



***SELECTMEN'S MEETING e-Packet***  
***List of Files***  
***September 16, 2008***

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**BOARD OF SELECTMEN  
AGENDA**

Tuesday, September 16, 2008

7:00 p.m.

JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) Call to order.
- 2) Minutes of previous meeting dated September 2, 2008
- 3) New business.
  - a) Request to utilize Raymond Beach parking area for charity dog walk – Julie Chouinard
  - b) Update request for proposals “IT Infrastructure Management Services”
  - c) Executive Session – Acquisition of real property or economic development pursuant to 1 M.R.S.A. & 405(6)(C)
- 4) Old (unfinished) business.
  - a) Consideration of warrant article – consolidation with Windham School Department
  - b) Consideration of warrant article regarding high school choice
  - c) Approval of November 4, 2008 referendum order and referendum warrant
- 5) Town Manager Report and Communications.
  - a) ICMA Conference September 20-24, 2008
  - b) Egypt Road reclassification
- 6) Fiscal Warrants – Payroll and Appropriation Warrants – September 16, 2008.
- 7) Adjournment.

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The Selectmen may take items out of order at their discretion.



**BOARD OF SELECTMEN**  
**AGENDA SUMMARY**  
Tuesday, September 16, 2008  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

**1) Call to order.**

**2) Minutes of previous meeting dated September 2, 2008**

**3) New business.**

**a) Request to utilize Raymond Beach parking area for charity dog walk  
– Julie Chouinard**

Julie Chouinard would like to the opportunity to ask you if she can use the beach parking lot on Saturday, October 18, 2008 (rain day 10/19) as parking for cars owned by people who will be participating in a charity "dog walk". It will be from 9:00 am to 1:00 pm. She would need a waiver because dogs are not allowed on the beach, although technically this is the parking lot. The charity which will benefit from this event is Harvest Hills Shelter in Fryeburg.

**b) Update request for proposals "IT Infrastructure Management Services"**

Attached to the e-packet is a draft IT Infrastructure Management Services RFP. Staff proposes to issue this RFP with a release date on or about September 18, 2008 requesting written proposals be returned by October 16, 2008. The RFP was developed by the Web and Technology Committee with input from town administrative staff and an experienced town contractor. Services related to this RFP would commence effective July 1, 2009 and run for a term of three years.

**c) Executive Session – Acquisition of real property or economic development pursuant to 1 M.R.S.A. & 405(6)(C)**

**4) Old (unfinished) business.**

**a) Consideration of warrant article – consolidation with Windham School Department**

The proposed warrant article, received from Superintendent of Schools Sandra Caldwell and prepared by school legal counsel Dick Spencer, is attached to the e-packet.

**b) Consideration of warrant article regarding high school choice**

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The Selectmen may take items out of order at their discretion.

The proposed warrant article, regarding high school choice, received from Superintendent of Schools Sandra Caldwell and prepared by school legal counsel Dick Spencer, is attached to the e-packet.

**c) Approval of November 4, 2008 referendum order and referendum warrant**

The proposed referendum order, received from Superintendent of Schools Sandra Caldwell and prepared by school legal counsel Dick Spencer, is attached to the e-packet. The referendum warrant, being prepared by Town Clerk Louise Lester, is not available at the time of publishing this e-packet. On Tuesday (9/16) this e-packet will be updated to reflect this addition.

**5) Town Manager Report and Communications.**

**a) ICMA Conference September 20-24, 2008**

**b) Egypt Road reclassification**

**6) Fiscal Warrants – Payroll and Appropriation Warrants – September 16, 2008.**

**7) Adjournment.**

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Julie Chouinard wrote:

Dear Mr. Willard;

It was nice speaking with you on the phone yesterday in regards to the 1st Annual Dog walk sponsored by Dog-Gone Grooming & The Dirty Paw Dog Wash. This walk is to help benefit Harvest Hills Animal Shelter located in Fryeburg, Maine.

Who:

- \* Dog-Gone Grooming & The Dirty Paw Dog Wash
- \* Many local community businesses to sponsor walk

What:

- \* Community dog walk
- \* Distances of 1 mile, 2 mile or 3 mile walk

When:

- \* October 18th, 2008
- \* 9:00am to 2:00pm

Where:

- \* Raymond Beach Parking Lot
- \* Registration will begin at 9:30am
- \* Walk starts at 10:00am

Why:

- \* To raise money to help support Harvest Hills Animal Shelter a Non-Profit Organization
- \* To collect food, treat and toy donations for the animals at Harvest Hills waiting for a home
- \* To help educate the community, adults and children on the importance of helping Non-Profit Organizations
- \* To help educate the community on the importance of volunteering time and services if possible

In regards to our conversation about Insurance....I'm currently looking into this matter and will be able to address further at the meeting on Tuesday, September 16th.

I'm also looking into getting Public Safety assistance. This appears to be a bit difficult since I have had no luck from the State Police or the Sheriff's Department at this point. Again I will be able to address this matter as well at the meeting next Tuesday evening.

Best Regards,

Julie Chouinard  
Dog-Gone Grooming

## TOWN OF RAYMOND, MAINE

### REQUEST FOR PROPOSALS FOR

#### “IT INFRASTRUCTURE MANAGEMENT SERVICES”

The Town of Raymond, Maine, will receive sealed proposals for “IT Infrastructure Management Services” commencing July 1, 2009.

All Proposals are to be submitted in sealed envelopes marked “IT Infrastructure Management Services Proposals” to the Raymond Town Office, Raymond, Maine, 04071, by 2:00 pm. on Thursday, October 16<sup>th</sup>, 2008. Any Proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address.

Questions regarding this request should be directed to Laurie Forbes, Technology Chair, 207.232.6248, or by e-mail, [laurie.forbes@raymondmaine.org](mailto:laurie.forbes@raymondmaine.org).

Each Proposer is required to state in their Proposal: 1) the Proposer’s name; 2) place of business; and 3) the names of principals and company officers.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town of Raymond Agreement, a copy of which is attached as Exhibit A and hereinafter referred to as “Agreement”. Before commencing work under the Agreement, the successful Proposer shall produce evidence satisfactory to the Town of Raymond that it and its subcontractors, if any, have secured insurance coverages as set forth in Exhibit A.

Each Proposer may visit the sites of services and inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. Proposers are responsible for all costs in preparing and submitting proposals hereunder. Proposers must submit their proposals in triplicate. Proposal forms furnished by the Town of Raymond or copies thereof shall be used, and strict compliance with the requirements of this Request for Proposals is necessary.

The Scope of Services hereunder is described in the Specifications attached hereto as Exhibit B. Prospective vendors are encouraged to submit proposals for all or part of the required Specifications. Please clearly delineate areas that your company/proposal will address with clear indication of cost.

The Town of Raymond reserves the right to waive any informalities in the proposals, to accept any proposal and to reject any or all proposals, and to award the IT Infrastructure

Management Services Agreement to different Proposers, should it be deemed in the best interest of the Town of Raymond to do so.

Proposals may be held by the Town of Raymond for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers to the award of a contract.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Don Willard  
Raymond Town Manager

DRAFT

## TOWN OF RAYMOND, MAINE

### IT INFRASTRUCTURE MANAGEMENT SERVICES

#### Exhibit B

#### Specifications

1. Proposals shall include an annual cost for a three year term.
2. Proposers shall provide infrastructure management and support services [REDACTED]. Support via telephone/remote access shall be provided within one-hour, and on-site support shall be provided within 3 hours, if required.
3. Proposers shall carry insurance as outlined in Infrastructure Management Services Agreement.
4. Proposers are encouraged to describe any added services that your company might provide that the Town of Raymond would consider an advantage in awarding this contract.
5. Services provided at the present time:

#### **Backup Services**

Dictaphone call logger backups

Unix server backups - Provide daily backups and offsite storage

Windows server backups - Provide daily backups and offsite storage

#### **Domain Services** - Manage users and resources in a secure domain structure

Manage 300+ users in MDAemon e-mail domains

Manage 75+ computers in Windows 2003 Server Active Directory Domain

Manage 75+ users in Windows 2003 Server Active Directory Domain

Manage file and printer shares in Windows 2003 Server Active Directory Domain

Manage global distribution lists in MDAemon e-mail domains

Manage global, local and user policies in Windows 2003 Server Active Directory Domain

#### **Hardware Services** - Provide installation, problem diagnosis, maintenance and repair

Audio/Video mixers

Cable TV station Audio/Video messaging servers

Copper and fiber optic data and video network cabling

Fiber optic transmitters and receivers

Firewalls (10)

Network switches (6) and patch panels

Phone and cable modems

Portable and fixed video cameras

Printers, plotters, faxes, scanners (30+)

Servers (16)



Surveillance cameras (21)  
Tape and DVD backup units  
Uninterruptible Power Supplies (UPS) (10+)  
Video projectors and screens  
Wireless Access Points (8)  
Workstations and laptops (60+)

**Helpdesk Services**

Monday through Friday from 8:00 am to 5:00 pm – 3 hour response time

**Software Services and Support** – We operate the following software

3COM Wireless Access Point (WAP) management software  
Adobe Acrobat Reader  
Adobe GoLive and Microsoft FrontPage web editing software on workstations  
Adobe GoLive server software  
Adobe InDesign and PageMaker software  
Adobe Photoshop and GIMP graphics software  
Adobe Premiere video editing software on workstations  
AVG Enterprise Anti-Virus/Malware on all servers/workstations  
Apache and ISS Internet server software  
Apache Tomcat application server software  
APC Uninterruptible Power Supply management software (UPS) on servers  
ArcIMS GIS server software  
AutoCAD graphics software  
CD/DVD writer software  
Computer inventory management software  
Dell server management software  
Dictaphone call recorder server and client updates  
Diskeeper Enterprise disk optimization software on Windows servers and workstations  
DL-Windows electronic lock software on workstations, handhelds and locks  
Domain Name Server (DNS) software  
Dynamic Host Configuration Program (DHCP) server software  
ESRI ArcGIS GIS software  
Firehouse server and client updates  
Firewall management software  
Firmware updates on firewalls, servers, workstations, switches, printers, etc.  
Hardware driver updates on workstations and servers  
HAVA voting software  
HP switch management software  
iCal calendar server software  
Imagistics printer and scanning client software  
Koha library management software (server and workstation)  
Lightning calendar client on workstations  
Mdaemon e-mail server software  
Microsoft and Firefox Internet browsers on workstations and servers  
Microsoft and OpenOffice office suites on workstations

Mozilla Firefox on workstations  
MySQL database management software  
NDS financial server and client updates  
OCR/scanner software  
Operating systems on workstations and servers  
Outlook and Thunderbird e-mail client on workstations  
Pagegate paging server and client updates  
Phone and voicemail system firmware  
PHP language software  
PHPSurveyor survey server software  
Sun Java Virtual Machine JVM on servers and workstations  
Surveillance camera server software  
Veritas backup software server and client software  
Vision assessing software updates  
VNC remote console software  
Windows Server Update Service (WSUS) for Windows updates software  
WinNexus cable station server software  
Wireless Access Point (WAP) firmware

6. Projects – The town has completed and/or has the following projects underway or on an ongoing basis:

**Application Projects:**

Configure Content Management System (Drupal) for Raymond Website and develop new, or migrate, existing content

**Miscellaneous Technology Projects:**

Ground all equipment racks at RTP, RVL, RTO, and RPS

**Network Projects:**

Register fiber cable with Dig-Safe  
Waterproof RTP-RTO conduit at RTP end  
Install Ethernet patch panel and re-cable racks at RTO  
Re-cable Assessing Office  
Remove old cables at RTO  
Install dual fiber interfaces on all switches for redundancy  
Replace Wireless Access Point (WAP) at RTO with 3COM unit  
Install public WAPs at RTO, RVL, RPS, RTP

**Security Projects:**

Disable all unused services on all servers  
Firewalls  
Replace RTG SonicWALL  
Replace RPW SonicWALL  
Install server room electronic lock  
Perform security audit on all servers and PCs

**Servers:**

Acquire, build, configure and install Compaq server for RTO content management server  
Install vents in server room door @ RPS

**System Management Projects:**

- Back up all firewall configurations
- Install and configure Diskeeper 2008
- Configure Rack UPS's to shut down servers @ RTO, RPS, RTP, RVL
- Centralize Windows update with Microsoft server software
- Documentation Project
  - Cable TV station configuration
  - Map all PCs and servers in Visio and add their roles in Visio and in My Computer and MMC
  - Create Local Area Network (LAN) maps @ JSMS, RES, RPS, RTO, RTP
  - Create vendor contact list
  - Create Visio diagram of functions on each server
- Install and configure firewall management software
- Install and configure hardware/software inventory management software
  - Install OCS on RTO-INT-UTIL
- Install and configure server management software
  - Install Compaq management software and configure for reporting and alerting on all Proliant servers
  - Install Dell management software and configure for reporting and alerting
  - Install and configure Windows update management software
  - Label cables (phone and data) @ JSMS, RES, RPS, RTO, RTP
  - Label externally all workstations, servers, printers and any network-attached devices
  - Set up 911 event log reporting
  - Set up e-mail log reporting
  - Set up e-mailing of firewall logs and alerts
  - Set up firewall alert reporting
  - Set up firewall log reporting
  - Set up server event log reporting
  - Set up time server for Raymond network on RTP-INT-DHCP

**Workstation Projects:**

- Update all workstation drivers and BIOS
- Change GPO for monitor sleep time

**TOWN OF RAYMOND, MAINE**  
**IT INFRASTRUCTURE MANAGEMENT SERVICES**  
**Exhibit A**

This is a Network Services Agreement (hereinafter "Agreement") between the Inhabitants of the Town of Raymond (hereinafter "Town") with a mailing address of 401 Webbs Mills Road, Raymond, Maine, 04071, and \_\_\_\_\_ (hereinafter "Contractor") of \_\_\_\_\_.

1. The Contractor shall identify and supply the necessary machinery, equipment, expertise and personnel to provide network services, as described and outlined in Exhibit B.
2. Contractor shall comply with all local, State and Federal laws, rules and regulations and applicable contracts, including but not limited to the Network Services Agreement.
3. Contractor shall throughout the term of this Contract carry comprehensive general liability insurance, each providing coverage in the amounts of \$1,000,000 for death or bodily injury and \$300,000 for property damage per incident. Such insurance shall require 10-day notice to the Town of either cancellation or nonrenewal. Contractor shall also carry the required amount of Worker's Compensation Insurance for its employees. Certificates of all such insurance acceptable to the Town shall be provided to the Town before commencing performance hereunder, and upon renewal of such policies; failure to provide such certificates shall be deemed a material breach of this Contract and a valid cause for termination of same. The Town shall be named as additional insured on the commercial general liability policies.
4. The Contractor, its agents and employees shall be liable for the negligent performance of duties contracted to the Contractor in this Agreement.
5. Contract will be for a one-year term.
6. The Contractor further agrees that it will maintain a telephone, e-mail, and suitable equipment for the prompt handling of all infrastructure management requirements. The Contractor will record all maintenance and service activity and make such records available to the Town of Raymond upon request.

7. The Town, in consideration of the full and faithful performance of all the promises and agreements herein contained to be performed by the Contractor, agrees to make payment to said Contractor as follows: [REDACTED] (time period) [REDACTED]. The foregoing contract amounts shall be divided into equal monthly installments. Each installment shall be due on or before the [REDACTED] of each month commencing on July 1, 2009, provided the Contractor has met its obligations under this Agreement.
8. Any controversy or claim arising out of or related to this Agreement that cannot be resolved between the parties shall be submitted to the Superior Court for Cumberland County.
9. The Contractor shall be fully responsible to the Town for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, and shall hold subcontractors to the same terms and conditions as Contractor is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific written approval of the Town.
10. In the event no funds or insufficient funds are appropriated and budgeted for payments due for services to be provided by the Contractor, the Town and the Contractor agree to terminate this contract at the conclusion of available Town funding. The Town further agrees that, in the event of insufficient funding by the Town at its annual Town meeting, the Town shall notify the Contractor no later than two weeks after said annual town meeting.
11. The Contractor further agrees that, in the event of failure, after reasonable notice, to comply with the terms of this Agreement, the Town shall have the right to terminate this Agreement. The Contractor's ability to perform hereunder shall be excused when caused by acts or delays resulting from strikes, lockouts, acts of God, governmental restrictions, enemy action, civil commotion, fire, unavoidable casualty or similar causes beyond the control of the Contractor. In the event that the cost of providing IT Infrastructure Management Services shall be in excess of the amount stated in this Agreement, such excess, incurred by the Town, shall be charged against the Contractor. The Contractor agrees causes for termination include but are not limited to:
- A. If Contractor fails to perform the work in compliance with Specifications and Contract Documents.

- B. If Contractor disregards Laws, Regulations or Ordinances of any public body having jurisdiction.
- C. If Contractor disregards the authority of the Town.
12. The Contractor shall indemnify and hold harmless the Town of Raymond and its employees, officials, and agents from and against all claims, charges, losses and expenses including attorney's fees arising out of or resulting from the performance of the Agreement by the Contractor, its officials, employees, and agents.
13. The Contractor may not assign this Agreement without the written permission of the Town of Raymond.

IN WITNESS WHEREOF, the said Contractor and the Town have hereunto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SIGNED, SEALED AND DELIVERED**

**In presence of:**

**TOWN OF RAYMOND**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Don Willard, Town Manager

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

## TOWN OF RAYMOND, MAINE

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Domain Name Server (DNS) software  
Dynamic Host Configuration Program (DHCP) server software  
ESRI ArcGIS GIS software  
Firehouse server and client updates  
Firewall management software  
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Pagegate paging server and client updates  
Phone and voicemail system firmware  
PHP language software  
PHPSurveyor survey server software  
Sun Java Virtual Machine JVM on servers and workstations  
Surveillance camera server software  
Veritas backup software server and client software  
Vision assessing software updates  
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**Workstation Projects:**

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**Subject:** [Fwd: [Fwd: FW: Ballots and Order for Windham and Raymond]]  
**From:** Don Willard <don.willard@raymondmaine.org>  
**Date:** Mon, 08 Sep 2008 11:44:47 -0400  
**To:** Laurie Cook <laurie.cook@raymondmaine.org>

For 9-16-08 BOS Agenda

----- Original Message -----

**Subject:** [Fwd: FW: Ballots and Order for Windham and Raymond]  
**Date:** Mon, 08 Sep 2008 11:28:58 -0400  
**From:** Sandra Caldwell <sandra.caldwell@raymondmaine.org>  
**Reply-To:** [sandra.caldwell@raymondmaine.org](mailto:sandra.caldwell@raymondmaine.org)  
**Organization:** RSD  
**To:** Don Willard <don.willard@raymondmaine.org>, Louise Lester <louise.lester@raymondmaine.org>, Mike Reynolds <mikereyn@maine.rr.com>, Joe Bruno <jbruno@communityrx.com>

An FYI.  
Sandy

--  
Don Willard  
Town Manager  
Town of Raymond  
401 Webbs Mills Road  
Raymond, Maine 04071

(207) 655-6994 v  
(207) 655-3024 f  
(207) 650-9001 m

---

**Subject:** FW: Ballots and Order for Windham and Raymond  
**From:** "Donn Davis" <ddavis@windham.k12.me.us>  
**Date:** Fri, 5 Sep 2008 08:34:39 -0400  
**To:** "Tony Plante" <atplante@town.windham.me.us>, <lsmorrell@town.windham.me.us>, <sandra.caldwell@raymondmaine.org>  
**CC:** "Sanford Prince" <sprince@windham.k12.me.us>, "Joyce Logan" <jlogan@windham.k12.me.us>

Good Morning All,

I am forwarding material that Dick Spencer prepared for your review/use as pertains to the November ballot. Please let me know if there is anything further that you would like me to do. Thanks,  
Donn

---

**From:** Richard Spencer [mailto:ras@dwmlaw.com]  
**Sent:** Thursday, September 04, 2008 5:22 PM  
**To:** Donn Davis  
**Subject:** FW: Ballots and Order for Windham and Raymond

Hi Donn, attached to this email please find proposed forms for the ballot and specimen ballot for Windham and Raymond for the school reorganization referendum on November 4. The facsimile signature of the town clerk must be placed on the back of the official ballot for each town but not on the specimen ballot. The official ballot

should be a different color than the ballots being used in these towns by the Secretary of State for the State election and the specimen ballots should be a different color from the official ballots. The absentee ballots for each town are supposed to be identical to the official ballots for that town.

I have also attached a form of order to be approved and signed by the municipal officers of each town placing the article on the ballot for the November 4 referendum. This order should be adopted by the Raymond Board of Selectmen and the Windham Town cancel and filed with the respective town clerks at least 45 days before the referendum or in other words by September 19, 2008. In addition to these documents, the referendum will have to be called in each town by a warrant that is signed by the municipal officers and posted in a conspicuous public place at least 7 days before the vote. In addition, under 30-A M.R.S.A. Section 2528(5) the municipal officers of each town must hold a public hearing on the article at least 10 days before the referendum vote and a notice of public hearing signed by the municipal officers must be posted in a public and conspicuous place at least 7 days before the hearing. If requested to do so, we can provide each town with all the additional documents required in connection with the referendum but each of the towns is represented by its own counsel and we would not want to intrude unless requested to do so by the towns themselves. Please give me a call if you have any questions or if we can be of any further assistance. Best, Dick Spencer

**From:** Kate Romasco  
**Sent:** Thursday, September 04, 2008 5:01 PM  
**To:** Richard Spencer  
**Subject:** Ballots and Order for Windham and Raymond

Kate Romasco  
Legal Assistant to Richard A. Spencer, Bruce W. Smith, Ann Chapman, Christopher P. O'Neil  
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Don Willard <[don.willard@raymondmaine.org](mailto:don.willard@raymondmaine.org)>  
Town Manager  
Town of Raymond

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| <b>FW: Ballots and Order for Windham and Raymond.eml</b> | <b>Content-Type:</b> message<br><b>Content-Encoding:</b> 7bit |
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| <b>Ballots for Windham and Raymond.DOC</b> | <b>Content-Description:</b> Ballots for Windham and Raymond.DOC<br><b>Content-Type:</b> application/msword |
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ORDER

Voted: That it be and is hereby Ordered that the Article set forth below be placed on the ballot of a Special Town Meeting Referendum of the Town of Windham to be held on November 4, 2008, and that an attested copy of this Order be placed on file with the Town Clerk of the Town of Windham:

Article 2: Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009?

Dated: September \_\_, 2008 at Windham, Maine.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A majority of the Municipal  
Officers of the Town of Windham

A true copy

Attest: \_\_\_\_\_  
Linda Morrell, Town Clerk  
Town of Windham

ORDER

Voted: That it be and is hereby Ordered that the Article set forth below be placed on the ballot of a Special Town Meeting Referendum of the Town of Raymond to be held on November 4, 2008, and that an attested copy of this Order be placed on file with the Town Clerk of the Town of Raymond:

Article 2: Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009?

Dated: September \_\_, 2008 at Raymond, Maine.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A majority of the Municipal  
Officers of the Town of Raymond

A true copy  
Attest: \_\_\_\_\_  
Louise H. Lester, Town Clerk  
Town of Raymond

STATE OF MAINE  
TOWN OF WINDHAM  
OFFICIAL BALLOT  
NOVEMBER 4, 2008

INSTRUCTIONS TO VOTERS

Vote “yes” or “no” by making a cross (X) or check mark (✓) in the square of your choice at the left of each article

|                          |                          |            |   |
|--------------------------|--------------------------|------------|---|
| Yes                      | No                       | Article 2: | Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009? |
| <input type="checkbox"/> | <input type="checkbox"/> |            |   |

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**OFFICIAL BALLOT  
FOR THE  
TOWN OF WINDHAM  
NOVEMBER 4, 2008**

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**Town Clerk  
Town of Windham**



INSTRUCTIONS TO VOTERS

Vote “yes” or “no” by making a cross (X) or check mark (✓) in the square of your choice at the left of each article

| Yes                      | No                       | Article 2: | Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009? |
|--------------------------|--------------------------|------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> |            |   |

STATE OF MAINE  
TOWN OF RAYMOND  
OFFICIAL BALLOT  
NOVEMBER 4, 2008

INSTRUCTIONS TO VOTERS

Vote “yes” or “no” by making a cross (X) or check mark (✓) in the square of your choice at the left of each article

|                          |                          |            |   |
|--------------------------|--------------------------|------------|---|
| Yes                      | No                       | Article 2: | Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009? |
| <input type="checkbox"/> | <input type="checkbox"/> |            |   |

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**OFFICIAL BALLOT  
FOR THE  
TOWN OF RAYMOND  
NOVEMBER 4, 2008**

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**Town Clerk  
Town of Raymond**

SPECIMEN BALLOT

STATE OF MAINE  
TOWN OF RAYMOND  
OFFICIAL BALLOT  
NOVEMBER 4, 2008

SPECIMEN BALLOT

INSTRUCTIONS TO VOTERS

Vote “yes” or “no” by making a cross (X) or check mark (✓) in the square of your choice at the left of each article

Yes

No

☐☐

Article 2: Do you favor approving the school administrative reorganization plan prepared by the Raymond/Windham Reorganization Planning Committee to reorganize the Raymond School Department and the Windham Department of Education into a regional school unit, with an effective date of July 1, 2009?



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0016

JOHN ELIAS BALDACCI  
GOVERNOR

DAVID A. COLE  
COMMISSIONER

September 3, 2008

Don Willard  
Raymond Town Manager  
401 Webbs Mills Rd  
Raymond, ME 04071

Deborah Cabana  
Gray Town Manager  
6 Shaker Rd  
Gray, ME 04039

**EGYPT ROAD RECLASSIFICATION**

Dear Don and Deborah,

After our joint meeting last November 14, 2007, there were several items of maintenance that both towns had to undertake before DOT Region 1 accepted these roads as State Aid/minor collector roads. According to Tim Cusick, DOT Region 1 Superintendent, he has recently met with both Nathan and Steve and he agrees that all items were handled and the road is ready to be reclassified. Therefore, our planned transfer date will be **October 6, 2008**.

I want to reiterate exactly what this means to both towns and the DOT when this road becomes a State Aid road:

- both towns will continue to be fully responsible for plowing/sanding/salting of it
- URIP funding will remain the same
- DOT will pick up normal summer maintenance (ditching, culvert, signs, guardrails, etc)
- DOT may pave it with thin "maintenance surface treatment" in 3 to 8+ years
- The town(s) would have to apply for Rural Road Initiative (RRI) funding to do any serious capital improvements to it in the future. This would require a 1/3 municipal match to the DOT's 2/3 share. Otherwise, no capital improvements will be done at all.
- Both towns lose all legal control of these roads relative to weight posting, driveway entrances, utility permits, etc.

If you have any questions, please contact me. If it's relative to maintenance issues, you could contact Tim at the DOT Scarborough office.

Sincerely,

Peter M. Coughlan, P.E.  
Director  
624-3266 or peter.coughlan@maine.gov

Cc: John Cannell/Kyle Hall/Tim Cusick—DOT Region 1, Scarborough  
Steve Lavallee (Gray PWD), Nathan White (Raymond PWD)



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