**Minutes**

**PRESENT:** Commissioner Brann, Commissioner Harvell, Commissioner Barker

Meeting held by Zoom

**Franklin County Commissioners Meeting**

**November 16, 2021 Minutes**

Meeting was called to order by Commissioner Brann at 3:15 PM

Pledge of Allegiance

**Audience:** Vickie Braley, Jim Desjardins, Nick Palmer, Charlie Woodworth, Mariam Hutchinson, Libby Kaut, Andy Robinson, Fen Fowler, Pamela Prodan

**APPOINTMENTS:**

**3:15 PM Executive Session: 1 MRSA 405 (6) (A) Personnel Matters: Employment Discussion**

**Motion to enter at 3:15 PM (Clyde/Terry) (2/0) Lance was tardy. Exited at: 3:46 PM. No action taken**

**4:00 PM Executive Session: 1 MRSA 405 (6) (A) Personnel Matters: Employment Discussion**

**Motion to enter at 3:49 PM (Lance/Clyde) (3/0) Exited at: 4:39 PM No action taken.**

**NEW BUSINESS:**

1. **Clerk’s Report: Minutes from November 9, 2021 for approval. Motion to approve the November 9, 2021 minutes. (Clyde/Lance) (3/0)**
2. **Treasurer Report: Two warrants for approval and signature. Motion to approve the warrants: (Lance/Clyde) (3/0)**
3. **Andy: Renewal of the lease at the DA’s office/Continue Remote work under a Telecommuting agreement: The new lease agreement includes an extra $1,200 per year for 5 years. The lease per month will adjust from $1,645 to $1,745 per month. The new lease is past the due date for signature, though Andy didn’t feel the county was “under fire” for not having signed yet. The Commissioners would like to arrange a meeting with Craig, the landlord, and Paul to discuss possible negotiation of the lease. Andy also proposed that the District Attorney’s office remain remote with one person in the office per day to answer calls and in-person visits. HR suggested Andy and the rest of the DA’s office enter into a Telecommuting agreement with the County per the policy. Previously they were allowed to work from home temporarily without an agreement. Tiffany Baker will present the agreements to Andy for signatures.**
4. **Approval of new Finance Manager: Received five applications for the Finance Manager position. Conducted four interviews, and selected a candidate for the position. Diane Dunham of the Wilton Town office was selected to be the new Finance manager and will begin employment on December 6, 2021 at a rate of $21.31 per hour for 37.5 hours per week. Motion to approve the hiring of Diane Dunham. (Lance/Clyde) (3/0)**
5. **Proclaim ballot results for Franklin County’s questions: Commissioner Harvell read the results from the ballot questions for Franklin County. Motion to accept the results: (Lance/Clyde) (3/0)**
6. **Cash out of banked time: Employees have the option to request up to 100 hours of banked time. Vickie Braley presented the total for these transactions at $16,476.00. Motion to accept the pay out of banked time. (Lance/Clyde) (3/0)**
7. **Set public hearing for the FY23 UT budget: Public hearing will occur on December 7, 2021 in the superior courtroom at 3:15pm. (Lance/Clyde) (3/0)**
8. **Personnel file storage for all county employees: 15 of 16 counties in Maine are housing all employee files at one location either under the Clerk or Human Resources. Tiffany presented the approval to move all files to the courthouse in the downstairs storage room under lock and key. Motion to accept the movement of files to the basement under lock and key and under the supervision of Tiffany Baker, Human Resources (Lance/Clyde) (3/0)**

**OLD BUSINESS:**

1. **Follow up to PPE for Maintenance: No specifics in OSHA regarding maintenance wearing steel toed footwear unless operating heavy machinery. The Commissioners agree that steel toed boots are not necessary for the maintenance department.**
2. **Mount Blue Garden Club: Waiting for two estimates for tree removal. Two large Norway maple trees sit on the property near the monument that the garden club would like to see removed. $2,000 remains in the budget for the monument. The Commissioners asked the garden club to get some quotes to present for the tree removal at which point they will vote.**
3. **Schoolhouse Road: Mrs. Richmond feels it’s not in their best interest to sign off on the road. The road is currently closed to winter maintenance. The County owns 211 ft. of the road which does not include the bridge needing repair. The Commissioners are not in favor of putting money into the bridge with this new information. Motion made to only maintain the 211 ft. of road the County owns.**

**MISCELLANEOUS:**

1. **Retro pay for the Finance Manager as acting County Clerk: The amount for retro pay to Vickie Braley is $3,580.64. Motion to accept the retro pay amount: (Lance/Clyde) (3/0)**
2. **COVID pay- Finance Manager Vickie Braley presented a headcount for current employees. The County employs 65 full-time and 5 part time employees. Based on the total employees, the cost to pay $2,000 per employee would be $134,000. Motion to approve paying $1,000 in December and $1,000 in January to all employees. (Lance/Terry) (2/1) Clyde opposed.**
3. **NCEU negotiations: Bill notified Vickie that he had some issues with the pay scale. Set up a meeting with Vickie, Bill, Lance, Doug, and the Union reps. to get this resolved. Vickie to email Bill to set something up.**

**Warrants: 1 TIF, 1 County. Warrants were approved and signed.**

**ADJOURNMENT:**

**A motion and second to adjourn. (Lance/Clyde) (3/0)**

**Meeting adjourned at 5:44 PM**

**Next regular meeting will be December 7, 2021 at 3:15pm**

**A recording is available for this meeting.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FRANKLIN COUNTY COMMISSIONERS

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CLERK