

RICHMOND SELECTBOARD MEETING

AGENDA

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

Town Office Conference Room
Tuesday, April 14, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: March 31, 2026
- 4.0 PUBLIC HEARINGS & PRESENTATIONS
 - 4.1 Hold Public Hearing to Consider Granting a New Liquor License to Mary's Smokehouse BBQ, 146 Brunswick Road, Richmond, ME 04357
- 5.0 SELECTBOARD ACTION ITEMS
 - 5.1 Request Action on a New On-Premises Liquor License to Mary's Smokehouse BBQ, 146 Brunswick Road, Richmond, ME 04357
 - 5.2 Request Action to Renew an Existing Liquor License for Sumrub Thai Cookery
 - 5.3 Request Action to Accept Bid for Town Office Generator Replacement
 - 5.4 Request Action to Change Retire-Rehire Policy for MainePERS Contribution
 - 5.5 Request Action to Approve Abatements as Presented by the Assessor
- 6.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
 - 6.1 Request to Change Selectboard Meeting Times to 6:00 pm for the April 28th and May Meeting dates
- 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 31, 2026

1.0 ATTENDANCE

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

Budget Committee: Minnie Grizkewitsch, Therese Acord, Will Berdan, Vivian Pratte

Absent: Randy Bodge

Staff: Jim Chandler – TM, James Donnell – Policy Chief, Will Berdan – Transfer Station Manager, Laurie Boucher – Finance Director, Betsey Noble – Librarian, Patrick Drake – Acting Fire Chief, Natalie Wagurak – EMS Deputy Chief, Karen Moody – Senior Center

Public: Gerry Roy, Sharon Chesley, Ann Page, Phil Beck

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES FOR March 17, 2026, SELECTBOARD MEETING

Motion A. Alexander 2nd M. Roberge, Discussion, None, Vote (5-0) Unanimous

4.0 PROCLAMATIONS & APPOINTMENTS

4.1 Loan Board Appointment of Jessica Chappell

Motion T. Tuttle, 2nd A. Alexander, Minimal Discussion Vote (5-0) Unanimous

4.2 Appointment of James Chandler as Interim Town Clerk & Registrar of Voters

Motion A. Alexander, 2nd T. Tuttle, Minimal Discussion Vote (5-0) Unanimous

SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

4.3 Citizen complaint about gunfire from the Sporting Club range

Selectboard Chair led a short discussion regarding ongoing conversations with the Sporting Club leadership, and TM reviewed the content of the latest complaint from Lincoln Street and the outreach of town staff to the club. No ordinance violations have been violated (that we're aware of) and police and code enforcement are following up.

5.0 SELECTBOARD ACTION ITEMS

5.1 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

Motion B. York, 2nd T. Tuttle No Discussion Vote: (5-0) Unanimous

6.0 PUBLIC COMMENT, ORAL/Written REPORTS & OTHER BUSINESS

6.1 Public Comments & Questions

Mr. Phil Beck – Meadow Way subdivision and issues associated with the former HOA and issues related to challenges (nightmare) that has been difficult due to the HOA being dissolved at the landowners request. Real estate agents have sold multiple properties throughout the years, but

Town of Richmond – Selectboard Meeting Minutes

March 31, 2026

the CEO / Town's sharing of public information related to the fact that the subdivision is currently "non-conforming" because they don't have an HOA, and have defaulted on the taxes owed for the common area required to maintain the original approved subdivision.

Mr. Beck contacted the Secretary of State, and they referred him to Federal Agencies (which have no jurisdiction on this local matter.) He described his personal health challenges and failure to continue his project to build a home and sell an adjacent property. His comments were addressed by the TM, who described the town's actions and conversations with the Town's Attorney. The matter has been before the Planning Board, and the town's efforts to assist. Interactive conversations about the status of the situation, and the observation that ongoing lengthy investigations would lead to a point in the future where the TM and CEO confirmed that the best solution would be for the group of landowners to reconstitute the HOA. Andy noted that the town would return the property to the HOA if the taxes were paid and the subdivision became conforming.

Ann Page described that realtors have misrepresented the value of the stream valley and wetland area of about 5 acres. Andy recalled the meeting where this was previously discussed. Chairman Bodge asked if the landowners would pay the back taxes and Mr. Beck said he would pay the back taxes but was told by the CEO that the Town would not accept the payment. TM stated that an ongoing investigation would lead to a report to the Selectboard and may or may not lead to the Selectboard being asked to take any action. At this time, it doesn't appear to be a matter that the Selectboard would have any reason or authority to take any action(s).

Chair noted that the situation was not currently, nor in the future, a matter that the Selectboard may have any authority to act.

Mr. Beck stated that 8 properties have been sold since the town foreclosed on the common area acreage.

Ann Page stated the HOA was dissolved in 2013, and she bought her home in 2014.

Mr. Beck stated the CC&R's existed when Mr. O'Brien bought his property from the original developer, Mr. Meoli, but that most landowners have not had these attached to the real estate sales contracts since then.

Selectboard noted more information was needed and TM acknowledged the matter would be brought back at a future meeting once his investigation was completed.

Everyone acknowledged it was a complicated matter, with a long history of disagreements between the landowners and the original developer, and that the subdivision as it was currently constructed (driveways) would not be approved by the Town.

Mr. Beck stated that the CEO indicated that it would be

Tracy noted the challenge with the sale of the property, and Mr. Beck further described his personal health issues compounding the stress and issues he's facing, and his goal of being transparent with future buyers.

Chair asked how many lots, and Mr. Beck said it was 11, with 8 having purchased their lots/homes without knowledge of the HOA situation.

No other public comments.

Town of Richmond – Selectboard Meeting Minutes

March 31, 2026

6.2 Town Manager Report

Quick review of highpoints of his written report. Noted the Beedle Road bids were received, and were playing an important role in the development of the Proposed FY27 Municipal Budget. Senior Center recently purchased new chairs. Also it was reported that the Town Office generator failed during a recent power outage, and was not reparable, and the Facilities Manager was seeking quotes for replacement.

TM asked about the past practice of loaning (renting) of Richmond's willingness to loan our Grader for Dresden to use on their roads.

Chair noted it was past practice, but insurance and liability issues would need to be reviewed.

TM had a conversation with SAPPI and noted they completed the 2025-26 harvest of the Town Forest, and that \$39,744 were receipted into the Town Forest Reserve, per previous Selectboard direction. Final cleanup and installation of new signs, new trail maps, and gravel for a new parking lot off Post Road.

TM noted Jay's appointment to Public Works Director.

Bruce Beasley decided to not retire but remain as a part-time Recreation Director. This was formerly a full-time (35 hours/week) position. His decision to hire Sam Carter as a new part-time assistant, the Director would work 15 hours per week in an administrative role, and Sam would work 20 hours per week doing field work. This was a good solution and saves the town funds by not having to pay an individual health insurance benefits, nor have leave accruals to a full-time Director. They would team up to support rec programming and event coordination and logistics.

6.3 Selectboard Members

Brian – None

Andy – None

Tracy – reiterated the desire to follow-up on the complaints regarding gunfire at the Sportsman Club.

Matt – None.

Chair – thanked the TM for taking on the Clerk role.

6.4 Boards, Departments & Committee Reports – None.

7.0 WARRANT

7.1 Request to Approve Town Warrant

Motion T. Tuttle, 2nd B. York, No Discussion Vote: (5-0) Unanimous

8.0 ADJOURNMENT

Motion A. Alexander 2nd M. Roberge, Discussion, None, Vote (5-0) Unanimous



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 Chief James Donnell, Richmond Police Department
DATE April 14, 2026
REFERENCE: Item 5.1 – Mary’s Smokehouse BBQ Restaurant Request for Liquor License

Purpose

Approval and endorsement of a request from Mary’s Smokehouse BBQ Restaurant for a new Liquor License State Permit to sell liquor and spirits.

Background

Mary’s Smokehouse BBQ Restaurant, at 146 Brunswick Road, operates a full-service restaurant. The restaurant shares space with a cannabis shop, but the license is for on-premises consumption only.

Analysis & Justification

Richmond Police Chief Donnell reports no concerns with the issuance of this license application. Due to the location being attached to a licensed cannabis dispensary, the Chief confirmed with the State of Maine that no Statutes currently prohibit these activities being collocated on the same property.

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 the issuance of an annual liquor license.

Recommendation

Staff recommend the Selectboard approve the issuance of a State of Maine License to sell Liquor on the premises of Mary’s Smokehouse BBQ Restaurant, at 146 Brunswick Road, Richmond, Maine.

Recommended Motion:

Motion to Approve issuing a liquor license for Mary’s Smokehouse BBQ Restaurant for April 2026 through April 2027.

Fiscal Impact

None.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required input.



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MEMORANDUM

TO: Selectboard Members
FROM: Jim Chandler, Town Manager *JNC*
COPY: Chief James Donnell, Richmond Police Department
DATE: April 14, 2026
REFERENCE: Item 5.2 – Sumrub Thai Cookery Restaurant Request for Liquor License Renewal

Purpose

Approval and endorsement of a request from Sumrub Thai Cookery Restaurant to renew their existing State Permit to sell liquor and spirits.

Background

Sumrub Thai Cookery, at 164 Main Street, operates a full-service restaurant. The restaurant has maintained and annually renewed its liquor license since 2024 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.

Recommendation

Staff recommend the Selectboard approve the renewal of the existing State of Maine License to sell Liquor on the premises of Sumrub Thai Cookery, at 164 Main Street, Richmond, Maine.

Recommended Motion:

Motion to Approve renewal of the existing liquor license for Sumrub Thai Cookery for April 2026 through April 2027.

Fiscal Impact

None.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required input.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY James Valley, CEO & Facilities Manager
DATE April 14, 2026
REFERENCE: Item 5.3 – Replacement of Town Office Generator

Purpose

To seek approval to replace the emergency generator at the Town Office that failed and is not repairable.

Background

The current 10KW emergency generator was a used piece of equipment when it was installed at DPW. The town moved this old generator from the DPW building and was undersized for the Town Office.

Analysis & Justification

The Town Office generator no longer functions. When it failed during the recent power outage an assessment was conducted by Best Homes Generators to determine needed repairs. The generator is no longer serviceable for parts, thus beyond repair.

The Town Office needs to continue to operate during power outages. A new generator is needed. Facilities Manager James Valley obtained four bids from three vendors:

Best Homes Generators (22 KW Liquid-Cooled Generac)

\$18,732 – Same placement

Town would be responsible for propane hookup and replacement slab if needed, which would add cost to the overall project.

10-Year Warranty

A/B Electrical Services (22 KW Liquid-Cooled Generac)

\$22,843.47 – Same placement

\$27,843.47 – Relocation

Turnkey – the whole project would be handled by the company.

7-year Warranty

A/B Electrical Services (22 KW Air-Cooled Generac)

\$13,072.24 – Same placement

\$16,072.24 – Relocation

Turnkey – the whole project would be handled by the company.

7-year Warranty

Mid Maine Generator (20 KW Air-Cooled Kohler) With a new Transfer Switch

\$14,230.47 – Same placement

\$14,496.58 – Relocation

Turnkey – the whole project would be handled by the company.

10-Year Warranty

The differences between air-cooled and liquid-cooled generators are:

- Liquid-cooled generators are designed to run for longer periods of time (24/7 for multiple days) and are typically quieter
- Air-cooled generators are designed to run for short periods of time, more characteristic of temporary power outages experienced here in Richmond

The location change is recommended for two reasons:

- Moving it to behind the utility shed provides easy access for future connections to the Police Department building, that would be recommended in lieu of replacing their existing generator
- Moves it away from the conference room for both noise reduction and to allow for the potential future expansion of the existing conference room

Recommendation

Staff recommend accepting the attached bid from Mid Maine Generator for the installation of a new 20KW Air-Cooled Kohler generator.

This location also

Recommended Motion:

Motion to approve the purchase and installation of a new emergency generator for the Town Office by accepting the bid proposal received from Mid Maine Generator for \$14,496.58.

Fiscal Impact

Cost of the replacement generator, as proposed by Mid Maine Generator is \$14,496.58, to be paid from Building Maintenance Reserve (\$7,496.58) and Pipeline TIF Carryover balance (\$7,000.00).

Staffing Impact

None, beyond Facilities Manager time for project coordination.

Legal Review

No legal review required.

We have over
1000-star reviews
on Google!

MID MAINE GENERATOR

DON'T GET LEFT IN THE DARK

(207) 395-8066 midmainegenerator.com

PO Box 147, Winthrop, ME 04364

info@midmainegenerator.com



Billing Address:

Town of Richmond
26 Gardiner Street
Richmond, ME 04357 USA

Job Address:

Town of Richmond
26 Gardiner Street
Richmond, ME 04357
USA

Estimate Summary

CUSTOMER TO PROVIDE TAX ID TO GO TAX EXEMPT. Mid Maine Generator to remove existing Generac generator and transfer switch at NO COST, MMG to install a new 200 amp service rated transfer switch outside and run new electrical lines to the generator location. MMG can re use pad for option 1. All generator gas work and trenching by Mid Maine Generator. Customer has no plans to add more electrical load to the building.

Equipment

NAME	DESCRIPTION	QTY
20RCA-QS6	<p>Kohler Air Cooled 20 kW RCA Generator - 1 Phase, 120/240V</p> <p>This package includes a certified Kohler start-up, battery, protective brush cover, and a cold-weather breather tube heater, oil heater & fuel regulator heater to support smooth starts year-round. Every unit is backed by Kohler's five-year parts and labor warranty for added peace of mind.</p> <p>For safe installation and proper airflow, the generator requires a minimum of eighteen inches of clearance from combustible materials.</p>	1
RXT-JFNC-200ASEQS5	Kohler RXT 200A -Service Rated Automatic Transfer Switch	1

NAME	DESCRIPTION	QTY
Generator Start-up	Certified start of Kohler residential generator	1
GM101615-KP1-QS	Alternator Brush Cover	1

NAME	DESCRIPTION	QTY
GM110948-KP2-QS	<p>20Kw Kohler Cold Weather Kit-</p> <p>Feel confident that your generator will perform in subfreezing weather with the KOHLER® Cold Weather Kit.</p> <p>Recommended for generators installed where the temperature regularly falls below 0°C (32°F), it's designed to keep cold weather conditions from disrupting generator operation.</p> <p>Kit Includes: Breather Tube Heater and Oil Heater, Fuel Regulator Heater.</p>	1
Group 51 Battery	Group 51 Battery	1
Electical Material	Electrical Material for Generator Installation	1
Electrical Wiring	Electrical Wiring per foot	24
Propane Material	Propane Material for Generator installation	1
Propane Gas Tubing	Propane Gas Tubing per foot	84
Trenching	Trenching per foot	14
NAME	DESCRIPTION	QTY
Generator Installation Labor	Generator Installation Labor	1
Kohler AC FREE 10 04_01_26	Free 10-Year Extended Warranty on parts & labor (up to \$1,400 value). The promotion will run from April 1st through May 15th, 2026. The generator must be installed by September 30th 2026.	1

Total Due \$14,230.74

Pricing Information

Total To Pay \$14,230.74

Thank you for choosing Mid Maine Generator !

Authorization Paragraph

Down payment is due before the install

Please note all items, parts, service and quotes already have a cash discount price built into our prices. If you chose to use a credit/debit card, the cash discount price will be removed.

Propane tank to be furnished and installed by others. (Contract price reflects: home owner to coordinate propane tanks with current provider if tanks are needed, tanks must be onsite on or before generator installation date unless previously discussed with Mid Maine Generator)

Start-up does not include filling the tank with propane.

Annual maintenance on the generator is not included in this proposal.

Any patching and or painting from holes or cutting required for access to areas needed to complete installation is a customer responsibility. This also includes any landscaping materials that need to be removed for the mentioned purposes (We are not a paving company, sheet rockers, carpenters, stone masons, landscapers or painters)

Proper operation will be explained to you upon generator start-up. Provided an owner's rep is present at the time of startup.

If customer cancels their installation within 30 days of the scheduled installation date, Mid Maine Generator reserves the right to bill the customer a \$500.00 freight fee.

Adjacent doors and windows must be closed when the generator is running.

The price for this proposal is valid for 30 days unless otherwise stated in writing. Method of Payment: 1/2 down upon approval of contract and remainder upon completion.

Warranties: The contractor provides the following express warranty: In addition to any additional express warranties agreed to by the parties, the contractor warrants that the work will be free from faulty materials; constructed according to the standards of the building code applicable for this location; constructed in a skillful manner and fit for habitation. The warranty rights and remedies set forth in the Maine Uniform Commercial Code apply to this contract.

Resolution of Disputes: If a dispute arises concerning the provisions of this contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for one of the following (check only one):

(1) Binding arbitration as regulated by the Maine Uniform Arbitration Act, with the parties agreeing to accept as final the arbitrator's decision (____); (2) Nonbinding arbitration, with the parties free to not accept the arbitrator's decision and to seek satisfaction through other means, including a lawsuit (____);

(3) Mediation, with the parties agreeing to enter into good faith negotiations through a neutral mediator in order to attempt to resolve their differences (XX); (4) The parties are not required to select one of these dispute resolution methods. They are optional. If the parties do not select one of these dispute resolution options, check here (____). Change Orders Any alteration or deviation from the above contractual specifications that involve extra cost will be executed only upon the parties entering into a written change order. Please note: If this contract is being used by contractors who sell door-to-door it must meet any applicable requirements of 32 M.R.S.A. §§ 4661-4671, Consumer Solicitation Sales Act, 32 M.R.S.A. §§ 14501-14512, Door-to-Door Home Repair Transient Sellers, and 9-A M.R.S.A. §§ 3-501-507, including a description of the consumer's 3 day right to cancel the contract. If this contract includes installation of insulation in an existing residence it must contain a detailed description of the insulation as required by 10 M.R.S.A. § 1482. If this contract includes construction of a new residential building or a new addition to an existing residence, it must contain a statement that 10 M.R.S.A. §§ 1411-1420 establishes minimum energy efficient building standards for new residential construction, and whether this building or addition will meet or exceed those standards. EACH PARTY MUST RECEIVE A COPY OF THIS SIGNED CONTRACT BEFORE WORK CAN BE STARTED.

If payment is not made and credit action is taken, all costs will be incurred by applicant, including but not limited to collection costs and legal fees.

Signing the contract signifies that the owner approves of the generator location per the attached sketch.

Town of Richmond _____

Date: _____



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Betsy Oulton, HR Consultants
DATE April 14, 2026
REFERENCE: Item 5.4 – Amendment to the Town’s Retire-Rehire Policy

Purpose

To seek approval to amend the Town’s Retire-Rehire Policy regarding the Town’s contribution to the MainePERS State PLD Retirement system.

Background

In April 2024, the Town adopted a Retire-Rehire Policy to retain experienced employees and critical institutional knowledge, particularly in positions that are difficult to recruit or replace. Retire-rehire has been permitted by the State of Maine since November 2010.

Analysis & Justification

Like many Maine municipalities, Richmond faces ongoing recruitment and retention challenges, especially for specialized and senior-level positions. The town determined that allowing eligible employees to retire, receive defined benefits, and return to employment provides operational continuity and fiscal efficiencies.

Under the current approach, the Town avoids paying the standard PLD employer contribution of 10.2%–13.2% of wages. Rehired employees do not earn additional MainePERS benefits; required contributions support the actuarial integrity of the retirement system.

Recommendation

Staff recommend amending the Retire-Rehire Policy to require the Town to pay the MainePERS PLD supplemental contribution for rehired retirees.

Recommended Motion:

Motion to approve an amendment to the Retire-Rehire Policy requiring the Town to pay the 5% PLD supplemental contribution on rehired employees’ wages, as stated in the attached amended policy.

Fiscal Impact

The Town would pay the required 5% PLD supplemental contribution in lieu of the standard 10.2% or 13.2% employer contribution, resulting in a net savings of approximately 5.2%–8.2% compared to regular employees. For the one affected employee, the FY27 proposed annual cost is \$3,317.46 compared to \$6,767.63 under the standard contribution, with a net savings to the Town of \$3,450.16.

Staffing Impact

Supports retention of experienced staff and continuity of services.

Legal Review

No legal review required.

Retiring and Returning to Work for the Same Employer

----- Rules of the Road -----

Standard	Early Retirees	Normal Retirement Age	
		State Employees and Teacher Members	PLD Employees, Legislators and Judges
Required to Terminate Employment	Yes	Yes	Yes
Prohibited from having an explicit understanding or agreement to return to work prior to retiring	Yes	Limited ¹	Limited ¹
Can go back to work	Later of: · 30 days after Termination Date · Retirement Date	Later of: · 30 days after Termination Date · Retirement Date	Retirement Date
Limit on time worked (school or calendar)	Yes 90 Days/Year	No	No
Limit on earnings	No	No	No
Restriction on type of Position	No	No	No
Contribute to MainePERS ²	No	No	No
Earn Service Credit	No	No	No
Repayment of any disallowed retirement benefits	Repaid through a deduction in the monthly benefit over the retiree's expected lifetime	N/A	N/A

¹If you are retiring younger than 59½, you must have terminated employment without any explicit understanding or agreement to return to work with the same employer or you will be subject to an IRS 10% early distribution tax.

²PLD Retirees: While you no longer pay retirement contributions, a separate payment is required during the period of re-employment. The rate is the greater of 5% or the aggregate unfunded actuarial liability (UAL) rate of the Plan. It is up to the employer and employee to determine who will pay this rate, but the employer remits the funds to MainePERS.

----- What Does Same Employer Mean? -----

Pre-Retirement Employer	Post-Retirement Employer	"Same Employer"? ¹
State/Legislative/Judicial Employees and Teacher Members	State/Legislative/Judicial/Teacher	Yes
	Consolidated PLD	No
	Non-Consolidated PLD	No
Consolidated PLD	Consolidated PLD	Yes
	Non-Consolidated PLD	No
	State/Teacher	No
Non-Consolidated PLD	SAME - Non Consolidated PLD	Yes
	ANOTHER - Non-Consolidated PLD	No
	Consolidated PLD	No
	State/Teacher	No

¹For purposes of the early distribution tax only, "same employer" means the employer you worked for immediately before retiring.

Disability Retirees: The above information applies to service retirees only. There are limitations on the amount you may earn without reducing or eliminating your disability benefit. For information on your earnings limitation, please contact the MainePERS Disability Unit.

Effective Date: 05-13-24
Approved by: Board of Selectmen


Policy #: 051324-1
of Pages: 1

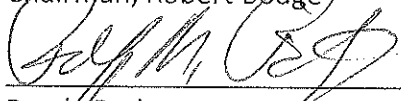
Town of Richmond Retire/Rehire Policy

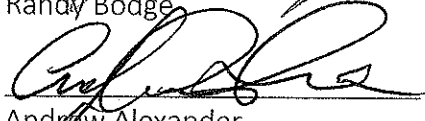
For current employees wishing to retire and remain in his/her current position shall be allowed with the approval of the Town Manager.

- 1) Employee will be required to give a 30-day notice of intent to retire in writing if their intent is to be rehired.
- 2) The Town of Richmond will not contribute to any retirement plan on behalf of the employee other than Social Security.
- 3) Rehire date will serve as the new anniversary date for purposes of pay increases and vacation accruals.
- 4) The Town will pay out all accruals owed to the retired employee following MainePERS Retired, Returned to work (RRTW) guidelines & the Town of Richmond Personnel Policy. This employee will be rehired with the same accruals and benefits, including seniority, as when originally retired. No accruals will be owed to the employee upon the final leave of employment.
- 5) The employee, if a MEPERS retiree, is solely responsible for any required MEPERS contributions (currently 5%) upon rehire and those contributions will be made through payroll deduction.

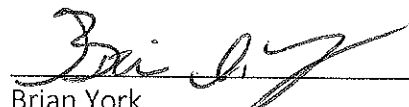
Approved this 13th day of May 2024.


Chairman, Robert Bodge


Randy Bodge


Andrew Alexander


Marilyn Grizkewitsch


Brian York

Effective Date: 04-14-26
Amended by: Board of Selectmen

Policy #: 042924-2
Page 1 of 1

Town of Richmond Retire/Rehire Policy

Current employees wishing to retire and return to his/her current position may be permitted if in the best interests of the Town, and upon approval of the Town Manager.

- 1) Employees will be required to give a 30-day notice of intent to retire in writing if their intent is to be rehired.
- 2) The Town of Richmond will contribute the standard employer shares of the required FICA payroll deductions (currently 7.65%) on behalf of the employee for Social Security and Medicare, as required by Federal Law.
- 3) Rehire date will serve as the new anniversary date for purposes of pay increases and leave accruals.
- 4) The Town will pay out all accruals owed to the retired employee following MainePERS Retired, Returned to work (RRTW) guidelines & the Town of Richmond Personnel Policy. This employee will be rehired with the same accruals and benefits, including seniority, as when originally retired.
- 5) No accrual of leave payouts will be owed or made to the employee upon final leave of employment.
- 6) If the employee is a MEPERS retiree, the Town of Richmond is responsible for any required MEPERS contributions (currently 5% of the rehired employee's salary) upon rehire and those contributions will be paid through regular payroll deposits to the MEPERS system.

Approved this: 14th day of April 2026.

Chairman, Robert Bodge

Matt Roberge

Tracy Tuttle

Brian York

Andrew Alexander



TOWN OF RICHMOND

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Richmond, ME 04357

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Laurie Boucher, Finance Director
Rob Duplisea, Assessor
DATE April 14, 2026
REFERENCE: Item 5.5 – Request for Action on Abatements

Purpose

Request for approval of Abatements as submitted by the Assessor.

Background

The Assessor met with, reviewed, and made recommended changes to property values, as reflected in the attached spreadsheet.

Analysis & Justification

The attached 2 Abatements total value of \$128,000 result in tax adjustments of \$1,433.60, to be posted against the FY26 Overlay.

Recommendation

The Assessor recommends the Selectboard approve as presented. Recommended Motion:

I make a Motion to Approve and Accept Abatements as presented by the Assessor.

Fiscal Impact

The FY26 Overlay was approved at \$63,305.17.

As a result of these actions, the Overlay will be decreased by \$1,433.60.

The resulting Overlay Balance is \$24,075.02.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.

Abatement Supplemental Report

4/14/2026

Abatements

#	Name	Map-Lot	Acc	Value	Mil rate	Tax	Reason
25/26-39	Jeremy Purington	R3-5-6	1969	\$ 38,600	0.0112	\$ 432.32	To correct computer entry error
25/26-40	Audrey Hoffa & Kevin Sullivan	U2-53	1330	\$ 89,400	0.0112	\$ 1,001.28	To correct building value
				Abatements			
				Value		Tax	
				\$ 128,000		\$ 1,433.60	

Supplementals						
None						

Overlay Balance

Existing	\$ 25,508.62
Current Abatements	\$ 1,433.60
New Balance	\$ 24,075.02



TOWN OF RICHMOND

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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE April 14, 2026
REFERENCE Item 7.2 – Manager’s Report

Fire Department Vehicles

- The Fire Department recently installed the “brush fire” tank and suppression equipment on Service 3; however, the resulting Gross Vehicle Weight (GVR) of this vehicle as outfitted is 700+ pounds overweight.
 - This makes it unsafe for any Fire/EMS response in its current configuration.
 - I directed the Acting Fire Chief to empty the onboard water tank and develop a strategy for responding to brush fires using alternative water supplies until an appropriate vehicle is obtained for use as a first response fire-attack vehicle.
- Due to the safety issues and operational limitations of Service 3, and the ongoing mechanical and operational safety concerns with Engine 3, I’ve directed the Acting Fire Chief to begin searching for alternative Fire/EMS response vehicles.
 - Two used Mini-Pumper Trucks have been identified, and I will be doing a preliminary assessment of these in mid-Maine towns.
 - More information will be shared as it becomes available, and a fully vetted solution is available for analysis and recommendation by the Fire Department’s leadership, with the intention of bringing a plan to the Selectboard for consideration of purchasing a more appropriate Fire/EMS response vehicle for interim use in lieu of purchasing a full-size Fire Truck.
 - This facilitates the transfer of Service 3 to DPW (as was planned when purchased five years ago) to replace the Silver F250.
 - This would allow the Silver F250 to be transferred to the Town Office, Police and Recreation Departments for use as a needed utility truck for Facilities Maintenance and to support Event logistics and Incident response.
 - The 1988 Ford F350 Utility Pickup would be sold.

Budget & Financial Management

- Proposed FY27 Municipal Budget documents and Meeting Schedule continue to be posted on the Town’s website as updates and versions are modified.
- The FY27 Proposed Municipal Operations Budget continues to be reviewed by Department and Cost Center, with input and questions being discussed at each meeting.
- FY27 Proposed School Department Budget Update
 - Chad Kempton and I met Thursday, April 9, 2026, and reviewed their current (Draft # 6) FY27 Budget Proposal, and a copy of this document was shared with the Town.
 - A summary of this information will be presented to the Selectboard and Budget Committee at the upcoming April 14th meeting.
 - Ongoing discussions include the transfer of paving reimbursement from the Schools, or a decision by the Town to forgive this amount.
- Contracted support for Financial Records. Options to bring the Town’s financial records current

and implementing improved file storage practices continue to be investigated.

- Given the significant staffing challenges faced in the Town Office, I'm preparing a proposal for a revised staffing model.
 - This will include recruitment for full-time and part-time staff in the Clerk, Finance, and Town Manager's Offices – with a goal of creating positions that will multi-task, be cross-trained, and eventually replace anticipated retirements to ensure continuity of operations for the next few years.

Project & Facility Updates

- **Transfer Station**
 - The Town received written confirmation from the donor of the cardboard bailer that it is not to be returned. I've directed DPW to coordinate with Will to facilitate its removal from the building – and disposal, so we may repurpose the space and move forward with seeking more cost-efficient methods for removing cardboard from the Single-Stream Recycling.
 - Cardboard is the single largest cost commodity impacting our operations.
 - Transfer Station Manager continues to work on opportunities for expanding services and seeking grant opportunities for the transfer station. He and I are looking at a grant opportunity from the State for facility improvements and food diversion.
- **Town Office**
 - Facilities Manager solicited and has received four quotes for replacing the emergency generator. These are being presented for Selectboard Action so this critical piece of equipment may be replaced as soon as possible.
- **Public Works**
 - We have completed extra deliveries of road salt and currently have about 1,200 tons stored. We submitted a reduced bid to MDOT for participating in their 2026-27 bulk bid process (from 2,200 to 1,400 tons).
 - This will allow for a reduction in FY27 Proposed Budget expenses for this line by \$64,000.
 - The crew is working to begin Spring cleanup, sweeping of excess winter sand, and landscaping of the Town's parks and facilities.
 - Investigations of dead and dangerous trees needing removal are underway on downtown streets and at the Waterfront.
 - A Safety Grant is being submitted to MMA to assist with these expenses.

Activities & Events

- **Monthly Meet & Greet with Town Manager**
 - April will be Thursday, 4/16 from 8:30-10:00 am at Annabella's.
- **Spring Recreational Sports**
 - Baseball and Softball tryouts and team formations are underway, with Sam Carter coordinating these activities while Bruce is on vacation.
- **Richmond Days**
 - Committee Planning activities are moving forward under the leadership of Minnie Grizkewitsch and additional committee members are welcome to join the planning of this popular event.