

RICHMOND SELECTBOARD MEETING

AGENDA

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

Town Office Conference Room
Tuesday, September 15, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING ON: September 1, 2026
- 4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
 - 4.1 Excavator Replacement
 - 4.2 Tax Map Updates & GIS Software
 - 4.3 2026 Valuation & Commitment Scenarios
- 5.0 SELECTBOARD ACTION ITEMS
 - 5.1 Request to Schedule Public Hearing for Board of Assessors Meeting
 - 5.2 Request to Schedule Public Hearing for General Assistance Ordinance
 - 5.3 Request to Schedule Public Hearing for Use of Vehicle Reserve
- 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

September 1, 2026

Motions, Votes & Selectboard Comments

Detailed Discussion Captured via Video Recording

1.0 ATTENDANCE

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

Selectboard Absent: Matt Roberge

Staff: Jim Chandler – Town Manager

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

Motion to approve – B. York, 2nd – T. Tuttle. No Discussion. Passed Unanimously (4-0)

Noted the August 18th meeting cancelled – No Minutes

3.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

4.0 SELECTBOARD ACTION ITEMS

4.1 Request to Approve Purchasing Policy Revisions

Motion to approve = M. Grizkewitsch, 2nd = B. York, Discussion included edits to be reflected in final version for signature to be presented at 9/15 meeting, to clarify “Town” refers to Selectboard, not staff. Vote Passed Unanimously (4-0)

4.2 Request to Approve Abatements and Supplementals

Motion to approve – B. York, 2nd – M. Grizkewitsch. No Discussion. Passed Unanimously (4-0)

4.3 Request to Approve 2026-2027 Gardiner Ambulance Contract

Motion to approve – B. York, 2nd – M. Grizkewitsch. No Discussion. Passed Unanimously (4-0)

5.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

5.1 Public Comments & Questions – None

5.2 Town Manager Report – Written reviewed report by Manager

5.3 Selectboard Members

- Tracy – complimented the PW team on how well they’re taking care of things all around town. Suggested that we review our Ordinances regarding the unkept properties around town, especially the Hathorn and Etonic buildings.
 - TM acknowledged the Hathorn Building is of concern and has had numerous conversations with the Hathorn Building owner – to no avail.
 - TM would have CEO do an inspection and report back to Selectboard
 - TM has tracked down (after months of trying) the new owner’s contact information for the Etonic Building and anticipates meeting with him in the coming weeks to discuss abandoned vehicles and overall

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appearance. Also informed him that it was now included in the Downtown TIF District, which opens opportunities for economic development partnerships.

- Brian – Schools are back in session, and with that he’s coaching a fall Rec league soccer team.
- Minnie – Discussed the 9/1 email sent to the TM regarding citizen’s questions regarding how the town pays for office staffing. Email content:

Hi Jim

I have been approached by a number of constituents this week who have raised several questions regarding office staff funding.

Where did the funding come from for the HR company that was utilized during the hiring process for the Office Manager position?

What is the funding source for continuing to support the Office Manager, intern, and remaining office staff?

Also as part of the purchasing policy discussion this evening I would like clarity on reserve account spending and authorization.

I look forward to further discussion of these at our meeting.

Thanks

Minnie

- TM responded that the costs for intern were 100% TIF eligible and funded as such.
- TM responded that the costs for the recruitment of a Finance Director were also TIF eligible and funded as such from TIF budget carryover, and it’s been previously acknowledged that the eventual total cost was higher than anticipated, and violated the Town’s Purchasing Policy, for which the TM took responsibility.
- In summary, the office staffing is a very fluid situation, as efforts to improve customer service, overcome years of being behind on financial record-keeping, and lack of adequate staff hours to complete the hundreds of tasks required to provide full-service municipality services to residents has overwhelmed the existing staff’s capacity.
- TM addressed the Reserve Account question with the language contained in each Reserve Account Town Meeting Warrant Article regarding their use.

RICHMOND SELECTBOARD MEETING MINUTES

September 1, 2026

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- Asked that the Selectboard consider adding Workshops to the future meeting calendar for discussion of strategic goals, community and economic development, and Comprehensive Plan updates
 - TM agreed and mentioned that this topic has been raised since arriving, but prior to her returning to the Board. These would be proposed at a future meeting
- Chairman Bodge – asked the TM to provide hard-copies of the Agenda Packet to all members going forward, along with regular financial statements.
 - TM will comply
- He further commented on the road construction around town and appreciated the efforts of PW, Manzer's/Spencer Paving, and the MDOT for work on Wheeler St.

5.4 Boards, Departments & Committee Reports

- Events Committee Chair M. Grizkewitsch report.
 - Noted success of Richmond Days, need better definition of roles for volunteer committee members and staff support from Recreation/Events Director. Need a final budget breakdown. Need to begin planning for Trunk or Treat at next meeting.

6.0 WARRANTS

6.1 Request to Approve Town Warrant

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

7.0 ADJOURNMENT

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



TOWN OF RICHMOND

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Jay Jamison, Public Works Director
DATE September 15, 2026
REFERENCE: Item 4.1 – Discuss Public Works Excavator Replacement

Purpose

Discuss the need to replace the Public Works (DPW) excavator and request the Selectboard consider purchasing a replacement.

Background

The DPW excavator is more than 20 years old and despite recent efforts to make repairs to its hydraulics and replace its boom seals, its work demands are beyond its capability to function as needed.

Additionally, due to its age, modern accessories needed to recover and maintain the town's roads, ditches, shoulders, stormwater basins, and culverts won't fit. Lastly, due to its operational issues, the director is the only DPW staff able to use it efficiently.

Analysis & Justification

A task of primary importance for the DPW is maintaining the town's roads and stormwater infrastructure. Recent Selectboard discussions recognize these have not been maintained to an acceptable level and affirm the desire to focus resources on improving these critically important assets.

Fundamental to effective and efficient operations is having adequate equipment to perform this work. The Public Works Director will discuss research into new equipment options and take questions at the meeting.

Fiscal Impact

Approximately \$150,000 to \$175,000 (split 50-50 between Reserve and TIF funds) To be determined once final quotes are obtained.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY James Valley, Code Enforcement Officer
DATE September 15, 2026
REFERENCE: Item 4.2 – Discuss Tax Map Updates & GIS Software

Purpose

Discuss the need to update Tax Maps (currently three years behind) and purchase Geographic Information System (GIS) software for improved customer service, infrastructure and asset management, planning, and economic development.

Background

The town's former vendor, Dirigo Surveying, no longer wishes to provide services to update tax map parcels.

Staff have been researching and obtaining quotes from other vendors, including those that provide both updated tax maps, but will also digitize them and set up a web-based GIS platform for their use by the public, realtors, business developers, and our own staff.

Analysis & Justification

GIS map layers provide instant access to tax map parcels, and numerous other assets. It is a resource typically found on municipality websites. It provides a real-time, self-service resource for residents, business owners, utilities, and staff.

GIS layers are the most efficient method for building and maintaining an inventory of tax map parcels, TIF Districts, roads, stormwater infrastructure, public facilities, buildings, schools, parks, trails, athletic fields, and water access.

Staff requests Selectboard consider inviting vendors to present the benefits and costs associated with updating our tax maps and to create a GIS software platform.

Fiscal Impact

To be determined upon receipt of quotes. Eligible for 100% TIF funding as an economic development tool.

Staffing Impact

None.

Regional Impacts

None.

Legal Review

No legal counsel required.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Rob Duplisea, Assessor
DATE September 15, 2026
REFERENCE Item 4.3 – Discuss 2026 Assessors Valuation Results & Updated TIF Capture Percentages

Purpose

Discuss the updated Assessor's Valuation of the Town of Richmond. Discuss how this informs the development of scenarios for the Selectboard's use in setting a Mil Rate for the Commitment and collection of 2026-2027 property taxes.

Background

The Town contracts with RJD Appraisals to act as its Assessor. Rob Duplisea and staff have updated and provided current real and personal property values, related Homestead Exemptions, Business Equipment Tax Exemption (BETE) reimbursable values, and eligible capture values for each Tax Increment Financing (TIF) District.

The 2026 values are listed below and will be used to calculate a range of mil rates to determine the minimum and maximum tax appropriations allowed by State Law that fund the FY27 Municipal, School District, Sagadahoc County budgets approved at the 2026 Town Meeting.

Aside from the 2026 Town Meeting appropriation amounts, the remaining variables include determining the required Abatement Overlay and percentage of Captured Assessed Values (CAV) for each TIF District.

Summary of the 2025 values (including the error in Assessors Pipeline TIF Valuation) are below, followed by updated 2026 values. These inform a series of scenarios based on adjusting TIF District capture percentages that also provide an acceptable Overlay amount.

2025 Corrected RJD Appraisal Valuations:

- 2025 Total Valuation = \$ 622,044,842
 - TIF Captured Valuation = \$ 48,791,152 *
 - TIF Revenues = \$ 546,461
 - Mil Rate = 11.20
- 2025 Sheltered Valuation (100%) = \$ 573,253,690
 - * Error in Pipeline Revaluation = \$ 31,015,563
 - TIF Corrected Capture Valuation = \$ 79,806,715
- 2025 Potential Sheltered Valuation = \$ 604,269,253
 - Minimum Mil Rate would have been 11.76 versus 11.20
 - TIF Revenues 100% Accurate Capture = \$ 938,827
- 2025 Tax Shift Losses \$ 185,262
 - School State Subsidy = \$ 275,426
 - Municipal = \$ 8,798
 - County Taxes = \$ 1,381

2026 RJD Updated Appraisal Valuations:

- 2026 Total Valuation = \$ 625,434,278
 - 2026 Max TIF Capture Values = \$ 86,499,143
 - TIF Revenues = \$ 1,068,264
 - Mil Rate = 12.35
 - Requires Mil Rate Increase of 01.15
 - Requires Increased Avg Tax on \$500,000 Property of \$575.00/Year
- 2026 Sheltered Valuation (100%) = \$ 538,935,135
- Future Tax Shift Benefits 100%
 - State Aid to Education = \$ 488,288
 - State Revenue Sharing = \$ 36,250
 - Reduced County Taxes = \$ 5,704

Alternative Scenario for Reduced TIF Capture (70% and 0 new Capture)

Note, the Pipeline TIF capture percentage has varied over the years from as low as 19% (when initially approved in 2001, up to 100% last year (due to error in Assessor valuation) but has been most typically 60-70% in the past few years. The Scenario below reduces both Pipeline and Downtown by 70% and captures zero amounts from the recently approved TIF Districts and expanded Downtown District.

Reducing any TIF shelter percentage has several impacts, including:

- Reduced TIF Revenues that are leveraged tax revenues used to reduce regular taxes
- Reduced Tax Shift benefits for funding received in State Aid to Education to Richmond Schools
- Lower mil rate

Reductions to Illustrate Impacts of Lower TIF Valuation Capture

- 2026 Total Valuation = \$ 625,434,278
 - 2026 Reduced TIF Capture Values = \$ 55,864,701
 - TIF Revenues = \$ 653,617
 - Mil Rate = 11.70
 - Requires Mil Rate Increase of 00.50
 - Requires Increased Avg Tax on \$500,000 Property of \$250.00/Year
- 2026 Sheltered Valuation (100%) = \$ 538,935,135
- Reduced Future Tax Shift Benefits
 - State Aid to Education = \$ 315,356
 - State Revenue Sharing = \$ 23,819
 - Reduced County Taxes = \$ 3,750

Analysis & Justification

Above information provided to generate discussion. Staff have no recommendations at this time.

Fiscal Impact – To be determined.

Staffing Impact – None.

Legal Review – No legal counsel required.



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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE September 15, 2026
REFERENCE Items 6.1 thru 6.3 – Schedule Public Hearings

Town Manager requests the Selectboard take the following Actions to Schedule Public Hearings

Item 6.1 – Set a Public Hearing for Holding a Board of Assessors Meeting on 9/29 for the Purpose of Committing Taxes and Setting a Mil Rate for the 2026-2027 Tax year to Fund FY2027 Budgets.

Recommended Motion:

I make a motion to hold a Public Hearing for the Board of Assessors Meeting on September 29th to Commit Taxes and Set a Mil Rate for the Fiscal Year 2027 taxes.

Item 6.2 – Set a Public Hearing on 9/29 for the Purpose of Adopting new State General Assistance Ordinance language.

Recommended Motion:

I make a motion to hold a Public Hearing on September 29th to consider the adoption of new State General Assistance Ordinance language.

Item 6.3 – Set a Public Hearing on 9/29 for the Purpose of Adopting new State General Assistance Ordinance language.

Recommended Motion:

I make a motion to hold a Public Hearing on September 29th to consider use of Vehicle Reserve Funds, per authority granted at the 2026 Town Meeting, to consider purchase of an Excavator for the Public Works Department.