List of Files

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Town of RAYMOND

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.

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


7) Adjournment.
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 16th, 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.

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.
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

Request for Proposals for IT Infrastructure Management Services
1. Proposals shall include an annual cost for a three year term.

2. Proposers shall provide infrastructure management and support services. 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
   - 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

Exhibit B
IT Infrastructure Management Services
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

Exhibit B
IT Infrastructure Management Services
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: (time period). The foregoing contract amounts shall be divided into equal monthly installments. Each installment shall be due on or before the _____ 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

__________________________________________    By: ________________________________
Witness

__________________________________________    By: ________________________________
Witness

Don Willard, Town Manager

IT Infrastructure Management Services Agreement – 2008
Exhibit A
TOWN OF RAYMOND, MAINE

IT INFRASTRUCTURE MANAGEMENT SERVICES

Exhibit B

Specifications

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- 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

*Exhibit B*  
*IT Infrastructure Management Services*
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
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**Workstation Projects:**
- Update all workstation drivers and BIOS
- Change GPO for monitor sleep time
Subject: [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
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 Webb's 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
Drummond Woodsum & MacMahon
245 Commercial Street
Portland, ME 04104
(207) 772-1941
Fax No. (207) 772-3627

The information transmitted herein is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the email and any attachments from any computer.

Don Willard <don.willard@raymondmaine.org>
Town Manager
Town of Raymond

FW: Ballots and Order for Windham and Raymond.eml
Content-Type: message
Content-Encoding: 7bit

Ballots for Windham and Raymond.DOC
Content-Description: Ballots for Windham and Raymond.DOC
Content-Type: application/msword

2 of 3 9/10/2008 9:57 AM
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
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

<table>
<thead>
<tr>
<th>Yes</th>
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Yes ☐ No ☐
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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?
OFFICIAL BALLOT
FOR THE
TOWN OF RAYMOND
NOVEMBER 4, 2008

Town Clerk
Town of Raymond
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?
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
- URI 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 Scarboro 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, Scarboro
    Steve Lavallee (Gray PWD), Nathan White (Raymond PWD)