

RICHMOND SELECTBOARD MEETING AGENDA

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

Town Office Conference Room
Tuesday, October 13, 2026 @ 5:30PM

- 1.0 CALL TO ORDER
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD & BOARD OF ASSESSORS MEETINGS
ON: September 29, 2026
- 4.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS
- 5.0 SELECTBOARD ACTION ITEMS
 - 5.1 Letter to State Regarding New Mills Dam Fish Ladder Petition
 - 5.2 Execute Engagement Letter with RHR Smith for Auditing Services
 - 5.3 Accept DEP Food Diversion Grant for Transfer Station
- 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 & ASSESSORS MEETING MINUTES

September 29, 2026

Motions, Votes & Selectboard Comments

Detailed Discussion Captured via Video Recording

ATTENDANCE

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

Staff: Jim Chandler – Town Manager, Jay Jamison – Public Works Director, Will Berdan – Transfer Station Manager

Public & Guests: O'Neil LaPlante, Randy Bodge, Robert Howe, Mork

CHAIR OPENED THE BOARD OF ASSESSORS AND CALLED FOR THE PLEDGE OF ALLEGIANCE

ITEM - Set Mil Rate for the 26-27 Commitment

Motion to Open mil rate Discussion – B. York, 2nd – M. Roberge.

Acting as the Board of Assessors, the Board reviewed the FY 2026-2027 tax commitment and mill-rate scenarios presented by Town Manager using valuation information supplied by assessor Rob Duplisea of RJD Appraisals. Mr. Chandler summarized the effect of different Tax Increment Financing capture levels in the Downtown TIF, Pipeline TIF, and Four Corners 1 and 2 districts, and reported guidance received that day from the Maine Municipal Association after an unsuccessful attempt to reach municipal counsel Ben McCall, who was on vacation. Based on that guidance, he advised that the Board could not set a mill rate below the level needed to fund amounts approved at the June Town Meeting without further town meeting action. He reviewed overlay considerations, prior abatements, available TIF carryover, and the effect of county, school, municipal, and TIF obligations on the final tax rate, and recommended adoption of the lowest lawful rate.

- Mr. Chandler reported that Sagadahoc County's tax obligation to the Town had increased by 17.5% and 46% over the most recent four years.
- Likewise reviewed comparative multi-year increases in the School District Budget of 41% over the most recent four years since withdrawal from the RSU2; Municipal increase of 7.5% and TIF increase of 2.5% over the same four years.
- Board discussion included the legal limitations on using a lower mill rate, the role of TIF capture in sheltering valuation and supporting state aid, the potential use of reserve funds for eligible items, and whether future budget timing could better align with assessor and county information.

MOTION TO OPEN A PUBLIC HEARING TO TAKE COMMENTS ON MIL RATE

Motion to Open Public Hearing for mil rate Discussion – B. York, 2nd – M. Grizkewitsch.
No Discussion, Passed Unanimously (5-0)

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During public comment, Randy Bodge and Bob Howe urged clearer explanation at future town meetings of how warrant articles affect the mill rate that is set later in the year. Suggested the Town continue examining referendum and budget-timing options. Robert Howe echoed this request.

Motion to Close Public Hearing for mil rate Discussion – B. York, 2nd – M. Grizkewitsch.
No Discussion, Passed Unanimously (5-0)

ITEM – Vote to set Mil Rate for the 26-27 Commitment at 11.75 MIL / \$1,000

Motion – B. York, 2nd – M. Roberge. No Further Discussion. Passed Unanimously (5-0)

MOTION TO ADJOURN BOARD OF ASSESSORS AND OPEN REGULAR SELECTBOARD MEETING

Motion – B. York, 2nd – M. Grizkewitsch. No Discussion, Passed Unanimously (5-0)

APPROVE MINUTES OF SELECTBOARD MEETING ON: September 15, 2026

Motion – T. Tuttle, 2nd – M. Roberge. No Discussion. Passed Unanimously (5-0)

APPOINTMENTS

3.1 Appointments to the Merrymeeting Trail Board of Supervisors Committee

The Board considered appointments to the Merrymeeting Trail Committee. TM Chandler explained that the committee is supporting Bowdoinham's work under a \$750,000 grant for planning and design along the rail-trail corridor from Bowdoinham through downtown Richmond to Tulip Street. He said the committee needed two Richmond representatives and recommended Wally Trott, citing Mr. Trott's trail work in town and his familiarity with the local trail system,. Mr. Chandler has extensive experience managing trail and rail-trail systems in Virginia and Wyoming, and was also appointed.

Motion – B. York, 2nd – T. Tuttle No Discussion. Passed Unanimously (5-0)

SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

NONE

RICHMOND SELECTBOARD & ASSESSORS MEETING MINUTES

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SELECTBOARD ACTION ITEMS

5.1 Hold Public Hearing for Use of Vehicle Reserve to Purchase Excavator for PW

Motion to Open PH – M. Roberge, 2nd – M. Grizkewitsch Passed Unanimously (5-0)

The Selectboard opened a public hearing on the proposed use of the Vehicle Reserve Fund to replace Public Works' existing 2005 excavator. Mr. Chandler and Public Works Director Jay Jamison reviewed quotes received from Jordan Equipment, Union Farm Equipment, and Milton CAT for comparable machines and attachments.

Jay described the current machine's age, condition, hydraulic issues, and structural wear, and explained the need for a replacement capable of ditching, drainage, roadside reclamation, and ledge work. He requested a digging bucket, cleanup bucket, flail mower head, and hydraulic hammer, and said the machine would be used first on remaining ditching work on New Road and then on roadside recovery and brush work, including areas associated with Beetle Road.

Public comment questioned whether leasing or seasonal rental might be more economical. A quick analysis offered by Brian York showed a six-month rental at \$40,000/year would mean ownership would be paid for in four years, after which the rental idea would cost the town more.

Board also discussed the practical need for reliable year-round access to the equipment, the trade-in value of the current excavator, and the long-term maintenance burden of retaining the older unit.

- The preferred quote was from Jordan Equipment for a 2026 Bobcat E88 excavator with attachments.
- The total proposed expenditure was up to \$139,025.05 after trade-in credit for the existing excavator.
- Board members requested a written plan for near-term use of the new excavator and continued attention to maintenance tracking and accountability.

Mr. LaPlante asked if the excavator was due for replacement per the town's vehicle replacement plan?

- Mr. Chandler found two different references to Capital Equipment replacement, and the one that made the most sense called for the 2005 Case Daewoo Excavator to be replaced in FY2022 for an estimated \$100,000. The other document referred to a generic excavator for projected replacement in YF2030 at a cost of \$400,000. This made no sense and was assumed to be a mistake; however, Mr. Randy Bodge recalled that as being discussed by the former PW Director.

RICHMOND SELECTBOARD & ASSESSORS MEETING MINUTES

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Detailed Discussion Captured via Video Recording

Discussion and Comments were concluded.

Motion to Close PH – B. York, 2nd – T. Tuttle Passed Unanimously (5-0)

Motion to authorize use of up to \$139,025.05 from the Vehicle Reserve Fund to purchase a 2026 Bobcat E88 excavator and attachments from Jordan Equipment, with trade-in of the existing excavator.

Motion – R. Bodge, 2nd – T. Tuttle. No Further Discussion. Passed Unanimously (5-0)

5.2 Hold Public Hearing for General Assistance Ordinance

Motion to Open PH – M. Grizkewitsch, 2nd – M. Roberge. Passed Unanimously (5-0)

The Selectboard held a public hearing on the General Assistance Ordinance. Mr. Chandler explained that the ordinance requires periodic updating to reflect State of Maine Department of Health and Human Services changes to the appendices that establish the maximum levels of assistance available to eligible applicants based on individual circumstances. He recommended readoption of both the ordinance and updated appendices.

No public comment was offered.

Motion to Close PH – B. York, 2nd – M. Roberge. Passed Unanimously (5-0)

Motion to adopt the updated State of Maine Ordinance language and maximum allowable amounts.

Motion – B. York, 2nd – M. Grizkewitsch. No Discussion. Passed Unanimously (5-0)

PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

6.1 Public Comments & Questions

None.

6.2 Town Manager Report

- TM Chandler stated that Beetle Road paving work was complete and referenced the written report included with the meeting packet.
- TM advised the Board that Facilities Manager James Valley had sought multiple quotes for exterior repairs at the Town Office, but only Carver Carpentry had submitted a proposal work in the amount of \$7,380 with a \$2,000 contingency, and as it was below the \$10,000 threshold, they were given notice to proceed to get work completed ahead of winter weather.

RICHMOND SELECTBOARD & ASSESSORS MEETING MINUTES

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- Selectboard Member Grizkewitsch challenged the Manager's authority to authorize the work without Selectboard approval because the funds were reserve account funds. The Manager advised that the funds were part of an appropriation previously approved specifically for this work.

After discussion about reserve-account authorization language and Board approval procedures, the Selectboard Chair Made a motion to approve the work and use of funds as planned by staff.

Motion – R. Bodge, 2nd – T. Tuttle. No Further Discussion. Passed Unanimously (5-0)

- TM also reported that the Town had received a petition from Upstream concerning fish passage at New Mills Dam. He explained that Richmond is a part owner of the dam and that any mandated fish ladder could involve substantial capital and maintenance costs, and he recommended a future executive session to review the confidential legal opinion obtained by the City of Gardiner.
- Additional report items included the hiring of Peter York at the transfer station.
- Planning discussions with the school regarding future Land and Water Conservation playground work.
- Trunk-or-Treat planning is being revised to reduce logistics and overtime costs while retaining the event in the village area. This will avoid use of Waterfront Park and not require the same staff level of support as last year by not closing Front Street. Instead using the Health Center parking lot.
- Progress on librarian interviews, and upcoming fire chief interviews.
- Two audit proposals were expected and that the Town and school department would review them together because the audit work must be coordinated.

6.3 Selectboard Members

- Tracy – Appreciated that Ann Page had brought new residents to the last meeting and was supportive of the idea that the Town may be able to create a committee focusing on the establishment of an Abenaki Nation monument of some type.
- Matt – Didn't have anything this week.

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- Brian – Asked how the new Office Staff (Dawn) was doing? TM replied that she was making improvements to the front office processes through improved training of the existing staff and was shadowing Laurie as much as possible.
- Minnie – Nothing more to discuss.
- Chairman Bodge – Didn't have anything this week.

The Town Manager reminded everyone that the Annual Fire Department Open House was coming up on Saturday, October 17th from 10:00 until 2:00 pm.

6.2 Boards, Departments & Committee Reports

- Events Committee – Upcoming meeting is tomorrow 9/30 at 6:30 pm here in the town office

WARRANTS

Motion to approve – T. Tuttle, 2nd M. Roberge. No Discussion. Passed Unanimously (5-0)

ADJOURNMENT

Motion to approve – M. Roberge, 2nd T. Tuttle. No Discussion. Passed Unanimously (5-0)



TOWN OF RICHMOND

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Jack Daniel, New Mills Dam Committee Chair and Richmond Representative
DATE October 13, 2026
REFERENCE: Item 5.1 – Petition for Adding Fishway Passage to the New Mills Dam

Purpose

Request Selectboard authorize the Town Manager to send a letter to the Maine Departments of Marine Resources (DMR) and Inland Fisheries and Wildlife (IF&W) indicating the Town's continued opposition to constructing a fishway passage to the New Mills Dam on the Cobbosseecontee Stream.

Background

Richmond is a co-owner of New Mills Dam via a 1999 Interlocal Agreement with the City of Gardiner and Town of Litchfield.

On September 10, 2026, the Upstream Cobbossee organization and the Conservation Law Foundation petitioned DMR and IF&W to initiate proceedings to require structures for fish passage at the Gardiner Paperboard Dam and our New Mills Dam.

The petition requests the State require Richmond, Litchfield and Gardiner to design, construct, operate, and maintain fish-passage facilities on New Mills Dam. Richmond's Selectboard opposed a similar request in June 2021. (Letter to New Mills Dam Committee attached for reference.)

Activities & Process Analysis

The Upstream/CLF petition generated significant response by all organizations responsible for stewardship of the New Mills Dam, Cobbosseecontee Stream, and the Cobbossee Watershed.

- The Cobbossee Watershed District met September 22nd to review environmental threats this action may cause.
- The attached City of Gardiner Memorandum of September 23rd regarding Cobbossee fish passage provides analysis of the petition, the anticipated State process, and the municipal owners role as New Mills Dam co-owners.
- The New Mills Dam Committee met October 5th to discuss fiscal, operational and adverse environmental impacts.
 - These include adverse impacts to Richmond residents on Pleasant Pond.
 - These same impacts would impact the Town's Peacock Beach.

If the Commissioners initiate a proceeding under 12 M.R.S. § 12760, it will be an adjudicatory proceeding under the Maine Administrative Procedure Act. Commissioners may require fish passage at a dam if deemed necessary to conserve, develop, or restore anadromous or migratory fish resources.

Before issuing such an order, the Commissioners must determine whether a statutory condition may exist, including whether passage at one or more barriers could provide access to sufficient suitable habitat to support a substantial commercial or recreational fishery.

Richmond, as a New Mills Dam co-owner whose legal duties could be affected, should receive notice and may request a public hearing and seek party status.

Recommended Policy Position

Staff recommend the following Policy Positions for co-ownership of New Mills Dam:

- Richmond participates in any state administrative proceeding(s) concerning fish passage into Pleasant Pond
- Richmond reserves its position on necessity, design, timing, funding, cost allocation, and legal responsibility for any fish passage infrastructure proposed at the dam
- Richmond's participation within the Interlocal Agreement does not infer, authorize any capital commitments, appropriations, debt obligations, construction approval, settlement, or amendment to existing cost-sharing arrangements
- Richmond maintains all fiscal obligations beyond current levels of funding commitment must receive separate approval from the Richmond Selectboard, pending approval by its Legislative Body at a Town Meeting, as required by law.
- Richmond restates its prior position – along with these positions – in a new letter to the DMR and IF&W Commissioner's. (Attached)

These Policy Positions restate Richmond's interests, preserve its existing position, and asserts no financial or construction commitments will be made without a separate, public municipal decision.

Staff requests the Selectboard authorize the Town Manager to send the attached letter restating the Town's concerns regarding the potential fiscal burden, including capital, operating, and maintenance costs and adverse impacts to Pleasant Pond and the Cobbossee Watershed.

Recommended Motion:

I make a motion to direct the Town Manager send the attached letter to the Commissioners of the Department of Marine Resources and Inland Fisheries and Wildlife that restates Richmond's continued opposition to fish passages for the New Mills Dam, and no financial burden be placed on the Town of Richmond by the State of Maine for such design, construction, operations, or maintenance.

Fiscal Impact

None currently.

Staffing Impact

None.

Regional Impacts

Potential adverse impacts to water quality in Pleasant Pond, upstream riparian lands, streams, ponds and lakes in the Cobbossee Watershed.

Legal Review

MMA Legal was consulted but they declined to offer an opinion because they do not have environmental attorneys on staff.

Ben McCall, Town's Attorney with DrummondWoodsum, was advised of the petition but no formal review or opinion was requested at this time.

City of Gardiner shared their opinion prepared by Veridian Law, which is attached for your information.



MEMORANDUM

TO: Gardiner City Council
FROM: City Solicitor
DATE: September 23, 2026
RE: Cobbosseecontee Stream Fishway Petition

On September 10, 2026, Upstream and the Conservation Law Foundation (“Petitioners”) formally petitioned the Commissioner of the Maine Department of Marine Resources (“DMR”) and the Acting Commissioner of the Maine Department of Inland Fisheries and Wildlife (“IF&W”) under 12 M.R.S. § 12760(4) (“the Petition”). The Petition formally requests that the State initiate adjudicatory proceedings to require the design, construction, operation, and maintenance of fish passage facilities at two dams on lower Cobbosseecontee Stream: the privately owned Gardiner Paperboard Dam (“GPD”) and the municipally owned New Mills Dam (“NMD”).

The Petition seeks orders concerning GPD and NMD under state law, while upstream passage at the intervening American Tissue Dam would be governed by the dam’s existing federal license and related state certification. The Petitioners propose construction at GPD in 2027 and a later schedule for NMD tied to passage at American Tissue Dam.

The follow memorandum provides an overview of the administrative process triggered by the Petition and the City’s role in engaging with this process.

LEGAL STANDARDS

Section 12760 of Title 12 authorizes the two Commissioners, acting jointly, to require owners, lessors, or persons controlling a dam or artificial obstruction to erect, maintain, repair, or alter a fishway when necessary to conserve, develop, or restore anadromous or migratory fish resources. 12 M.R.S. § 12760.

As quoted in the Petition, subsection 4 directs the Commissioners to initiate proceedings when they determine that a statutory condition “may exist,” including that passage at the dam, alone or together with passage at other barriers, would provide access to sufficient suitable habitat to support a substantial commercial or recreational fishery. Initiation begins the agency process; it is not a final determination that a fishway must be constructed.



A proceeding under Section 12760 is an adjudicatory proceeding governed by the Maine Administrative Procedure Act. In an adjudicatory proceeding, persons whose legal rights or duties are at issue must receive notice sufficiently in advance of the anticipated decision to prepare and submit evidence and argument and to request a hearing. 5 M.R.S. § 9052. An agency must also permit intervention by a person who may be substantially and directly affected and by a federal, state, or local governmental agency making a timely application. 5 M.R.S. § 9054.

Section 12760 requires the Commissioners to schedule and conduct a public hearing when requested by the dam owner, lessee, or other person controlling the dam, or by a petition signed by at least 50 residents of the municipality where the dam is located. A final adjudicatory decision must state sufficient findings of fact and provide parties with notice of their review or appeal rights. 5 M.R.S. § 9061. A person aggrieved by final agency action generally may seek judicial review in Superior Court. 5 M.R.S. § 11001.

DISCUSSION

1. Anticipated Process and Timeline

The expected sequence is as follows:

1. *Petition review.* The Commissioners will review whether one or more conditions identified in subsection 4 to require fish passage may exist. The Petition asks them to initiate proceedings within 30 days of September 10, or by October 10, 2026. The available statutory materials do not establish that October 10 is a mandatory agency deadline.
2. *Initiation and notice.* If the Commissioners initiate a proceeding, Gardiner and the other NMD municipal owners should receive notice because their legal duties may be affected. Notice should identify the proceeding and provide an opportunity to submit evidence, argument, and a hearing request. 5 M.R.S. § 9052.
3. *Hearing request and party participation.* Upon notice, Gardiner and the other New Mills Dam Committee member towns may request a public hearing as owners of the NMD and seek full party status so that they may present evidence concerning engineering feasibility, cost, dam safety, municipal infrastructure, sequencing, funding, and proposed construction deadlines.

4. *Adjudicatory record and decision.* Following written submissions and any hearing, the Commissioners may deny relief, impose fishway obligations, or establish conditions and implementation schedules. The final decision must include findings explaining its basis.
5. *Review.* An aggrieved party may seek judicial review of final agency action in Superior Court.

The applicable statutes do not supply a definite interval between initiation, hearing, and final decision. Nor does the Petition's proposed construction sequence bind the agencies or municipalities unless incorporated into a final order or agreement.

2. The City's Role

Gardiner has two distinct roles. First, as a New Mills Dam co-owner, it is directly affected and should participate as a party. Second, under the 1999 Interlocal Agreement, Gardiner serves as administrative agent for dam finances and regulatory filings. The New Mills Dam Committee oversees operations and prepares recommendations, but capital improvements, financing, and related appropriations require separate action by the participating municipalities' legislative bodies.

Accordingly, the upcoming October 5 Committee discussion should focus on coordinating the owners' procedural response, identifying a common point of contact, preserving relevant technical and financial information, and preparing a joint hearing request. It should also consider reaching out to engineering firms to engage on behalf of the NMD owners for the hearing process.

The City Council may then authorize the City Manager and legal counsel to request the statutory public hearing upon formal initiation of the proceeding and to seek party status. Its role is to authorize Gardiner's request to the Commissioners and to establish the limits of municipal participation. Those expectations may include that:

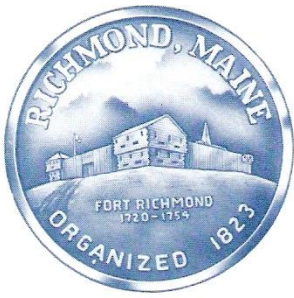
1. Gardiner will participate constructively while reserving its position on necessity, design, timing, funding, and legal responsibility.
2. Participation in the administrative proceeding does not authorize capital commitment or appropriation.



3. Any proposed settlement, design endorsement, cost-sharing amendment, debt obligation, or construction commitment must return to the Council for separate approval.
4. The City will coordinate with the other owners and seek complete funding information before considering any commitment.

CONCLUSION

The September 10 petition begins a request for agency action; it does not impose a present construction obligation. If the Commissioners initiate an adjudicatory proceeding, Gardiner should receive notice and may request a public hearing as a New Mills Dam co-owner. The most appropriate near-term course is for the New Mills Dam Committee to coordinate the owners' response and for the City Council, when the matter is placed on its agenda, to authorize a prompt hearing request and party participation while reserving all decisions involving design, funding, construction, or municipal appropriations.



TOWN OF RICHMOND

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June 16, 2021

Dave Kamila
New Mills Dam Committee, Chairman
33 Sunshine Farm Road
Litchfield, ME 04530

Dear Mr. Kamila:

This letter is to inform you that the Richmond Board of Selectmen at their June 3, 2021, meeting voted unanimously to “support the New Mills Dam Committee in regard to **not allowing a fish passage** at this time.” We thank the members of the Dam Committee for their due diligence in investigating the matter and reporting to us. We have concluded that the plan of the Maine Department of Marine Resources (DMR) to reintroduce large numbers of alewives into Pleasant Pond and Cobbossee Stream has no benefit to Richmond and taking our guidance from the lake scientists at the Cobbossee Watershed District (CWD), may do serious harm to the water quality. Richmond citizens, along with the citizens of the other municipalities, have contributed many thousands of dollars to support the mission of the CWD for nearly 50 years; we do not want to work against that mission.

Further, we do not support DMR’s plan experiment with Pleasant Pond to determine the environmental impact of thousands of adult alewives in the watershed. Such studies must be done in watersheds where alewives are already present.

The Town of Richmond values this water resource and derives great recreational and economic benefit from Pleasant Pond. There are simply too many unknowns about DMR’s plan to proceed at this current time.

Sincerely,

Laurisa Loon
Town Manger

cc: Kelly Weisenfels; Litchfield, Town Manager & Anne Davis; Gardiner, City Manager



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October 13, 2026

Commissioner Carl Wilson
Maine Department of Marine Resources
21 State House Station
Augusta, Maine 04333-021

Acting Commissioner Tim Peabody
Maine Department of Inland Fisheries & Wildlife
41 State House Station
Augusta, Maine 04333-041

RE: New Mills Dam – Opposition to Upstream’s Petition for Fishway Passage

Dear Commissioners,

On behalf of the Richmond Selectboard, our 110 residents with riparian properties on Pleasant Pond, and visitors to Peacock Beach – a highly valued asset to the region and State – I am writing to state Richmond’s opposition to fishway passage infrastructure at New Mills Dam.

The Town is a co-owner of New Mills Dam and operates Peacock Beach, the former State-owned waterfront park. As a committed steward of Pleasant Pond and Cobbosseecontee Stream, we financially support the Cobbossee Watershed District efforts to monitor and improve water quality in Pleasant Pond.

In June of 2021, the Town expressed opposition to the proposed introduction of alewives in the watershed, and asks the Departments to respect that position, along with the full factual, technical, legal, safety, and financial record, before deciding whether to initiate proceedings or impose any obligations or requirements for adding a fishway to our dam. Such action will materially affect Richmond and likely our municipal partners, the City of Gardiner and Town of Litchfield, on matters including:

- Administrative proceedings, engineering feasibility, and design alternatives
- Dam safety, protection of stream and pond water quality, and municipal infrastructure
- Project cost, funding availability, and cost allocation approved by legislative bodies
- Sequencing of any work in relation to the KEI American Tissue and Paperboard Dams
- The feasibility of proposed implementation timelines

In addition to being an environmentally sensitive interior freshwater resource, the residential properties on Pleasant Pond generate significant tax revenue for the town. Peacock Beach is an important recreational resource for residents and visitors from across the region and State, supporting fishing, boating, and swimming.

As you consider this matter, please include the Town in all notices and communications concerning any proceeding(s) affecting New Mills Dam and contact me at townmanager@richmondmaine.com or my cell at 207-449-6996 if I may provide any additional information.

Sincerely,

Jim Chandler

Jim Chandler, Town Manager

Copy: Selectboard; Ben McCall, DrummondWoodsum; Jack Daniel, New Mills Dam Committee Chair



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
Chad Kempton, School Superintendent
DATE October 13, 2026
REFERENCE: Item 5.2 – Engage RHR Smith & Company CPAs for Audit Services for FY2024-FY2031

Purpose

Authorize Town Manager to sign a Letter of Engagement with RHR Smith & Company, CPAs, for provision of Financial Audit Services for FY2024 through FY2026.

Background

The Town's previous Auditor, William H. Brewer, CPA decided to withdraw its services after completing the most recent (FY2023) audit due to the School District's withdrawal from RSU2 and the requirement going forward that the audits for the Town and Richmond School Administrative Unit would be more complicated than their firm's capacity was capable of coordinating.

An RFP for audit services for FY2024 through FY2031 was developed in collaboration with the School District leadership and posted in late July. The submission deadline was extended to October 5th and two proposals were received.

Analysis & Justification

The Town received two proposals for audit services: RHR Smith & Company CPAs and James Moore & Co., P.L. Town and School District leadership met and reviewed both proposals. Based on the advertised evaluation criteria, both firms were deemed capable of satisfying the requested services.

Discussion centered around the criteria that best differentiated the two firms:

- James Moore is based in Florida. They are developing a client base in Maine that includes the City of Auburn, and Towns of Otisfield and Rumford.
 - Municipal Audit annual fee proposals are: FY2024 = \$30,000; FY2025 = \$32,000; FY2026 = \$34,000; FY2027 = \$36,000 and continue to increase
 - School District Audit annual fee proposals are: FY2024 = 23,000 + \$7,000 first year charge; FY2025 = \$ 25,000; FY2026 = \$27,000; FY2027 = \$29,000 and continue to increase
- RHR Smith is based in Buxton, Maine. They have numerous Maine clients that include the Midcoast Council of Governments, Lincoln County, and Towns of Caswell, Limestone, Appleton, and Paris where our Office Manager, Dawn Noyes, had a positive experience working with them.
 - Municipal Audit annual fee proposals are: FY2024 = \$21,000; FY2025 = \$21,000; FY2026 = \$21,000; FY2027 = \$24,150 and continue to increase
 - School District Audit annual fee proposals are: FY2024 = \$24,000; FY2025 = \$24,000; FY2026 = \$24,000; FY2027 = \$27,600 and continue to increase
 - This Letter of Engagement is for the first three years, with FY2027 and beyond to be contracted with a renewal letter

In summary, the team concluded the key differences of location, number of Maine clients, and lower combined costs \$45,000 (versus \$60,000) for FY2024 audit – favored RHR Smith & Company, CPAs.

Fiscal Impact

Budgeted and non-budgeted FY27 funds of \$21,000 are needed to perform the FY2024 (oldest outstanding) audit.

These funds are available and approval of this action authorizes staff to proceed with paying the deposit of \$10,500 required to begin work.

- The FY2027 Approved Budget includes \$15,500 for Audit Services. TIF funds may be used to cover the difference of \$5,500 for the first year's work on the FY2024 Audit.

If additional audit services for the FY2025 and FY2026 years (that the Town is behind) would need funds moved from other sources if the work is anticipated to be completed in the current fiscal year.

NOTE regarding prior costs for Audit Services:

- William H. Brewer, CPA – Costs for most recently completed audits the Town paid:
 - \$15,500 for the FY2023 Audit, completed Feb 2026
 - \$12,500 for the FY2022 Audit, completed May 2023
 - \$12,000 for the FY2021 Audit, completed Feb 2022

Recommendation

Staff requests the Selectboard authorize the Town Manager to execute the Letter of Engagement with RHR Smith & Company, CPAs and begin the audit process for Fiscal Years 2024 through 2026.

Recommended Motion:

I make a motion to authorize the Town Manager to execute a Letter of Engagement with RHR Smith & Company, CPAs for professional financial audit services.

Staffing Impact

Town Manager, Finance Director, Office Manager, Clerk, and Assessor to coordinate information needed and requested.

Regional Impacts

None.

Legal Review

Ben McCall, Town's Attorney with DrummondWoodsum, was provided with the Letter of Engagement for a cursory review.



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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
COPY Will Berdan, Transfer Station Manager
DATE October 13, 2026
REFERENCE: Item 5.3 – Accept DEP Solid Waste Food Diversion Grant

Purpose

Request the Selectboard authorize acceptance of the Maine Department of Environmental Protection's (DEP) Solid Waste Diversion Grant to fund a residential composting pilot program for Richmond residents.

Background

The Transfer Station has benefited from DEP grant-funded programs in the past to improve the efficiency of operations and services. These efforts increase opportunities for residents to divert solid waste from landfills – benefitting the environment.

The 2026 DEP Solid Waste Diversion Grant program continues past practices aimed at ultimately reducing the waste stream through recycling practices. These efforts help the Town and its residents save money by reducing the quantity of solid waste material being hauled by commercial operators.

Analysis & Justification

The grant will support the purchase and distribution of 50 Maine-made lobster trap composters, kitchen collection pails, and compost aerators for Richmond households at no cost to participants. The pilot is projected to divert approximately 11,700 pounds, or 5.85 tons, of food waste from the municipal waste stream each year.

Implementation will use Transfer Station staff for assembly, resident education, distribution, and recordkeeping, making the program cost-neutral to the Town and requiring no additional taxpayer funding. The program builds on existing strong community participation in recycling and diversion initiatives.

Acceptance of this grant will provide Richmond residents with accessible tools to manage food scraps at home while supporting the creation of future composting resources to be made available to residents for home gardening.

Recommendation

Staff requests the Selectboard approve receipt of the DEP Grant for \$4,000 for the food waste diversion and composting program.

Recommended Motion:

I make a motion to authorize the Town accept \$4,000 in funds from the State Department of Environmental Protection Solid Waste Diversion Grant Program and provide the 25% local match grant requirement with the budgeted staff time needed for successful implementation.

Fiscal Impact

No fiscal costs at this time, as program will be managed by existing staff while working regular hours.

Staffing Impact

Transfer Station staff will manage the program, with standard periodic support from Public Works to move materials around the yard.

Regional Impacts

Potential diversion of solid waste from regional landfills.

Legal Review

No Legal Review required at this time.



TOWN OF RICHMOND

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TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 13, 2026
REFERENCE Item 6.2 – Manager’s Report

Project & Facility Updates

- **Waterfront Park**
 - Docks will be dismantled starting Monday, October 19th and removed by crane on Tuesday, October 20th
 - Lawn furniture will be removed for seasonal storage
 - Comfort Stations will be closed for the season
- **New Mills Dam**
 - Continued to attend meetings with partner communities – Gardiner and Litchfield
 - Action item addressed the other related activities/concerns
- **Senior Center**
 - New sign installed by PW Crew
- **Fire House & Library**
 - Electrical repairs and new automatic light switches needed at both locations to lower electrical costs
 - Quotes will be collected
 - Once finalized they will be brought to Selectboard for pre-approval as reserve funds may be needed for some part of the project
- **Recycling & Transfer Station**
 - Discussions of 2027 Sticker prices and other fee changes for consideration by the Selectboard at the next meeting
- **Richmond Schools**
 - PW will be assisting with moving the Soccer Field Scoreboard on 10/20
 - Other projects completed
- **Public Works – Elevated Lift Projects**
 - Repaired siding on the Library
 - Removed several dangerous trees

Activities & Events

- **Trunk or Treat Planning**
 - Planning and Logistics completed for Saturday, October 31st 5:30 – 7:30 pm
 - Trunk spaces may still be reserved in the Health Center parking lot
 - Contact Kara Briand at the Town Office
 - Parade starts at 5:30 at the Library with the Halloween Book Treat
 - Route is Main Street from Library to Pleasant Street
- **Senior Center**
 - First Monday of the Month Community Breakfast re-started after taking the summer off. Very successful October turnout.
 - All are welcome – Next date is Monday, November 2nd

Administration, Finance & Staffing

- **Town Office Staff Training**
 - Town Manager attended MMA Convention in Augusta
 - Excellent session on HR Law
 - Fire – EMS Statewide Workforce, Capacity and Response Training and Collaboration
 - Dramatic escalation of costs from postponing capital improvements
 - Risk of engaging with complaints made via Social Media
 - Public Assistance Grants
- **Maine Municipal Association – Risk Management Services**
 - Continue to work with MMA to get staff caught up on missing training courses required to maintain the Town's Tier 1 status
- **Library Director Recruitment**
 - Concluding this week
- **Fire Chief Recruitment**
 - Concluding this week
- **Selectboard Meeting Date of November 11th**
 - Request Selectboard cancel this meeting
 - TM will be out of State for a week of training