

RICHMOND SELECTBOARD MEETING

AGENDA

Andy Alexander
Robert Bodge, Chairman
Matt Roberge
~~Tracy Tuttle~~ – Absent, out of town
Brian York, Vice Chair

Town Office Conference Room
Tuesday, February 3, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: January 20, 2026
- 4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
 - 4.1 Handout FY2023 Town Audit Reports
 - Note: Formal Presentation from Auditor to be made at the 2/17 meeting
 - 4.2 Advertisement for Director of Public Works Recruitment
 - 4.3 Discuss 2026 Road Bidding Selections
 - 4.4 I-295, Routes 201 & 197 TIF District Application Progress
- 5.0 SELECTBOARD ACTION ITEMS
 - 5.1 Selectboard action requested to Appoint James Dealaman as an Alternate to the Planning Board
- 6.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS
 - 6.1 Public Comments & Questions
 - 6.2 Town Manager Report
 - 6.3 Selectboard Members
 - 6.4 Boards, Departments & Committee Reports
- 7.0 WARRANT
 - 7.1 Request to Approve Town Warrant
- 8.0 ADJOURNMENT

Town of Richmond – Selectboard Meeting Minutes

January 20, 2026

1.0 ATTENDANCE

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

Selectboard Absent: Robert Bodge

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

Guests: Max Johnstone, Planner Midcoast COG

Public: Minnie Grizkewitsch

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE THE SELECTBOARD MINUTES OF JANUARY 6, 2026

Motion to approve – A. Alexander, 2nd – M. Roberge. No Discussion. Passed unanimously (4-0)

5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

5.1 Fiscal Year 2026 Mid-Year Municipal Operations Budget Review

TM presented the Mid-year Budget spreadsheet and analysis for funds spent in FY26 thru early January. Reviewed the program-focused budget line items and reviewed the TRIO report layout, lines and columns, and associated comments and notes.

Referred to examples where certain items that have expenditures but no budgeted funds may have been added mid-year, as directed by me so we accurately track expenditures. Noted that department budgets were cumulative and overages (up to the allowed 5%) could be covered by surpluses on other lines. But would be used in upcoming FY27 budget preparations to more accurately account for expenses.

B. York, where are the undesignated fund balances?

TM Reply, those are not included in this report but are in the annual Audit Reports.

But Laurie and I have done an informal analysis of year-end numbers so I would have an idea of where the town was currently.

B. York, is the desired balance supposed to be 50% of expenses, and reply was yes at least that.

Andy Alexander, commented that Fred Brewer makes a very informative presentation when he reviews the Audit, but it's been years since he was here because the Town is 3 years behind on Audits. But, Brewer is nearly complete with the FY2023 Audit and would be presenting that in the near future.

M. Roberge, which department services Peacock Beach?

TM Reply, Peacock Beach is a Reserve-funded program and not captured as a line item in this report because it's managed by the PD, using enterprise revenues for salaries.

Additionally, I will be presenting a new summary document as part of the Budget package that captures in one place all personnel costs, so it will include the summer attendants' costs, even though they are paid from a Reserve account.

Discussed the use of the Reserve fund at the Beach, for improvements (roofs and garage door) and those were funded by both Reserve and TIF funds.

A. Alexander mentioned that the Selectboard wasn't aware of these improvements, but appreciated that they were being done.

TM noted that existing FY26 TIF projects would have been approved at meetings prior to my arrival, but they would be going forward.

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No further questions.

5.2 I-295, Rt 197, Rt201 TIF Application Calendar

TM introduced Max Johnstone and the need to get certain dates set for public hearing and Town Meeting. Max wanted to confirm these dates, so they could be included in the application materials, provide time for accepting comments and meet statutory requirements. Discussed various dates. The Wednesday, March 18th would be the Special Town Meeting, and March 3rd Selectboard was good for the Public Hearing, and the two informational meetings would be scheduled ahead of the 3rd.

Guest – Minnie Grizkewitsch asked that we coordinate with the Schools so we're not in conflict with any activities that might pull people away from the TIF Special Town Meeting.

TM Reply, yes, when the date for use of the school facility was secured, the request would be made to avoid any athletic or other events at that time.

Further discussed the posting in local papers. And letters to the district landowners and abutters.

Max, we would like to set them up in the middle of February, and one the week of 2/3 and the week between the Selectboard meetings in February. We'll do everything we can to make sure the community is aware of this proposed TIF Application and we avoid conflicts with any School activities.

T. Tuttle asked about having a moderator.

Max, yes, we would have a Town Meeting monitor.

Andy mentioned Dave Thompson as a possibility. And is familiar with TM format.

TM asked Minnie and she would as a last resort.

Max added that he has examples of TIF reports from other towns that provide information relating to expenses, approved projects, total funds spent in a FY, that also includes recommendations from a TIF Committee (Waldoboro and Unity) and provides another layer of accountability and oversight.

Discussion of the parcels, and was working on a final list that would include the Personal Property values.

Discussed the name, and the examples, and how they provided not only TIF expenses but also the importance of the Tax Shift benefits. We would want to do something similar to these reports.

Minnie, have a staff person that does what you're discussing, will there be any involvement from that person.

TM Reply, staffing is to be determined and that's an analysis that is ongoing as part of the upcoming budget item. And that the Econ Dev Dir was involved in our meetings, just not needed at these SB meetings. He is also working on expanding the Downtown TIF district but that's a different process because it's an Amendment of an existing District.

6.0 SELECTBOARD ACTION ITEMS

6.1 Selectboard action requested on Abatements and Supplementals

M= Andy Alexander 2nd = Tracy Tuttle No Discussion Vote: Passed unanimously (4-0)

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7.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

7.1 Public
None.

7.2 Town Manager
Town Manager Report will be published and included in minutes. Verbal:
Transfer Station work is progressing well, and Will has been doing a great job researching options for us to save funds. Will and I visited Bowdoinham to see their operations and particularly how the cardboard bailing has not been a good investment due to tariffs, and find alternatives for what to do with our existing bailer, without spending funds. Went to Dresden and saw the Swap Shop, and met their team, how they work with Lincoln County. It is exciting to be looking at the Transfer Station Operations with fresh eyes and find ways to improve them to save money.
Department Budgets, Coffee Meet & Greet included two visitors who shared their volunteer work on the Trott Trails. Other routine items including a heads-up that the new plow truck sustained damage to the headgear, and the details would be forthcoming once more information was collected. No private property was damaged.
Recruiting a part-time Rec staff person to shadow Bruce ahead of his retirement in June to learn the software and what's involved
Andy Alexander, how much the part-time staff person would cost?
TM Reply, approximately \$8-10,000 on salary – depending on when the actually started and would cost \$20/hour for 20 hours per week. But the computer would be paid by the Spectrum account.
Andy noted that the Rec Reserve was built largely by volunteers. It's incredibly frustrating to hear that those funds would be spent on salaries for a 2nd person when those funds were raised prior to Bruce coming onboard through many hours of volunteer time.
TM asked if he would prefer the funds to come from some other source.
Andy, I don't know, I think so, for years we worked hard to build up that Reserve for use in expanding programming opportunities, we had a drama program, and for years and years we were pretty tight with that account. It came in slow, and Bruce has done a great job raising funds through donations and sponsorships. Afraid we would upset people who spent many hours raking fields, run tournaments, parking cars. I'm okay if it's a relatively small amount.
Matt, commented about how this was done before we had a Rec Dept.
Andy, many volunteers, including a lot of time and effort from Nicole Briand (Bowdoinham TM) and many years were spent investing in this fund.
TM, I learned a lot about the program, marketing, managing donations (from Bruce) that the software would need someone to spend time learning it. Also, this position would be hired with the clear understanding that the position includes responsibility for managing all the Town's events, including Richmond Days, Trunk or Treat, Christmas Tree lighting and any other new events we may develop. Cultural events.
Brian, is it clear that person will be intended to take the full-time role?
TM Reply, yes – it's the intent that we select the correct person who is looking for a full-time position, with 35 hours / week, and the temporary position would end.

7.3 Selectboard Members

Tracy Tuttle – liked the front office Valentine tree.

Matt Roberge – Could we get a Facilities Plan with the Capital Budget.

TM Reply, Yes, the Community Investment Program will include facilities, their condition, longevity, etc. with some history and future needed improvements, included fields, parks and this would inform a 5-year Capital Improvement plan for funding requirements. Including information including roads and estimates for bids.

Andy Alexander, no comments.

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Brian York, no comments.

- 7.4 Boards, Departments and Committees
No Reports.

8.0 WARRANT

- 8.1 Action requested to approve the warrant

Motion to approve – M. Roberge, 2nd – T. Tuttle, 2nd No Discussion. Passed unanimously (4-0)

9.0 ADJOURNMENT

Motion to adjourn – T. Tuttle, 2nd – M. Roberge, No Discussion. Passed unanimously (4-0)

DRAFT



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Laurie Boucher, Finance Director
Fred Brewer, Auditor
DATE February 3, 2026
REFERENCE: Item 4.1 – Distribute Copies of FY2023 Audit Report

Purpose

Present copies of the FY2023 Audit Report, as submitted by the Auditor, so Selectboard members may review ahead of the formal presentation by the Auditor – scheduled for the next Selectboard meeting.

Background

As you are aware, the Town is several years behind on its annual audits. The Auditor has completed the FY2023 Audit. They will commence working on our FY2024 Audit in May.

Analysis

A Conveyance Letter is attached to the report (hard copies distributed at the meeting) that provides a favorable overview of the FY2023 Audit of Financial Statements for the Town of Richmond.

These copies are provided for your review ahead of the Auditor's formal presentation at your February 17th Selectboard meeting, where he will discuss the report and answer any of your questions.

Fiscal Impact

No impact on the current fiscal year beyond paying for the Auditors services.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.

WILLIAM H. BREWER
Certified Public Accountant
858 Washington Street
P.O. Box 306
Bath, Maine 04530

(207) 443-9759

January 27, 2026

Selectboard
Town of Richmond
26 Gardner Road
Richmond, Maine 04357

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Richmond for the years ended June 30, 2023 and 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, Government Auditing Standards and Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 17, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Richmond are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ending June 30, 2023. We noted no transactions entered into by the Town of Richmond during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town of Richmond's financial statements were the:

Management's estimate of the depreciation expense on general governmental capital assets is based on the remaining estimated useful lives of capital assets, the estimated salvage value of capital assets, and the use of the straight line method of depreciation. We evaluated the key factors and assumptions used to develop the estimate for depreciation and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management makes no estimate for an allowance of uncollectible accounts. This estimate is based on the Town of Richmond's history of collecting on outstanding receivables, its legal authority and other methods to compel payment from taxpayers, and on an analysis of the entities from whom accounts receivable are outstanding and their ability and likelihood of payment. We evaluated the key factors and assumptions used to develop the estimate for the allowance for uncollectible accounts and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management's estimate of unavailable property taxes is based on collection rates from the prior year on outstanding property tax receivables and applying those collection rates to the current year's balance. We evaluated the key factors and assumptions used to develop the estimate for unavailable property taxes and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management's estimate of the changes in benefit terms and changes in assumptions used in determining pension obligation is based on information available about retirees and pension assets held by MePERS. We evaluated the key factors and assumptions used to develop the estimated pension assets and liabilities and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management's estimate of the fair market value of investments is based on readily available market data. We evaluate the key factors and assumptions used to develop the fair market value of investments in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statement or the auditor's reports. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 27, 2026.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Richmond's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Richmond's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Budgetary Comparison Schedule – General Fund; Schedule of Town's Proportionate Share of Net Pension Liability; Schedule of Town Contributions; and the Schedule of Changes in Net OPEB Liability and Related Ratios - MEABT, which are (is) required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Changes in Unappropriated Surplus; Schedule of Departmental Operations; Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances – Special Revenue Funds and Capital Reserve Funds; and Trust Funds, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles general accepted in the United States of America, the method of preparing it has not changed from prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Selectboard and management of the Town of Richmond and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

[COPY OF SIGNED LETTER RECEIVED AT TOWN OFFICE.]

William H. Brewer C.P.A

WHB/tmt



TOWN OF RICHMOND

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Laurie Boucher, Finance Director
Jay Jamison, Acting Public Works Director
Chad Kempton, School Superintendent
DATE February 3, 2026
REFERENCE: Item 4.2 – Appointment of Acting Public Works Director & Recruitment

Purpose

Report to the Selectboard that Darren Delano is no longer employed with the Town of Richmond, and Jay Jamison has agreed to fill the position as Acting Director of Public Works. Jay is aware that the Town will proceed with an open and transparent Recruitment for filling the position with a permanent candidate and Jay indicated he will be a candidate in this process.

Background

Jay Jamison agreed to oversee the Public Works crew in the role of Acting Road Foreman, effective January 17th. Jay has significant experience in the Public Works field, with 25 years of overall experience, and most recently has served for 16 months with the Town of Richmond Public Works Department. He has the respect of the crew and trust of the Senior Leadership Team and School Superintendent.

Analysis & Justification

Jay demonstrates excellent leadership of the Public Works Department crew. Serving this past two weeks during a sensitive and stressful period, while an investigation of the damages to the 2024 CV515 was conducted. This included leading the crew during several winter storms, one that included significant snow accumulations and unusually cold temperatures. He has overseen ordering more salt and coordinated with the Finance Director to order heating oil, which was dangerously low. He initiated repairs on the Grader and is working collaboratively with the Schools.

Fiscal Impact

Jay's pay will be increased to the current Public Works Director pay rate, effective immediately. This is \$33.79/hour, with eligibility for overtime pay after 40-hours/week. This equates to a base salary of \$70,292.14 annually.

As a result of the PW crew being short a full-time driver/operator, our overtime budget may increase; however, the regular wages line will be reduced until we're fully staffed, so it may be a wash. I will keep you informed.

Staffing Impact

Due to this being an internal temporary appointment, the Public Works Department will be short one full-time Driver position. This position will remain vacant until a new permanent director is selected so they have input on filling this position, should it continue to be open following the recruitment process.

Note, Police Department staff and the Town Manager have provided some plowing and salting support, and this will continue as needed for storms that occur until the department is fully staffed.

Regional Impacts – None.

Legal Review – Legal review is ongoing. Should a future Executive Session be required, it will be added to an Agenda.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Rob Prue, Pine Tree Engineering
DATE February 3, 2026
REFERENCE: Item 4.3 – Bidding 2026 Road Improvements

Purpose

Obtain Selectboard direction for bidding Road Improvements in the 2026 construction season.

Background

The Town received prior recommendations to complete Beedle Road reconstruction in one of two ways.

1. As a complete project.
2. Divided into four phases over four years.

The Town chose to bid it in four phases. In the Spring of 2025 Phase 1 was bid and work was completed late Summer-Fall. Phase 1 included the reclamation and base construction from Utility Pole #6 near Route 201 intersection to Marston Road – approximately 2.49 miles (full width). Engineer estimate was \$698,710 for contracted work. Cost for shoulder work done by the Town was not included in the estimated total cost.

Estimated* Final Total Cost = \$509,546 including Town DPW shoulder work = \$23,757 *not including labor, town-owned equipment and fuel.

Following this phasing process, the Town will bid Phase 2, the reclamation and base construction for the remaining section from Marston Road to the top of the hill at Route 24 – approximately 2.38 miles (full width.) The updated (11/2025) Engineering estimate = \$775,000 + Town Shoulder work.

Note, the 2025 Paving Plan, updated in November 2025 by Pine Tree Engineering include projects done individually total an estimated \$3,815,400, including the completion of Beedle Road in three phases.

Analysis & Justification

In discussions with the Town Engineer, Rob Prue of Pine Tree Engineering, there are advantages to bidding the remainder of Beedle Road as one project. This would complete the project with one contract, benefiting the town with more timely completion, and savings that would include reducing lump sum costs for traffic control, mobilization, project management, demobilization, and contingency from three projects (and 2 more out years of escalation) to one project completed in 2026.

Additionally, we recommend adding New Road shim, overlay, and ditching. Again, benefitting from a single contractor completing the work while mobilizing for Beedle Road, and the savings associated with aggregated totals for materials, especially asphalt. Engineer Estimate total = \$1,773,000 bid separately.*

Fiscal Impact – To be determined once bids are received and because we bid by unit costs, the Town reserves the right to refuse all bids, or accept partial bids if costs exceed the combined FY2026 and FY2027 capability to fund the work as one project. *Actual cost determined after bid opening.

Staffing Impact – To be considered once projects are scoped and funded.

Regional Impacts – No Impacts at this time.

Legal Review – None needed at this time.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Max Johnstone, Midcoast COG
DATE February 3, 2026
REFERENCE: Item 4.4 – Update on TIF Application Process

Purpose

Present copies of the Draft Project List, Potential Revenues and Tax Shifts for consideration in the proposed TIF Districts for I-295, Rts. 201 & 197 area.

Background

The Town is continuing the planning and application process for development of two new TIF Districts for consideration by the Town in the planned growth area in the southwest corner of the Town.

Analysis & Progress

Max Johnstone has continued working on the Applications. The initial draft for one district contains 34 pages, so only pages 16-18 and 27-28 are attached, as promised at your last meeting.

- Pages 16-18 has the estimated revenue and potential tax shift benefits (based on 2026 OAV and CAV values). These will increase as properties are developed and property tax values increase.
- Pages 27-28 is the list of EXAMPLE Projects, with estimated costs that may be included in the final application. These are subject to your discretion and direction at a future meeting.

Max will be at your February 17th Selectboard meeting, where he will discuss the applications, project lists, final parcel selection, and answer any of your questions. Once this information is refined into a final draft, that information will be shared with the parcel owners, neighbors, and published and presented at the Informational Meetings, Public Hearing and ultimately the Special Town Meeting.

The High School Common Room has been secured for Wednesday, March 18th for the Special Town Meeting and I've confirmed that no School sports or other events are currently scheduled for that date.

Fiscal Impact – To be determined once TIF Applications are complete and approved.

Staffing Impact – To be considered once TIF Projects are scoped and funded.

Regional Impacts – No Impacts currently.

Legal Review – None needed at this time. Legal review of the final draft applications will be done prior to submission.



Department of Economic and Community Development
Municipal Tax Increment Financing
Application



TIF Year	Property Tax Year	Base Captured Value (\$)	Projected Increased Value (\$)	Total TIF District Value (\$)	Percentage Captured (%)	Projected Captured Value (\$)	Est. Mil Rate	Total Town Revenue in TIF (\$)
1	2024-2025	5,004,900	3,179,900	8,184,800	100	3,179,900	11.2	35,614.88
2	2025-2026	5,004,900	3,183,079.90	8,187,979.90	100	3,183,079.90	11.2	35,650.49
3	2026-2027	5,004,900	3,186,262.98	8,191,162.98	100	3,186,262.98	11.2	35,686.15
4	2027-2028	5,004,900	3,189,449.24	8,194,349.24	100	3,189,449.24	11.2	35,721.83
5	2028-2029	5,004,900	3,192,638.69	8,197,538.69	100	3,192,638.69	11.2	35,757.55
6	2029-2030	5,004,900	3,195,831.33	8,200,731.33	100	3,195,831.33	11.2	35,793.31
7	2030-2031	5,004,900	3,199,027.16	8,203,927.16	100	3,199,027.16	11.2	35,829.10
8	2031-2032	5,004,900	3,202,226.19	8,207,126.19	100	3,202,226.19	11.2	35,864.93
9	2032-2033	5,004,900	3,205,428.42	8,210,328.42	100	3,205,428.42	11.2	35,900.80
10	2033-2034	5,004,900	3,686,242.68	8,691,142.68	100	3,686,242.68	11.2	41,285.92
11	2034-2035	5,004,900	3,689,928.92	8,694,828.92	100	3,689,928.92	11.2	41,327.20
12	2035-2036	5,004,900	3,693,618.85	8,698,518.85	100	3,693,618.85	11.2	41,368.53
13	2036-2037	5,004,900	3,697,312.47	8,702,212.47	100	3,697,312.47	11.2	41,409.90
14	2037-2038	5,004,900	3,701,009.78	8,705,909.78	100	3,701,009.78	11.2	41,451.31
15	2038-2039	5,004,900	3,704,710.79	8,709,604.79	100	3,704,710.79	11.2	41,492.76
16	2039-2040	5,004,900	3,708,415.50	8,713,315.50	100	3,708,415.50	11.2	41,534.25
17	2040-2041	5,004,900	3,712,123.92	8,717,023.92	100	3,712,123.92	11.2	41,575.79
18	2041-2042	5,004,900	3,715,836.04	8,720,736.04	100	3,715,836.04	11.2	41,617.36
19	2042-2043	5,004,900	3,719,551.88	8,724,451.88	100	3,719,551.88	11.2	41,658.98
20	2043-2044	5,004,900	4,091,507.06	9,096,407.06	100	4,091,507.06	11.2	45,824.88



Department of Economic and Community Development
Municipal Tax Increment Financing
Application



21	2044-2045	5,004,900	4,173,337.21	9,178,237.21	100	1,657,181.95	11.2	46,741.38
22	2045-2046	5,004,900	4,256,803.95	9,261,703.95	100	1,690,325.59	11.2	47,676.20
23	2046-2047	5,004,900	4,341,940.03	9,346,840.03	100	1,724,132.10	11.2	48,629.73
24	2047-2048	5,004,900	4,428,778.83	9,433,678.83	100	1,758,614.75	11.2	49,602.32
25	2048-2049	5,004,900	4,517,354.41	9,522,254.41	100	1,793,787.01	11.2	50,594.37
26	2049-2050	5,004,900	4,607,701.49	9,612,601.49	100	1,829,662.78	11.2	51,606.26
27	2050-2051	5,004,900	4,699,855.52	9,704,755.52	100	1,866,256.04	11.2	52,638.38
28	2051-2052	5,004,900	4,793,852.63	9,798,752.63	100	1,903,581.16	11.2	53,691.15
29	2052-2053	5,004,900	4,889,729.69	9,894,729.69	100	1,941,652.78	11.2	54,764.97
30	2053-2054	5,004,900	5,867,675.63	10,872,575.63	100	2,329,983.34	11.2	65,717.97
Totals			116,431,131.20	247,070,894	100	116,431,131.20	N/A	1,304,028.67
Averages			3,881,037.71	8,235,696.47	100	3,881,037.71	N/A	43,467.62

Notes:

1. Projections include Richmond's most up to date Mil rate and potential increase based on a revaluation every decade.
2. Projections are less likely to be accurate farther into the future and are only for demonstrative purposes only.
3. Chart assumes a 30-year district term with minimal development outside of projects built in the first year.

Exhibit F: Annual Tax Shift Spreadsheet

Note: Similar to Annual Revenue Spreadsheet, this is assuming the TIF will only be for 10 years. These projections are based on the formulas and valuations provided by the State Maine DECD. This assessment is based on the Town sheltering 100% of the captured value as it arrives, and are rounded to the nearest \$0.01.



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TIF Year	Fiscal Year	County Tax Benefit (\$)	State Revenue Sharing Benefit (\$)	State Education Benefit (\$)	Total Tax Shift Benefit (\$)
1	2025-2026	228.84	1550.61	19397.39	21176.85
2	2026-2027	229.07	1552.16	19416.79	21198.02
3	2027-2028	229.30	1553.71	19436.20	21219.22
4	2028-2029	229.53	1555.27	19455.64	21240.44
5	2029-2030	229.76	1556.82	19475.10	21261.68
6	2030-2031	229.99	1558.38	19494.57	21282.94
7	2031-2032	230.22	1559.94	19514.07	21304.22
8	2032-2033	230.45	1561.50	19533.58	21325.53
9	2033-2034	230.68	1795.72	19553.11	21579.52
10	2034-2035	265.27	1797.52	22486.08	24548.87
11	2035-2036	265.53	1799.32	22508.57	24573.41
12	2036-2037	265.80	1801.12	22531.07	24597.99
13	2037-2038	266.06	1802.92	22553.61	24622.59
14	2038-2039	266.33	1804.72	22576.16	24647.21
15	2039-2040	266.60	1806.52	22598.74	24671.86
16	2040-2041	266.86	1808.33	22621.33	24696.53
17	2041-2042	267.13	1810.14	22643.96	24721.22
18	2042-2043	267.40	1811.95	22666.60	24745.94
19	2043-2044	267.66	1993.14	22689.27	24950.07
20	2044-2045	294.42	2033.01	24958.19	27285.62
21	2045-2046	300.30	2073.67	25457.36	27831.33
22	2046-2047	306.31	2115.14	25966.50	28387.95
23	2047-2048	312.43	2157.44	26485.83	28955.71
24	2048-2049	318.67	2200.59	27015.55	29534.82
25	2049-2050	325.04	2244.60	27555.86	30125.51
26	2050-2051	331.54	2289.50	28106.98	30728.02
27	2051-2052	338.17	2335.29	28669.12	31342.57
28	2052-2053	344.93	2381.99	29242.50	31969.42
29	2053-2054	351.82	2858.39	29827.35	33037.56
30	2054-2055	422.14	4497.28	35792.82	40712.24
Totals:		8,378.25	59,666.69	710,229.90	778,274.84
Averages:		279.28	1,988.89	23,674.33	25,942.49

Notes for Exhibit F:

1. The education rate used to calculate the education tax shift is based on the adjusted mil rate for the School District.



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Exhibit J - Public Project Costs

Costs of Improvements made Inside the TIF District	Eligibility	Total Estimated Costs over 30 years
A1. Town Tax Assessor's Agent, or their designee, prorated salary costs associated with TIF program administration. This shall be limited to revaluations and training of Tax Assessor's Agent.	ss. 5225 (1)(A)(5)	\$100,000
A2. Administrative staff costs associated with implementation of the TIF program, amendments to the TIF program, or applying for grants that will improve Richmond's economy.	ss. 5225 (1)(A)(5)	\$200,000
Costs of Improvements made Outside, but related to, the District	Eligibility	Total Estimated Costs
B1. Costs associated with engineering, design, and construction of public utilities improvement costs directly related to or made necessary by the District's commercial/industrial establishment or operation to minimize off-site impacts from commercial/industrial developments within the TIF District. Improvements may include, but are not limited to, wastewater treatment, improvements to nearby public safety facilities, sidewalks, and bike lanes.	ss.5225 (1)(B)(1)	\$15,000,000
B2. Costs related to improvements of the Richmond public safety facilities	ss.5225 (1)(B)(1)	\$100,000
B3. Enhancements to secure vehicular access for public safety vehicles to the TIF area. The roads shall be seen as necessary for Richmond's emergency departments, as well as mutual aid vehicles from neighboring municipalities, to access parcels within the TIF District. Enhancements must be directly related to or are made necessary by the District's commercial/industrial establishment or operation.	ss. 5225 (1)(B)(2)	\$100,000
B4. Prorated costs of purchasing emergency vehicles and equipment that will maintain access and address emergencies raised in the TIF district associated with the commercial development/ operation.	ss.5225 (1)(B)(2)	\$1,000,000
Community Wide Municipal Investments	Eligibility	Total Estimated Costs
C1. Hiring consultants or additional staff members for implementing TIF Public Project Costs or additional economic development activities.	ss. 5225 (1)(C)(1)	\$300,000



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C2. Cost of services, equipment, and scholarship programs used to provide skills/ development, and training for jobs created and/or retained with the municipality (Training Funds).	ss. 5225 (1)(C)(4)	\$500,000
C3. Costs associated with quality childcare facilities and/or adult care facilities. Expenses may include construction of new facilities, staffing, training, certification and/or accreditation costs related to the facility.	ss. 5225 (1)(C)(5)	\$400,000
C4. Costs associated with new or existing recreational trails to have significant potential to promote economic development, including, but not limited to, costs for multiple projects and project phases that may include planning, design, construction, maintenance, grooming and improvements with respect to new or existing recreational trails, which may include bridges that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related multiple uses.	ss. 5225 (1)(C)(6)	\$250,000
C5. Costs associated with up to 50% of costs related to construction or renovation of Richmond's central administrative office to further assist with economic development. The amount shall not exceed 25% of the captured assessed value of the Development District.	ss. 5225 (1)(C)(12)	\$500,000
C6. Costs associated with providing local match to federal, state, regional, and foundation grants that support any of the purposes on Title 30-A Chapter 206, Subchapter 1 (Development Districts for Municipalities and Plantations). TIF revenues may be applied as a local match to grants deemed by the municipality to have significant potential for economic development--including, but not limited to, public infrastructure as it relates to commercial use.	ss. 5230	\$1,000,000
Total Estimated Project Costs:		\$19,550,000



TOWN OF RICHMOND

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Sharon Woodward, Clerk
James Valley, Planning Board Liaison
DATE February 3, 2026
REFERENCE: Item 5.1 – Appointment of James Dealaman as Planning Board Alternate

Purpose

Approval and Appointment of James Dealaman as Planning Board Alternate member.

Background

The Planning Board has interviewed Mr. Dealaman and requests the Selectboard appoint him as a Planning Board Alternate.

Analysis & Justification

Richmond Planning Board is fully staffed but maintains a list of alternate members.

Recommendation

Staff recommend the Selectboard approve the appointment of Mr. Dealaman to the Planning Board as an Alternate member.

Recommended Motion:

Motion to Appoint James Dealaman as a Planning Board Alternate member.

Fiscal Impact

None.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.