

RICHMOND SELECTBOARD MEETING AGENDA

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

Town Office Conference Room
Tuesday, January 6, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE THE BOARD OF SELECTMEN MINUTES OF December 9th
- 4.0 PROCLAMATIONS, APPOINTMENTS, RESIGNATIONS – Informational, No Action Needed
 - 4.1 Promotion of Will Burdan to Transfer Station Manager
 - 4.2 Resignation of Heather MacMaster from DPW
- 5.0 SELECTBOARD DISCUSSION ITEMS
 - 5.1 2026 Planning Initiatives
 - 5.2 Fiscal Year 2027 Budget Schedule
- 6.0 SELECTBOARD ACTION ITEMS
 - 6.1 Request from Kimberly's Restaurant for 2026 Liquor License Renewal
 - 6.2 Request Approval to engage Midcoast Council of Governments for Richmond Corners TIF Districts Planning & Application Preparation
- 7.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS
 - 7.1 Public
 - 7.2 Town Manager
 - 7.3 Selectmen
 - 7.4 Boards, Departments and Committees
- 8.0 WARRANT
 - 8.1 Action requested to approve the warrant
- 9.0 ADJOURNMENT

RICHMOND SELECTBOARD MEETING
MINUTES – DRAFT

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

Town Office Conference Room
Tuesday, December 9, 2025 @ 5:30PM

1.0 ATTENDANCE

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

Selectboard Absent: None

Staff: Jim Chandler – TM, Will Berdan Darren – Transfer Station Attendant

Guests: Mark Hymbaugh, Sagadahoc County EMA

Public: John Trufant.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE THE BOARD OF SELECTMEN MINUTES OF November 25th

M= T. Tuttle 2nd = M. Roberge Vote: Carried unanimously 5-0

4.0 PROCLAMATIONS, APPOINTMENTS, RESIGNATIONS

4.1 Appointment of Marilyn Stinson to the Richmond Events Committee

M= T. Tuttle 2nd = B. York Vote: Carried unanimously 5-0

5.0 PUBLIC HEARINGS, PRESENTATIONS

5.1 Mark Hymbaugh, Sagadahoc County EMA – Community Navigator Program that supports local General Assistance Programs

Mr. Hymbaugh presented a new program sponsored by the Sagadahoc County Office of Emergency Management that offers supplemental assistance to applicants for General Assistance. Brochures were left for distribution by the Town at office, senior center and library.

Selectboard asked several questions regarding how the program will be coordinated with the Town's GA program, noting that the Town has not historically had a large number of requests. Selectboard Member T. Tuttle noted that it was a welcome addition, and encouraged staff to make GA applicants aware of the resources available.

6.0 SELECTBOARD ACTION ITEM

6.1 Request Approval for 2026 Transfer Station Sticker Prices

Staff requested approval to eliminate the punch cards and the 'reduced' fee for extra stickers. Budget analysis of the most recent six years shows increasing costs that are unsustainable. TM recommends identifying ways to increase revenues, accountability for use of the facility, and improved methods for distribution of solid waste products. Resources will be focusing on solutions to the amount (tonnage) of recyclables going into the Cassella Single Sort compactor, particularly cardboard.

RICHMOND SELECTBOARD MEETING MINUTES – DRAFT

Staff discussed the prior attempts to address the cardboard issue, including the installation of a used bailer that has never been operational. Prior efforts were well-intended; however, evaluation revealed the current bailing machine was not safe to operate, nor repairable.

A concerted effort will focus additional staff time to identify more efficient and economical solutions, including a comprehensive study of the site, buildings, and equipment. Research includes contacting all current vendors, identifying alternative vendors, and contacting surrounding towns to develop a list of improvements and best practices for implementation in the coming year.

Selectboard comments were positive and encouraging of any efforts to improve the efficiency and reduce the trend of increasing net losses. It was acknowledged that operating a transfer station is not, likely never be a profitable or cost-neutral service but is an essential service to the town's residents. Also mentioned was the a history of abuse by contractors delivering commercial debris using a residential sticker.

Staff will be empowered to be more proactive with educating users of the facility and ways to improve regulations of the facility, but it was acknowledged this would also depend on voluntary compliance of the regulations and permitting.

M= T. Tuttle 2nd = M. Roberge Vote: Carried unanimously 5-0

- 6.2 Request Approval to Extend existing Permit to allow the American Legion to continue hosting Bingo, Games, and Sell Seal Tickets

Staff presented the request and noted that it was being issued earlier and for an extra year to better align the Legion with the State Police calendar year.

M= A. Alexander 2nd = T. Tuttle Vote: Carried unanimously 5-0

- 6.3 Request Approval to close the Town Office on December 22nd from 11:00 to 1:00 pm for Staff Holiday Luncheon

No Memo or Motion needed; however, Selectboard wished to show its appreciation and support of the work done by the Town's employees and wished to formally grant the request for them to enjoy time together. Wishing everyone a happy holiday season.

M= A. Alexander 2nd = M. Roberge Vote: Carried unanimously 5-0

7.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

- 7.1 Public – Will Berdan and John Trufant made comments about the benefits of focusing resources on the improvement of Transfer Station operations, and offered that Bowdoinham would be a good example for how to handle cardboard bailing.
- 7.2 Town Manager – Report presented, noting the outstanding efforts by DPW on the season's first measurable snowfall. Reviewed Items on the report, highlighting the success of the Christmas Tree Lighting event, the Wreath's Across America ceremony, and Regional Collaboration. Also discussed the recent FOAA training attended by several Selectboard Members and staff, noting that one point of concern was the past practices of occasionally "Replying All" to emails may be a FOAA violation and cautioned Members to reply individually to emails so no "quorum" is accidentally created by the email string.

RICHMOND SELECTBOARD MEETING
MINUTES – DRAFT

7.3 Selectboard Members

M. Roberge – no comments

A. Alexander – requested improvements to information sharing and suggested a community bulletin board managed by the Town.

T. Tuttle mentioned the GA program and encouraged the Town to use the service.

B. York – also discussed GA and noted the Budget had been reduced from prior years due to it not being used very much. He questioned the practice of dropping the funds to a Reserve or undesignated fund balance if the funds are reimbursable from the State. Staff affirmed there were no known issues with this practice but would verify this question.

7.4 Boards, Departments and Committees

8.0 WARRANT Action requested to approve the warrant

M= A. Alexander 2nd = B. York Vote: Carried unanimously 5-0

9.0 ADJOURNMENT

M= T. Tuttle 2nd = A. Alexander Vote: Carried unanimously 5-0



TOWN OF RICHMOND

26 Gardiner Street
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www.richmondmaine.com

MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Matthew Eddy, Executive Director Midcoast Council of Governments
DATE January 6, 2026
REFERENCE: Item 5.1 – Discussion of 2026 Planning Initiatives

Purpose

Obtain the Selectboard's guidance and direction for staff to focus time and resources on various strategic planning efforts to facilitate targeted discussion and set priorities for town operations, and engages the community in the revision of the 2016 Comprehensive Plan.

Background

Richmond's 2016 Comprehensive Plan revised and updated the Town's 1991 Comprehensive Plan. The 2016 Plan revision began in November 2012 and involved committee meetings over three years, extensive public interaction, and benefited from more than eight previous planning efforts. It was approved by the State of Maine on April 20, 2016, adopted at the Town Meeting via referendum vote of 250-103.

The 2016 Plan was implemented to be a dynamic and interactive guide for guiding Richmond's growth and development and periodically reviewed to monitor the implementation of its hundreds of goals, objectives and recommendations. It specified 10-year life cycles for future revisions to ensure it continuously aligned with the Town's evolving vision for growth and development.

It set out a vision that reflects the community's core values of deliberate growth that honored Richmond's history, cultural heritage, natural resources, and maintained Richmond's rural character and close-knit "small town" identity. The 2016 Plan embraced the use of planning and economic development tools associated with the Tax Increment Financing (TIF) Districts to support existing business success, revitalization of the Downtown Village and Waterfront, and create economic opportunities for new businesses that provide job creation for the younger generations of Richmond families and new members of the growing community.

Proposed Concurrent Planning Initiatives

The Town Manager recommends facilitated workshops (moderated by Midcoast COG staff) to assist the Selectboard and new Town Manager with developing immediate, short-term, and longer-term goals and objectives for a 2026-2031 work plan that prioritizes resources and focuses on measurable outcomes resulting in improved municipal operations that meet or exceed the expectations of engaged residents and corporate citizens.

This facilitated strategic planning will be coordinated with and complement:

- Development of the FY2027 Operations and TIF Budgets
- Creation of a Community Investment Program containing a Five-Year Capital Improvement Plan (CIP) Budget
- Revision of the 2016 Comprehensive Plan
 - Review and evaluate the 2016 Comp Plan Vision elements, 30+ Goals, 100+ Objectives, and 70 recommendations for completion and/or readoption
- Regional Collaboration for more efficient services.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Laurie Boucher, Finance Director
Chad Kempton, School Superintendent
Ashley Hyde, School Business Manager
DATE January 6, 2026
REFERENCE: Item 5.2 – Discussion of FY2027 Budget Schedule

Purpose

Present the FY2027 Budget Calendar of Scheduled Meetings for Selectboard discussion and acceptance.

Background

FY2027 Budget preparation begins with the Town Manager meeting with department heads and senior staff members having fiscal oversight responsibilities. This includes reviewing FY26 programs, projects and operational expenses to assess progress, identify emerging fiscal concerns, and address any unexpected expenditures. Key issues will be presented to the Selectboard during the mid-year review on January 20th.

FY27 budget planning will focus on confirming the current departmental programs, projects, and staffing levels continue to align with Selectboard expected service levels. Any guidance provided by the Selectboard will be incorporated into a Draft FY27 Proposed Budget for review by both the Selectboard and Budget Committee.

The attached FY2027 Budget Schedule follows established practices used by past Town Managers. The Draft FY27 Proposed Budget will include expenditure analyses using historical trends and clear alignment of service-level expectations. Staff will continue to explore opportunities for collaboration with the School Department, neighboring towns, and regional partners to improve efficiencies and ensure transparency and stewardship of municipal resources that benefit Richmond's residents and corporate citizens.

Proposed Budget Planning – Summary of Meeting Dates

The attached meeting schedule outlines the timeline for developing departmental budgets, reviewing them with the Finance Director and Town Manager, and compiling a Draft FY27 Proposed Municipal Operations Budget for Selectboard and Budget Committee review. Developed in coordination with the Richmond Schools Department, this schedule ensures the timely completion of a draft budget for consideration at the upcoming Town Meeting or Referendum.

Tuesday, January 6th – Regular Selectboard Meeting – Budget Schedule review

Thursday, January 15th – Regular School Committee Meeting

Tuesday, January 20th – Regular Selectboard Meeting – FY26 mid-year review

Tuesday, February 3rd – Regular Selectboard Meeting – Make FY26 Budget Amendments if needed

Thursday, February 12th – Regular School Committee Meeting

Tuesday, February 17th – Regular Selectboard Meeting – Draft FY27 Budget Message presented

Tuesday, February 24th – Advertise FY27 Budget Meetings, Nomination Papers Due Dates, Town Meeting, Referendum and Election Dates

Tuesday, March 3rd – Regular Selectboard Meeting (5:30) and First Joint Meeting (6:00) of Selectboard and Budget Committee for presentation of the Draft FY27 Proposed Municipal Operations, TIF, and Capital Investment Plan Budgets

Thursday, March 12th – Regular School Committee Meeting

Tuesday, March 17th – Regular Selectboard Meeting (5:30) and Joint Meeting (6:00) of Selectboard and Budget Committee for presentation of the Department Budgets for:

- Administration
- Recreation, Parks & Events
- Public Service Agencies
- Non-Dept Budgets

Tuesday, March 31st – Regular Selectboard Meeting (5:30) and Joint Meeting (6:00) of Selectboard and Budget Committee for presentation of the Department Budgets for:

- Library
- Senior Center
- Police & ACO
- Fire / EMS

Tuesday, April 7th – Special Selectboard Meeting (5:30) and Joint Meeting (6:00) of Selectboard with Budget Committee and Schools for presentation of the Department Budgets for:

- Schools Department - Info Tech
- Code & Facilities
- Public Works

Thursday, April 9th – Regular School Committee Meeting

Tuesday, April 21st – Special Selectboard Meeting (5:30) and Joint Meeting (6:00) of Selectboard with Budget Committee and Schools for final discussion of the Draft FY27 Proposed Municipal Operations, TIF, and Capital Investment Plan Budgets

Tuesday, April 28th – Regular Selectboard Meeting (5:30) to Approve FY27 Proposed Municipal Operations, TIF, Capital Investment Plan Budgets and School Department Budget* for preparation of the Warrants for Advertisement and Printing for the June 2nd Town Meeting and Referendum

*School Budget Warrant Approval subject to final School Committee Approval

Thursday, May 7th – Regular School Committee Meeting

Tuesday, May 12th – Regular Selectboard Meeting

Tuesday, May 28th – Regular Selectboard Meeting

Tuesday, June 2nd – Town Meeting

Tuesday, June 9th – Town Elections and Referendum

FY2027 Town of Richmond Selectboard & School Committee Budget Calendar - DRAFT							[Legend for Color-coded lines on Page Two Below]		Revised: 1/3/2026	
Date			Location	Meeting Purpose	Participants	Tasks	Deliverables	Comments / Follow-Up	Due Dates	
Tuesday	6-Jan	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Present FY2027 Budget Schedule of Public Meetings - Seek Input	Selectboard Meeting - Town Manager presents/reviews FY2027 Budget Schedule	Publish Budget Schedule & Email to Budget Committee Members		
Monday	### ### #	#### ####	Town Office Conf Rm	FY26 - Six Month Review FY27 Budget Prep Status	Senior Staff	Review FY26 Budget Expenses FY27 Prep Status - Questions	FY27 DRAFT Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration, Overlap, Co-Dependent Requests	Discuss Goals for 1-1 FY27 Budget Meetings with Departments +TM + Fin Dir + Multi Dept as needed		
Mon - Thu	20 Jan Thru 12	#### ####	Town Office Conf Rm	FY27 Budget Preparations	Senior Staff	Individual Meetings with Senior Staff for FY27 Prep Status - Questions	FY27 DRAFT Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration with Schools & Regional Fire/EMS, Overlap, Co-Dependent Requests	1-1 FY27 Budget Meetings with Departments		
Thursday	###	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Tuesday	### ### #	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Present any FY26 Budget Concerns - Seek Input Direction from Selectboard for FY27 Budget Alignment with Program Priorities	Selectboard Meeting - Town Manager presents/reviews FY2026 Mid-Year Report	Make Adjustments to FY26 Budget as Needed	1/26/2026	
Monday	### ### ###	#### ####	Town Office Conf Rm	FY26 Budget Adjustments	Senior Staff	Review FY26 Budgets for Needed Adjustments	FY26 Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review	Schedule 1-1 FY26 Budget Meetings as needed to discuss		
Tuesday	3-Feb	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Regular Agenda Items + FY26 Changes as needed	Present Adjustments to FY26 Budget as Needed - for Selectboard Action	Amend FY26 Budget Items - if needed	1/28/2026	
Thursday	###	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Tuesday	### ###	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Regular Agenda Items + FY27 Draft Budget Message presnted for discussion			2/11/2026	
Monday	### ### #	#### ####	Town Office Conf Rm	FY27 Budget Department Submissions to TM + Fin Dir	Senior Staff	Review FY27 Budget Requests Prep Status - Questions	FY27 FINAL Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration, Overlap, Co-Dependent Requests	Schedule any Needed 1-1 FY27 Budget Meetings		
Tuesday	### ###		Town Office - Clerk's Office	Advertise Town Meeting Date	TM + Clerk	Advertise Town Budget Meetings, Town Meeting Date of June 2, 2026 & Town Elections on June 9,	Advertise on Website, Facebook, Library			
Monday	2-Mar	#### ####	Town Office - Clerk's Office	Nomination Papers Available	Citizens	Available from Town Clerk	Elected Position Nomination Papers Available from Town Clerk	No more than 100 Days before June 9, 2026		
Tuesday	3-Mar	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget	Present Draft FY2027 Proposed Municipal Operations, TIF, Capital Investment Budgets	Town Manager Presents Draft FY27 PROPOSED Budgets to Selectboard + Budget Committee	Take Comments & Direction from Selectboard + Budget Committee	2/25/2026	
Thursday	5-Mar	#### ####	Town Office Conf Rm	FY27 Budget Adjustments as Required	Senior Staff	Review FY27 Budget Requests Prep Questions for Department Presentations	FY27 FINAL Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review	Schedule any Needed 1-1 FY27 Budget Meetings		
Thursday	###	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Tuesday	### ### #	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget Committee + Senior Staff	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Administration - Recreation, Parks & Events - Public Service Agencies - Non-Dent Budgets	Take Comments & Direction from Selectboard + Budget Committee	3/11/2026	
Monday	### ### #	#### ####	Town Office Conf Rm	Review FY27 Budget Comments from Selectboard & Budget Committee	Senior Staff	Review FY27 Budget Requests Prep Questions for Department Presentations	Review Department Presentation Materials for Detail Meetings	Schedule any Needed 1-1 FY27 Budget Meetings with Departments +TM + Fin Dir +		
Tuesday	### ### #	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget Committee + Senior Staff	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Library - Senior Center - Police & ACO - Fire / EMS	Take Comments & Direction from Selectboard + Budget Committee	3/25/2026	
Wednesda	1-Apr	Noon	TM Office	Submit Town Report	Senior Staff	Review Materials for Town Report	All Town Report Information due			

FY2027 Town of Richmond Selectboard & School Committee Budget Calendar - DRAFT							[Legend for Color-coded lines on Page Two Below]		Revised: 1/3/2026	
Date			Location	Meeting Purpose	Participants	Tasks	Deliverables	Comments / Follow-Up	Due Dates	
Tuesday	7-Apr	5:30 PM 6:00 PM	Town Office Conf Rm	Special Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School Department	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Code & Facilities - Schools Department - Info Tech - Public Works	Take Comments & Direction from Selectboard + Budget Committee		
Thursday	9-Apr	5:00 PM	Clerk's Office	Submit Nomination Paperwork	Citizens	Completed Nomination Paperwork Submitted	Nomination Papers for any Richmond Resident seeking election to a Board or Committee due to Town Clerk	60 Days Before June 9, 2026		
Thursday	9-Apr	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Tuesday	### ### #	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School	Overall Review FY2027 Proposed Budgets for Operations, TIF, Capital Investment, School Department	TM Reviews OVERALL PROPOSED FY2027 Budget for discussion with Selectboard + Budget Committee + School Department	Take Comments & Direction from Selectboard + Budget Committee + School Department	4/11/2026	
Thursday	###		TM Office	Finalize Draft of Town Report	TM + Fin Dir +	Finalize Town Report Materials	Prepare Final Draft of Town Report			
Tuesday	### ### #	5:30 PM 6:00 PM	Town Office Conf Rm	Special Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School	FY2027 Proposed Budgets - Final Discussion Before Preparing Town & School Warrants	Selectboard & Budget Committee Final Discussion of PROPOSED FY27 Town & School Budgets - Operations, TIF, Capital - Selectboard Vote to Approve Proposed FY27 Town & School Budgets - Budget Committee Vote to Approve Proposed FY27 Town & School	Prepare Budget Ordinance, Town and School Warrants		
Tuesday	### ### #	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Approve Town & School Warrants	Draft Town Meeting Warrant presented to Selectboard - Selectboard Approves Town Warrant - Selectboard Approves School Warrant	Finalize Town Warrant, with School Warrant Included	4/22/2026	
Wednesday	### ###		Town Office	Final Draft of Warrant/Ballot to Attorney for Legal Review	TM + Fin Dir + Town Attorney	Send to Drummond Woodsum	Warrants for Town Meeting			
Thursday	7-May	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Thursday	7-May		Town Office	Final Draft of Warrant/Ballot to Printer	TM + Fin Dir + Clerk	Send to Printer	Warrants for Town Meeting	Final Draft of Warrant/Ballot to Town Clerk to be printed		
Thursday	7-May		Town Office	Town Report sent to Printer	TM + Fin Dir +	Send to Printer	Town Report			
Tuesday	### ###	5:30 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Regular Agenda Items			5/6/2026	
Tuesday	### ###	5:30 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Regular Agenda Items			5/6/2026	
Tuesday	2-Jun	TBD	High School	Town Meeting	Citizens	Vote on Town & School Warrants	Town Meeting			
Thursday	4-Jun	6:00 PM	RMHS Comm Room	School Committee Meeting	School	Regular Agenda Items	Budget Items TBD			
Tuesday	9-Jun	TBD	High School	Elections		Election of Selectboard, School Committee & other Constitutional Officers on Ballot	Elections			
Legend:	White Staff									
	Blue Selectboard									
	Tan Budget Committee - Meetings or Tasks that include the Richmond Budget Committee									
	Green Schools Committee - Meetings or Tasks that include the Richmond School Board/Committee									
	Orange Town Meeting, Election & Citizen Nomination Deadlines									



TOWN OF RICHMOND

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Chief James Donnell, Richmond Police Department
DATE January 6, 2026
REFERENCE: Item 6.1 – Kimberly's Restaurant Request for Liquor License Renewal

Purpose

Approval and endorsement of a request from Kimberly's Restaurant to renew their existing State Permit to sell liquor and spirits.

Background

Kimberly's Restaurant and Lounge, at 64 Main Street, operates a full-service restaurant and lounge in the downtown area. The restaurant has maintained and annually renewed its liquor license since 2017 with no issues of concern.

Investigation, Alternatives & Justification

Richmond Police Chief Donnell reports no concerns with the renewal of this license application. Town staff endorses the proprietor's application to The State of Maine Bureau of Alcohol Beverages and Lottery Operations Division of Liquor Licensing and Enforcement for renewal of its annual liquor license.

Fiscal Impact

None.

Recommendation

Staff recommend the Selectboard approve the renewal of the existing State of Maine License to sell Liquor on the premises of Kimberly's Restaurant and Lounge, at 64 Main Street, Richmond, Maine.

Recommended Motion:

Motion to Approve renewal of the existing liquor license for Kimberly's Restaurant & Lounge for calendar year 2026.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel input required.



Application Copy

File Number: 121357

Job Type: Renewal Application

LICENSE # CARL-18-103522	APPLICATION DATE RECEIVED 2025-12-23
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE Kimberly's Restaurant & Lounge, Inc.
AGENT NAME	EFFECTIVE DATE 2025-01-27
EXPIRES 2026-01-26	STATUS Active
PREMISES NAME Kimberlys Restaurant & Lounge	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant/Lounge	PREMISES NAME Kimberlys Restaurant & Lounge
OPERATOR Kimberly's Restaurant & Lounge, Inc.	
PHYSICAL ADDRESS 64 MAIN ST RICHMOND ME 04357-1109	
MAILING ADDRESS 64 MAIN ST RICHMOND ME 04357-1109	

CONTACT NAME Kimberly Travis	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 737-2277	ALTERNATE PHONE
FAX	EMAIL kimberlysrandl@gmail.com

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

20180475D

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you have a license from the Office of the State Fire Marshal?
Contact (207) 626-3870 to determine whether licensure is necessary.

No

9. Will any law enforcement officer directly benefit financially from this license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 What is the full name and date of birth of the person managing this premises?

Kimberly A Travis 06/06/1979

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

18 At which address are your business records located?

64 Main Street Richmond Maine 04357

19 What will be your business hours? Please indicate each day's open and close times.

Monday Closed

Tuesday 11 am - 8 pm

Wednesday 11 am- 8 pm

Friday 11 am - 8 pm

Saturday 6:30 am - 8 pm

Sunday 7 am - 2 pm

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Church 355 feet

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

450,000.00

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

99,000.00

24 Do you have a food menu?

Yes

(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

63

26 How many bathrooms do you have available to the public?

4

27 Do you currently have any advertising or sponsorship agreements with a wholesale licensee or certificate of approval holder (including agreements for signage, naming rights, event sponsorships or branded areas)?

No

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	NEW DINNER MENU 2024 .pdf	

Maine Health or Agriculture
License

health 2025.jpg

Premises Floor Plan

floor plan.jpg

Supplemental Ownership Form

aff1.jpg

Supplemental Ownership Form

aff2.jpg

APPLICANT

Kimberly's Restaurant & Lounge,
Inc.

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Max Johnstone, Midcoast Council of Governments
DATE January 6, 2026
REFERENCE: Item 6.2 – Approve Contract with Midcoast COG for Technical Assistance to Create TIF Program Application for a New Richmond Corner TIF District & Program

Purpose

Approve the Midcoast Council of Governments (MCOG) proposal to provide technical assistance for preparing and submitting Tax Increment Financing (TIF) applications for one or two new TIF Districts totaling approximately 800 acres in the Richmond Corner, I-295, Route 201, and Route 197 areas.

Background

Richmond currently has two active TIF Districts — the Downtown and Pipeline Programs — both in their sunset periods. The Downtown TIF expires in 2030 but is eligible for a five-year extension; the Pipeline TIF, already extended to the maximum 30-year term, also expires in 2030. Recent state legislation allows additional extensions but restricts 75% of captured funds to transportation or affordable housing initiatives.

Analysis & Justification

Establishing new TIF Districts aligns with the 2016 Comprehensive Plan's goals to promote commercial growth, redevelop underutilized properties, and support job creation in the Richmond Corners area. Creating these districts now would allow the Town to set Original Assessed Values based on 2024 valuations and secure them before existing programs expire.

The proposed district area includes a mix of commercial, industrial, rural, and residential properties, making it well-suited for multi-use development. The TIF application process will require detailed property analysis, outreach to affected owners, a public hearing, and approval by both the Selectboard and voters at a Special Town Meeting.

Fiscal Impact

There is no immediate impact on the FY26 budget. Payment to MCOG occurs only after State approval of the TIF District(s) and will be funded from existing Pipeline TIF carryover. Additionally, the Town benefits from membership with MCOG, and is allocated ten (10) hours of technical assistance, which may be applied to the costs of this project. Also, the proposal is for one TIF application; however, to maximize the allowable total TIF District acreage, it will likely require two distinct Districts and two applications, which would increase the number of hours required. A final fee would be assessed upon completion, based on total hours required.

Long-term fiscal impacts are expected to be positive due to increased assessed values following the 2025 revaluation. Additional financial forecasts will be developed during the application process.

Recommendation

Staff recommend the Selectboard accept the MCOG proposal for technical assistance to develop TIF District(s), their associated Development Programs, and submit the required applications to the State of Maine for approval.

Recommended Motion:

I move that the Selectboard authorize the Town Manager to execute the Midcoast COG technical assistance proposal for the development of TIF District(s) and associated Program(s) in the Richmond Corners area, as presented.

Staffing Impact

Oversight will be provided by the Town Manager with support from the Finance Director and the part-time Economic Development Director.

Regional Impacts

A TIF District in the Richmond Corners area is expected to support significant commercial development, broaden and expand the tax base, and provide new employment opportunities for residents of Richmond and improve the general economy of the Town, the region and the State of Maine.

Legal Review

The Town has engaged attorney Alyssa Tibbets of Tibbetts Law to provide legal services related to TIF program development, application review, and amendments. Alyssa provided legal counsel for Richmond's TIF program while with Jensen Baird.



Agreement for Administrative, Planning and Technical Services between the Town of Richmond and the Midcoast Council of Governments: Richmond Corner TIF

This letter of Agreement, on January 6, 2026 is by and between Midcoast Council of Governments hereinafter called "MCOG," and the Town of Richmond, hereinafter called "Town."

Whereas, MCOG is duly organized under Maine Statute to provide economic development, community development and planning services, and

Whereas, The Town wishes to request such services through its Select Board,

Therefore, The Town engages MCOG to administer all activities associated with the Town as described in Rider A

Compensation: In consideration of the performance of the foregoing services, The Town agrees to pay MCOG, at \$103 per hour for sixty (60) hours of work. Expected total compensation not to exceed \$6,180. Hourly charges to be based on the tasks described in Rider A. Compensation will be requested after April 1, 2026 if the TIF program is approved by the Town of Richmond. If Richmond chooses to allocate Technical Assistance hours to this request, the total amount of compensation shall not exceed \$5,150.

Term: MCOG shall provide the services described herein for the period beginning on December 1, 2024, subject to this Agreement, including those in Ryder A. The work for this agreement shall be completed by March 31, 2025, subject to required public meetings and hearings.

Reporting: MCOG shall periodically provide the Town with a detailed report of its activities under this agreement. Such report shall include a listing of the specific services and benefits provided to the Town.

Termination: Either party may terminate this agreement with cause provided at least 30-days prior notice in writing is mailed to the other party.

Assignment: No party to this Agreement shall assign, delegate, subcontract or otherwise transfer its rights or obligations hereunder without the prior consent of the other party, which consent shall not be unreasonably delayed or withheld.

Staff Assignment: MCOG shall assign a staff person to perform the duties described in Ryder A.

Independent Contractor: Notwithstanding any of the provisions set forth in this Agreement, the parties have entered into this agreement solely for the purposes set forth and their relationship shall be that of independent contractors. Each party shall be solely responsible for



the manner and means by which it carries out its duties hereunder. Neither party, nor its employees, consultants, agents, and/or representatives shall have the power to bind the other party, and the employees, consultants, agents and/or representatives shall not be construed for any purpose subject to the control and direction of the non- employing party.

This Agreement, including any reference to schedules, contains the entire agreement of the parties and supersedes all prior discussions, representations, understandings and agreements. No waivers, modifications or amendments to this agreement shall be effective without the express consent of the party to be so bound.

In Witness Whereof, the parties hereunder duly authorized have executed and delivered this agreement as of the date above written.

Duly Authorized for the Town of Richmond

Jim Chandler, Richmond Town Manager

Date:_____

Duly Authorized for MCOG

Mathew Eddy, Executive Director

Date:_____



Rider A

Midcoast Council of Governments (MCOG) understands the purpose of this Tax Increment Financing (TIF) project is to ensure that new property taxes generated are leveraged to support the town's economic development. MCOG will design the Richmond Corner TIF to ensure it meets town goals, while adhering to State rules and regulations, including holding the public hearings and attending the Town Meeting necessary for approval. Further, MCOG will provide periodic updates to the Select Board. Finally, MCOG will ensure that the TIF is submitted to Maine Department of Economic Development for approval, and is approved, prior to March 31, 2025.

Scope of Work, Timeline, and Proposed Budget

Task	Hours*	Cost	Timeline
Create TIF program draft, including map of parcels in TIF. Includes one meeting with the Select Board to discuss the proposed TIF properties and potential project list.	20	\$2,060	January 20
Two (2) Informational Sessions for Public Input	16	\$1,648	February 20 and 12
Required Public Hearing and Town Meeting	8	\$824	March
Edits	12	\$1,236	March
If approved, submit for State approval. Revisions will be made per State request.	10	\$460	March 31
Total	66	\$6,798	March 31, 2025
Total using Technical Assistance (-\$1,648)		\$5,150	

TIF Program Activities	Comments	Total Hours	Hourly Rate	Total
Create TIF program draft, including map of parcels in TIF. Includes one meeting to discuss potential project list and properties included in district	Includes management plan, budget sheet, and project list.	20	\$103	\$2,060
Two (2) Informational Sessions for Public Input	Meetings open to the public to educate the basics of the TIF program and this proposed draft.	16	\$103	\$1,648
Required Public Hearing and Town Meeting	Attending Town Meeting and holding a required public hearing prior to meeting.	8	\$103	\$824
Edits	Any changes up until the submission to the State.	12	\$103	\$1,236
If approved, submit for State approval. Revisions will be made per State request.	This item is dependent on a Richmond Town Meeting. All technical and grammatical corrections noted by the State will be sent to the Select Board for their review.	10	\$103	\$1,030
Total		60	\$103	\$6,798



TOWN OF RICHMOND

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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE January 6, 2026
REFERENCE Item 7.2 – Manager's Report

Recognition of DPW – Once again I acknowledge the DPW Crew. Winter's off to an early and fierce start with back-to-back storms beginning December 23rd and continuing through the Christmas Day holiday and weekend after. These challenged the team with more snow than the entire 2024-2025 season.

Project & Facility Updates

- **Fire House Heating**
 - LP Gas vendor, Oak Island, confirmed the four tanks are split into pairs, one serving the bays and the other serving the main building
 - New sensor was installed to monitor tank levels and trigger automatic deliveries as needed
- **Library Heating**
 - New Boiler controls continue to have failure issues, requiring constant attention from James Valley and myself as James works with Oak Island vendor to address the Fire House issues, and both of us have reset the Library several times
 - Follow-up will continue by Facilities Manager James Valley
- **Transfer Station**
 - Happy to announce that Will Berdan has been promoted to Transfer Station Manager. Will has served for four years as an Attendant and has consistently offered suggestions for how the operations may be improved. He recently completed a Certificate in Business Administration at Kennebec Valley Community College, and has many years of business management experience with his family-owned business on Pleasant Pond.
 - Will has already begun to investigate options for improving operations, and arranged for a meeting with a new vendor for handling of all solid waste items containing Freon, which will save the Town as much as \$2,800 / year, starting later this winter.
 - We will work together to identify a viable plan for addressing the cardboard bailer to find ways to reduce the volume being put in the Single Sort compactor, with the goal to have a proposed solution ready for incorporation into the FY27 Budget proposal.
- **Town Office**
 - Ongoing efforts to upgrade the Information Technology assets across the organization is nearing completion.
 - New and used laptops have been deployed to the Library, Senior Center and Transfer Station
 - New monitors have been deployed in the Town Office, DPW, PD, and Senior Center. Six monitors that were still usable are being repurposed to the Library, Transfer Station, DPW and Firehouse
 - Wall repairs are nearly finished in the west offices and conference room and these are being repainted to make all the rooms a consistent neutral (blue-gray) color
 - Electrical repairs have removed hidden wiring, installed additional outlets in the IT closet (needed and requested by the telephone vendor) and A/V cabling has been installed to

serve the new monitors in the conference room.

- All this work is expected to be completed for use in the next several weeks, and will be used in the upcoming budget preparations, TIF District planning, and training activities

Activities & Events

- **Monthly Meet & Greet with Town Manager**
 - January will be Thursday, 1/15 from 8:30-10:00 am at Annabella's

Budget & Financial Management

- FY26 TIF Program Budget transfers were completed following the Selectboard approval
- FY26 mid-year review is ongoing, and a summary will be presented at the January 20th meeting
- Draft FY27 Budget Schedule was completed, in consultation with the School Department
 - The Budget Schedule will be distributed to the Budget Committee and posted to the Town website for the public after review and acceptance by Selectboard
- Preparing financial reports to include more historical analysis in the Draft FY27 Proposed Municipal Operations Budget
- Preparing an FY27-FY36 Community Investment Program that will include a five-year FY27-FY31 Capital Improvement Plan (CIP) Budget for funding capital facilities renovations, roads, parks, and fleet purchase and replacement

Planning & Community Engagement

- Implementing several concurrent planning and community engagement efforts
 - Strategic Planning for the Selectboard and Town Manager
 - This will facilitate review of the 2016 Comprehensive Plan Vision, Goals and Objectives in advance of the more in-depth effort to revise the Plan for 2026
 - Formal revisions to the 2016 Comprehensive Plan
 - Process begins this winter and continues throughout the year for completion and submission of a 2026 Comprehensive Plan to the State in November
 - Coordinated Community Engagement efforts to encourage citizen participation
 - Research ongoing to set up an email List-serve for citizens to sign up for and coordinating with the Schools for a joint community bulletin board for Event planning and advertising

Tax Increment Financing Districts

- Recommend creating Richmond Corners TIF District(s)
 - The 2016 Comp Plan calls for focused economic and community development in this area of town to benefit from access to Interstate 295 and Route 201
 - State Law allows for establishing of TIF Districts that use April 1, 2024, assessed values
 - Creating new TIF Districts will ensure continuous TIF revenues beyond the current expiration of the Pipeline (2030) and Downtown (2035)
- Recommend amending the Downtown TIF, expanding to include growth areas and parcels where economic development is called for in the 2016 Comp Plan

Miscellaneous

- Updated forms: Town Employment Application and Road Opening Permit
- Recruitment of Part-time DPW staff person completed, Jonathan Jamison starts Monday, 1/5