

# RICHMOND SELECTBOARD MEETING AGENDA

Andy Alexander  
Robert Bodge, Chairman  
Matt Roberge  
Tracy Tuttle  
Brian York, Vice Chair

Town Office Conference Room  
Tuesday, March 17, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: March 3, 2026
- 4.0 PROCLAMATIONS & APPOINTMENTS
  - 4.1 Selectboard Action to Appoint Interim Town Clerk
- 5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
- 6.0 SELECTBOARD ACTION ITEMS
  - 6.1 Selectboard action to Approve the purchase of a 2-ton Asphalt Roller for DPW
- 7.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS
  - 7.1 Public Comments & Questions
  - 7.2 Town Manager Report
  - 7.3 Selectboard Members
  - 7.4 Boards, Departments & Committee Reports
- 8.0 WARRANT
  - 8.1 Request to Approve Town Warrant
- 9.0 ADJOURNMENT

# Town of Richmond – Selectboard Meeting Minutes

March 3, 2026

## 1.0 ATTENDANCE

Selectboard Present: Robert Bodge, Andy Alexander, Matt Roberge, Tracy Tuttle, Brian York

Staff: Jim Chandler – TM Chandler, Will Berdan – Transfer Station Manager

Public: Minnie Grizkewitsch, Therese Acord, O’Neil LaPlante

## 2.0 PLEDGE OF ALLEGIANCE

## 3.0 APPROVAL OF MINUTES FOR January 20, 2026, SELECTBOARD MEETING

M= A. Alexander 2<sup>nd</sup> = M. Roberge – No Discussion Vote: (4-0-1) T. Tuttle Abstained

## 4.0 PUBLIC HEARING

4.1 Motion to Open the Public Hearing for TIF Districts

M= B. York 2<sup>nd</sup> = A. Alexander Vote: Unanimously (5-0)

Max Johnstone, MCOG, presented a summary of the proposed TIF District Applications for the two new Four Corners TIF Districts at the Intersections of I-295, and Routes 197 & 201, and the Amended expansion of the existing Downtown TIF District.

Significant discussions ensued with several members of the public asking questions about the details of the proposed districts, particularly how they would benefit the town, and how they would be managed. Questions were raised about how the revenues would be allocated, and accounted for.

See the video for more information and details. Not all the members of the public introduced themselves, so specific comments are not attributed to individuals.

Motion to Close the Public Hearing

M= M. Roberge 2<sup>nd</sup> = B. York Vote: Unanimously (5-0)

## 5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

None.

## 6.0 SELECTBOARD ACTION ITEMS

6.1 Selectboard action to Approve the Warrant for the Creation of the new Four Corners TIF Districts and Amend the Downtown TIF District

M= A. Alexander 2<sup>nd</sup> = T. Tuttle – Minimal Discussion Vote: Unanimously (5-0)

Discussion confirmed the start time for the upcoming Special Town Meeting was 6:00 PM

# Town of Richmond – Selectboard Meeting Minutes

March 3, 2026

6.2 Selectboard action requested to Approve Abatements

M= M. Roberge, 2<sup>nd</sup> = B. York, No Discussion Vote: Unanimously (5-0)

## 7.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

### 7.1 Public Comments & Questions

Question was asked about why there was a large debris pile of stumps behind the Houdlette Field entrance road?

TM indicated once the snow melts it would be removed.

Mr. LaPlante asked if the seed funding provided by the Town to support the Schools withdrawal from the RSU would be returned to the Town?

Several Selectboard Members expressed doubt that the funds would be repaid to the Town, and no formal request had been made.

### 7.2 Town Manager Report

Due to the time spent on FY27 Proposed Budget preparations, no report was presented.

### 7.3 Selectboard Members

Tracy – None.

Matt – None.

Andy – None.

Brian – Asked if the Town has an Ordinance for discharging firearms within the Town?

Asked because an email had been sent to the Selectboard Members complaining about the possibility of illegal discharge of weapons behind the Richmond Sporting Club. Andy and the Chair both indicated they had received the email and had reached out to the leadership of the Sportsmen’s club to follow up and make clear this was not to be allowed by their members.

### 7.4 Boards, Departments & Committee Reports

Minnie mentioned that several members of the Budget Committee had attended a School Finance Committee meeting earlier this evening, and they were awaiting the distribution of the Municipal Budget Books.

TM stated they would be made available asap, and likely in the coming week, so everyone would be able to review them ahead of the first joint meeting on 3/17.

## 8.0 WARRANT

### 8.1 Request to Approve Town Warrant

M= T. Tuttle 2<sup>nd</sup> = M. Roberge – No Discussion Vote: Unanimously (5-0)

Town of Richmond – Selectboard Meeting Minutes  
March 3, 2026

9.0 EXECUTIVE SESSION FOR 1 M.R.S.A. 405 § 6.A (1) – Personnel Matters

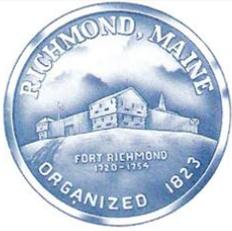
M= A. Alexander 2<sup>nd</sup> = M. Roberge – To enter Executive Session Vote: Unanimously (5-0)

No action was taken during the executive session.

10.0 ADJOURNMENT

M= M. Roberge 2<sup>nd</sup> = T. Tuttle Vote: Unanimously (5-0)

DRAFT



## TOWN OF RICHMOND

26 Gardiner Street  
Richmond, ME 04357

Office: 207-737-4305

Facsimile: 207-737-4306

[www.richmondmaine.com](http://www.richmondmaine.com)

### MEMORANDUM

TO Selectboard Members  
FROM Jim Chandler, Town Manager *JNC*  
COPY Sharon Woodward, Clerk  
DATE March 17, 2026  
REFERENCE: Item 4.1 – Appointment of Interim Clerk

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#### Purpose

Appointment of Sue Look as Interim Town Clerk, during Sharon Woodward's temporary extended leave.

#### Background

The Town Clerk, Sharon Woodward, is on extended Family Medical Leave. State Statute requires the Selectboard to appoint an Interim Clerk. Sue Look is a Richmond resident and a very experienced Clerk.

She is currently employed full-time by the Town of Pittston. She and the Pittston Administrator Christian Jensen have graciously agreed to let her temporarily work for Richmond up to two days per week.

#### Analysis & Justification

Richmond Town Office is short-staffed, and Statute requires a Clerk to be appointed for issuing certain vital records and perform registrar/election functions.

#### Recommendation

Staff recommend the Selectboard approve the appointment of Sue Look to be the Richmond Interim Clerk.

#### **Recommended Motion:**

*I make a Motion to Appoint Sue Look as the Town of Richmond Interim Clerk.*

#### Fiscal Impact

None.

#### Staffing Impact

The Town Office has two full-time front counter staff. One is our Clerk and she will be out on FMLA for an extended and undetermined period. The Deputy Tax Collector is not trained to perform the Clerk duties, and one person is not sufficient to cover the numerous day-to-day responsibilities of the front counter. This is one critical part of the overall staff coverage needed to continue operations.

#### Regional Impacts

None.

#### Legal Review

No legal counsel required.



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### MEMORANDUM

TO Selectboard Members  
FROM Jim Chandler, Town Manager *JNC*  
COPY Jay Jamison, Public Works Director  
DATE March 17, 2026  
REFERENCE: Item 5.1 – DPW Road Maintenance Asphalt Roller

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#### Purpose

Discuss the Public Works Director's request to purchase a new 2-ton asphalt roller.

#### Background

Richmond DPW has responsibility for maintaining town roads. This includes regular and seasonal maintenance, minor and major repairs of asphalt surface, filling cracks and potholes, and installation of culverts, catch basins, and related stormwater management facilities.

Past practices have focused on using cold patch; however, a more effective method uses hot mix to ensure proper adhesion and longevity of the repairs. To perform the repairs more effectively, the Department needs the appropriate equipment.

Hot mix application requires the mix to be compressed into the cracks, potholes, repairs of culverts and stormwater facilities. This has been historically done with a hand vibrating compactor and the use of trucks to drive back and forth over the new material. This is inefficient and ineffective for ensuring successful long-term repairs.

#### Analysis & Justification

The new DPW Director and I discussed ways to better leverage the current skills and equipment to increase the capabilities for DPW to do more road maintenance and minor repairs in-house. The one piece of equipment that would significantly improve that capability is a small asphalt roller.

Using the correct 'tool' for the job empowers DPW to extend the life of town roads between major reconstruction efforts. For example, the current project needed to recover the Beedle Road is projected to cost a total of more than \$1,900,000, paid to outside paving contractors. Improving DPW capabilities is good business.

The DPW Director has negotiated with Jordan Equipment in Augusta for a trade-in value of \$5,000 for the 2015 F550 (retired from the plow fleet late last year and not yet sold) towards the purchase of the Wacker Neuson RDA12A-90 Tandem Roller, specs attached. The highest informal offer we've received for the F550 was \$3,500.

Adding this Tandem Roller will increase DPW capability to complete the upgrades on Furlong Road, begun in November 2025, avoid contracting with a paving company, and the savings by completing this single project in-house would pay for the roller, at a net cost of \$20,323.

**Recommendation**

After considering the value added by making this 'tool' available for DPW use, staff recommend the town use existing Public Works Project Reserve funds to acquire the tandem roller.

**Recommended Motion:**

*I make a motion to authorize the trade-in of the 2014 F55 plow truck and use \$20,323, from the Public Works Project Reserve to purchase the Wacker Neuson Tandem Roller.*

Supporting documents attached:

- Specifications for Wacker Neuson RDA12A-90 Tandem Roller
- Quote from Jordan Equipment of Augusta

**Fiscal Impact**

Trading in the inoperable 2014 F-550 for a value of \$5,000 is better than any informal offer yet received.

Current balance in Public Works Project Reserve is \$245,596.41.

Use of \$20,323 results in a PW Reserve Balance of \$225,273.41.

**Staffing Impact**

Adds efficiency to the DPW crew's ability to perform better road maintenance and repairs.

**Regional Impact**

None.

**Legal Review**

No legal review needed.



## RD12A-90

### Tandem Roller

High performance for excellent compaction results

The RD12 tandem vibratory roller with a dual drum drive and articulated steering for excellent maneuverability. With a front vibrating drum and rear static drum it offers efficiency compaction results in a compact package. This machine is ideally suited for commercial and residential compaction of asphalt and granular subbase material. Primary applications include parking lots, driveways, secondary roads, repair work and nature trails. Additionally, the RD12 is utilized for turf rolling in the landscape and golf industry segments.

### Highlights

- Ergonomic Operator Platform
- Optimized curb and side clearance
- Excellent drum visibility
- Fully integrated operating lever
- Industry leading service access
- Dual drum hydrostatic drive system

### Technical Data

#### ■ Mechanical - Output Details

Centrifugal force	3,400 lbf
Area capacity	77,995.9 ft <sup>2</sup> /h
Gradeability max. (without vibration)	30.0 %
Linear force dynamic front	424.2 000014
Linear force dynamic rear	0.0 000014
Travel speed	0.0 - 5.0 m/H
Linear force static (front)	139.7 000014
Linear force static (rear)	177.8 000014
Oscillation Angle	12.0 °
Force/Drum (dynamic) front	3,372 lbf
Travel speed (reverse)	0.0 - 5.0 m/H

#### ■ Mechanical Details

Length	74.0 "
Width	38.8 "
Height	90.6 "
Thickness Drum Sheet	0.4 "
Drum diameter	22.0 "
Side clearance left	1.7 "
Side clearance right	1.7 "

Curb clearance right	15.7 "
Curb clearance left	15.7 "
Turning radius inside	76.8 "
Drum width	35.4 "
Wheelbase	52.0 "
Weight Drum (static) Front	1,108.9 lb

#### ■ Engine

Cooling	air cooling
Engine type	Gasoline engine
Engine operating mode	four-stroke
Cylinder	2.0
Fuel consumption	1.6 GPH US
Tank capacity	6.3 gal US
Power rating max.	20.2 hp
Engine speed (Power max.)	3,600.0 1/min
Operating Engine speed	3,100.0 1/min
Engine Manufacturer	Honda

#### ■ Operating Fluids

Water tank capacity	34.6 gal US
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## ■ Chassis

Steering angle max.	34
Brake	Mech. parking brake
Steering	hydraulics

## ■ Shipping and Storage

Length for shipping	79.8 "
Width for shipping	41.7 "
Height for shipping	78.2 "
Shipping weight	2,319.3 lb



Quotation Number: **FP1647974**  
 Quote Sent Date: **Feb 10, 2026**  
 Expiration Date: **Feb 28, 2026**  
 Prepared By: **FRANKIE PUSHARD**  
 Phone: +12073181135  
 Email: fpushard@jordanequipmentne.com

Customer  
**Richmond Public Works**  
 19 HIGH ST  
 RICHMOND, ME, 04357  
 Phone: +12077372035

Contact  
**Jay na**  
 Phone: +12077372035  
 Email: fpushard@jordanequipmentne.com

Dealer  
**Jordan Equipment Company, Augusta, ME**  
 664 CIVIC CENTER DR.  
 AUGUSTA, ME, 04330

Item Name	Item Number	Quantity	Price Each	Total
<b>Wacker Neuson RD12L-90</b>	WNCRD12LCPUM0 26	1	25,323.00	25,323.00
Total for Wacker Neuson RD12L-90				25,323.00
			Quote Subtotal	25,323.00
			Sales Total before Taxes	25,323.00
			Taxes	0.00
			<b>Quote Total - USD</b>	<b>25,323.00</b>

<b>Customer Acceptance:</b>	
Quotation Number: <b>FP1647974</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
Print: _____	Sign: _____
Date: _____	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>