RICHMOND SELECTBOARD MEETING
AGENDA

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

Town Office Conference Room
Tuesday, October 27, 2026 @ 5:30PM

1.0 CALL TO ORDER

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE MINUTES OF SELECTBOARD MEETING on: October 13, 2026

4.0 APPOINTMENTS

- 4.1 Appointment of Jeremy Moeller as Fire Chief
- 4.2 Appointment of Tanya DuPont as Library Director
- 4.3 Appointments to the New Mills Dam Committee
  - 4.3.1 Jack Daniel and Dana Holmes (reappointments) & Jim Chandler as an alternate

5.0 SELECTBOARD DISCUSSION ITEMS & COMMUNICATIONS

- 5.1 Congressional & Statewide Elections
- 5.2 Joint Selectboard & School Committee Meeting
- 5.3 Consider Cancelling November 10th Meeting

6.0 SELECTBOARD ACTION ITEMS

- 6.1 Acceptance of DEP Food Diversion Grant

7.0 PUBLIC COMMENT, ORAL/WRITTEN REPORTS & OTHER BUSINESS

- 7.1 Public Comments & Questions
- 7.2 Town Manager Report
- 7.3 Selectboard Members
- 7.4 Boards, Departments & Committee Reports

8.0 WARRANTS

- 8.1 Request to Approve Town Warrant

9.0 ADJOURNMENT

RICHMOND SELECTBOARD MEETING MINUTES
October 13, 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

Public & Guests: O'Neil LaPlante, Jack Daniel – New Mills Dam Committee

Chair Robert Bodge called meeting to order and led the Pledge of Allegiance.

Motion to approve September 29, 2026 Selectboard and Board of Assessors minutes.

Motion – M. Roberge, 2nd – T. Tuttle.

Brief discussion: The Board considered the combined minutes of the September 29, 2026 Selectboard and Board of Assessors meetings. During discussion, members commented favorably on the accuracy of the AI-assisted draft minutes while noting that additional editing to reduce repetition and correct names would be helpful. The Board agreed that the current level of detail was useful if accuracy is maintained.

Passed Unanimously (5-0)

Selectboard Action Items

5.1 Letter to State Regarding New Mills Dam Fish Ladder Petition

Jim Chandler reviewed the petition filed by Upstream and the Conservation Law Foundation with the Department of Marine Resources and the Department of Inland Fisheries and Wildlife seeking hearings on fish passage at dams in the watershed, including New Mills Dam. He stated that Richmond, Gardner, and Litchfield are the current co-owners of New Mills Dam, with West Gardiner expected to be added under a separate future action on the interlocal agreement. Mr. Chandler reported that the Board had previously opposed fish passage at New Mills Dam in 2021 and presented a proposed letter restating Richmond's opposition, with emphasis on potential construction, operation, and maintenance costs, liability to the town as a dam owner, and possible impacts to Pleasant Pond water levels and shoreline properties, including the town's Peacock Beach property. He also noted that the City of Gardner had obtained a legal opinion concerning the petition process. Jack Daniel, Chair of the New Mills Dam Committee, answered questions and spoke in opposition to the proposal, citing expected local fiscal impacts, maintenance responsibility, storm-damage risk, and concerns about water-quality effects associated with alewife passage. Mr. Daniel also advised that Pleasant Pond winter drawdown would begin Thursday and that water levels would take approximately two to three weeks to return to winter level.

- Mr. Chandler said prior cost estimates of roughly $3 million discussed in 2021 would likely be substantially higher now.
- The Board discussed the distinction between any outside funding for initial construction and the town's continuing ownership and maintenance obligations.
- Questions were raised about the absence of any identified commercial fishery operator despite commercial fishery benefits being cited in support of the petition.

Motions and Votes

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

- Motion to direct transmission of the attached letter to the Commissioners of the Department of Marine Resources and the Department of Inland Fisheries and Wildlife restating Richmond's continued opposition to fish passage at New Mills Dam and stating that no financial burden for design, construction, operations, or maintenance should be placed on the Town of Richmond.

Decisions

- The Board approved sending the opposition letter to the state commissioners.

Follow-Up

- The Town Manager was authorized to sign and send the letter to the state commissioners.

5.2 Execute Engagement Letter with RHR Smith for Auditing Services

Jim Chandler presented the audit services item and recommended execution of an engagement letter with RHR Smith & Company CPAs. He reported that the town and school district had issued a joint request for proposals and received two responses, from James Moore and RHR Smith & Company CPAs. Mr. Chandler stated that RHR Smith's proposal was lower in cost and that he received positive references through Midcoast Council of Governments and Lincoln County, including from Lincoln County Administrator Carrie Kipfer. He further reported that Dawn Noyes had prior experience working with RHR Smith in another community. Mr. Chandler advised that receipt of the RSU 2 fiscal year 2023 audit now allows the necessary records to be transmitted so the firm can begin work. Discussion included the town's current audit backlog, the desire to coordinate municipal and school audits through the same firm, and available funding for the first audit year, with later-year funding to return for further discussion as needed.

- The engagement covers fiscal years 2024, 2025, and 2026, with the fiscal year 2024 audit beginning first.
- Mr. Chandler stated the FY2027 approved budget includes $15,500 for audit services. By using some TIF funds the town can fund the first audit.
- The Board discussed the benefit of having one firm handle both the municipal and school audits rather than separate firms.

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Motions and Votes

Motion – M. Grizkewitsch, 2nd – B. York Passed Unanimously (5-0)

- Motion to authorize the Town Manager to execute a letter of engagement with RHR Smith & Company CPAs for professional financial audit services.

Decisions

- The Board approved the engagement with RHR Smith & Company CPAs.

Follow-Up

- The Town Manager will execute the engagement letter and begin the fiscal year 2024 audit process, with future funding needs for later audits to be brought back to the Board as necessary.

5.3 Accept DEP Food Diversion Grant for Transfer Station

Jim Chandler presented the Maine Department of Environmental Protection food diversion grant item in the absence of Transfer Station staff. He explained that Richmond was one of eight communities selected for the grant and that the proposal would support purchase of composting containers and development of a food-waste composting area at the Richmond Transfer Station near the existing leaf-waste area. Mr. Chandler said the grant amount is $4,000 and the required 25 percent local match would be satisfied through staff time rather than new appropriations. Board discussion focused on odor control, wildlife and rodent attraction, impacts on nearby residents, and operational oversight. Because those questions could not be fully answered without additional information, the Board deferred action.

- The proposal contemplated distribution of approximately 50 composting units to residents or businesses.
- The program was described as preparation for more aggressive future state food-waste diversion requirements.
- Members requested additional operational details before accepting the grant.

Decisions

- No action was taken on the grant item.

Follow-Up

- The item was tabled for a future meeting so additional information can be provided.

6.1 Public Comments and Questions

Public comments included concern about potential odor and neighborhood impacts if the town proceeds with food-waste composting at the transfer station. A separate comment was made regarding maintenance of pet-waste disposal stations at the park and waterfront, with a request for more regular service.

Manager acknowledged this would be passed on to Public Works to ensure weekly service.

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6.2 Town Manager Report

Jim Chandler provided the Town Manager's report and reviewed ongoing operations, seasonal work, facilities issues, transfer station planning, and staffing matters.

- Docks at the waterfront are scheduled to be removed the following week; hardware and park furniture will be collected first, a crane has been arranged, and Jay will determine whether any dock sections need winter repair.
- Waterfront and Houdlette Field and related restrooms will be closed for the season as fall activities conclude.
- A new Richmond Senior Center sign has been installed on Main Street/Front Street.
- Reported electrical-cost concerns at the library and firehouse and said proposals would be brought forward for motion- and light-sensitive switches.
- Transfer station sticker pricing and operations will return for discussion, including cardboard handling options and possible coordination with Lincoln County after the current Casella contract ends in April 2027.
- Public Works has assisted the school with several projects.
- Trunk-or-treat is being planned at the health center, with the parade route from the library down Pleasant Street.
- Mr. Chandler also summarized information from Maine Municipal Association sessions on statewide fire and EMS workforce issues, reported ongoing staff risk-management training.
- Updated the Board on current library and fire chief recruitment.
- Noted that he had been accepted into federal emergency-management training that could require canceling the November 10 meeting.

Follow-Up

- The Town Manager will return with proposals on facility lighting controls and transfer station sticker pricing and operations.

6.3 Selectboard Member Reports

Tracy

- Raised concerns about the center-of-road crosswalk signs on Main Street, stating that the road width and on-street parking create a tight travel lane for current vehicle sizes. It was noted that the signs will be removed shortly for the winter plowing season.

- Requested consideration of a joint meeting with the School Board to improve information sharing before the next budget season.

Matt – Nothing this week

Brian – Soccer is coming to a close in two weeks, enjoyed coaching again.

DRAFT

Minnie

- Addressed delayed tax-bill delivery and reported many residents had not yet received their bills even though amounts are already available through the property records system and in the commitment books at the Town Office.
    - Mr. Chandler explained the printing and mailing delay, stated that some bills had already been received and paid.
- Asked that the website be updated to reflect current board membership and contact information.
    - The Town Manager agreed to correct the website board listing and contact information.
- Members requested additional public notice about how residents can view tax amounts while waiting for mailed bills, including use of the online system and office commitment books.

Follow-Up

- Town Manager to contact the School Board regarding a possible joint meeting.
- Town Manager to obtain guidance on tax-bill interest or penalty options and provide an update to the Board.
- Town Manager to update the town website with current Selectboard membership information.
- Mr. Chandler announced that he would hold his next public coffee hour at Annabella's on Thursday morning.

6.4 Boards, Departments and Committee Reports

No additional board, department, or committee reports were presented.

7.1 Approval of Town Warrant

The Board reviewed the town warrant presented for payment.

Motion – M. Roberge, 2nd – T. Tuttle Passed Unanimously (5-0)

- The town warrant was approved.

8.1 Adjournment

Motion – T. Tuttle, 2nd – M. Roberge Passed Unanimously (5-0)

DRAFT

TOWN OF RICHMOND
26 Gardiner Street
Richmond, ME 04357
Office: 207-737-4305
Facsimile: 207-737-4306
www.richmondmaine.com

MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 27, 2026
REFERENCE: Item 4.1 – Fire Chief Introduction and Appointment

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Purpose

Introduce and appoint new Fire Chief – Jeremy Moeller.

Background

Position has been vacant since the former employee resigned. Recruitment is complete.

Matt Roberge, Dan Welch, and Donald Burr are to be thanked and recognized for maintaining the fire department's operational readiness, training regimen, supporting Richmond Days, and holding our very successful annual Fire Department Open House on October 17th. Likewise, all our dedicated volunteer firefighters have continued to provide life-saving coverage during this period of transition to new leadership.

We thank our important regional public safety partners for support in our recruitment process. Selecting a new fire chief is a very important responsibility, and Richmond benefited greatly from the time and expertise of Topsham Fire Chief Glenn Gordon, BIW Fire Chief & Bowdoin EMA Director Tom Garrepy, Gardiner Fire Chief Rick Sieberg, Litchfield Fire Chief Mike Sherman, and Bowdoinham Fire Chief Arthur Frizzle. The final selection was made by the Richmond Fire Department Command Staff members Captain Matt Roberge, Captain Dan Welch, and Lieutenant Donald Burr.

Analysis & Justification

The Town is pleased to introduce Jeremy Moeller as our new Fire Chief. Jeremy and his family live in Richmond and he joins our department with more than 32 years of experience, including the past seven as Deputy Chief of the Bowdoinham Fire Department.

Recommendation

Staff recommend the Selectboard appoint Jeremy Moeller as Fire Chief.

Recommended Motion:

Motion to appoint Jeremy Moeller as Fire Chief.

Staffing Impact

Town Manager retains the role of Emergency Management Director.

Fiscal Impact

Fire Chief position is part-time, and payrate is $30.00 hourly, budgeted for 20 hours per week of administrative duties. Response and certain training activities are paid at the same rate above the administrative time.

Legal Review

No legal counsel needed.

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 27, 2026
REFERENCE: Item 4.2 – Library Director Introduction and Appointment

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Purpose

Introduce and appoint the new Library Director – Tanya DuPont.

Background

Position has been vacant since the former employee resigned. Recruitment is complete.

Mary Webster is to be thanked and recognized for serving as the interim library director, and likewise Karen McIntire also supported the library operations above and beyond her regular aide duties.

All the part-time aides, trustee board members, and volunteers contributed time, expertise, and energy to keeping the library operating and provided valuable input to the selection process for our new director.

Analysis & Justification

The Town is pleased to introduce Tanya DuPont as our new Library Director. Tanya grew up in Maine, moved out west with her military husband, and has returned with her family to live in Richmond.

She brings a wealth of leadership and administrative experience, having served more than 24 years as a teacher and director of operations for private elementary schools in Arizona. This complements her 8 years managing merchandising operations for a national bookseller.

Recommendation

Staff recommend the Selectboard appoint Tanya DuPont to the position of Library Director.

Recommended Motion:

Motion to appoint Tanya DuPont as Library Director.

Staffing Impact

Town Manager retains the responsibilities for communications, community engagement, and website management.

Fiscal Impact

Library Director position is part-time, and payrate is $24.11 hourly, budgeted for 20 hours per week.

Legal Review

No legal counsel needed.

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Facsimile: 207-737-4306
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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 27, 2026
REFERENCE: Item 4.3 – New Mills Dam Committee Appointments

Purpose

Appoint two Richmond representatives to the New Mills Dam Committee. This includes reappointing current member Jack Daniel to a new 3-year term, Dana Holmes to a new 2-year term, and Jim Chandler as an Alternate for a 3-year term.

Background

Jack Daniel and Dana Holmes are current members whose terms expire this year. The former third seat became vacant with the resignation of Mark Fish when he moved out of the area but will not be replaced due to committee structure changes in 2026.

Analysis & Justification

Committee make-up is changing as West Gardiner officially becomes a co-owner of the dam, expanding the ownership by Interlocal Agreement to include the City of Gardiner, and Towns of Richmond, Litchfield and West Gardiner. Each municipality will have two regular members and one alternate.

Richmond's representatives would be:

Jack Daniel, Regular Member to June 30, 2029
Dana Holmes, Regular Member to June 30, 2028
Jim Chandler, Alternate Member to June 30, 2029

Recommendation

Staff recommend the Selectboard approve the reappointment of Jack Daniel and Dana Holmes, and the appointment of Jim Chandler to the New Mills Dam Committee for the terms noted above.

Recommended Motion:

Motion to reappoint Jack Daniel as a regular 3-year member, reappoint Dana Holmes as a regular 2-year member, and appoint Jim Chandler as an alternate 3-year member to the New Mills Dam Committee.

Staffing Impact

None.

Fiscal Impact

None.

Legal Review

No legal counsel needed. Appointments consistent with Statute Title 30-A M.R.S. §2626 (6)

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MEMORANDUM

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 27, 2026
REFERENCE: Item 5.0 – Discussion Items for Informational Purposes

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Purpose

Share items of significance that may lead to Action items being put on future agendas.

Items

5.1 Congressional & Statewide Elections

- National and Statewide Elections for US and Maine elected officials. Polling will be at the High School Cafeteria
- Polls Open 8:00 AM to 8:00 PM
- Early Absentee Ballots available until Wednesday, October 29th after which voting will only be at the polls on 11/3.

5.2 Joint Selectboard & School Committee Meeting

- At the Selectboard's direction – the TM and School Superintendent will find potential dates for a joint meeting
- Topics will include upcoming Budget and recently discovered ownership of School Property

5.3 Consider Cancelling November 10th Meeting

- Town Manager has been accepted into a FEMA NFA 6-day workshop for Analytics and Data Analysis for the week of Sunday, 11/8 through Friday, 11/13 at the National Emergency Training Center.

Staffing Impact

Staff will support Elections for the 15 hours needed on November 3rd.

Fiscal Impact

Staff wages, including potential for overtime.

Legal Review

No legal counsel needed.

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MEMORANDUM

TO	Selectboard Members
FROM	Jim Chandler, Town Manager *JNC*
COPY	Will Berdan, Transfer Station Manager
DATE	October 27, 2026
REFERENCE:	Item 6.1 – 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.

Backyard Composting

IT'S ONLY NATURAL

Composting is nature's way of recycling organic materials back into the soil in order for the cycle of life to continue. The billions of living organisms in healthy soil transform dead plants into vital nutrients for new plant growth. Since healthy plants come from healthy soil, one of the best ways you can build healthy soil in your garden and lawn is by using compost. You can easily make compost with landscape trimmings and food scraps in your own backyard. With a small investment in time, you can improve the health and appearance of your yard, save money on fertilizers and mulch, all while preserving natural resources and protecting the health of your family and pets.

Why compost?

- **It's earth-friendly**: Food scraps and yard waste make up 20-30% of the waste stream. Making compost keeps these materials out of landfills, where they take up precious space and release methane, a greenhouse gas 21 times more potent than carbon dioxide emissions in the atmosphere.
- **It benefits your yard**: Compost improves soil structure and texture, increases the soil's ability to hold both water and air, improves soil fertility, and stimulates healthy root development in plants.
- **It's easy**: You can start with just leaves and grass, then work your way towards composting your food scraps.
- **It saves money**: Adding compost to your garden can reduce or eliminate the need to buy chemical fertilizers or compost. If you pay for the amount of trash hauled, composting can also cut down on your trash costs.

EPA United States Environmental Protection Agency

GreenScapes U.S. EPA Sustainable Landscapes

What do I need to do to make compost?

A **Bin or Pile?** Some people start with an easy pile, and then move to a bin when they're ready. You can give your pile some structure with chicken wire, snow fencing, or by nailing scrap wood together to make a four-sided box. A pile works great for just leaves and grass clippings, but when you want to incorporate food waste, it's time to use a bin to prevent rodents. Closed-top bins include turning units, stacking bins, and bins with flip tops. Many communities provide their residents free or discounted bins to encourage backyard composting. Bins can also be purchased from retail or mail order businesses. Take the time to consider your options and then select a bin or pile to fit your needs.

B **Space.** Select a dry, shady, or partly shady spot near a water source and preferably out of sight for your compost pile or bin. Ideally, the compost area should be at least three feet wide by three feet deep by three feet tall (one cubic yard). This size provides enough food and insulation to keep the organisms in the compost warm and happy and working hard. However, piles can be larger or smaller and work just fine if managed well.

C **Browns for carbon, greens for nitrogen, air for organisms, and water for moisture.**

Brown material provides carbon and includes:

- Paper, like shredded pieces of paper, cardboard, and paper rolls,
- Dry yard waste, like dry leaves, small branches, and twigs, straw, sawdust, and used potting soil.

Green material provides nitrogen and includes:

- Wet yard waste like fresh grass clippings, green leaves, and soft garden prunings
- Food scraps like vegetable and fruit peels, coffee grounds, and tea bags.

Vermicomposting is a method of composting using a special kind of earthworm known as a red wiggler (Elsenia fetida), which eats its weight in organic matter each day. Vermicomposting is typically done in a covered container with a bedding of dirt, newspaper, or leaves. Fruit and vegetable scraps can then be added as food for the worms. Over time, the food will be replaced with worm droppings, a rich brown matter that is an excellent natural plant food. Vermicomposting requires less space than normal composting methods, and is therefore ideal for classrooms, apartments, and high-density urban areas.

How do I make compost?

1. Add your brown and green materials (generally three parts browns to one part greens), making sure larger pieces are chopped or shredded. The ideal compost pile contains browns and greens (of varying sizes) placed in alternate layers of different-size particles.
2. Mix grass clippings and green waste into the pile and bury fruit and vegetable waste under 10 inches of compost material.
3. As materials breakdown, the pile will get warm and on cold days you may even see some steam.
4. Every time you add to the pile, turnover and fluff it with a pitchfork to provide aeration, unless your bin has a turner.
5. When material at the bottom is dark and rich in color, with no remnants of your food or yard waste, your compost is ready to use. There may be a few chunks of woody material left; these can be screened out and put back into a new pile. The resulting compost can be applied to lawns and gardens to help condition the soil and replenish nutrients. Compost should not be used as potting soil for houseplants because it may still contain vegetable and grass seeds.

EPA United States Environmental Protection Agency

GreenScapes U.S. EPA Sustainable Landscapes

Troubleshooting Your Pile

Problem:	Cause	Solution:
Rotten egg smell	*Insufficient air or too much moisture*	Turn pile and incorporate coarse browns (sawdust, leaves)
Ammonia smell	*Too much nitrogen*	Incorporate coarse browns (sawdust, leaves)
Pile does not heat up or decomposes slowly	*Pile too small*	Add more organic matter
	Insufficient moisture	Turn pile and add water
	Lack of nitrogen	Incorporate food waste, grass clippings, or manure
	Not enough air	Turn pile
	Cold weather	Increase pile size or insulate with straw or a tarp

How do I get started?

What to add

Greens:

- Uncooked or cooked fruits and vegetables
- Bread and grains
- Coffee grounds and filters
- Grass clippings
- Paper tea bags with the staple removed, if there is one.

Browns:

- Cotton or wool rags
- Dryer and vacuum cleaner lint
- Eggshells
- Nut shells
- Fireplace ashes (from wood burning)
- Sawdust
- Hay and straw
- Yard trimmings (e.g., leaves, branches, twigs)
- Houseplants
- Used potting soil
- Wood chips
- Leaves
- Shredded newspaper
- Cardboard rolls
- Clean paper
- Hair and fur
- Chicken, rabbit, cow, horse manure

What not to add

- Aluminum, tin or other metal
- Glass
- Dairy products (e.g., butter, egg yolks, milk, sour cream, yogurt)
- Fats, grease, lard, or oils
- Greasy or oily foods
- Meat or seafood scraps
- Pet wastes (e.g., dog or cat feces, soiled cat litter)
- Soiled diapers
- Plastic
- Stickers from fruits or vegetables (to prevent litter)
- Black walnut tree leaves or twigs
- Yard trimmings treated with chemical pesticides
- Roots of perennial weeds
- Coal or charcoal ash
- Firestarter logs
- Treated or painted wood

For more information on composting: **www.epa.gov/compost**. *To learn additional ways to green your lawn and garden:* **www.epa.gov/greenscapes**.

October 2009 | EPA530-F-09-026

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Richmond, ME 04357
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Facsimile: 207-737-4306
www.richmondmaine.com

TOWN MANAGER REPORT

TO Selectboard Members
FROM Jim Chandler, Town Manager *JNC*
DATE October 27, 2026
REFERENCE Item 7.2 – Manager's Report

Project & Facility Updates

- **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 moved the Soccer Field Scoreboard on 10/20

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**
  - Community Breakfast is Monday, November 2nd
- **Fire Department Open House**
  - Held on Saturday, October 17th with great success.
  - Attending Partners:
    - Dresden Fire Department
    - State Fire Marshall's Office
    - Sagadahoc County Emergency Management Agency
    - Richmond PD Operation LifeSaver
- **November Newsletter to mailed next week**

Administration, Finance & Staffing

- **Library Director Tanya DuPont Hired** – starts Oct 26th
- **Fire Chief Jeremy Moeller Hired** – starts Nov 2nd
- **Town Office Staff Training**
  - Town Manager accepted to FEMA NFA-R0387 – Analytical Tools for Decision Making, a 6-day Data Analysis Training the week of November 7-13th
  - Travel would require cancelling the 11/10 meeting, or holding the meeting without the Manager present