**Minutes**

**PRESENT:** Commissioner Brann, Commissioner Harvell (Absent), Commissioner Carlton

The meeting was held via Zoom

**Franklin County Commissioners Meeting**

**February 7, 2023, Minutes**

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

Pledge of Allegiance

**Audience:** Sara Bickford, Brad Timberlake, Becky Bowering, Susan Black, Sue Pratt, David Rackliffe, Steve Lowell, Donna Perry, Pamela Prodan, Fen Fowler, Amy Bernard, Tiffany Baker

**Virtual:** Marlene Bradley, Diane Dunham

**APPOINTMENTS:**

**NEW BUSINESS:**

1. **Clerk’s Report:** The minutes from January 17, 2023, were presented for approval and signature. **Motion to accept the Clerks report and minutes: Bob/Terry (2/0)**
2. **Treasurer Report:** Pamela presented the warrants for signature to include 2 county A/P, 2 UT, 1 TIF, 2 payroll, and 1 ARPA warrant. 18 of 21 municipalities have made their second tax payment. **Motion to approve the Treasurers report and sign the warrants: Bob/Terry (2/0)**
3. **Meeting Dates for February:** Amy recommended to the Commissioners that we have our meeting on the 21st in the morning. This is school vacation week. Amy will provide a time in advance of the meeting.
4. **Maine State Retirement Provision for Adoption:** MPERS offered a new provision to allow new hires an additional opportunity to enroll in Maine State Retirement up to 5 years of employment. The Commissioners voted not to adopt this provision in 2021. The County Administrator and HR would like the Commissioners to reconsider adopting the provision. Commissioner Brann and Carlton requested we table this discussion until there are three Commissioners present.
5. **Salem Bridge Engineering, Open Bids:** Received two bids, one from Wentworth Associates and one from Acorn Engineering. Acorn Engineering’s bid was in the amount of $295,000 plus time and material, Wentworth Associates bid was for $61,080. **Motion to accept the bids and review: Terry/Bob (2/0)**
6. **Dispatcher Job Description for Approval: The last reviewed and approved job description for Dispatcher was in 2002. Motion to approve the revised Dispatcher job description: Bob/Terry (2/0)**
7. **Recommendation for UT Banking:** The County Administrator, Treasurer, and Finance Manager reviewed the bank proposals from Bangor Savings, Franklin Savings, and Androscoggin Bank.Upon review it was discovered that Skowhegan Savings does not offer positive pay, Bangor Savings was offering 3.75%, and Androscoggin was offering a quarterly floor between 3.67-4.12%, progressing upward with positive pay. Franklin Savings offered 1.5%. The County Administrator, Treasurer, and Finance Manager recommend moving the funds to a CD with Androscoggin Bank. **Motion to approve the movement of $2,200,392.91 to Androscoggin Bank: Bob/Terry (2/0)**
8. **Personnel Policy Updates/ Amendments to the Inclement Weather Policy:** Commissioner Carlton and Commissioner Brann tabled the discussion until there are three Commissioners present.
9. **Credit Cards:** The County Administrator recommended we get a credit card for each department to charge to. This would streamline the purchasing which will reduce the amount of time finance has to invest in researching purchases made by different departments on one card. Multiple cards were used in the past at the county, and it was eventually discontinued. The Treasurer is open to trying this again. The Commissioners would like to revisit this subject at the next meeting when all three Commissioners are present.
10. **Authorization to Form an Opioid Committee:** The County Administrator would like to form a committee similar to the TIF and have them work within the guidelines set forth on spending the funds and collect projects for review. **Motion to approve forming a Committee for the Opioid Funds: Bob/Terry (2/0)**
11. **MOU for Back Up Services for the RCC:** Brad explained to the Commissioners that the last MOU signed between Farmington PD and the county has expired and some who signed it are no longer in their respective positions. **Motion to sign and approve the MOU for back up services for the RCC: Bob/Terry (2/0)**
12. **Personnel Policy, Donation of Converted Time:** Chief Lowell requested the Personnel Policy be updated to align with the FOP collective bargaining agreement on the donation of converted time which allows an employee to donate up to 40 hours of converted time annually. **Motion to approve updating the Personnel Policy to allow for the donation of converted time: Bob/Terry (2/0)**

**OLD BUSINESS: None.**

**MISCELLANEOUS:**

1. Sue Pratt will be sending a meeting update to meet with the architect on updated designs for the new office space at County Way, and redesign of the courthouse. The meeting will happen on February 27, 2023.

**Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Union Concerns: Motion to enter: Terry/Bob (2/0) Entered at: 3:54 pm, Exit: 5:00 pm. No action taken.**

**WARRANTS:** 2 County A/P, 2 UT, 1 TIF, 2 Payroll, and 1 ARPA

**ADJOURNMENT:**

**A motion and second to adjourn. (Terry/Bob) (2/0)**

**Meeting adjourned at 5:00 pm**

**The next regular meeting will be on February 21, 2023**

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

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FRANKLIN COUNTY COMMISSIONERS

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