledge of three of the other bidders other than Burgess and felt any of them could have

done a good job. Mrs. Forbes said that all the companies needed to have an inventory of the system provided so that they could discuss what we needed. Mrs. Trepanier noted that the system was getting bigger all the time to do what we need and is getting harder to maintain as the system grows. All systems in the Public Safety Building, Public Works, and the Town Office are growing.

Mr. Leavitt asked what the committee's second choice was. Mrs. Forbes replied CBE (Valcom). Mr. Willard pointed out that both of these bids are above the current budget and there has been no confirmed agreement with the school for their participation and funding. Mrs. Trepanier noted that with the increased demand for her on the system it was getting increasingly harder for her to accomplish her other responsibilities i.e. GIS, town manager secretary etc. Mrs. Forbes noted that CBE did require a transition systems inventory in addition to their bid price which would be somewhere between \$5,500 and \$9,500. Mr. Desjardins indicated that the wiring needed to be located and tagged. Mrs. Forbes said there didn't appear to be a complete hardware and software inventory for the system which all of the bidders requested.

Mrs. Brown asked if Mr. Woodbrey had included the live broadcasting. Mrs. Forbes didn't know. Mr. Willard said that he felt it could be done with our present analog system but Raymond would have to purchase the equipment to be able to transmit.

Mr. Leavitt noted that in Mr. Woodbrey's proposal a technical director was indicated which the town meeting definitely indicated they didn't want. He would have to vote against his bid because it isn't what was asked for in the RFP as well as the added expense of employee benefits. Mrs. McClellan said she would defer to the Technology Committee's decision because she didn't have enough expertise to make a decision.

MOTION: Christine McClellan motioned to approve the recommendation of the Technology Committee. Seconded by Betty McDermott.

VOTE: 3 in favor (McClellan, McDonald, Brown) 2 opposed (Leavitt, Desjardins)

DISCUSSION: Mr. Willard noted that the Selectmen would have to discuss how the additional funds would be paid since it wasn't in the budget. Mrs. Brown felt that if the school chose not to contribute, they wouldn't have use of his expertise. Mr. Willard noted that \$20,000 was set aside for this use and the added money to bring the total usable funds to \$30,000 was from budget items which the Technology Committee decided to withdraw from the Tech budget. Mr. Desjardins said he didn't like the concept of hiring "back door" employees and felt this money was designated to purchase equipment. Mrs. Brown felt it made sense to have Mr. Woodbrey work with the system which he helped to create. She felt he would agree to do other projects as well i.e. the Roadrunner. Mr. Desjardins noted that his was not the lowest bid. Mrs. Forbes explained that TriNet had many items which were expected from the town which the committee couldn't accomplish. Mrs. Brown asked Mr. Willard to send a proposal to the Superintendent asking for their financial support. Mrs. McClellan asked if there was room for negotiation with Mr. Woodbrey if the school didn't participate. Mr. Leavitt asked if the Roadrunner was resurrected where was the money coming for publishing. He felt that this was a very shaky situation for a quasi-

employee and what would be his job description? Mr. Willard replied that he had not prepared a job description but it could be done.

Mr. Leavitt said that if he had been the low bidder he would challenge this decision because there didn't seem to be any evidence of why a higher bid was accepted. He felt this decision could bring legal action against Raymond. Mrs. Forbes noted that because the bids were so different in their organization of details, it was impossible to determine who actually was a low bidder. Mr. Leavitt felt that this was a failed process because a low bidder couldn't be determined. Possibly a more specific RFP should be done. He felt that just the issue of insurance was a great loss and inequality of the bids. Mr. Willard felt they could ask Mr. Woodbrey if he would hold the needed insurances.

4. Consideration of liquor license renewal for Café Sebago – Michael Schmidt, 1248 Roosevelt Trail.

DISCUSSION: Mr. Schmidt showed proof that the system would be installed September 3<sup>rd</sup>. Mr. Willard recommended the Selectmen extend Café Sebago's liquor license for two more weeks until the business can be inspected by the Fire Department.

MOTION: Betty McDermott motioned to approve another two week extension of Café Sebago's liquor license until their next meeting on September 16, 2003 so that the Fire Department can inspect the business again. Seconded by Christine McClellan.

VOTE: Unanimous.

5. Consideration of Planning board Applicant – Ginger Wallace.

MOTION: Christine McClellan motioned to appoint Kathryn "Ginger" Wallace to the Planning Board as recommended by the Planning Board. Seconded by Ada Brown.

VOTE: Unanimous.

DISCUSSION: Paul White, Chairman of the Planning Board, thanked the Selectmen for appointing Mrs. Wallace but said that they now need two more members. He had concern about the Board maintaining a quorum. He also said that the Board feels that much work needs to be done to our ordinances in order to tighten up loopholes and make them more understandable. He also said that work needed to be done on the Commercial Zone. He said that Bob Faunce or GPCOG's help would be necessary for this work. He noted that Town Attorney Chris Vaniotis suggested the work be done to clarify parts of the ordinances. He asked if the Planning Board could submit a proposal to the Selectmen because this work will require some funding. Mrs. McClellan said that the Comprehensive Plan had a subcommittee which just finished discussing the commercial zone and that she would support cooperation between the Comp Plan and the Planning Board in this endeavor. She felt if the Commercial Zone expansion is done well it would not be a bad thing for Raymond.

6. Consideration of new street names requested by Code Enforcement Officer Jack Cooper.

- a. Change Evans Way off Wild Acres Road to Tadpole Lane.
- b. Name Fire Lane 236 off the Valley Road as Evelyns Way.

MOTION: Betty McDermott motioned to approve the change of Evans Way to Tadpole Lane and Fire Lane 236 to Evelyns Way as recommended by the Code Enforcement Officer. Seconded by Christine McClellan.

VOTE: Unanimous.

7. Fire Truck Bid- Fast Attack Mini Pumper.

DISCUSSION: Mr. Willard reported that this item has gone out to general bid to the major manufacturers with a return date of September 9, 2003. He added that the specifications were written by the Fire Chief, Deputy Fire Chief and himself. They asked for a demonstrator truck and would only consider a new truck if no proposals come in for a demonstrator.

8. Communications and other business.

a. Assessor

Mr. Willard announced that Amanda Simpson had passed her assessor's exam with a score of 91.5. The Selectmen congratulated Ms. Simpson and thanked her for her hard work.

b. School Committee

Mrs. Brown said that Brenda Stevenson, School Committee Chairman, would like to have a joint meeting with the Selectmen. September didn't seem possible to schedule so Mr. Willard was asked to see if October 8<sup>th</sup> at 6:00 pm would be possible.

c. Cumberland County Commissioners.

Mr. Willard said that he was still trying to get a meeting date with the Commissioners and would keep the Selectmen informed.

9. Review and authorize Treasurer's Warrant dated September 2, 2003.

MOTION: Betty McDermott motioned to approve the Treasurer's Warrant in the amount of \$280,817.26. Seconded by Christine McClellan.

VOTE: Unanimous.

10. Adjourn.

MOTION: Dana Desjardins motioned to adjourn. Seconded by Charles Leavitt.

VOTE: Unanimous.

ADJORNMENT: Ada Brown adjourned the meeting at 8:15 pm.

Louise H. Lester  
Town Clerk