

RICHMOND SELECTBOARD MEETING AGENDA

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

Town Office Conference Room
Tuesday, March 31, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: March 17, 2026
- 4.0 PROCLAMATIONS & APPOINTMENTS
 - 4.1 Loan Board Appointment of Jessica Chappell
 - 4.2 Appointment of James Chandler as Interim Town Clerk & Registrar of Voters
- 5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
 - 5.1 Citizen complaint about gunfire from the Sporting Club range
- 6.0 SELECTBOARD ACTION ITEMS
 - 6.1 Schedule a Public Hearing for April 14th to Grant a New On-Premises Liquor License to Mary's Smokehouse BBQ, 146 Brunswick Road, Richmond, ME 04357
- 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 17, 2026

1.0 ATTENDANCE

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

Budget Committee: Minnie Grizkewitsch, Randy Bodge, Will Berdan, Vivian Pratte

Absent: Therese Acord

Staff: Jim Chandler – TM Chandler, Jay Jamison, Public Works Director, Will Berdan – Transfer Station Manager, Laurie Boucher, Finance Director

Guests: Keith Coulling, Acting Executive Director, and Jennifer Peasnell, Director of Conservation for the Watershed Friends Organization

Public: O’Neil LaPlante

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES FOR March 3, 2026, SELECTBOARD MEETING

M= T. Tuttle 2nd = M. Roberge – No Discussion Vote: (5-0)

4.0 PROCLAMATIONS & APPOINTMENTS

4.1 Selectboard Action to Appoint Sue Look as Interim Town Clerk

M= T. Tuttle 2nd = 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 purchase of a 2-ton Asphalt Roller for DPW

M= A. Alexander 2nd = B. York – Minimal Discussion Vote: Unanimously (5-0)

Presentation by DPW Director Jamison. Propose trading the decommissioned F550 Plow Truck for \$5,000 credit towards the purchase. (highest informal offer was \$3,500)

Question (Andy) about saving money – Jay, yes, having this equipment in-house for use in rolling hot top, dirt and reclaim roads, athletic fields, culverts, road patching – all of which will benefit facilities and road longevity.

Question (Minnie) about transporting – Jay, unit would be trailered to all locations and not “driven on the road”.

7.0 PUBLIC COMMENT, ORAL/Written REPORTS & OTHER BUSINESS

7.1 Public Comments & Questions

Question was asked about the name of the new Public Works Director.

TM indicated Jay Jamison had been appointed, following a month-long recruitment on the MMA website.

7.2 Town Manager Report

Town of Richmond – Selectboard Meeting Minutes

March 17, 2026

No written report was presented; however, mention was made of efforts to promote transparency of the Proposed FY27 Budget, it was posted on the website along with the schedule of upcoming budget meetings with the various departments.

TM invited public to Annabella's on Thu, 3/19 for monthly third Thursday meet-greet.

7.3 Selectboard Members

Brian – None.

Matt – None.

Andy – None.

Tracy – has received additional complaints about discharging of firearms within the Town. Chairman Bodge has been in conversations with the Sporting Club leadership. Follow-up was planned and a meeting has been tentatively set for their leadership to meet in early April to discuss practices used by the club to monitor their range.

TM would follow up with PD and CEO regarding existing Ordinances and ability for the Town to enforce any limits; however, none were aware of any authority beyond the noise Ordinance.

7.4 Boards, Departments & Committee Reports

7.4.1 Richmond Days – Minnie reminded everyone the Committee was meeting on Thursday, 3/26 to continue planning for the upcoming Richmond Days event.

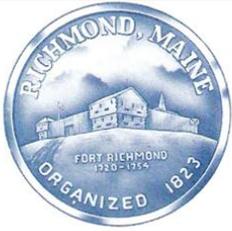
8.0 WARRANT

8.1 Request to Approve Town Warrant

M= A. Alexander 2nd = B. York – No Discussion Vote: Unanimously (5-0)

9.0 ADJOURNMENT

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



TOWN OF RICHMOND

26 Gardiner Street
Richmond, ME 04357

Office: 207-737-4305

Facsimile: 207-737-4306

www.richmondmaine.com

MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Sharon Woodward, Clerk
DATE March 31, 2026
REFERENCE: Item 4.1 – Appointment of Loan Board Full Member

Purpose

Appointment of Jessica Chappell to the Town's Loan Board, as a full member.

Background

The Town of Richmond Loan Board has community revolving loan funds that are available to provide low interest loans to eligible property owners and businesses throughout Richmond.

Analysis & Justification

The Richmond Community Development Revolving Loan Fund Trustees, (aka: Loan Board) is made up of five regular and two alternate members, appointed by the Selectboard. The board has one vacant position for a regular member.

Recommendation

Staff recommend the Selectboard approve the appointment of Jessica Chappell to regular full membership on the Richmond Loan Board.

Recommended Motion:

I move to Appoint Jessica Chappell as a full regular member of the Richmond Loan Board.

Fiscal Impact

None. Loan Board members are volunteers.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.

Board or Committee Application

Town of Richmond

I am interested in/or serving on the following board (s) or committee (s)

Appeals Board

Library Board Trustee

Richmond Town Events

Cobbossee Watershed Trustee

New Mills Dam Comm

Richmond Recreation

Comm. Dev. Revolving Loan

Planning Board

Please type or print

Name:

Jessica Chappell

Address:

12 Tallman St.

Tel. No:

Cell Phone:

201-290-0723

Email Address:

Chappelj@hotmail.com

Please tell us why you are interested in serving on the Board(s) or Committee(s) you have selected. Do you have any special training or skills in this area?

Are you available for evening meetings?

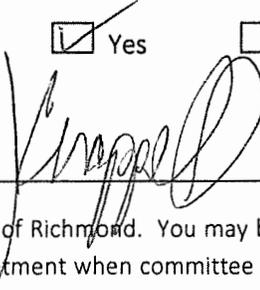
Yes

No

Date:

3/9/26

Signature:



Thank you for your interest in serving the Town of Richmond. You may be asked to attend a brief meeting with the Town Manager/Selectboard prior to your appointment when committee vacancies occur. Please return this form to the Town Clerk, Town of Richmond 26 Gardiner St. Richmond, ME 04357 or email at townclerk@richmondmaine.com

Town of Richmond Use Only

Date Application received? _____

Interview Date: _____

Committee and/or Board Approval: _____

Selectmen Appointment Date: _____

Beginning of Term: _____

End of Term: _____



TOWN OF RICHMOND

26 Gardiner Street
Richmond, ME 04357

Office: 207-737-4305

Facsimile: 207-737-4306

www.richmondmaine.com

MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Sharon Woodward, Clerk
DATE March 31, 2026
REFERENCE: Item 4.2 – Appointment of Interim Clerk & Registrar of Voters

Purpose

Appointment of Town Manager, James Chandler, as Interim Town Clerk and Registrar of Voters, until a full-time Clerk position is filled, pending the return of Town Clerk Sharon Woodward from FMLA.

Background

The Town Clerk, Sharon Woodward, is on extended Family Medical Leave. State Statute requires the Selectboard to appoint an Interim Clerk. Sue Look was appointed; however, she determined the time requirements were more than anticipated, so she resigned, effective Thursday, March 26, 2026.

Analysis & Justification

The Richmond Town Office is short-staffed, and currently without an appointed Town Clerk. This is a Statutorily required position to issue vital records and perform registrar/election functions, including appointment and training of Deputy Clerks and Election Wardens.

To prepare for the upcoming Town Meeting and Elections, the Clerk/Registrar needs to be appointed so that Deputies may be appointed and trained. The Town Manager, once appointed, will have the authority to appoint and arrange for adequate training of new staff.

Recommendation

Staff recommend the Selectboard approve the appointment of James Chandler to be the Richmond Interim Clerk and Registrar of Voters.

Recommended Motion:

I move to Appoint James Chandler as Richmond Interim Clerk and Registrar of Voters.

Fiscal Impact

No immediate costs; however, a recruitment process will result in the hiring of a full-time Clerk/Registrar. The costs for this position will be determined once a suitable candidate accepts the position.

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.



TOWN OF RICHMOND

26 Gardiner Street
Richmond, ME 04357

Office: 207-737-4305
Facsimile: 207-737-4306

www.richmondmaine.com

TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE March 31, 2026
REFERENCE Item 7.2 – Manager’s Report

Project & Facility Updates

- **Transfer Station**
 - Transfer Station Manager has arranged for a program to process fluorescent light bulbs and we’re currently awaiting final approval (for insurance coverages) to begin a paint recycling program.
 - Currently evaluating the feasibility of a new building where we would move the administrative office and open two new services, a swap shop and a food diversion/composting capability. Once cost estimates are finalized, this will be presented to the Selectboard for consideration.
- **Summer 2026 Road Bids**
 - Beedle Road + New Road bids were received and will be included in the FY2027 Budget Proposal for Selectboard consideration, and ultimately whether to include in the 2026 Town Meeting Warrant Articles.
- **Senior Center**
 - New visitor chairs were purchased for use during regular operating hours, with the metal folding chairs being stored for use during the monthly breakfast and other meals.
- **Town Office**
 - New furniture has been purchased to replace the 15+ year-old tables with new furniture that will allow for more space (and new chairs) to provide for more public attendance.
 - A recent power outage revealed the generator didn’t work as needed. Investigation has shown that the unit is too old for repairs (no parts are available) and that it was a used generator when installed. James Valley is collecting quotes for its replacement.
- **Public Works**
 - The decommissioned F550 was successfully traded in towards the purchase of a 2-ton mini asphalt roller for use in road repairs, culvert replacements, and other duties suited to its capabilities.
 - Seasonal preventive maintenance has been completed on the town’s Mowers, and Grader and Excavator have both been serviced and are ready for road maintenance.
 - Delivery of Winter Salt has been extended to receive as much salt as possible under the 2026 contract to stockpile ahead of the 2026-2027 winter season and likely increase in salt/ton and fuel cost increases due to the unknown adverse effects of the war in the Middle East and the significant increase in crude oil prices.
 - Winter seasonal banners and decorations were taken down, and pre-season cleanup of the Waterfront Park is underway.
- **Town Forest Harvesting**
 - The SAPPI contract is nearing completion, with a net revenue of \$39,744 received in the Town Forest Reserve.

Activities & Events

- **Monthly Meet & Greet with Town Manager**
 - April will be Thursday, 4/16 from 8:30-10:00 am at Annabella's.
- **Richmond Days**
 - Committee Planning Meeting held on 3/26. Theme selected by surveying the community and school students – overwhelmingly selected “Celebrate America's 250th Anniversary.”
 - Plans are to continue the two-day schedule, with children's parade and activities on Friday, and all day Saturday family themed activities and fireworks.

Budget & Financial Management

- Proposed FY27 Municipal Budget and Meeting Schedule are posted on the Town's website.
- The FY27 Proposed Municipal Operations Budget was completed and submitted to the Selectboard and Budget Committee for consideration.
 - Budget Meetings commenced on Tuesday, March 17th and will continue through March and April, and Internal coordination meetings with the Schools are ongoing.
- Contracted support for Financial Records. After completing several tasks requiring accurate financial records, I determined the need for a comprehensive updating of the Town's financial record keeping and file storage practices.
 - Completing the TIF Application process, developing the FY27 Municipal Operations Budget, reviewing the 2023 Audit results, and discussions with the Finance Director and interim Clerk confirmed this is an important priority for immediate action.
 - A letter of engagement was signed with Blue Star Accounting and Advising to prepare for the FY24 and FY25 Audits and advise on improvements to record keeping practices.

Personnel

- Jay Jamison has been appointed New Director of Public Works.
 - Currently recruiting to fill his full-time Driver/Laborer position.
- Bruce Beasley has decided to remain as the Recreation & Events Director in a part-time administrative (15 hours/week) position. The former full-time position was changed to two part-time positions. Sam Carter has been hired as a Recreation Programs Coordinator to perform field, gymnasium, events, and activities logistical support.
- I have been invited to join the Midcoast Council of Governments Board of Directors, which will support my leadership efforts and role as Community & Economic Development Director.
- Town Clerk position is currently vacant, with Sharon out on extended FMLA. Various efforts have been made to supplement the workload, with mixed success.
 - Temporary Interim measures are being made with neighboring towns and internal staff supporting the front counter in part-time capacities; however, there will be days when the office will be closed due to staff shortages.
 - These closures will be posted as timely as possible on the website and Library Messaging sign.
 - This is a fluid situation. The Selectboard and public will be kept abreast of changes.

Tax Increment Financing Districts

- The Special Town Meeting for the approval of the two new “Four Corners TIF Districts” and the expansion of the Downtown TIF District was held on Wednesday, March 18th with all three overwhelmingly approved by the Town Residents attending.
- TIF Applications completed by Max Johnstone at MCOG and submitted to the State of Maine for review.