RICHMOND SELECTBOARD MEETING
AGENDA

Robert Bodge, Chairman	Town Office Conference Room
Marilynn Grizkewitsch	Tuesday, September 1, 2026 @ 5:30PM
Matt Roberge	
Tracy Tuttle	
Brian York, Vice Chair	

1.0 CALL TO ORDER

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: August 4, 2026

- 3.1 Note, August 18 meeting cancelled – No Minutes

4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

- 4.1 None

5.0 SELECTBOARD ACTION ITEMS

- 5.1 Request to Approve Purchasing Policy Revisions
- 5.2 Request to Approve Abatements and Supplementals
- 5.3 Request to Approve 2026-2027 Gardiner Ambulance Contract

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 ADJOURNMENT

RICHMOND SELECTBOARD MEETING
MINUTES – August 4, 2026

1.0 ATTENDANCE

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

Staff: Jim Chandler – Town Manager, Laurie Boucher – Finance Director, Will Berdan – Transfer Station Manager

Public: Dawn Noyes, Eric and numerous residents from the Hatch Street Mobile Home Park, Mr. Mork

3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: July 21, 2026

M= T. Tuttle, 2nd M. Roberge, No Discussion. Vote: 5-0 Unanimous

4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

4.1 **Discuss Purchasing Policy**

M. Grizkewitsch requested clarification on which purchasing policy was being used by staff. Chairman acknowledged the town manager had discussed the purchase of a new mower for PW that cost $9,800 and was a violation of the current town policy. TM was using the State of Maine thresholds for approvals that required 3 bids and prior approval of Selectboard for amounts over $10,000.

Brief discussion of the policy and practices regarding the management of the Town's credit cards. TM recommends that the policy be updated, after brief input from Fin Dir Boucher that the current policy hasn't been followed by the last several Town Managers.

Discussion of increased costs of goods and services warrant the review and updating of the thresholds, and that all purchases regardless of amount are within the approved limits of the budget line items where the expenditure will post. Discussion focused on updating the policy to reflect the need to get the work of the town's departments and the time needed to obtain quotes and estimates for work that is done by department heads without any administrative staff support.

Discussion settled on the idea to develop an update for consideration and action at a future Selectboard meeting, the next meeting if it's available.

4.2 **Discuss Mobile Home Park Ordinances**

A brief discussion about the Mobile Home Park's interest in the Town consider passing an ordinance that would protect residents from increased rents that didn't result in any improvements to the infrastructure.

Eric represented the numerous residents present in reviewing the concerns that led to the creation of the model ordinance language that has been adopted in some form across the State by large and small communities. It was noted by the TM that no action could be taken on this type of ordinance without a vote at a Town Meeting.

Richmond's Mobile Home Park is different from many others because of the number of rent-to-own units. Chairman Bodge asked about the utility billing. Utilities were discussed with the water and sewer being included in the Lot Rent, but individual units had CMP meters for electricity. Utilities are somewhat regulated and divided among the individual units, and follow a formula created by the State relative to the size, number of bathrooms, etc.

Several residents and the Finance Director contributed to the discussion, particularly with respect to taxes, liens, and financial arrangements with the landlord/property owner, and the relationship with the Owner's representative – in this case the Property Management company based in Bangor.

Brian York offered some insight into the protections to residents based on his experience owning multi-unit residential properties, and the 90-day notices.

Chairman Bodge asked what the Town's Ordinance would be able to do to assist the residents, since there are no controls over the utilities. Answer was that if there are lot rent increases above the consumer price index that these would have to result in maintenance improvements to the roads and grounds.

Tracy Tuttle asked how the ordinances enacted by other towns across the State have benefitted from, and the answer was the variables in the model ordinance, and these numbers would be part of the proposed ordinance put before the Town Meeting voters. Remaining discussion focused on how such an ordinance would be developed, reviewed by the Town Attorney, and presented. TM noted that would be a process to involve lot owners, the CEO (who would not have responsibility for enforcement), and this matter is strictly civil that would give the lot owners an ability to appeal onerous lot rent increases.

Timeline going forward would be dependent on the scheduling of a Town Meeting and discussions among the mobile home park residents.

They thanked the Selectboard for the care and attention to the issue.

5.0 Action Items – None on the Agenda

6.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

6.1 Public Comments & Questions
Comments from Mr. Mork regarding his perceived treatment by the police department.

6.2 Town Manager Report
Reviewed written items as presented and attached for document record.
Discussion and thanks to all who contributed to another successful Richmond Days event, especially the staff who worked hard to support the setup and cleanup.
Extensive discussion of the Audit RFP.
Discussion regarding the missing Clerk, and closures of the Town Office.

6.3 Selectboard Members

- Tracy – thanks to Minnie and all the volunteers that made Richmond Days successful
- Matt – echoed the same.
- Brian – enjoyed taking his family to Richmond Days and all the work done by everyone to make it successful.
- Minnie – committee did a lot of work. Meeting next week to do a wrap. One vendor suggested increasing the event to mirror the larger events in surrounding towns, on the lines for $80,000 and staff support. More information to come later.
- Chair – commented on the history of Richmond Days, varying sizes, lots of activities, softball tournament at Lane Field, and how the event would be planned for the future.

6.4 Boards, Departments & Committee Reports – None

7.0 WARRANTS

7.1 Request to Approve Town Warrant

M= M. Grizkewitsch, 2nd B. York, No Discussion Vote: 5-0 Unanimous

8.0 Executive Session

Motion to Enter

M= T. Tuttle, 2nd M. Roberge No Discussion Vote: 5-0 Unanimous

Motion to Exit

M= B. York, 2nd T. Tuttle -Discussion did not result in any action being taken. Vote: 5-0 Unanimous

9.0 ADJOURNMENT

M= M. Grizkewitsch, 2nd B. York, No Discussion Vote: 5-0 Unanimous

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MEMORANDUM

TO	Selectboard Members
FROM	Jim Chandler, Town Manager *JNC*
COPY	Laurie Boucher, Finance Director
DATE	September 1, 2026
REFERENCE:	Item 5.1 – Update Town's Purchasing Policy

Purpose

Review proposed updates to the Town's Purchasing Policy, last updated August 6, 2014, and consider staff request for revisions as presented in attached Policy.

Background

The Town adopted a Purchasing Policy on December 16, 2005, and updated it in 2014.

The Selectboard discussed this on August 4th and directed staff to present proposed updates In line with that discussion.

The analysis below outlines proposed changes that are found in the attached Purchasing Policy.

Analysis & Justification

Policy directives considered the approval thresholds contained in the State of Maine's Statutory purchasing policy and added the requested notification thresholds for keeping the Selectboard informed of significant expenditures, including those of more than $5,000. Additionally, the policy revamps and tightens the controls for use of Town-owned credit cards issued to staff.

Fiscal Impact

No impact.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

Policy documents do not require legal review; however, this matter has been discussed with Ben McCall, town attorney with DrummondWoodsum and no formal opinion is needed.

Town of Richmond Purchasing Policy

Policy Series – Administrative/Financial
Current Adoption: 09-01-2026

Policy # 121505-9

Version History
Original Adoption: 12-16-2005

Revision History:
Revisions: 08-06-2014
09-01-2026

Town Manager Responsibility:

In accordance with Title 30-A, Section 2636, Paragraph 7 MRSA, the Town Manager or his/her designee shall act as the Purchasing Agent for the Town of Richmond and:

A. Have under his/her supervision and management the purchase of all supplies, materials, and equipment for the operation and maintenance of the Town's departments, cost centers, activities, and events, according to their appropriated annual budget.

B. Shall supervise the issuance of all Town credit cards, maintaining annual review of their use and spending limits are within the purpose of the department to which they are issued.

C. Shall supervise, manage, and conduct the sale of surplus, obsolete, or unused supplies materials or equipment whenever the same shall no longer be required for municipal services.

Administration of Policy:

A. This policy shall apply to the purchase of supplies, material, equipment, or fixed assets necessary for Department Heads or Committees to perform their mission.

B. No purchase of supplies, materials or equipment shall be made unless appropriated for by the Town, except as otherwise provided by State Law.

C. At no time shall the purchasing agent allow a check or cash to be disbursed to an individual for a "blind" purchase of supplies, material or equipment, even though the purchase is legitimate.

D. No grant purchase of supplies, material, or equipment shall be purchased or ordered prior to written approval of grant acceptance being received by the Town.

E. Every purchase regardless of amount shall be coded to align with the appropriate approved department or cost center budget line in TRIO.

F. Original receipts or invoices shall be submitted to the Finance Director, or his/her designee within one (1) week of purchase or delivery of purchased items.

G. Specifications shall be used to obtain the most suitable items for use by the Town to permit best value purchasing and competitive bidding wherever practical.

Approval Thresholds:

This policy ensures sound fiscal stewardship of the Town's resources in a practical manner that empowers staff to responsibly perform municipal operations and services. All purchases shall adhere to the above Policy Administration Requirements.

The Town Manager, acting as the Purchasing Agent, may delegate authority for purchase of goods and services to department heads under the following limits:

Small Purchases – not to exceed $5,000

Department heads shall have the authority to purchase items up to $5,000 in the open market without soliciting formal quotes; however, best value purchasing practices are required for all purchases of materials and services.

Intermediate Purchases – $5,001 to $10,000

Department heads shall have the authority to solicit three (3) or more price quotes (verbal, written, or advertised in the media) prior to any purchase where obtaining three quotes is possible. In the absence of competitive pricing, the Department heads shall present adequate justification for the absence of competition to the Town Manager prior to securing the purchase.

The Town Manager shall report all purchases of more than $5,000 to the Selectboard at the next Selectboard Meeting to keep them aware of spending practices.

Large & Capital Purchases – more than $10,001

Purchases within this category shall require pre-approval of the Selectboard, and a minimum of three written vendor responses (when three qualified vendors are available) with notice of specifications and may or may not require a sealed bid process.

If a sealed bid process is required, the RFP shall include the time and place for the bid opening. At the time and place stated in the public notice, all bids shall be opened and publicly read by the Purchasing Agent.

All purchases or award of bids following the competitive bidding process shall be made by the Selectboard to the lowest and/or best bidder price, quality, and service considered subject to the right of the Selectboard to reject any and all bids.

Local bidders, defined as a vendor who keeps his/her principal business place within the Town, may be given preference in bidding, provided the local bidder is up to date on payment of all property taxes.

The regulations provided by this policy shall not be applicable to an emergency or specific case determined by the Selectboard and Town Manager/purchasing agent may make such immediate purchases as the Selectboard may authorize by majority vote.

<u>Credit Card Use</u>

A. The credit card shall be used only for official Town business purchases and not for personal use.
B. Credit cards in the name of the Town of Richmond shall be issued by the Town Manager to the following Department Heads: Finance Director, Public Works Director, Police Chief and Fire Chief.
    - Each Department Head shall submit TRIO-coded receipts to the Finance Director within one week of purchases.
C. Any other Town Employee needing to use a Town Credit Card shall request a card from the Town Manager and/or Finance Director for a specific purpose and shall return the card with a TRIO-coded receipt(s) to the Finance Director within one week of purchases.
D. The Town Manager and/or Finance Director shall secure Town Credit Cards with a no annual fee and a low rate.
E. All purchases shall be paid on a monthly basis, eliminating monthly interest fees.

Amended
September 1, 2026, by the Richmond Selectboard

Town of Richmond Purchasing Policy

Policy Series – Administrative/Financial
Current Adoption: 09-01-2026

Policy # 121505-9

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In accordance with Title 30-A, Section 2636, Paragraph 7 MRSA, the Town Manager or his/her designee shall act as the Purchasing Agent for the Town of Richmond and:

A. Have under his/her supervision and management the purchase of all supplies, materials, and equipment for the operation and maintenance of the Town's departments, cost centers, activities, and events, according to their appropriated annual budget.

B. Shall supervise the issuance of all Town credit cards, maintaining annual review of their use and spending limits are within the purpose of the department to which they are issued.

C. Shall supervise, manage, and conduct the sale of surplus, obsolete, or unused supplies materials or equipment whenever the same shall no longer be required for municipal services.

Administration of Policy:

A. This policy shall ~~not apply to the procurement of contracted services but shall~~ apply to the purchase of supplies, material, equipment, or fixed assets necessary for Department Heads or Committees to perform their mission.

B. No purchase of supplies, materials or equipment shall be made unless appropriated for by the Town, except as otherwise provided by State Law.

C. At no time shall the purchasing agent allow a check or cash to be disbursed to an individual for a "blind" purchase of supplies, material or equipment, even though the purchase is legitimate.

D. No grant purchase of supplies, material, or equipment shall be purchased or ordered prior to written approval of grant acceptance being received by the Town.

E. ~~Purchases over $1000.00 may be made only on written requisitions in such forms as said purchasing agent may require and provide. All such requisitions shall state the quantity, quality, and description and other specifications of the item desired, and shall be signed by the head of the department against whose appropriation the expenditure will be charged.~~

F. Every purchase regardless of amount shall be coded to align with the appropriate approved department or cost center budget line in TRIO.

G. Original receipts or invoices shall be submitted to the Finance Director, or his/her designee within one (1) week of purchase or delivery of purchased items.

H. Specifications shall be used to obtain the most suitable items for use by the Town ~~in such forms as~~ to permit best value purchasing and competitive bidding wherever practical.

Approval Thresholds:

This policy ensures sound fiscal stewardship of the Town's resources in a practical manner that empowers staff to responsibly perform municipal operations and services. All purchases shall adhere to the above Policy Administration Requirements.

The Town Manager, acting as the Purchasing Agent, may delegate authority for purchase of goods and services to department heads under the following limits:

Small Purchases – not to exceed ~~$1,000.00~~ $5,000

~~The purchasing agent~~ Department heads shall have the authority to purchase items up to ~~$1000.00~~ $5,000 in the open market without soliciting formal quotes; however, best value purchasing practices are required for all purchases of materials and services.

Intermediate Purchases – ~~$1000.00-$2,500.00:~~ $5,001 to $10,000

~~The purchasing agent~~ Department heads shall have the authority to solicit ~~two (2)~~ three (3) or more price quotes (verbal, written, or advertised in the media) prior to any purchase where obtaining three quotes is possible. In the absence of competitive pricing, the ~~purchasing agent~~ Department heads shall ~~have supporting,~~ present adequate justification for the absence of competition to the Town Manager prior to securing the purchase.

The Town Manager shall report all purchases of more than $5,000 to the Selectboard at the next Selectboard Meeting to keep them aware of spending practices.

~~The purchasing agent shall solicit (2) or more price quotes (verbal, written or advertised in the media) prior to any of competitive pricing; the purchasing agent shall have supporting,~~

~~adequate justification for the absence of competition.~~

~~The purchasing agent shall have the authority to execute a transaction for the purchase of supplies, materials, or equipment in this category without approval of the Board of Selectmen.~~

~~**Purchases $2,500.00 to $5,000.00:**~~

~~All purchases involving an amount in excess of $2,500.00 but less than $5,000.00 shall require at least (3) quotes being sought in writing unless an exception is granted by the Board of Selectmen. Such proposals may or may not require sealed bid process.~~

~~The final decision for a purchase falling in this category must be approved by the Town Manager.~~

Large & Capital Purchases – more than $10,001

Purchases within this category shall require pre-approval of the Selectboard, and a minimum of three written vendor responses (when three qualified vendors are available) with notice of specifications and may or may not require a sealed bid process.

If a sealed bid process is required, the RFP shall include the time and place for the bid opening. At the time and place stated in the public notice, all bids shall be opened and publicly read by the Purchasing Agent.

All bid awards following the competitive bidding process shall be made by the Selectboard ~~Board of Selectmen~~ to the lowest and/or best bidder price, quality, and service considered subject to the right of the Selectboard ~~Board of Selectmen~~ to reject any and all bids.

Local bidders, defined as a vendor who keeps his/her principal business place within the Town, may be given preference in bidding, provided the local bidder is up to date on payment of all property taxes.

The regulations provided by this policy shall not be applicable to an emergency or specific case determined by the Selectboard and Town Manager/purchasing agent may make such immediate purchases as the Selectboard ~~Board of Selectmen~~ may authorize by majority vote.

~~A. For purchases of $10,000.00 or more, the purchasing agent may publish a similarly worded notice in a newspaper of general circulation in the Town of Richmond.~~

Credit Card Use

A. The credit card shall be used only for official Town business purchases and not for personal use.
B. ~~All~~ Credit cards in the name of the Town of Richmond shall be issued by ~~kept in the Town vault and under the supervision of~~ the Town Manager to the following

Department Heads: Finance Director, Public Works Director, Police Chief and Fire Chief.

- Each Department Head shall submit TRIO-coded receipts to the Finance Director within one week of purchases.

C. Any other Town Employee needing to use a Town Credit Card shall request a card from the Town Manager and/or Finance Director for a specific purpose and shall return the card with a TRIO-coded receipt(s) to the Finance Director within one week of purchases.

~~D. Anytime a card is used a form is filled out stating who took the card, what type of purchases they are going to make, the date they took it out and the time they returned it along with the receipt of purchase. The employee shall have 5 working days to provide a sales receipt or they shall be fully responsible for the purchase.~~

E. The Town Manager and/or Finance Director shall secure Town Credit Cards with a no annual fee and a low rate.

F. All purchases shall be paid on a monthly basis, eliminating monthly interest fees.

Amended
September 1, 2026 by the Richmond Selectboard

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TOWN OF RICHMOND
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MEMORANDUM

TO	Selectboard Members
FROM	Jim Chandler, Town Manager *JNC*
COPY	Laurie Boucher, Finance Director
	Rob Duplisea, Assessor
DATE	September 1, 2026
REFERENCE:	Item 6.3 – Request for Action on Abatements & Supplemental Tax Appropriation

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Purpose

Request for approval of Abatements and Supplemental Tax Appropriation as submitted by the Assessor.

Background

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

Analysis & Justification

The 2 Abatements total $106,500 resulting in tax adjustments of $1,192.80, will be posted against the FY26 Overlay.

The 1 Supplemental total $45,000 resulting in tax revenue of $504.00, will be credited to 2026 tax revenues.

Recommendation

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

> Motion to Approve and Accept the Abatements and Supplemental valuation adjustments as presented by the Assessor on the attached spreadsheet.

Fiscal Impact

The FY26 Overlay was approved at $63,305.17.

As a result of these actions, the Overlay will be decreased by $1,192.80.

The resulting Overlay Balance is $26,815.26.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.

Abatement Supplemental Report

as of 09/01/2026

Abatements

#	Name	Map-Lot	Acc	Value	Mil rate	Tax	Reason
25/26-41	Melinda Ricker	U12-3-1	1984	$ 25,000	0.0112	$ 280.00	Homestead Exemption missed
24/25-42	Steven Pilch	U2-32	1306	$ 81,500	0.0112	$ 912.80	To correct building valuation

Abatements	
Value	Tax
$ 106,500	$ 1,192.80

Supplementals

#	Name	Map/Lot	Acc	Value	Mil rate	Tax	Reason
24/25-06	Jeremy Purrington	U2-124	1405	$ 45,000	0.0112	$ 504.00	Land value omitted from commitment

Supplementals	
Value	Tax
$ 45,000	$ 504.00
Total tax difference	
$ (688.80)	

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MEMORANDUM

TO	Selectboard Members
FROM	Jim Chandler, Town Manager *JNC*
DATE	September 1, 2026
REFERENCE:	Item 5.3 – Approve FY2027 Gardiner EMS/Ambulance Contract

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Purpose

Discuss and approve the 2026-2027 contract with the City of Gardiner for EMS & Ambulance services.

Background

The Richmond Fire Department has limited Emergency Medical Service (EMS) capabilities and contracts with the City of Gardiner Fire Department's Ambulance service. When an EMS request is made from a Richmond address, the Sagadahoc County Communications (911) Center issues a page to all Richmond Fire Department members and simultaneously contacts the Augusta Regional (911) Communications Center to dispatch an Ambulance from the City of Gardiner Fire Department. Richmond Police Officers are notified if any are on duty and may respond depending on availability and the nature of the call.

Analysis & Justification

The City of Gardiner determines a budget for providing Ambulance services to eight towns, using a formula for the annual costs based on a rolling three (3) year average of calls to each member town, and their respective population.

Fiscal Impact

Richmond's annual cost for FY27 is $121,990 for Ambulance coverage and $32,459 for a 4th payment of 5 towards the uncollectible costs for residents (or visitors) transported from Richmond to a medical facility that do not have insurance to pay this cost. Note, the contract amount is reduced from the original estimate because the proposed 'swing shift' positions were not implemented by Gardiner in FY27.

These costs were approved as part of the FY27 Municipal Operations Budget and funded at Town Meeting by the approval of Article 20 – Public Safety.

Recommendation

Staff recommend the Selectboard approve as presented.

Suggested Motion:

Motion to Approve the 2026-2027 annual contract for Ambulance Services with the City of Gardiner Fire Department as presented by the Town Manager.

Staffing Impact

None.

Regional Impacts

The Gardiner Fire Department provides contracted Ambulance service to eight towns in the Midcoast region.

Legal Review

None required for this item.

AMBULANCE SERVICE AGREEMENT BETWEEN THE CITY OF GARDINER AMBULANCE SERVICE AND THE CITY OF RICHMOND

This agreement for ambulance services provided for the year of July 1, 2026 through June 30, 2027, is entered into by and between the City of Gardiner, hereinafter referred to as "Gardiner", and the residents of RICHMOND, hereinafter referred to as "other community".

Whereas, Title 30-A MRSA sec. 5725(9) authorizes Maine municipalities to raise or appropriate money to provide for a public ambulance, or to support an ambulance service serving its residents; and

Whereas, Title 30-A MRSA sec. 3156 authorizes Maine municipalities to aid other municipalities with any public safety emergencies by providing their municipal fire department's available resources, as needed; and

Whereas, Gardiner has instituted a public ambulance service and is willing to permit said service to be used by other communities in accordance with the statutory authority cited above:

Now, therefore the parties hereto mutually covenant and agree as follows, to wit:

1. Gardiner, within its capabilities, agrees to provide emergency ambulance and rescue service to all persons within said other community's boundaries, for the entire year from July 1, 2026 to June 30, 2027. Said agreement shall be an annual agreement, renewable automatically, subject to termination, by either party at the end of any one-year term, providing written notice of intended termination be serviced on the other community sixty (60) days before expiration of said one-year term.

2. Payment for the attached fee schedule amount for the period of July 1, 2026 to June 30, 2027, will be made to the City of Gardiner by the other community on a quarterly basis and within fifteen (15) days of receipt of any invoice from Gardiner.

3. Gardiner shall be paid for each call for emergency ambulance and rescue service rendered under this agreement according to the applicable fees due in connection with said call. In case the ambulance renders assistance to a person in the other community who is picked up by the ambulance, said bill shall be rendered to that party. If said party does not pay after a reasonable attempt to collect has been made for a period not less than 180 days (6 months) after the original billing date, the other community in which the call was made guarantees and shall pay said bill. These amounts shall be known as "uncollectables". Effective July 1, 2024, the amount of the other community's uncollectables shall be combined with the base fee to form one aggregate fee, identified on the attached fee schedule as "Total All In One Cost". The uncollectable amounts included in this "Total All In One Cost" represent a full calendar year of projected unpaid bills based on a four-year average of actual known debt. Unpaid bills are sent to a collection agency and in the event the individual served should pay after receiving payment from the other community to Gardiner, Gardiner shall then reimburse the other community minus any collection agency fees.

4. Effective JULY 1, 2024, an agreement by the other community to enter a payment plan for outstanding uncollectables dated prior to 1/1/2023 will be required to enable Gardiner to continue to provide ambulance and emergency services to the other community. Each outstanding uncollectables payment amount will be added on to the annual bill according to the other community's Payback Period of choice:

Town	Total Due	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years
RICHMOND	$162,295	$	$	$32,459	$	$	$

Gardiner recognizes the need for continued ambulance and emergency services to be provided to said other community and in exchange for an agreement to abide by the payment plan, will continue to provide said services pursuant to the terms of this agreement.

5. Said other community shall pay to Gardiner the costs for service to any resident of said other community rendered anywhere within the Gardiner Ambulance Service contractual service area.

6. In the event Gardiner responds to a call for ambulance services under this agreement and the caller decides that ambulance services are not required, Gardiner shall bill the other community the applicable fees along with an explanation of the circumstances of such call, including a copy of the bill with the name and address of the person to whom service was rendered. Fees owed under this paragraph will be billed in the same manner as fees owed under paragraph 3.

7. Gardiner shall directly, or through its contracted billing agent, bill all persons to whom it renders ambulance services originating in the said other community. Should Gardiner bill for ambulance services through a contracted billing agent, Gardiner shall at the time of executing this agreement provide said other community with a copy of Gardiner's then current contract with its billing agent upon request.

8. Should Gardiner change the terms of its contract with the billing agent, or should it enter into a contract with a different billing agent during the term of this agreement, Gardiner shall provide the other community with a copy of the amended or replacement contract upon request to the Gardiner Ambulance Service.

9. In the event of any payment as described in paragraph 3, by the other community to Gardiner, the other community shall be subrogated to the extent of such payment to all rights of Gardiner to recover therefore, Gardiner shall do everything that may be reasonably necessary to secure and preserve such rights. Gardiner will provide documents necessary to enable the other community effectively to bring suit in the name of Gardiner. The other community agrees to reimburse and/or indemnify Gardiner for any expense involved with carrying out the provision of this paragraph and shall hold Gardiner harmless for any defects in this process.

10. Gardiner reserves the right to modify the attached fee schedule if one or more of the current eight (8) partner communities does not renew their agreement for ambulance services for 2026-2027. The current partner communities are: Gardiner, Chelsea, Farmingdale, Litchfield, Pittston, Randolph, Richmond, and West Gardiner. Similarly, if a new community (not one of the current listed) joins the ambulance service for 2026-2027, Gardiner reserves the right to modify the attached fee schedule. Gardiner will notify the other partner communities of changes to the fee schedule within fourteen (14) business days of receiving written confirmation from another community(ies) that they are leaving or joining the ambulance service.

In witness whereof, the parties hereto have hereunder set their hands the day and year first above written.

Date: 8/4/24

For the City of Gardiner, by:

Thomas Hill III
City Manager

Date:________________

Municipal Officers
for the Municipality of RICHMOND:

Town	Total Base	% to $165K	Grand Total
Chelsea (1/2)	45,261	8,139	53,400
Farmingdale	88,112	14,697	102,809
Gardiner	214,133	56,575	270,709
Litchfield	90,556	22,019	112,575
Pittston	69,462	12,233	81,695
Randolph	52,073	10,778	62,852
Richmond	98,073	23,917	121,990
West Gardiner	85,407	16,642	102,049
Totals	**743,079**	**165,000**	**908,079**

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TOWN MANAGER REPORT

TO	Selectboard Members
FROM	Jim Chandler, Town Manager *JNC*
DATE	August 18 & September 1, 2026
REFERENCE	Item 6.2 – Manager's Report

Project & Facility Updates

- **Beedle & New Roads**
  - Manzer's team completed reclamation work and binder paving. Finish paving is under way
  - PW will complete the ditching in October/November once the asphalt has cured, and temperatures are cooler to prevent damage the new asphalt
- **Town Office**
  - Air Conditioning failed on Wednesday, 8/5
  - Capacitor and thermostats were replaced on Monday, 8/10
  - Seems to be operating correctly since then
- **Marcia Buker Elementary School**
  - Stormwater Basin and drain installation in front of the modular classroom and playground
- **Middle School-High School**
  - Asphalt Repairs
  - Parking Lot Striping
- **Recycling & Transfer Station**
  - Began accepting paint products for recycling

Activities & Events

- **Community Input Surveys**
  - Seeking input for Services at Library, Senior Center, and Transfer Station
  - Townwide Municipal Facility & Service Ideas

Administration, Finance & Staffing

- **New Four Corners TIF Districts**
  - Approved by the State of Maine
- **Maine Municipal Association – Risk Management Services**
  - Received Dividend of $3,330 for good performance and loss prevention efforts
  - Summer visits for maintaining Tier I level have been ongoing with all departments
- **Sagadahoc County Emergency Management Directors Meeting**
  - Attended Bi-monthly meeting, reviewed County EM Memorandum of Agreement
  - Participated in an EMA Tabletop exercise at the County Communications Center
- **Auditor update**
  - DrummondWoodsum continue legal review and markup
  - Posted locally and nationally
  - Select solicitations are being sent to auditing firms by Town and Schools