

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Commissioners Conference Room 2nd Floor

DATE AND TIME: March 19, 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. ARPA**
 - A. Fair Grandstand Project**
 - B. PACC Phillips Area Communication Center**
 - C. Heaven's Cupboard – Pre-Kitchen**
 - D. Mt. Blue Middle School Tech. Center**
- 4. Salary Administration Policy**
- 5. Peer Support Team-Sgt. Close**
- 6. Sheriff Budget for Approval**
- 7. Emergency Operation Center – Administration Suite**
- 8. Coburn Gore Land Port – Right of Way Request**

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: Payroll, UT, County AP, TIF

ADJOURNMENT:

County Commissioner's Meeting

Agenda Discussion and Analysis

March 19, 2024

Appointments:

Agenda Item: Clerks report

Comments: Minutes from the March 5, 2024, and March 12, 2024 meetings

- **Hiring:** The Jail has hired a part-time Corrections Officer, Caleb Hutchinson. He will be starting on 3/18/2024.
 - We received a notification of Planning Board approval as of March 11, 2024. Lance and Sue Pratt attended the meeting.
 - Upcoming meeting with Patrick Iberra with Mejorando to discuss key stakeholders to be included in the interview process.
 - Finalizing the May Day storm in the coming days. Meeting with FEMA to start the December flood reimbursement process on the 19th.
 - Auditors from RHR Smith will be here on March 21st and 22nd to review the financial statements and invoices.
 - Scheduled a meeting for creating an SOP (standard operating procedure) and review committee by-laws and guidelines. Received award letter for the TIF.
- **Motion:** Recommended: Motion to approve and sign the Minutes from March 5, 2024, and March 12, 2024.

ARPA

Comments: The following projects were put on hold pending the funds for the new operations center. These need to be reconsidered as they were tentatively approved on 6/6/2023.

- Fair Grandstand Project-\$75,000
- PACC Phillips Area Community Center roof project- \$80,000
- Heaven's Cupboard-Pre-Kitchen- \$30,500
- Mt. Blue Middle School Tech Center- \$125,000

Recommendation: Motions: None

Salary Administration Policy

Comments: The Salary Administration Policy needed to be updated to specify the intent of the longevity stipend. The language has been updated to reflect what was approved in August of 2023. See attached revision.

Recommendation: Motion: Approve the revised Salary Administration Policy.

Peer Support Team

Comments: Sergeant Close will be present to share some information regarding the Peer Support Team here in Franklin County. See the summary attached.

Recommendation: None at this time

Sheriff's Budget for Approval

Comments: Per the last meeting, the Commissioners agreed to fund one additional Deputy position with the help of the COPS grant. The budget has been updated to reflect the addition of one, not two Deputies (previously calculated) into the budget. This reduced the personnel, uniforms, and weapons and body armor lines. In addition, we have adjusted the Health Insurance due to a calculation error which reduced the health insurance cost from \$533,970 to \$441,716.

Recommendation: Motion: Approve the Sheriff's Department budget for FY25.

Emergency Operation Center-Administrative Suite

Comments: There was a discussion about adding an Administrative Suite to the building to include the Commissioner's Office staff and the Treasurer which has become part of the design as an add-alternate (optional). We have a cost analysis for renovating the Courthouse to fit the DA's staff vs. adding the suite to the new building. Enclosed you will see a cost estimate for the renovations at the Courthouse and the floor plans from Port City.

We have recently learned that we are receiving the Congressional Spend; and now the Commissioners need to decide whether to make the add-alternate, administrative suite a permanent fixture in the project or to renovate the Courthouse.

Recommendation: Motion: None at this time.

Coburn Gore Land Port-Right of Way Request

Comments: The County received a request from Sara Massarello to gain a right of entry onto a property off Rte. 27 in Coburn Gore. [GSA awards \\$1.4 million Construction Manager contract for the land port of entry project at Coburn Gore, Maine - Daily Bulldog](#) See the attached information.

Recommendation: Motion: None at this time.

Minutes

PRESENT: Commissioner Harvell, Commissioner Carlton, Commissioner Brann

The meeting was held via: Zoom
Franklin County Commissioners Meeting

March 5, 2024

The meeting was called to order by Commissioner Harvell at 3:30 p.m.

Pledge of Allegiance

Audience: Jessica Brown, Sue Black, Susan Pratt, Nathan Hiltz, Nick Palmer, Jim Desjardins, Jake Nichols, David Rackliff, MBTV, Fen Fowler, Scott Nichols, Brad Timberlake, Sara Bickford, John Donald, Alyssa Tibbetts, Esq., Amy Bernard, Tiffany Baker, Jamie Sullivan and Brenda Bitle

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: NCEU grievance - Motion to enter into Executive Session 1 MRSA 405 (6) (A) Personnel Matter: NCEU Grievance at 3:30 p.m.: Bob/Terry (3/0); Motion to End Executive Session at 4:30 p.m.: Bob/Terry (3/0) – No Action taken

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Trial Assistant - Motion to enter into Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Trial Assistant at 4:33 p.m.: Bob/Terry (3/0); Motion to End Executive Session at 4:57 p.m.: Lance/Bob (3/0) – No Action taken

APPOINTMENTS: None

NEW BUSINESS:

- 1. Clerk's Report- Motion to accept the Clerk's Report: Bob/Terry (3/0)**
- 2. Treasurer's Report – Motion to accept the Treasurer's Report: Bob/Terry (3/0)**
- 3. FOP Sidebar Agreement** – Discussion was had regarding the FOP requesting the county to give credit to employees in January who reach a milestone on their vacation schedule. Vacation is paid out on January 1 of each year. An employee must complete six (6) months of employment (continuous), in order to receive the balance of their vacation upon termination of employment. This agreement is to mimic the Union's Vacation Lease Agreement: **Motion to accept Sidebar Agreement for FOP: Terry/Bob (3/0)**
- 4. Opioid Grant Application** – Western Maine Community Action submitted an application for grant funding for harm reduction for items not currently provided by their program to benefit Franklin County residents. The Opioid Committee unanimously approved funding in February, 2024: **Motion to approve to Opioid Grant funding to Western Maine Community Action in the amount of \$10,000.00: Terry/Bob (3/0)**
- 5. Dumpster at the Courthouse** – A discussion was held with respect to the use of the dumpster on the county premises. Commissioner Brann was inquiring as to why there was

a continuous overflow of garbage from the dumpster to the ground. Nick Palmer had conversations with Bob Luce regarding the current vendor not fulfilling their obligations for removal of garbage for quite some time. Mr. Luce terminated the agreement with the current vendor and hired a new vendor to provide dumpster services for his business and the county. This course of action should rectify the issue. **No Action**

- 6. **FY 24-25 Salary Structure with COLA** – The County Administrator presented to the Commissioners the salary structure FY25 at the rate of 4% COLA. Employees receiving Longevity of \$1.00 will receive that \$1.00 after the COLA is applied: **Motion to approved salary structure at 3% COLA: Lance/Terry (2/1)**

OLD BUSINESS:

Revised Sheriff Administrative Assistant Job Description – The Sheriff’s Department requested that we update the title for the Secretary’s position at their department to an Administrative Assistant due to the duties required in that position. This change would include an upgrade in the pay scale to become effective July 1, 2024 – **Motion to revise Sheriff Secretary Job description to Sheriff Administrative Assistant: Bob/Lance (3/0)**

MISCELLANEOUS:

The Franklin County Sheriff’s Department requested that approximately 16 radios not being used by the Sheriff Department to be donated to the MSAD 58 School District. This donation would be an in-kind match towards to COPS School Safety Grant awarded to the County - **Motion to gift radios from the Sheriff’s Department to MSAD 58: Bob/Terry (3/0)**

WARRANTS: Payroll, UT, County A/P

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Lt. Rackliffe- Motion to enter into Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Lt Rackliffe at Motion to pay balance of what insurance does not cover: Bob/Lance (3/0) 5:41 p.m.: Bob/Terry (3/0); Motion to End Executive Session at 5:54 p.m.: Bob/Lance (3/0)

ADJOURNMENT: Motion to adjourn at 11:32 a.m. Bob/Terry (3/0)

A recording is available for this meeting.

FRANKLIN COUNTY COMMISSIONERS

ATTEST: _____, CLERK

Minutes

PRESENT: Commissioner Harvell, Commissioner Carlton, Commissioner Brann

The meeting was held via: Zoom
Franklin County Commissioners Budget Meeting

March 12, 2024

The meeting was called to order by Commissioner Harvell at 3:30 p.m.

Pledge of Allegiance

Budgets:

1. **EMA** – Motion to approve FY 2025 budget of **\$256,237**. Lance/Bob (3/0)
2. **District Attorney** - Motion to approve FY2025 budget of **\$379,945**. Bob/Lance (3/0)
3. **Superior Court** - Motion to approve FY2025 budget of **\$3,000**. Lance/Bob (3/0)
4. **Commissioners** - Motion to approve FY2025 budget of **\$370,536**. Bob/Lance (3/0)
5. **Treasurer** - Motion to approve FY2025 budget of **\$242,092**. Bob/Lance (2/1)
6. **Technical Services** - Motion to approve FY2025 budget of **\$454,951**. Bob/Lance (3/0)
7. **Courthouse** - Motion to approve FY2025 budget of **\$281,611**. Lance/Bob (3/0)
8. **Registry of Deeds** - Motion to approve FY2025 budget for **\$286,065**. Bob/Lance (3/0)
9. **Registry of Probate** - Motion to approve FY2025 budget for **\$281,959**. Bob/Terry (3/0)
10. **Sheriff's Department** - Motion to approve FY2025 budget for one additional Deputy Sheriff. Commissioner's to review budget at the next meeting to be held on March 19, 2025. Bob/Terry (3/0)
11. **Communications** - Motion to approve FY2025 budget for **\$1,352,492**. Bob/Lance (3/0)
12. **Jail** - Motion to approve FY2025 budget for **\$3,246,688**. Bob/Lance (3/0)
13. **County Wide**

- A. Franklin County Extension Service** – Motion to approve funding for FY2025 in the amount of **\$63,239**. Bob/Lance (3/0)
- B. Franklin County Soil & Water** - Motion to approve funding for FY2025 in the amount of **\$24,000**. Bob/Lance (3/0)
- C. Children’s Task Force** - Motion to approve funding for FY2025 in the amount of **\$12,500**. Lance/Bob (2/1)
- D. Franklin County Adult Basic Education** - Motion to approve funding for FY2025 in the amount of **\$12,750**. Bob/Terry (3/0)
- E. Western Maine Community Action** - Motion to approve funding for FY2025 in the amount of **\$50,000**. Lance/Terry (2/1)
- F. Senior Plus** - Motion to approve funding for FY2025 in the amount of **\$40,000**. Bob/Lance (2/1)
- G. SAPARS** - Motion to approve funding for FY2025 in the amount of **\$20,000**. Bob/Lance (2/1)
- H. Androscoggin Homecare & Hospice** - Motion to approve funding for FY2025 in the amount of **\$30,000**. Bob/Lance (3/0)
- I. Franklin County Development Corporation** - Motion to approve funding for FY2025 in the amount of **\$1.00**. Bob/Lance (2/1)
- J. Franklin County Fireman’s Association** - Motion to approve funding for FY2025 in the amount of **\$3,700**. Bob/Terry (3/0)
- K. Western Maine Transportation** - Motion to approve funding for FY2025 in the amount of **\$35,000**. Lance/Terry (2/1)

ADJOURNMENT: Motion to adjourn at 4:50 p.m. Bob/Terry (3/0)

A recording is available for this meeting.

FRANKLIN COUNTY COMMISSIONERS

ATTEST: _____, CLERK

Town of Farmington
153 Farmington Falls Road
Farmington, Maine 04938

Notification of Planning Board Approval

Approval Date: March 11, 2024

Name of Applicant: Franklin County c/o Amy Bernard
Address: 140 Main Street, Suite 3
Farmington, ME 04938
Project Location: 123 County Way
Map U23 Lot 040-A
Type of Approval: Site Review #24-SR-02 & Soil Erosion/Storm
Water #24-SS-02
Project: 8,700 SF multi-use building

This is to serve as notification of the Farmington Planning Board's approval of the above referenced applications and shall serve as permit for same.

Approval Conditions:

None



J. Stevens Kaiser/Code Enforcement Officer

3-11-24
Date



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

March 8, 2024

Amy Bernard
County Administrator
UNORGANIZED TERRITORIES OF FRANKLIN COUNTY (UT)
140 Main Street, Suite 3
Farmington, Maine 04938

RE: Franklin County Enterprise Municipal *Tax Increment Financing* (TIF) District and Development Program *Fifth Amendment* (AMD-5)

A P P R O V E D

Dear Ms. Bernard,

The Maine Department of Economic and Community Development (DECD) reviewed and EFFECTIVE TODAY APPROVED the application to amend the above-referenced Municipal TIF *District* (District) and *Development Program* (Program). Per May 29, 2008 original designation and previous amendments approvals, DECD restates:

- a. District term of 30 years, ending June 30, 2039;
- b. District taxable Original Assessed Value of \$455,952, consisting of \$455,952, as of March 31, 2008 (April 1, 2007) and \$0, as of March 31, 2017 (April 1, 2016) for real property and \$0 for personal property, as of March 31, 2008 (April 1, 2007) and as of March 31, 2017 (April 1, 2016)—acreage 4,111.9;
- c. Real and personal property Increased Assessed Value (IAV) capture of 75% from property tax years starting April 1, 2009 until March 31, 2016, and 100% from property tax years starting April 1, 2016 until/ending March 31, 2039;
- d. District revenues deposited/held in a dedicated *Development Program Fund* (DPF) account, applied ONLY toward approved activities/projects due completion BEFORE/BY JUNE 30, 2042, consisting of [a]:
 - i) Project Cost account[s] to reimburse TransCanada Maine Wind Development, Inc. for costs authorized by 30-A M.R.S.A. § 5225(1)(A) and DECD rules as amended from time to time AND/OR fund public activities/projects,
 - ii) Sinking Fund Account to retire associated public debt, if any;
- e. TransCanada Maine Wind Development, Inc. reimbursement limited to incremental taxes from NEW actual value of 60% annually from the OD's OAV, for a 20-year term, capped at \$8,900,000 total, during District term;
- f. County Commissioners MUST notify State Tax Assessor when NEARING any/all triggers or caps;
- g. AFTER EXECUTION, UT MUST FORWARD A COPY of any associated credit enhancement agreement and its amendment(s) or assignment(s) to DECD—enclosing completed matching **Application Cover Sheet** with detailed private project description and (if Company and not Developer) **Employment Goals Form**;
- h. UT may NOT negotiate/execute reimbursement agreements with any other company/developer, other than TransCanada Maine Wind Development, Inc., without due public process and future Program amendment;
- i. Per 36 M.R.S.A. §1606, Maine Revenue Services (MRS) will direct District revenues from non-captured incremental property values to Education and Services Fund;



JANET T. MILLS
GOVERNOR



HEATHER JOHNSON
COMMISSIONER

- j. Any tax increment revenues remaining in the DPF account on the District term end date may be retained for up to 3 years to pay approved projects costs outlined in the DECD approved Program. On or before June 30, 2042, any remaining tax increment revenues in this DPF account must be returned to the municipal general fund and a corresponding tax shift adjustment must be implemented with Maine Revenue Services;
- k. Any future amendment MUST comply with 30-A M.R.S.A. §§ 5221-5235 and DECD rules;
- l. When District expires, or is terminated, FRANKLIN COUNTY MUST NOTIFY DECD IN WRITING.

As further described in the Program, UT revenue allocation projected at \$42,974,382 may facilitate funding for an estimated \$20,097,940 in public costs and associated debt—if any. This funding MUST comply with established Franklin County appropriation process—with activities/projects due completion BEFORE/BY JUNE 30, 2042. Please note, pursuant to 30-A M.R.S.A. § 5227(D), the UT shall annually return to the Education and Services Fund any tax increment revenues remaining in development program fund, in excess of those estimated to be required to satisfy payment of approved project costs, outlined in the Program, plus any related debt service. * DECD restates/approves public activities/projects costs listed below, with AMD-5 changes/additions underlined:

WITHIN DISTRICT

- m. Scenic byways (Routes 17 & 27) capital improvement costs \$550,000; ^u
- n. Telecommunication infrastructure capital costs, as it relates to District commercial/business development \$1,000,000; ^u
- o. TIF administration costs and professional services costs \$345,000;
- p. Recreational-trail development capital costs \$400,000; ^u
- q. Financing cost expenditures as authorized by MRS Title 30-A §5225 (1)(A)(2) \$400,000;
- r. Costs associated with development and operation of affordable housing, as defined by MRS Title 30-A §5222 (1-C), within MTIF District, including authorized project costs for improvements as described in Title 30-A §5249 \$400,000;

OUTSIDE DISTRICT ◊/WITHIN UT

- s. Capital costs for telecommunication infrastructure, prorated to exclude costs outside UT, and for broadband capital and associated costs, to the extent such work will occur for nonbusiness or noncommercial areas, such costs will only be paid for, with TIF revenues, in areas identified as underserved with respect to broadband service, as defined by the ConnectME Authority \$2,250,000;
- t. Costs associated with operation and financial support of affordable housing, as defined by MRS Title 30-A §5222 (1-C), to serve economic development efforts or assist with homelessness in the UT, or to the extent such development is directly related to or made necessary by District's establishment or operation of commercial/business development \$400,000;

OUTSIDE DISTRICT ◊

- u. County Emergency communications capacity study and strategic plan costs, prorated to exclude costs outside the UT \$30,000;
- v. Emergency communication equipment costs that are directly related to or made necessary by District's establishment or operation of commercial/business development \$500,000; ^u
- w. Public safety/fire protection equipment and public safety/fire protection improvement costs that are directly related to or made necessary by District's establishment or operation associated with commercial/business development \$440,000; ^u
- x. Costs associated with development of comprehensive studies & plans for implementation of improved access to wireless communication and extension of fiber optic lines, prorated to exclude non-commercial use \$60,000; ^u

WITHIN UT

- y. Tourism branding/marketing assistance \$250,000;
- z. Nature-based tourism plan costs \$250,000;
- aa. GPS trail plotting and mapping \$20,000 (completed);
- bb. Quality child care and adult care facilities costs, including financing costs and construction, staffing, training, certification, and accreditation costs related to child care and adult care \$400,000;
- cc. Construction or operation costs of public safety facilities, the need for which is related to general economic development within the UT, not to exceed 15% of District's CAV (Note: Since public safety facilities to serve the UT is located in an organized County territory, this expenditure must be prorated to costs attributed to the UT only) \$400,000;



JANET T. MILLS
GOVERNOR



HEATHER JOHNSON
COMMISSIONER

- dd. New or expanded transit service capital costs, such as buses, ferries, vans, rail conveyances and related equipment, bus shelters and other transit-related structures and benches, signs, and other transit-related infrastructure \$800,000; *
- ee. Up to 50% of the capital costs related to construction or renovation of a central administrative office, the need for which is related to general economic development within the UT, not to exceed 15% of District's CAV (Note: Since County's central administrative office is located in an organized County territory, this expenditure must be prorated to costs attributed to the UT only) \$490,383;
- ff. Economic development organizations services costs, including AVCOG annual dues, business recruitment marketing \$1,090,500;
- gg. Commercial/Economic development permanent revolving loan funds and grants programs per § 5225(1)(C)(3) for costs authorized by 30-A M.R.S.A. § 5225 and DECD rules as amended from time to time \$6,074,057;
- hh. Grant matching related to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$300,000;
- ii. Employment training programs \$158,000;
- jj. Economic development zoning program costs \$35,000 (completed);
- kk. Costs associated with recreation trails having significant potential to promote economic development and related allowable costs pursuant to 30-A M.R.S.A. §5225 (1)(C)(6) \$2,050,000; ^Φ
- ll. Environmental improvement project costs for commercial use or related to such activities \$500,000;
- mm. Transit service capital costs \$5,000; *
- nn. Environmental improvements projects costs for commercial use or related to such activities and fisheries, wildlife, and marine resources projects in the unorganized territories of the UT's freshwater ponds and water bodies \$500,000.

DECD notes while the Program may list multiple statutory citations with the public project costs in the application, not all citations apply to all activities/projects described within each cost description. Franklin County is obligated to verify proper authorization for each project cost to be undertaken.

Please contact Development Program Officer Tina Mullins with questions about this certification. The Department extends best wishes for the District's success.

Sincerely,

Heather Johnson
Commissioner

- cc: via e-mail only
 Senator Russell J. Black (SD-5)—131st Legislature
 Representative H. Scott Landry (HD-75)—131st Legislature
 Meg Hodgkins, MRS Property Tax Division Director
 Lisa Whynot, MRS Deputy Director Unorganized Territory
 Nancy Bodine, Maine State Fiscal Administrator of the Unorganized Territory
 Alyssa C. Tibbetts, Esq., Jensen, Baird Attorneys at Law

* Refer to 30-A M.R.S.A. §5227(D) for further procedures related to managing excess tax increment revenues. Additional options include, by vote of the municipal (UT) officers, to decrease the annual captured assessed value, or formally amend Program to add allowable projects costs.

Φ To the extent a project is outside the District, Franklin County must prorate/allocate costs not directly related to or made necessary by establishment/operation of this District to other funding sources.

EXCLUDING FOLLOWING COSTS/FUNDING:

Φ Public park(s) as it relates to MRS 30-A, § 5225(2)

Ψ Private residential distribution line(s)

× § 5225(1)(A)(1)(a)(i), (8) and (C)(7)(b) Transit-Oriented Development projects

Salary Administration Policy

Purpose/Scope:

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all county employees not covered by a collective bargaining agreement and those elected to office.

Statement of Compensation Objectives:

It's the County's objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility level of positions.
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward the achievement of the County's goals.
- Control and predict salary expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

Policy:

The following statements express the County's objectives and policies with respect to the base pay of all employees. The County recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value to the County of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by an analysis of the cost of living and/or periodic compensation surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristics.

Wage and Salary Surveys

At the discretion of the Franklin County Commissioners, the County will periodically compare salary rates to those of other Maine counties and municipalities that are similar in structure and size.

Fair Labor Standards Act (FLSA) Classifications

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the Fair Labor Standards Act (FLSA). Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

Grade and Salary Range Structure

In 2018, because of a comprehensive compensation and benefits survey, and with the assistance of an outside, independent Human Resources consultant, a new Grade, and Salary Range Structure were developed. This system was mathematically built, with a 35% range spread, 7.5% between the midpoint and maximum to designate a competitive rate, and an average of 11% between grade levels. From this structure, we added the approved increases from 2019-2022 and built-in step increases with a cap of 15 years. The steps were built with a 2.95% increase per step and the average percentage between ranges remained the same at 11%.

Positions were "slotted" into the new Salary Structure factoring in the market data and job responsibilities of each role.

Guidelines for Administering Pay within Established Pay Ranges:

- **Minimum of the Range:** An employee performing the duties of a position, as described in his/her job description, shall be paid not less than Step 1 of the salary range applicable to that position.
- **Maximum of the Range:** An employee will not receive a base pay that exceeds the maximum of the salary range applicable to that position. Once an employee's salary reaches the maximum of the salary range at Step 15, s/he will not have the opportunity to receive an increase in base pay until 1) the pay ranges are adjusted and the maximum of the range exceeds the base pay, or 2) the employee is promoted to a higher grade level where the base pay does not exceed the top of the salary range.

Hiring Guidelines

- New employees will be hired into the salary range for the position, provided they meet the minimum qualifications for the job.

Value of Prior Experience

1. Full years of prior identical work experience within the county, as recommended by the Department Head/Office Holder (as applicable) and determined by the County Administrator, dating back 15 years (corresponding to 15 Steps in each salary range) is valued at 100%. Prior relevant external experience, in the same position classification, will be counted at 75% of years of service.
2. Experience will be calculated at the inception of the new Salary Structure (07/01/2022) for all current employees. This calculation takes the prior related experience, calculated as described above, and is added to Step One to determine the proper Step. If there is a fraction related to the experience calculation, it is rounded up.
3. Prior related experience will be calculated in the same manner for new employees hired on or after July 1, 2022.

Salary Increases

The Franklin County Commissioners will consider salary increases under the following guidelines:

1. Salary Range Adjustments. Salary ranges will be adjusted each year based on approved cost of living increases (see below).
2. Cost of Living Increases. Employees may be eligible to receive annual cost-of-living increases based on the CPI-W (Consumer Price Index for Urban Wage Earners & Clerical Workers), as determined on December 31 of each calendar year. Any increase must be approved by the County Commissioners, and if approved, will be applied to the Salary Structure ahead of the new fiscal year. Approved COLA increases will be effective the first day of the County's next fiscal year.
3. Step Increase. The County Administrator will recommend to the Commissioners, in addition to a Cost of Living Increase, a Step Increase for all employees who are assigned a pay grade and range, which means that each employee's salary would be increased by approximately 3% (as long as the employee is not already at Step 15). Employees who are hired in the second half of any fiscal year are not eligible for a Step increase until the first day of the following fiscal year; however they will be eligible for a COLA increase.

4. Longevity Increase: The Commissioners approved a longevity increase on August 22, 2023, for employees who have reached 15+ years of service on the salary structure in addition to the approved COLA. The increase for nonexempt (hourly) employees is \$1.00 per hour. Exempt (salaried) employees will receive an annual increase of \$2,080. Nonunion employees who have greater than 15 consecutive years of employment with the county at the start of a new fiscal year will receive longevity. Nonexempt (hourly) employees will receive a longevity stipend of \$1.00 per hour. Exempt (salaried) employees will receive a bi-weekly stipend of \$80.00 which equates to \$2,080 annually. This longevity stipend will be applied separately from regular wages.

Salary Increase at Time of Promotion

When an employee is promoted to a position in a higher pay grade, the employee's salary will be increased to the new grade according to the following chart:

Grade Change	Step in New Grade
Up One Grade between Grade 3 and Grade 10	Same Step in New Grade

If the promotion is more than 2 grades higher, the salary increase will be determined on a case by case basis. If the new Step would be below the minimum of the Salary Range, the salary will be at Step 1. In no event will the employee's salary be increased to exceed the Maximum of the Salary Range.

Promotions are recommended by the Department Head/Office Holder and must be submitted to the County Administrator, and approved by the County Commissioners.

Salary Decrease at the Time of Demotion

When an employee is voluntarily or involuntarily demoted, the employee's salary will be decreased to the new grade according to the following chart:

Grade Change	Step in New Grade
Down one Grade between Grade 3 and Grade 10	Same Step in New Lower Grade

If the demotion is more than 2 grades lower, the salary will be determined on a case by case basis.

Salary Adjustments Due to Position Reclassification

When a current position is reclassified to a different grade by the County Administrator and Human Resources through the periodic evaluation of job responsibilities, the following guidelines will be followed and the County Administrator will make the final decision:

- If a position is reclassified to a higher grade, incumbents will be moved to the new grade and receive an increase in pay to the same step in the higher grade. The effective date will be the beginning of the pay period following the effective date of the reclassification, or the first day of the following fiscal year when reclassifications are the result of a market study.
- If a position is reclassified to a lower grade, incumbents will be grandfathered in the current grade, and there will be no change in pay as a result of the reclassification. Any new employees hired into the position will be placed in the new, lower grade.

Questions:

Questions about this Policy should be directed to the County's Human Resources Director or the County Administrator.

DRAFT

PEER SUPPORT PROGRAM

The program currently has Fourteen Peer Support Members spanning between four fire departments, three law enforcement agencies, NorthStar, the Franklin County Jail and dispatch. Eight are currently trained and certified in Critical Incident Stress Management (CISM). They have also received additional training on how to identify, manage and refer.

Resources related to peer support for first responders for Franklin County. This team is managed and funded predominantly by the sheriff's office using non budgeted nontax dollars. Since its inception the Peer Support Team has managed more than thirty referrals and multiple CISM debriefings in less than a year.

Franklin County FY2025 Budget

Department 75 - Sheriff's Office

Departmental Summary

	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
Personnel	1,969,082	2,440,088	2,246,935	-	-
Services	97,588	119,588	119,588	-	-
Commodities	189,590	201,140	194,340	-	-
Capital Outlays	198,750	198,750	198,750	-	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	100,000	100,000	100,000	-	-
Department Total	2,555,010	3,059,566	2,859,613	-	-
<i>Percentage Increase (Decrease)</i>		19.7%	11.9%	-100.0%	-100.0%

Departmental Detail

Personnel	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
75-7000 · Elected Officials	93,860	98,580	97,632		
75-7010 · Deputy Department Head	88,900	92,700	91,809		
75-7015 · Lieutenant	168,625	172,030	170,376		
75-7016 · Supervisors		213,886	213,886		
75-7021 · Deputies	743,565	692,349	629,970		
75-7026 · Part Time Deputies	2,500	12,500	12,500		
75-7029 · Overtime	108,000	125,000	125,000		
75-7030 · INCENTIVE PAY		98,600	98,600		
75-7040 · Administrative Staff	53,844	57,214	56,663		
75-7050 · Payroll Taxes	96,336	119,559	114,477		
75-7055 · Health Insurance	349,433	556,524	441,716		
75-7070 · Workers Comp	46,500				
75-7075 · Retirement	160,870	160,746	153,906		
75-7105 · Training and Development	14,500	17,500	17,500		
75-7107 · Hiring Costs	41,000	21,000	21,000		
75-7110 · Travel and Mileage	400	1,000	1,000		
75-7115 · Meals	150	300	300		
75-7120 · Lodging	600	600	600		
Personnel Total	1,969,082	2,440,088	2,246,935	-	-
<i>Percentage Increase (Decrease)</i>		23.9%	14.1%	-100.0%	-100.0%

Franklin County FY2025 Budget

Department 75 - Sheriff's Office

Services	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
75-7200 · Heat	4,500	4,500	4,500		
75-7210 · Telephone	27,608	27,608	27,608		
75-7241 · K9 Costs	4,000	14,000	14,000		
75-7248 · Criminal Investigation	11,000	13,000	13,000		
75-7250 · Equipment Rentals and Leases	1,600	1,600	1,600		
75-7252 · Equipment Repairs and Maint	10,000	10,000	10,000		
75-7253 · Building Repairs and Maint	5,350	5,350	5,350		
75-7254 · Vehicle Repairs and Maint	25,250	35,250	35,250		
75-7255 · Grounds Upkeep and Snow Removal	5,930	5,930	5,930		
75-7351 · Printing and Copying	600	600	600		
75-7352 · Postage and Freight	700	700	700		
75-7354 · Dues and Subscriptions	1,050	1,050	1,050		
75-7356 · Software Licenses and Support	-				
Services Total	97,588	119,588	119,588	-	-
<i>Percentage Increase (Decrease)</i>		22.5%	22.5%	-100.0%	-100.0%

Commodities	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
75-7401 · Office Supplies	7,000	7,000	7,000		
75-7403 · Maintenance Supplies	100	500	500		
75-7404 · Computer Supplies	2,500	2,500	2,500		
75-7406 · Tires	15,000	15,000	15,000		
75-7415 · Training Supplies	250	250	250		
75-7450 · Statutes and Reference Books	1,850	3,000	3,000		
75-7502 · Radios	2,500	2,500	2,500		
75-7503 · Uniforms	12,000	17,000	15,800		
75-7505 · Weapons and Body Armor	18,390	23,390	17,790		
75-7550 · Gas and Oil	130,000	130,000	130,000		
Commodities Total	189,590	201,140	194,340	-	-
<i>Percentage Increase (Decrease)</i>		6.1%	2.5%	-100.0%	-100.0%

Capital Outlays	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
75-7680 · Equipment and Furniture	36,250	36,250	36,250		
75-7690 · Computers	2,500	2,500	2,500		
75-7700 · Vehicles	160,000	160,000	160,000		
Capital Outlays Total	198,750	198,750	198,750	-	-
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	-100.0%	-100.0%

Franklin County FY2025 Budget

Department 75 - Sheriff's Office

Other Expenditures	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
Other Expenditures Total	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Transfers to Reserves	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
99-8506 - Transfer Out - Sheriffs Rsv	100,000	100,000	100,000		
Transfers to Reserves Total	100,000	100,000	100,000	-	-
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	-100.0%	-100.0%

Tiffany Baker

From: Scott R. Nichols
Sent: Wednesday, March 13, 2024 10:20 AM
To: Amy Bernard; Steve Lowell; David Rackliffe
Cc: Tiffany Baker; Brenda Bitle; Jamie Sullivan
Subject: RE: Sherrif budget

75-7505 Weapons and Body Armor \$23,390 – 5,600 = \$17,790

- 800.00 cost for handgun
- 1000 cost for rifle
- 400 cost for shot gun
- 2,100 cost for taser
- 1,300 cost for body armor

75-7503 Uniforms \$17,000 – 1,200 = \$15,800

Regarding the personnel cost associated with an additional person, you have already made that adjustment according to the email you just sent.

75-7700 vehicles. Regarding the big-ticket item like vehicles, I am unclear as of yesterdays meeting. Chief Lowell was looking for only two vehicles in this year's budget initially and apparently, we did not increase that ask in anticipation of adding more deputies. We will probably have to dip into our Stone Garden funds to purchase that vehicle. So that original ask of 160,000 in that line item should stay. I am not sure what the status is of our reserve vehicle account. I spoke with Chief Lowell on the phone, and he stated he had budgeted for two vehicles to replace this year. So, we either dip into Stone Garden or whatever vehicle reserve there is?

All together we see a decrease of \$111,059 from the budget not counting the vehicle issue.

From: Amy Bernard <ABernard@franklincountymaine.gov>
Sent: Wednesday, March 13, 2024 9:12 AM
To: Scott R. Nichols <SNichols@franklincountymaine.gov>; Steve Lowell <SLowell@franklincountymaine.gov>; David Rackliffe <DRackliffe@franklincountymaine.gov>
Cc: Tiffany Baker <TBaker@franklincountymaine.gov>; Brenda Bitle <BBitle@franklincountymaine.gov>; Jamie Sullivan <JSullivan@franklincountymaine.gov>
Subject: Sherrif budget

Sheriff Nichols,

The commissioners approved 1 deputy yesterday. I need the lines I need to reduce for the weapon, body armor, and other costs associated with adding a deputy. As soon as I have that information I will email out the commissioner's budget.

Thank you,

Amy

Tiffany Baker

From: curtis@portcityarch.com
Sent: Thursday, March 14, 2024 3:55 PM
To: Amy Bernard
Cc: Tiffany Baker; Sue Pratt
Subject: RE: Courthouse layout
Attachments: Existing Basement.pdf; Existing First Floor.pdf; Proposed Basement.pdf; Proposed First Floor.pdf

I had a good chat with Nick. He agrees that a good conservative number would be \$500,000. We could say \$400,000, but that doesn't include any unknowns in the wall if they show up.

We are also thinking that the alternate is going to come in at a good price. So the value to do that extra addition may be well worth it.

Thanks,

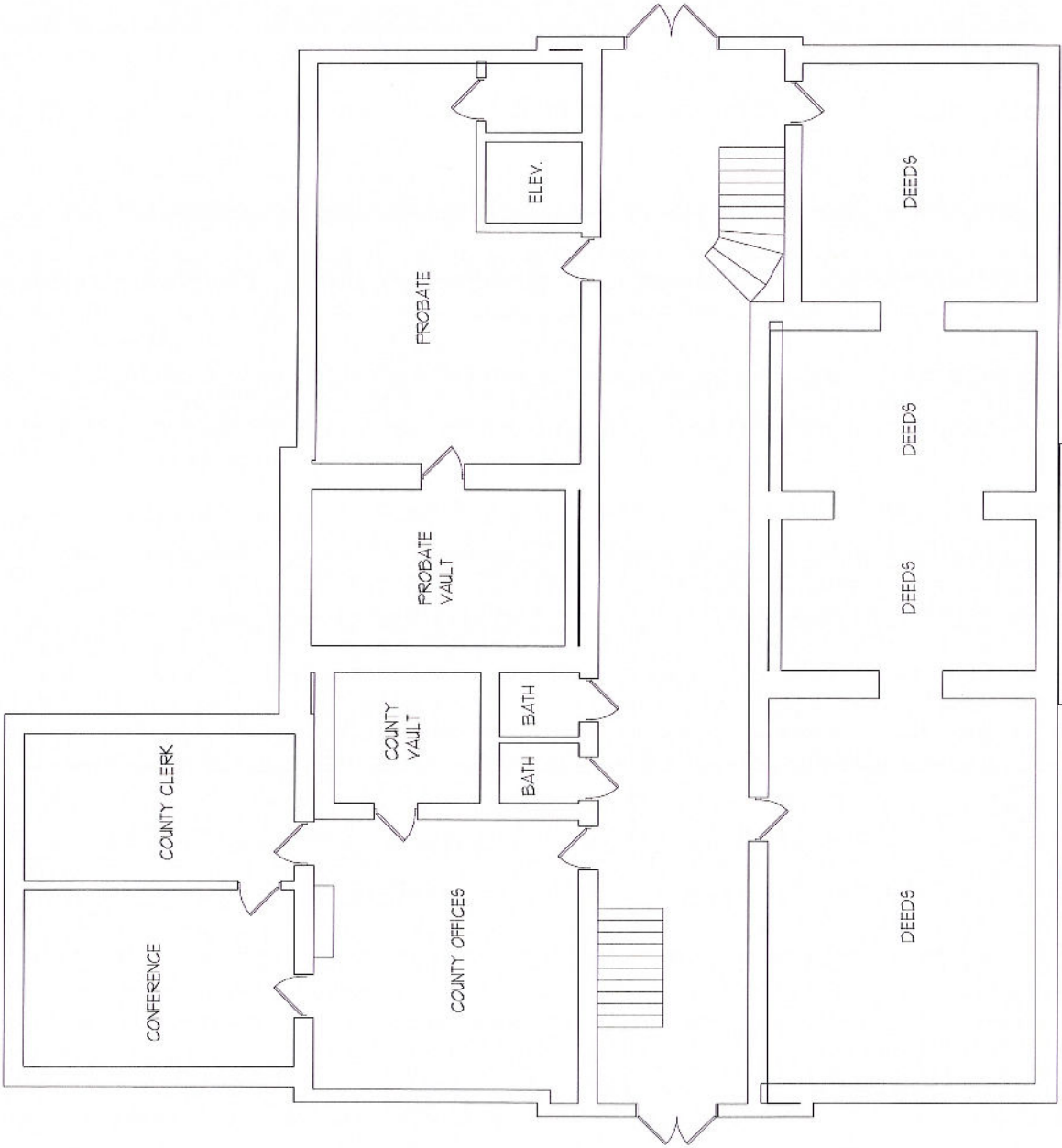
Curtis Robinson
Associate
Port City Architecture
65 Newbury Street
Portland, ME 04101
p: 207.761.9000
w: www.portcityarch.com



From: Amy Bernard <ABernard@franklincountymaine.gov>
Sent: Thursday, March 14, 2024 3:07 PM
To: curtis@portcityarch.com
Cc: Tiffany Baker <TBaker@franklincountymaine.gov>; Sue Pratt <SPratt@franklincountymaine.gov>
Subject: Courthouse layout

Hello Curtis,

Can we discuss the courthouse layout? I am asking the commissioners to consider moving forward with the Administration suite at the building and wondering what if anything we would have to do with the courthouse to bring the DA in the courthouse.



Jamie Sullivan

From: Amy Bernard
Sent: Thursday, March 14, 2024 3:03 PM
To: Jamie Sullivan
Subject: FW: Request for Right of Entry Agreement - Franklin County, Coburn Gore LPOE, ME (Parcel #2-37)
Attachments: ROE_Franklin County (Rev. 03-04-24).docx

For packet

Amy Bernard
(She/her/hers)



County Administrator/UT Manager

Phone: 207-860-4250
Email: ABernard@franklincountymaine.gov
140 Main Street, Suite 3,
Farmington, ME 04938
www.franklincountymaine.gov



From: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>
Sent: Monday, March 4, 2024 3:00 PM
To: Amy Bernard <ABernard@franklincountymaine.gov>
Subject: RE: Request for Right of Entry Agreement - Franklin County, Coburn Gore LPOE, ME (Parcel #2-37)

Hi Amy,

This generally looks fine. My only two comments are 1.) that the entity named as party to this agreement should either be Franklin County or the Franklin County Commissioners as this is not being authorized by the voters and inhabitants of the County; and 2.) ideally, we would have some language that covers claims related to access to the land. I don't know if they will agree to that, but I've suggested language in the attached.

Thanks,
Alyssa

Alyssa C. Tibbetts, Esq.
Attorney



10 Free Street
P.O. Box 4510
Portland, ME 04112
www.JensenBaird.com

T: [\(207\) 775-7271](tel:(207)775-7271)
D: [\(207\) 518-5906](tel:(207)518-5906)
Email: atibbetts@jensenbaird.com
Bio: [Alyssa C. Tibbetts | Jensen Baird](#)

From: Amy Bernard <ABernard@franklincountymaine.gov>
Sent: Friday, March 1, 2024 3:38 PM
To: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>
Subject: FW: Request for Right of Entry Agreement - Franklin County, Coburn Gore LPOE, ME (Parcel #2-37)

Alyssa,

Please review and advise.

Amy

Amy Bernard
(She/her/hers)

County Administrator/UT Manager

Phone: 207-860-4250

Email: ABernard@franklincountymaine.gov

140 Main Street, Suite 3,

Farmington, ME 04938

www.franklincountymaine.gov



From: Sara Massarello - 1PZS <sara.massarello@gsa.gov>
Sent: Thursday, February 29, 2024 11:59 AM
To: Amy Bernard <ABernard@franklincountymaine.gov>
Subject: Request for Right of Entry Agreement - Franklin County, Coburn Gore LPOE, ME (Parcel #2-37)

Good afternoon,

Thank you for speaking with me in January regarding the Coburn Gore Land Port of Entry (LPOE) project. I'm the real estate specialist with the US General Services Administration (GSA) working with Customs and Border Protection on the project. I've been working to obtain Right of Entry (ROE) Agreements from property owners within proximity to the LPOE. I've attached our standard Right of Entry Agreement and a corresponding introductory letter. I appreciate your offer to distribute to the Board of Commissioners, and look forward to addressing any questions or comments.

I also wanted to direct you to the project website, where you will find project information and documents from our National Environmental Policy Act (NEPA) public meeting in fall 2023: <https://www.gsa.gov/about-us/gsa-regions/region-1-new-england/buildings-and-facilities/development-projects/coburn-gore-land-port-of-entry-maine>

I've asked my NEPA colleague to add Lance Harvell and Terry Bryan to our stakeholder list; you and Bob Carlton were already listed to receive NEPA updates.

RIGHT-OF-ENTRY AGREEMENT

This RIGHT OF ENTRY AGREEMENT (ROE) is made this _____ day of _____, 2024 by and between Franklin County, by and through the County Commissioners, c/o Amy Bernard, County Administrator, having a mailing address at 140 Main Street, Suite 3, Farmington, ME 04938 (Owner), and the United States of America, acting by and through its General Services Administration, New England Region, 10 Causeway Street, Boston, Massachusetts 02222 (GSA).

WIIEREAS, Owner owns a certain lot or parcel of land on the south side of State of Maine Highway 27 (also known as The Arnold Trail or Arnold Pond Road), Coburn Gore, Franklin County, Maine 04936 (Tax Map 2 Lot 37) totaling approximately 3.7 acres, and as identified at Exhibit A (the Property),

WIIEREAS, GSA desires to enter the Property for the purpose of conducting certain survey, environmental and real estate studies as part of its due diligence in developing alternatives for the Coburn Gore Land Port of Entry project.

NOW, THEREFORE, in consideration of the mutual promises, covenants and other good and valuable consideration set forth herein, Owner and GSA hereto agree as follows:

Right of Entry: Beginning on the date stated at paragraph 1, and continuing until September 30, 2025, Owner hereby grants GSA and its contractors, the right to enter the Property between the hours of 8:00am and 5:00pm Monday through Friday for performing the following studies (collectively, the Studies):

- a) Boundary, topographical and utility surveys;
- b) Environmental site assessments;
- c) Cultural resources studies;
- d) Wetlands delineations and other water resource studies;
- e) Rare, threatened and endangered species studies; and
- f) Similar environmental or real estate studies, as needed.

Terms and Conditions: While performing the Studies, GSA and its contractors shall not interfere with Owner's use and occupancy of the Property.

- a) Prior to entering the Property, GSA shall provide one (1) week's advance written notice, via email, of the intended date(s) of entry. Notice shall be made to the Owner or Owner's representative listed below:

Name:	
Email:	

Coburn Gore Land Port of Entry
Tax Map 2 Lot 37

Phone:	
--------	--

- b) GSA and its contractors will conduct the Studies with as little disturbance of the Property as possible and will repair any damage to the Property caused by the Studies.
- c) GSA and its contractors shall exercise all normal and reasonable safety precautions and shall maintain all work areas on the Property in a clean and presentable manner.
- d) At the conclusion of the Studies, the GSA and its contractors shall restore the Property.
- e) All costs and expenses incurred by GSA in connection with its entry upon the Property shall be borne by GSA, with no cost or expense to the Owner.
- f) GSA and its contractors hereby agree that the Owner shall not be responsible for any damages or expenses suffered or incurred by GSA or its contractors while on the Property. GSA shall defend and indemnify the Owner against all claims, liabilities, losses, damages or expenses, including reasonable attorneys' fees, arising out of GSA's or its contractors' use of the Property under this ROE.

IN WITNESS WHEREOF, Owner and GSA have executed this ROE as of the day and year first written above.

OWNER

By: _____

Name: _____

Title: _____

UNITED STATES OF AMERICA
By and through its General Services Administration

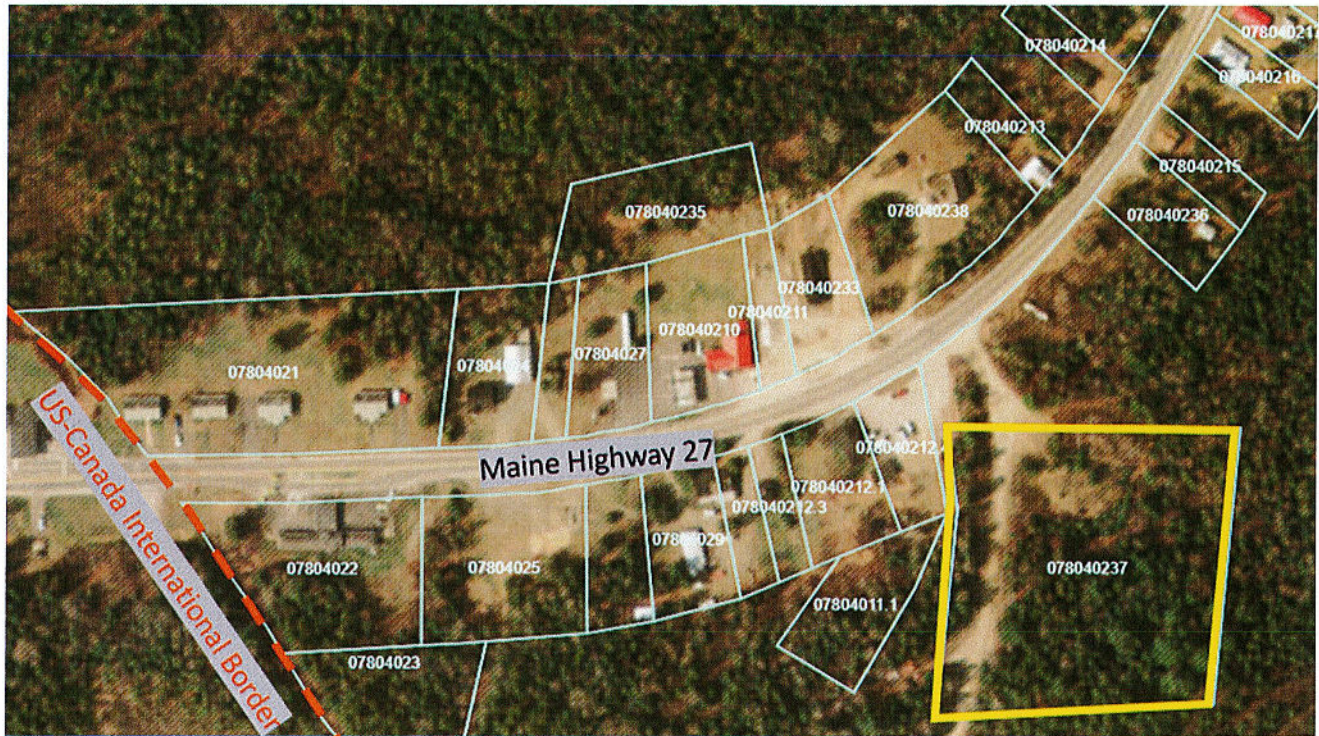
By: _____

Name: Sara Massarello

Title: Site Contracting Officer

Coburn Gore Land Port of Entry
Tax Map 2 Lot 37

EXHIBIT A



GSA awards \$1.4 million Construction Manager contract for the land port of entry project at Coburn Gore, Maine

BY ADMINISTRATOR · MARCH 14, 2024 · 2 MINS READ

BOSTON, MA – The U.S. General Services Administration (GSA) has awarded a contract for construction management services in support of the Land Port of Entry project at Coburn Gore, Maine.

Funded through the Bipartisan Infrastructure Law, GSA awarded the \$1,455,374 contract to Jacobs Technology, Inc. Under this contract, Jacobs will provide services including construction project management, construction inspection, project scheduling, cost estimating, acquisition support, commissioning and partnering.

The new port will incorporate sustainability features that will reduce greenhouse gas emissions, mitigate the impact of buildings on the environment, and simultaneously increase the mission readiness of the federal government by increasing resilience to climate change.

GSA's goals for the new Coburn Gore port of entry includes providing a long-lasting and durable port that is sustainable and climate resilient, with low maintenance and operating costs.

When completed, the new port will be technologically efficient while respecting the historic nature of the existing facility. The project will improve public and officer safety, and provide

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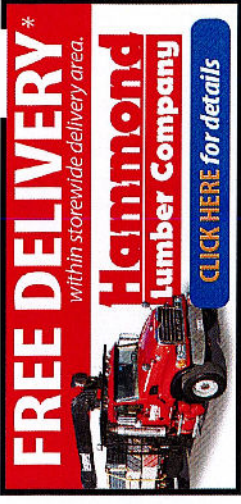
for the long-term, safe and efficient flow of current and projected traffic volumes.

This announcement is part of President Biden's Investing in America agenda in growing the American economy from the bottom up and middle-out – from rebuilding our Nation's infrastructure, to creating a manufacturing and innovation boom powered by good-paying jobs.

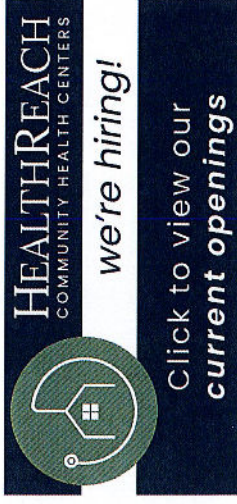
GSA held a public meeting on [October 18, 2023](#), in support of an Environmental Assessment for the proposed modernization and expansion project. Construction is anticipated to begin in the spring of 2026, with substantial completion by the spring of 2029.

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