



## TOWN OF RICHMOND

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### TOWN MANAGER REPORT

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

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#### 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 250<sup>th</sup> 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 17<sup>th</sup> 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 18<sup>th</sup> 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.