

RICHMOND SELECTBOARD MEETING AGENDA

Robert Bodge, Chairman
Marilynn Grizkewitsch
Matt Roberge
Tracy Tuttle
Brian York, Vice Chair

Town Office Conference Room
Tuesday, August 4, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: July 21, 2026
- 4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
 - 4.1 Discuss Purchasing Policy – Requested by Member Grizkewitsch
 - 4.2 Discuss Ordinances related to Trailer Parks
- 5.0 SELECTBOARD ACTION ITEMS – None.
- 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 WARRANTS
 - 7.1 Request to Approve Town Warrant
- 8.0 EXECUTIVE SESSION FOR 1 M.R.S.A. 405 § 6.A (1) – Personnel Matters
- 9.0 ADJOURNMENT

RICHMOND SELECTBOARD MEETING

MINUTES – July 21, 2026

1.0 ATTENDANCE

Selectboard Present: Robert Bodge, Marilynn Grizkewitsch, Tracy Tuttle, Matt Roberge, and Brian York

Staff: Jim Chandler – Town Manager, James Donnell – Police Chief

Public: O’Neal LaPlante

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: June 23, 2026

M= M. Roberge, 2nd T. Tuttle Discussion – None. Vote: 5-0 Unanimous

4.0 PROCLAMATIONS AND APPOINTMENTS

4.1 Appointment of Boards & Committees

Community Development Loan Board

- Axel Christensen 2 yrs 07/01/26 – 06/30/28
- Joseph Tilton 2 yrs 07/01/26 - 06/30/28

Planning Board

- Ann Page 5 yrs 07/01/26 - 06/30/31

Recreation Comm

- Judy Haas 3 yrs 07/01/26 - 01/31/29

Cobbossee Watershed District Board

- Jack Daniel 3 yrs 07/01/26 - 01/31/29

M= T. Tuttle, 2nd M. Grizkewitsch Discussion – None. Vote: 5-0 Unanimous

4.2 Appointment of Acting Fire Chief

M= T. Tuttle, 2nd M. Grizkewitsch. Discussion concerned the number of roles being assumed by the Town Manager and clarified that the Acting Fire Chief role should include administrative duties only, with no operational or response activities. The motion was amended accordingly. Vote: 5-0 Unanimous

M. Grizkewitsch thanked Patrick Drake for his service to the Town.

5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

5.1 Discuss 2026 Town Report Dedication

Discussion: T. Tuttle suggested the dedication be made to celebrate volunteerism, with a focus on the committees and community services provided by volunteers, especially the food pantry.

M. Grizkewitsch requested that town employee salary information be included in the Town Report. Discussion followed regarding a citizen request made at Town Meeting, and it was

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confirmed that the information would be included. It was also noted that school salary information was not requested and would not be posted by the Town.

6.0 PUBLIC HEARING FOR USE OF VEHICLE RESERVE

6.1 Public Hearing for Use of Vehicle Reserve for Police Vehicle Purchase

OPEN: M= M. Roberge, 2nd = B. York, Vote: (4-0-1 abstention M. Grizkewitsch)

Discussion: No public comments were offered.

CLOSE: M= T. Tuttle, 2nd M. Grizkewitsch, Discussion – None. Vote: 5-0 Unanimous

7.0 SELECTBOARD ACTION ITEMS

7.1 Action for Police Vehicle Purchase

A brief discussion was held regarding the merits of adding another patrol vehicle. One public comment stated that the Town's square mileage does not warrant an increased number of vehicles. Police Chief Donnell said the proposed purchase followed the Town's normal replacement schedule and added that a vehicle could also be used as a hiring incentive. He noted that many departments are using similar programs to extend vehicle life and support officer recruitment. Chief Donnell indicated the benefits of having a third cruiser available.

T. Tuttle asked if the town paid employees mileage for travel to and from work. Answer from TM and Chief was no, not the current practice.

Discussion shifted to benefits of take-home vehicles as a recruitment tool and a benefit to the town for response. TM stated he was not aware of any formal take home policy, but that all officers, and other town employees including himself have taken vehicles home when conducting town business before or after regular business hours.

Extensive discussion continued, the Chair observed that the Sagadahoc County Sheriff's Office also has got deputies in the town, and other departments have needs that may be a higher priority this year than a third police cruiser. May not need the 3rd marked vehicle now, given the PD staff levels.

T. Tuttle asked about the obligation to fulfill the Town Meeting Warrant, but TM noted that the Warrant Article was simply to place the \$100,000. Budget narrative indicated it would be used for a police car, but the Selectboard is not obligated to buy a police car. Costs are a factor and are increasing each year. TM noted that there are other priorities as well, and need to be weighted against the need for police, public works, fire vehicles, etc.

Discussion refocused on whether to approve purchase of a third patrol vehicle.

Motion to Table Purchase for 6 months, or sooner if a 3rd full-time officer is hired,

M= M. Roberge, 2nd = M. Grizkewitsch, No further discussion, Vote: 5-0 Unanimous

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The Chair asked whether further discussion was needed regarding the Town Manager's use of the spare town vehicle.

M. Grizkewitsch stated that the third police vehicle has historically been available after hours and on weekends for use by the reserve officer. She expressed concern that the vehicle may not be available when needed because it is also being used by the Town Manager.

The Town Manager stated that, although he uses the vehicle more frequently than previous managers, he has always made it available to the Police Department when needed. He further stated that he would begin using his personal vehicle for Town business, including out-of-town travel such as the upcoming multi-day training conference, and would request mileage reimbursement.

7.2 Selectboard FY27 Leadership Positions

Short Discussion of whether anyone wished to propose any changes. None were suggested.

Motion to keep Chair and Vice Chair as is for upcoming year made.

M= T. Tuttle, 2nd = M. Roberge, Discussion – None. Vote: 5-0 Unanimous

7.3 Selectboard Vote for MMA Legislative Policy Committee

Short Discussion about the merits of each, and the benefits of keeping experienced people versus electing new members. Selectboard asked about the purpose of the committee, and TM explained this committee monitors legislation at the State level and makes recommendations to MMA member communities about potential impacts that might lead a community to offer support or opposition to a particular bill.

Motion to select Nicole Briand and Marc Meyers as the Richmond candidates of choice.

M= M. Grizkewitsch, 2nd = T. Tuttle, Discussion – None. Vote: 5-0 Unanimous

8.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

8.1 Public Comments & Questions – None

8.2 Town Manager Report – Written report reviewed by Town Manager (attached)

- Beedle Road Update, contracts signed, work will begin when paving contractor is ready to immediately follow the excavation – mid August
- IT issues at PD, Town Office & Library being addressed
- PW is doing a great job preparing for Richmond Days
- Looking at recovering the town's roads and needs for ditches and shoulders and costs of internal versus external contracted support and number of years it will take

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- Discussed the aging of the excavator
- Water Street unauthorized digging and repairs
- Swan Island Ferry restoration and press conference
- Waterfront repairs, cleaning, and Richmond Days preparation, note Gazebo needs some repairs that we should be addressing post-event
- Newsletter – kudos to Kara Briand
- Continue to work on FY26 closeout
- Reconciliation of bank statements is complete through June 2023. Options to complete the updates, and needs for new staff, to be presented at the 8/4 meeting
- Audit catch-up has not been completed
- The Old Goat liquor license – explained the process for waiver of hearing
- MCOG – appointed to the Board
- DEP Grant notification of the award, more info to follow from Will Berdan,
- Hathorn Building has requested an executive session for economic development
 - Board is not interested until a business plan has been previewed by TM
 - I will advise him of the requirement
- County Tax increase discussed
- Gazebo deck boards temporarily repaired, but needs new decking and balusters on the railing
- Mr. LaPlante offered some history of the waterfront pathways and uses
- Chair commented on the repairs done by PW staff to the excavator
 - Staff has worked their magic to keep it running and make structural repairs to the track
- Chair noted we are 10-15 years or more behind on road maintenance and need to look at the type of equipment that would be capable of doing the road maintenance we need. Example was the rubber-tired excavator that could be used with the attachments and to recover and maintain the road shoulders and ditches
- TM conversations with PW Director and Town Engineer affirm the need
- Chair asked for detailed research regarding the best equipment needs for future purchase

Questions from M. Grizkewitsch:

Robert's Hall work, are we getting estimates? TM reply – No, work done to date has been done internally by PW staff

- Last need is to move the hot water and make the bathroom ADA
- Town is getting estimates – being managed by James Valley

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- Was the Wi-Fi hot spot budgeted at Robert's Hall? TM reply – No, we saved money on the AT&T switch, and since we didn't have WiFi at the building and it was requested by the historical society team, one was issued
- Town Office – asked if the new front office computers were budgeted and where the funds came from?
 - Not specifically budgeted for
 - CATV IT funds used for purchase
- Public Works has a new mower, was it bought or will it be brought before the Selectboard for a presentation?
 - TM reply – it was purchased, cost was about \$9,800, purchased from the Maintenance line with approximately \$55,000 for use in FY27

8.3 Selectboard Members

Tracy

- shout out to Kara for her work on newsletter and posters for Richmond Days
- roadway pedestrian signs are creating problems for trailers and boaters, especially on Front Street
 - asked them to be moved
- Acknowledged they were in the wrong place in several locations and they were marked for new locations by TM last night and moved by PW today
- New traffic calming signs for Front Street with the speed signs ordered by the PD and will be installed in an effort to be proactive in controlling the truck traffic
- Chair and others joined the discussion wrt sign locations
- Question about the Boston Cane to Minnie
 - Richmond Days committee wanted to reconstitute this and discussed with Jay Robbins
 - Recognize all residents 90+ at a Sunday breakfast at the waterfront and invited other Selectboard members

Matt

- Status of new TIF Districts?
 - Still awaiting final approval from State
- Does this impact the County Tax Bill
 - No, it is separate from the Town's Valuation but based on the State's Valuation
- Fire Department had difficulty in getting around a vehicle on Main Street at the Ice Cream drive-thru
 - Not regulated. Suggest a sign to not block the sidewalk

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- Chair asked if anyone remembered the old drive-in O’Neal did

Brian

- Asked about Ordinance that may be applicable
- TM noted that finding Ordinances and policies have been difficult in the Town’s Records
- Email regarding a Rent Stabilization request from the residents at Hatch Street Mobile Home Park
 - TM acknowledged the request, and it was investigated from a safe access perspective
 - It was observed that the owner had made some repairs and both PD and PW had observed
 - Brian mentioned that a model ordinance had been submitted and TM stated he would locate that email and address it
- Tracy noted that it raises questions regarding the Town’s authority to regulate rents town-wide or just in the mobile home park
 - TM will research and discuss with other managers across the State and return with recommendations, as appropriate
- Brian noted other towns and cities, listed in original email of 4/24
- TM committed to follow-up
- Looking forward to Richmond Days

Minnie

- Echoing Tracy – Kara’s been amazing and PW has been great in preparing the park area
- Described the layout of Richmond Days, vendors for crafts and foods
 - Shaping up to be a good weekend

Chairman

- You mentioned a new town office worker. TM will present in an executive session if the details are worked out to make an offer

TM

- Addressed new electrical service installation for the benefit of vendors
- Richmond Days Discussion continued with general questions about the logistics and layout
- Senior Center will be open for cooling as needed, and staff restroom access

8.4 Boards, Departments & Committee Reports

NONE

**RICHMOND SELECTBOARD MEETING
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9.0 WARRANTS

9.1 Request to Approve Town Warrant

M= T. Tuttle, 2nd = M. Roberge, Discussion – None. Vote: 5-0 Unanimous

10.0 ADJOURNMENT

M= T. Tuttle, 2nd = M. Roberge, Discussion – None. Vote: 5-0 Unanimous



TOWN OF RICHMOND

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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE July 7 & 21, 2026
REFERENCE Item 7.2 – Manager's Report

Project & Facility Updates

- **Beedle & New Road Construction**
 - Manzer's will mobilize in mid-August to begin excavation work.
 - DPW will continue to prepare the shoulders and ditches
 - Exact Start Date will be announced to residents two weeks ahead
- **Robert's Hall**
 - Historical Society has requested the kitchen appliances and cabinets be removed and bathroom made ADA accessible. Project is underway with James Valley coordinating with Jay Robbins
 - They requested internet access, so the new AT&T cell phone contract provided a WiFi hotspot for their use
- **Town Office**
 - HVAC service was conducted this week by Oak Island. System hadn't been serviced since 2023, but everything was found to be in good working order. A recommendation for a diverter line around a neutralizer device be installed ahead of the upcoming winter. Again, managed by James Valley
 - Quotes are being collected for building exterior repairs and a paint job.
 - New VOIP phone system is nearly complete, with minor issues related to maintaining facsimile lines for front office and police department
 - Front office computers were having issues, so both were replaced (Sharon and Terry's)
- **Public Works**
 - America 250 flags were put out by PW staff for Independence Day and will continue as a partnership for the 250th Anniversary theme for Richmond Days
 - Mower Issues
 - One of the Gravely zero-turn mowers (twenty years old, with 20,000 twenty-thousand hours) has started having recurring pulley and spindle issues
 - PW arranged to try a Bobcat standing mower from Jordan's. Each crew member has tried it. It's a shop-use model that has a mulching capability and is discounted. I'm negotiating for its purchase
 - Excavator is showing age in that any time it gets more than a few hours work it overheats, slows down, and loses power
 - Given the desire to reclaim roads and ditches, stormwater basins, culverts, and cut back tree canopies, PW is researching options for its replacement.
 - Per the PW Director, this is a high priority and while a new wheeler is needed, the excavator replacement is more important

- Estimate for reclaiming the shoulders, ditches, and canopy cut-back is approximately 4-5 years, with existing equipment, 3 years with a new excavator and side attachment for mulching and cutting branches and small trees.
- B&S Paving, a private contractor, dug up approximately twenty (20') feet of Water Street at its northern end while excavating for a private driveway.
 - RUD notified the town when they discovered the work was being done without dig safe or permits.
 - Jay, Ivory, and myself met with the adjacent landowners who contracted for the work to discuss proper procedures for road work that impacts underground utilities
 - B&S agreed to cover the cost to replace the asphalt with no charge to the homeowner, and was put on notice that if the town has quality concerns they would be responsible for future repairs.
- **Waterfront Park, Marina & Swan Island**
 - Attended Press Event to resume ferry service, sponsored by the State of Maine
 - Operating Sat & Sun until end of September
 - Dock repairs and Waterfront Park furniture ordered and installed ahead of the Richmond Days weekend
 - Gazebo needs repairs, lighting, and painting
 - Pathway needs repaving
 -

Activities & Events

- **Richmond Days**
 - Coordination with the FD and neighboring Bowdoinham to bring back the lobster crate races
 - I visited Bath Heritage Days Sat & Sun, 7/4 & 7/5, met with Marc Meyers, Bath City Manager, and Amanda McDaniel, event director, to observe the event and discuss logistics for ideas we might use for Richmond Days
 - Committee Planning Meetings have continued, with final staff meeting scheduled for 7/23 at 11:30 in the Town Office
- **Monthly Meet & Greet with Town Manager**
 - Will resume in September

Administration, Finance & Staffing

- July Newsletter
 - Prepared by Intern, with support from Laurie and departments
 - Future issues to be coordinated by new library director
- Adopted FY27 Municipal Budget will be posted on the Town's website in mid-to-late August along with the 2026 Town Report
- Contractor supported competing the bank reconciliation "catch-up" project through June 2023
 - Process will continue until we're current
- Auditor update, Fred Brewer no longer with William H. Brewer
 - Continued attempts to reach them are failing, considering an RFP to seek a different firm
- Liquor License renewal was handled administratively with the State for The Old Goat
- I attended Midcoast COG General Assembly in Brunswick on 6/25
 - Officially appointed to their Board

- Received notification from Maine DEP that Richmond was one of eight (8) towns to receive a Solid Waste Grant Diversion Grant Award
 - Grant details and implementation will be presented later this summer by Will Berdan
- Ongoing Meetings with Casey Doody wrt Hathorn Building and Economic Development generally in the Town
- FY27 County Tax Assessment received
 - FY2027 Amount = \$820,996
 - FY2026 Amount was \$698,797
 - This represents an increase of \$122,199
 - Increase of 17.49%



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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE August 4, 2026
REFERENCE Item 6.2 – Manager's Report

Project & Facility Updates

- **Library**
 - Efficiency Maine Grant implemented for 27 new LED fixtures
 - Total Value = \$7,610 Town Share = \$2,977

Activities & Events

- **Richmond Days**
 - Huge Thanks to all the Sponsors, Vendors, and Parade participants
 - Beautiful weather, other than comments about fewer people, feedback is entirely positive
 - Huge Thanks to Events Committee, Chair Minnie Grizkewitsch, and Town Staff
 - Police, Fire, Public Works, Transfer Station, Peacock Beach
 - Thanks to Bowdoinham Fire Department for EMS and Lobster Crate activity support
 - Thanks to Gardiner Ambulance for placing an ambulance and EMS crew in Richmond on Saturday great parade
 - More info to be provided by Events Committee chair
- **Community Input Surveys**
 - Seeking input for Services at Library, Transfer Station and Municipal Facility Ideas

Administration, Finance & Staffing

- **Auditor update**
 - William H. Brewer has declined to continue to perform the Town's Audits
 - Municipal Schools create a level of complexity they do not wish to perform
 - Met with Richmond SAU Superintendent and Business Manager to draft RFP
- **Town Report and Year-End Closeout**
 - Continue to estimate completion, publication, and posting in mid-late August
- **Fire Department**
 - Closing out the EMS Sustainability Grant with State, Phases I & II =
- **Human Resources**
 - Updated Personnel Policy Manual meetings and completion of 2026 Draft due for presentation to the Selectboard at a future meeting
 - New State Laws require a full pay scale be developed
 - Will be presented as part of Personnel Policy update
- **Town Manager Training**
 - Attending the Maine Town, City Manager Association (MTCMA) annual Institute Aug 13-15th
- **November Elections**
 - Coordinating planning and preparations with Secretary of State's Office