

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Commissioners Conference Room 2nd Floor

DATE AND TIME: February 6, 2024 @ 3:30 PM

The Franklin County Commissioners' meetings are open to the public. This meeting is also available virtually via Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom. Here is the meeting ID# 492 510 0482 passcode 030621.

APPOINTMENTS:

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Review Job Descriptions for: Bookkeeper, Custodian and Road Supervisor**
- 4. Request Authorization for Probate Judge to speak with Bangor Payroll**
- 5. Commissioner's Budget Review Date**
- 6. AED Purchase for the Courthouse**
- 7. Chain of Pond MDOT Bridge**

OLD BUSINESS:

- 1. Real Estate Tax Portal Letter to Maine Revenue Service**

MISCELLANEOUS:

WARRANTS:

ADJOURNMENT:

County Commissioner's Meeting

Agenda Discussion and Analysis

February 6, 2024

Appointments:

Agenda Item: Clerks report

Comments: Minutes from the January 16, 2024, meeting

- ARPA CD has been renewed for another 4 weeks.
- Department Heads Budgets are due back on February 7th and review begins on February 8th.
- COLA and salary structure updates are still being reviewed for approval at the March Meeting.
- 5 OPIOID Applications are going to the Committee on February 8th for review.
- Accounts Payable is now being done in-house.

Recommendation: Motion: N/A

Agenda Item: Treasurer's report

Comments: Warrants:

Review Job Descriptions for Bookkeeper, Custodian, and Road Supervisor

Comments: I have enclosed the Custodian and Bookkeeper job descriptions in your packet. I plan to have the Road Supervisor Job description done for the meeting. Please review and let me know if you have any questions.

Recommendation: Motion: to approve and sign the Bookkeeper, Custodian, and Road Supervisor job description.

Request Authorization for Probate Judge to speak with Bangor Payroll

Comments: I have enclosed a letter from Judge Joly from last month requesting your authorization to discuss her payroll concerns with Bangor Payroll. Bangor Payroll only processes the information we enter into their system. This request will not answer many, if any, of Judge Joly's questions about her pay. It is also concerning to have individual employees contacting Bangor Payroll, they do not want us to allow this practice of individual employees reaching out to them, as it will become overwhelming.

Recommendation: Motion:

Commissioner's Budget Review Date

Comments: Currently the Commissioners will meet on 3-5-24 and 3-19-24. I suggest that we have a separate meeting to review the FY 25 budget. It will make sense to have it on an off week for Commissioner's meetings. The earlier we can get this started in the day the better as last year it took 2.5 hours.

Recommendation: Set a date for the Budget review meeting after March 12th

AED purchase for the Courthouse

Comments: Commissioner Carlton requested we put this on the agenda so that we can discuss purchasing one for the Courthouse. The rough cost of the unit is \$750 (per Sheriff's Office), and the charging station is more, we will then need to be trained on the unit. There is an annual charge for inspection of the machine.

Recommendation: The County to purchase one AED unit.

Chain of Pond MDOT Bridge

Comments: The National Historic Preservation Act requires MDOT to ask for interested parties in the event of replacing infrastructure like bridges. The email is asking if we would like to be a Consulting Party on the project.

Recommendation: Motion to add the County as a Consulting Party to the Chain of Ponds MDOT bridge project.

OLD BUSINESS

Real Estate Tax Portal Letter to Maine Revenue Service

Comments: The Maine Registrars of Deeds Association has some concerns about the Real Estate Tax Portal implementation for October 2024. There seems to be many unanswered questions regarding how the portal will be implemented. This letter is asking that the Maine Revenues Service communicate its implementation plan with each Registrar of each County to determine its impacts. I have enclosed the letter from Sue Black which outlines the concerns.

Recommendation: Motion to sign the Real Estate Tax Portal Letter

Franklin County Position Description

Position Title: Bookkeeper

Department: Treasurer

FLSA Status: Non-Exempt

Reports to: County Administrator/Treasurer

Effective Date: 01/12/2024

Job Summary:

This position is responsible for performing finance-related tasks including financial reporting, payroll, accounts receivable and payable, and other related tasks while working as a team in the Commissioner's office. Work is performed under the general supervision of the County Administrator and Treasurer and will be reviewed through observation, and verification through fiscal audit.

Essential Job Functions:

- *Assists the County Administrator in the preparation of the annual county budget(s) for all departments.*
- *Receive money, scan checks, and make deposits daily.*
- *Assist with answering the telephone, greeting customers, and answering questions related to finance.*
- *File documents as requested.*
- *Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents that are finance-related for senior staff.*
- *Monitors investments of county funds; prepares and manages cash flow analysis as required; contacts local banks for interest rates or bids, and provides the information to the County Administrator and Treasurer; and tracks interest earned on accounts.*
- *Assist with the preparation and distribution of monthly and annual financial reports and additional information regarding the financial status of the county as may be requested by the Department Heads, County Commissioners, Treasurer, or auditors.*
- *Collaborate with the auditor(s)/CPA firm to prepare for pre-audit session and annual audit; assist with the review of the draft audit report for accuracy; make adjusting entries as recommended by the auditor and approved by the Treasurer.*
- *Review accounts payable invoices, enter into the AP program, create cover sheet(s)/voucher(s) and review submitted vouchers from Department Heads; prepare necessary warrants and print checks.*
- *Process 457 retirement report and payment bi-weekly.*

- *Respond to finance-related FOAA requests.*
- *Process payroll, prepare warrant spreadsheet, and upload reports to accounting software.*
- *Mail W-2's annually and other financial documents when necessary.*
- *Process retirement reports and payments.*
- *Forecasts county revenues to assist the County Administrator in monitoring and developing the county budgets.*
- *Monitors expenditures and control of credit card and purchase order requests.*
- *Prepare and send annual 1095-C forms.*
- *Grant monitoring: Reporting of grant related expenses, and ensures compliance with grant requirements.*
- *Assist with the financial administration of the Franklin County Tax Increment Financing grant.*
- *Responsible for entering Detention Center budget in Department of Corrections; Reporting of Actuals System (CRAS), inputting of monthly expenses and revenues and annual projections.*
- *Communication with CPA and work closely on investment requisitions.*
- *Other duties as assigned.*

Required Knowledge/Skills/Abilities:

- *Knowledge of Microsoft Office including Outlook, Teams, Excel, and Word*
- *Strong communication skills, both oral and written*
- *Excellent organizational skills and attention to detail*
- *Possess strong problem-solving skills and ability to work independently.*
- *Ability to maintain confidential and meticulous records.*
- *Ability to learn new software systems and adapt to changing environments.*
- *Operate general office equipment.*

Education and Experience:

- *Minimum of associate degree in accounting or similar study; or three years of experience in fund accounting. Bachelor's degree preferred.*
- *Minimum of two years working in an office setting.*
- *FOAA training is required upon hire. (Freedom of Access Act)*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				x
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>	x			
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	x			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	x			
<i>Working Conditions: Normal working conditions absent extreme factors.</i>				
<i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i>				

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton

Franklin County Position Description

Position Title: Custodian/Maintenance

Department: Maintenance

FLSA Status: Nonexempt

Reports to: Facilities Manager

Effective Date: 02/07/2024

Job Summary:

Under the supervision of the Facilities Manager, responsible for performing semi-skilled work in the cleaning and upkeep of the County buildings and grounds.

Essential Job Functions:

- Cleans courtrooms, offices, furniture, washrooms, toilets, and special purpose rooms; polishes furniture, floors, and metalwork
- Operates various types of cleaning equipment, both mechanical and electrical, to remove soils, stains, and other debris from assigned areas
- Washes and dusts woodwork and windows; cleans floors daily by sweeping, vacuuming, and mopping; cleans tables and sinks
- Performs seasonal tasks: installing and removing seasonal equipment
- Performs special cleaning, furniture rearrangement, and assists with setup for special projects/functions, as required
- Operates and maintains equipment in a safe, orderly, and efficient manner
- Uses chemicals and supplies according to standards to ensure safety and efficiency
- Empties trash and garbage, using safety procedures to comply with hazardous waste requirements
- Shovels snow, operates snowblower, removing ice and snow from walkways and sidewalks; spreads chemicals for ice control.
- Performs general maintenance on, and cares for the courthouse tower clock.
- Mows lawns, rakes, sweeps, prunes shrubs, and performs overall grounds maintenance at the County Courthouse and the monument.
- Performs minor repairs and maintenance, including painting, and rough carpentry; informs supervisor when outside contractor services are required
- Replaces light bulbs and unstops lavatories and toilets
- Ensure proper handling of trash, garbage, and other potential biohazards

Other Duties and Responsibilities:

- Opens the building in the morning, and ensures that the building is closed and secure after hours
- Responds to building emergencies, as necessary
- Promotes and maintains responsive community relations
- Performs other related duties, as required or assigned by the Facilities Manager

Required Knowledge/Skills/Abilities:

- Knowledge of the customary practices and procedures to be followed in the performance of routine building maintenance activities, including carpentry, painting, landscaping, snow removal
- Skill in the operation and maintenance of basic equipment used in work duties. With special equipment operation, training will be provided.
- Ability to read, write, and communicate routine information
- Knowledge of basic good housekeeping practices in maintaining building cleanliness and good order
- Knowledge of the proper use and application techniques for cleaning products and equipment
- Ability to perform simple manipulative skills such as sweeping, cleaning, and emptying trash
- Ability to understand and follow oral and written instructions
- Ability to perform repetitive cleaning tasks
- Ability to establish and maintain effective working relationships with others
- Ability to work outside throughout the year in inclement weather situations.

Education and Experience:

- Knowledge of general maintenance and housekeeping activities
- High school diploma, or equivalent, and up to three months of related experience, or equivalent combination of education and experience

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>	x			
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>		x		
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>				x
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>				x
<i>Working Conditions: Normal working conditions absent extreme factors.</i>				
<i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i>				

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton

MARGOT JOLY

369 School Street
Weld, Maine 04285
Margot@jolylaw.com

January 5, 2024

Via e-mail

Amy Bernard, County Administrator
Franklin County Commissioners' Office
140 Main Street
Farmington, Maine 04938

Terry Brann, Commissioner
Franklin County Commissioners' Office
140 Main Street
Farmington, Maine 04938

Lance Harvell, Commissioner
Franklin County Commissioners' Office
140 Main Street
Farmington, Maine 04938

Bob Carlton, Commissioner
Franklin County Commissioners' Office
140 Main Street
Farmington, Maine 04938

RE: Retroactive contribution towards retirement plan for Margot Joly

Dear Amy and Gentlemen:

As you may remember, the County is to make a payment towards my 457 Deferred Compensation retirement plan in January in the amount of \$13,107.52, plus interest.

Because of problems with the mandatory withholding amounts when the initial payment was made in October 2023, I am requesting that you place me on the agenda at the next Commissioners' meeting to discuss with you the exact amount I am to receive this January and the manner of payment. I am requesting that the final payment be made on a week in between the normal pay weeks.

Furthermore, I need to follow up on payroll issues with Bangor Savings payroll service and I cannot do so. Representatives of that service refuse to talk to me directly without your authorization. I will prepare a simple form and present it to you for signature at the

Amy Bernard

From: Sosebee, Brian <Brian.Sosebee@maine.gov>
Sent: Wednesday, January 31, 2024 4:02 PM
To: Amy Bernard; rcarlton@franklincountymaine.gov
Cc: Jonathan@mainepreservation.org
Subject: Chain of Ponds Twp. – MaineDOT WIN 27148.00 – Historic Review
Attachments: Section 106 Consulting Party Request Form.docx; CHAIN OF PONDS TWP., 27148.00 map.png

The Maine Department of Transportation is planning the replacement of Bear Brook Bridge (#3270) over Bear Brook. Located 0.56 of a mile north of Natanis Point Road. A location map of the area is attached.

The Department of Transportation in accordance with Section 106 of the National Historic Preservation Act is seeking information from consulting parties that would likely have information/knowledge of or concerns with historic properties adjacent to the project limits shown on the attached map.

Under Section 106, the town is considered a consulting party and will receive National Register Eligibility and the Determination of Effects on historic properties within the project area for review and comment, when applicable. If the town knows of any party or person interested in becoming a Section 106 consulting party, please have them fill out and return the attached Consulting Party Request Form.

If you have any information, comments or concerns in regards to **historic properties**, please contact me at Brian.Sosebee@maine.gov or at 16 State House Station, Environmental Office, Augusta Maine 04333.

This letter is intended to obtain information and concerns regarding historic properties. If you have any questions or concerns about the project, please contact the Project Manager, Michael White at Michael.White@maine.gov

Thank you for your time.

Brian Sosebee
Historic Preservationist
MaineDOT Environmental Office
16 State House Station
Augusta, Maine 04333
Brian.Sosebee@maine.gov



Franklin County, Maine

January 31, 2024

To: Maine Revenue Services; Tax Portal Committee
Maine Revenue Services Director, Meg Hodgkins

RE: Maine Revenue Services Tax Portal – Real Estate Transfer Tax
Projected LIVE Date: October 2024

Dear Director Hodgkins and members of the Tax Portal Implementation Team:

We are writing this letter to address the Maine real estate transfer tax collection using the Maine Revenue Services' online tax portal, which is set to be implemented in October of 2024. The Registers of Deeds were made aware of this upcoming change in 2021 and, at that time, were asked by Maine Revenue Services to establish a Tax Portal Implementation Test Team to assist Maine Revenue Services regarding real estate transfer tax collection through the tax portal. However, it has come to our attention that the Registers of Deeds Association/Tax Portal Implementation Test Team has not received updated information regarding the Registries role in the upcoming changes in transfer tax collection through the tax portal.

There are many reasons why communication with the Register of Deeds during this process is important. Primarily, the Register of Deeds' statutory requirement to compute and collect any transfer tax due and collect the transfer tax declaration form with any deed offered for recording. Without knowledge of how this role changes regarding the collection of transfer tax and the transfer tax declaration forms, it is nearly impossible for the Register of Deeds to communicate with staff and members of the community about the new requirements from Maine Revenue Services. There are also potential software changes that may need to happen within the Registry of Deeds since the office presently imprints deeds with a statement regarding the payment of transfer tax.

We ask that any further communication be directed to our Register of Deeds, Susan Black, so she may keep Franklin County apprised of the latest developments with the tax portal and ensure

140 MAIN STREET, SUITE 3 · FARMINGTON, MAINE 04938 · (207) 778-6614

TERRY BRANN
District #1

LANCE HARVELL
District #2

BOB CARLTON
District #3

AMY BERNARD
County Administrator

ABernard@franklincountymaine.gov



Franklin County, Maine

timely updates to office procedures and any software changes can be made. It is our intent to continue to be a helpful asset to Maine Revenue Services as a partner in the collection of transfer tax. Any further information and timely communications from Maine Revenue Services regarding this issue is appreciated.

Respectfully submitted,

County Commissioners

cc: Kristen Figueria, Director, Dept of Administrative and Financial Services
Jerome Gerard, State Tax Assessor
Cherri L. Crockett, Register of Deeds, Oxford County

140 MAIN STREET, SUITE 3 · FARMINGTON, MAINE 04938 · (207) 778-6614

TERRY BRANN
District #1

LANCE HARVELL
District #2

BOB CARLTON
District #3

AMY BERNARD
County Administrator
ABernard@franklincountymaine.gov