

## **FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA**

**LOCATION:** Franklin County Commissioners Conference Room 2<sup>nd</sup> Floor

**DATE AND TIME:** March 5, 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:**

**Executive Session 1 MRSA 405 (6) (A) Personnel Matter: NCEU grievance**

**Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Trial Assistant**

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. FOP Sidebar Agreement**
- 4. Opioid Grant Application**
- 5. Dumpster at the Courthouse**
- 6. FY 24-25 Salary Structure with COLA**

### **OLD BUSINESS:**

- 1. Revised Sheriff Administrative Assistant Job Description**

### **MISCELLANEOUS:**

**Executive Session 1 MRSA 405 (6) (A) Personnel Matter: LT Rackliffe**

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

### **ADJOURNMENT:**

## **County Commissioner's Meeting**

### **Agenda Discussion and Analysis**

**March 5, 2024**

#### **Appointments:**

#### **Agenda Item: Clerks report**

**Comments:** Minutes from the February 20, 2024, meeting

- **Hiring:** The Sheriff's Department offered the last open position to Jesse Clement. Clement is currently an employee of the Farmington Police Department. Clement's starting date is 3/11/2024. He is a non-buy-out hire.
  - AVCOG has asked for The County Administrator to serve as their Treasurer for FY 24-25.
  - We had a meeting with the Mejorando Group to discuss lists of people to interview this month. Please expect to hear from him in the upcoming weeks.
  - The Jail Septic system is continuously backing up. The screens are now scheduled to be cleaned by Harris monthly to prevent this from occurring.
  - Commissioner's Office set the Caucus Meeting for the Budget Committee for March 26, 2024, at 5:00 pm to be held at the Courthouse.
  - We submitted the initial request for reimbursement to FEMA for the December 18, 2023, flood damage.
  - The County received an e-mail from Mike Pond giving us his intent to retire on June 30, 2024.
  - TIF Amendment Draft Approval Letter arrived last week, we should move forward with adding committee members for the Spring Round of grant applications.
  - Coburn Gore Land Port right of way request from Sara Massarello from the US General Services Administration came in and I sent to the Attorney for review.
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- **Motion:** Recommended: Motion to approve and sign the minutes from February 20, 2024.

#### **Agenda Item: Treasurer's Report**

**Comments:** Warrants:

## **FOP Sidebar Agreement**

**Comments:** The FOP has requested the county give credit to employees in January to those employees who are achieving an anniversary milestone on the vacation schedule in the coming year. The County Administrator has agreed to present this to the Commissioners with the caveat that the FOP union add into their contract that an employee must complete six months of continuous employment in order to receive the balance of vacation paid out upon termination of employment. See the sidebar agreement for language.

**Recommendation: Motions:** Approve and sign the FOP sidebar agreement

## **Opioid Grant Application**

**Comments:** We received an Application from Western Maine Community Action for \$30,000.00 for harm reduction by purchasing items not currently provided by their program. This application was unanimously approved by the Committee on February 14, 2024.

**Recommendation: Motion:** Approve Western Maine Community Action Opioid Grant for \$30,000.00

## **Dumpster at the Courthouse**

**Comments:** The Dumpster has been overflowing. Commissioner Brann requested that we discuss this matter. Nick Palmer has had discussions with Bob Luce regarding the schedule of the dumpster pick-up. The current vendor has not fulfilled the schedule with any consistency for over a month. Which results in the overflow of the dumpster. Mr. Luce has arranged for Casella to provide dumpster services for his business and the County moving forward. This vendor change should prevent the overflow from occurring.

**Recommendation:** None at this time

## **FY 24-25 Salary Structure with COLA**

**Comments:** The County Administrator and HR Director present the salary structure for FY2025 at a 4% COLA. Employees with longevity will receive \$1.00 after the COLA is applied.

**Recommendation: Motion:** Approve the Salary structure as presented.

**Old Business:**

**Revised Sheriff Administrative Assistant Job Description**

**Comments:** The Sheriff requested we update the title for the Secretary position to Administrative Assistant due to the nature of the position's responsibilities. This position is similar to that of the Commissioner's office Administrative Assistant. This will result in a grade advancement from the Secretary grade effective July, 1, 2024. Ideally, we will move away from the title of Secretary with the County Structure. See the attached revised job description for approval.

**Recommendation:** Motion: None at this time.

## Minutes

**PRESENT:** Commissioner Harvell, Commissioner Carlton, Commissioner Brann

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

**February 20, 2024**

The meeting was called to order by Commissioner Harvell at 10:00 a.m.

Pledge of Allegiance

**Audience:** David Hanson, Jessica Brown, Sue Black, Susan Pratt, Doug Hiltz, Nathan Hiltz, Nick Palmer, Jim Desjardins, Jake Nichols, David Rackliff, MBTV, Drew Goodrich, Stephan Bunker, Jane Woodman, Tiffany Baker and Jamie Sullivan

**APPOINTMENTS: None**

### **NEW BUSINESS:**

- 1. Clerks Report- Motion to accept the Clerk's Report: Bob/Terry (3/0)**
- 2. Treasurers Report – N/A**
- 3. Sheriff's Office Secretary Job Description –** Longtime employee, Elaine Fitch, Secretary for the Sheriff's Department, will be retiring at the end of May of this year. **Motion to approve job description for Secretarial Position for the Sheriff's Office: Bob/Terry (3/0)**
- 4. Bookkeeper –** We had thirteen applicants apply for the Bookkeeper position. Of those thirteen applicants, six were contacted for interviews. Unfortunately, two applicants were no shows. The interview panel unanimously agreed that Brenda Bitle was the best fit for the position. **Motion to approve to hire Brenda Bitle for the Bookkeeper position for the Treasurer's office: Bob/Terry (3/0)**
- 5. Teague Memorial Centennial Celebration -** Members from the American Legion Roderick-Crosby Post 28 were present to discuss the 100<sup>th</sup> Anniversary of the Teague WWI Memorial Arch program. Legion members were seeking permission to intern a time capsule on county property. They are in the process of collecting artifacts. Wiles Funeral Home will be building a vault to be placed in the ground, along with a ground marker. **Motion to approve permission for the American Legion Roderick-Crosby Post 28 to intern a time capsule on county property: Bob/Terry (3/0)**
- 6. Retirement Plan – Vendor Change:** The County's current benefit package includes the choice of MainePers or 457 retirement plan with a match for new hires. We recently discovered, however, that the plan only supports an employee contribution, not an employer contribution. In order to have the matching contributions, we need to offer a 401(a) plan along with the 457 plan. David Hanson from ISS indicated that Empower, the Counties current provider, will charge a set-up fee of \$2,500.00 to implement the plan. He recommended that we reach out to other providers for a more cost-effective plan. He noted that Nationwide, has no set-up fee, would provide better customer service and employees

would have the opportunity to apply on-line. **Motion was made to move to Nationwide to provide retirement services to the County: Lance/Bob (3/0)**

7. **Blue Star Accounting & Advising Agreement** – Marc Roy, who was previously employed with BTR, has established his own firm, Blue Star Accounting & Advising. He has agreed to provide accounting services for the County. **Motion to authorize Amy Bernard to sign the Agreement between the County and Blue Star Accounting & Advising: Terry/Bob (3/0)**
8. **Set Hearing for March 5<sup>th</sup> for NCEU Grievance** – **Motion to hold NCEU Grievance for March 5, 2024 at 3:30 pm., to be heard 1<sup>st</sup> on the agenda. Lance/Bob (3/0)**

#### **OLD BUSINESS:**

1. **Update of Security for Courthouse** - The County received two quotes from A3 Communications for security at courthouse. One quote was for a 5 year plan and the other quote was for a 10 year plan. Lieutenant David Rackliff from the Franklin County Sheriff's Department indicated that the County may have the opportunity to receive a 5% to 10% discount in costs if we utilized A3 Communications' services in collaboration with the security program being implemented at the Rangely and Stratton Schools. Jim Desjardins, the County's IT Director indicated that A3 Communications software programs are more modern and up to date than that of the services that we would receive from Seacoast Security. **Motion to move forward with the next phase of the 5 year plan proposal with A3 Communications: Bob/Terry (3/0)**
2. **LUPC Update** – On February 14, 2024, the Joint Standing Committee of Agriculture, Conservation and Forestry held a public hearing on Thomas Dubois's nomination and approved the nomination to move to the next step before the Senate. On Friday, February 15, 2024, the Senate voted to confirm the County's nomination of Mr. Dubois. **Motion to send letter regarding the appointment of Mr. Dubois to the Bureau of Corporations, Elections & Commission, requesting the provide Mr. Dubois the necessary swearing in paperwork: Bob/Terry (3/0)**

**MISCELLANEOUS:** Sue Pratt indicated that she has a meeting with the Farmington Planning Board regarding the new building located at 123 County Way on March 11, 2024. Time of said meeting is unknown.

**WARRANTS:** UT, County A/P

**Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Union Grievance - Motion to enter into Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Union Grievance at 10:49 a.m.: Bob/Terry (3/0); Motion to End Executive Session at 11:31 a.m.: Bob/Terry (3/0) – No Action taken**

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

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

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FRANKLIN COUNTY COMMISSIONERS

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

**SIDEBAR AGREEMENT**  
**BY AND BETWEEN**  
**THE FRANKLIN COUNTY COMMISSIONERS**  
**AND**  
**THE FRATERNAL ORDER OF POLICE, LODGE 400**  
**FRANKLIN COUNTY SHERIFF'S DEPARTMENT (PATROL UNIT)**

**WHEREAS**, the Fraternal Order of Police is the exclusive bargaining agent for the Franklin County Sheriff's Department Bargaining Unit (the "Union") elected by the membership of the Union and certified by the Maine Labor Relations Board; and

**WHEREAS**, Franklin County (the "County") and the Union (collectively the "Parties") are parties to a collective bargaining agreement effective July 1, 2022 – June 30, 2025, as amended November 7, 2023 (the "CBA"); and

**WHEREAS**, the Parties desire to amend Article 14 of the CBA to include certain additional terms related to vacation accruals; and

**WHEREAS**, the Parties wish to implement these changes prior to the expiration of the CBA, effective January 1, 2024.

**NOW THEREFORE**; the Parties hereby agree as follows:

**C. Vacation Leave.**

Effective January 1, 2024, Article 14, Section C (Annual Vacation Leave) of the CBA shall be repealed and replaced with the following language:

- 1.) Annual Vacation Leave is credited to each employee on January 1 of each calendar year. Beginning on January 1, 2024, the employer shall place a newly hired probationary employee on the vacation schedule equivalent to the employee's years of prior full-time service as a law enforcement officer, but only if that employee is fully certified and qualified for the position without additional training at the employer's expense.

Employees who reach a milestone on the schedule below within the crediting year will be advanced to the appropriate step on the schedule. This language will be inclusive of current employees as of the date stated above. For example, an employee who will complete four years of full-time service as a law enforcement officer on their anniversary in May 2024, will be credited with four weeks of vacation time effective January 1, 2024, per the table above. For purposes of vacation credit effective January 1, 2024, credit for prior full-time service as a law enforcement officer will be determined based on the number of service years the employee will reach within the 2024 calendar year, even if the employee has not met his or her anniversary date as of January 1, 2024.



<b>Period of Employment</b>	<b>Annual Leave (for 8 and 10 Hour Days)</b>
0-36 Months Completed	120 hours
48-96 Months Completed	160 hours
108-156 Months Completed	200 hours
168+ Months Completed	240 Hours

2) Vacation leave for new employees will be prorated in accordance with the table below. Upon completion of 120 days of continuous employment, an employee may use up to forty (40) hours of vacation time under the Earned Paid Leave (EPL) Law. (See Section B) The remaining balance of vacation time may be used upon completing six (6) months of employment.

<b>Date of Hire:</b>	<b>Annual Leave (for 8 and 10 Hour Days)</b>
January	120 hours
February	110 hours
March	100 hours
April	90 hours
May	80 hours
June	70 hours
July	60 hours
August	50 hours
September	40 hours
October	30 hours
November	20 hours
December	10 hours

3.) While Annual Vacation Leave is granted with the intent of permitting an employee the opportunity to be away from his or her job, it must at the same time be scheduled so as not to interfere with normal Sheriff's Department operations.

4.) No Annual Vacation Leave will be carried over from one calendar year to the next calendar year. Any Annual Vacation Leave credited on January 1 and not used by December 31 will be lost, without compensation therefore. On or before November 30 written notice to the County, an employee may cash out one week (based on the employee's regular work schedule,

exclusive of overtime) of Annual Vacation Leave in December of each year, paid by the County at the employee's rate of pay at the time of the cash out. In December of each year, with two weeks prior written notice to the County, an employee may convert up to 100 hours of current Annual Vacation Leave to Converted Leave, which shall be governed by paragraph G below.

5.) At the time of separation from employment, an employee will be eligible for compensation for unused vacation time earned within that calendar year, but only if the employee has completed six (6) full months of continuous service within the current calendar year. Employees who separate from employment and who have not completed six (6) full months of continuous service within the current calendar year will not be eligible for compensation for unused vacation.

6.) The following provisions shall govern the requesting and granting of Vacation Leave:

All requests for Vacation Leave must be submitted at least four weeks in advance. While vacation leave is granted with the intent of permitting an employee the opportunity to be away from his or her job, it must at the same time be scheduled so as not to interfere with normal county department operations. Scheduling in advance will allow the department to find replacements. The County will seek replacements first by attempting to schedule utility employees; second, by offering the vacancy to full-time employees within the department; and third, by offering the vacancy to part-time employees.

Conflicts arising from simultaneous requests for time off during the same period will be resolved by seniority. Once the County has informed an employee that the requested day or days off will be scheduled, the time off is guaranteed and will not be rescinded, even if a more senior employee subsequently requests time off on the same day or days.

7.) Except as provided herein, the decision of the Sheriff as to Annual Vacation Leave scheduling is final.

**No Other Changes.** This Sidebar Agreement shall be effective on the date last executed by the Parties and shall remain in effect until otherwise negotiated and agreed to by the Parties. All other provisions of the CBA not expressly referenced in this Sidebar Agreement shall remain in effect as stated in the CBA until otherwise negotiated and agreed to by the Parties.

The Parties hereby agree to this Sidebar Agreement by the undersigned:

**COUNTY:**

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Commissioner Lance Harvell

Date

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Commissioner Terry Brann

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Date

---

Commissioner Robert Carlton

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Date

**UNION:**

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Fraternal Order of Police, Lodge 400

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Date

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Patrol Unit Steward

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Date



## Franklin County, Maine

February 13, 2024

Dear Western Maine Community Action,

Thank you for your application for the Franklin County Opioid Settlement Funds. The Committee met and reviewed the application. The Committee has voted to recommend funding to the Franklin County Commissioners of \$30,000. This is a slight change from your requested amount.

The Franklin County Commissioners will review your request at their first meeting in March on March 5, 2024 at 3:30 PM at the Franklin County Courthouse, 140 Main St. Farmington, ME.

Sincerely,

Amy Bernard

Franklin County Administrator

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 Position Description

**Position Title:** Administrative Assistant

**Department:** Sheriff's Dept.

**FLSA Status:** Nonexempt

**Reports to:** Chief Deputy

**Effective Date:** 07/01/2024

### **Job Summary:**

*Under the general supervision of the Chief Deputy, responsible for providing secretarial duties related to the processing and filing of reports in the department along with administrative/clerical duties.*

### **Essential Job Functions:**

- Maintains inventory of office supplies and orders supplies following established procedures
- Contact maintenance companies when necessary to ensure office machines are in proper working order.
- Ensures accurate and timely processing of reports, summonses, and traffic tickets; makes copies for distribution to District Court.
- Responsible for tracking pleas, judge's orders, and/or sentences at court arraignments.
- Processes requests for copies of reports.
- Ensures Deputies have the necessary paperwork, as needed.
- Type letters, memos, certificates, and reports for the Sheriff and Chief Deputy.
- Maintains up-to-date training records for Deputies.
- Ensures that Deputies are in court at appointment times and in possession of all required paperwork.
- Submits fingerprint cards to the State Bureau of Investigation.
- Reviews and clears error codes in the records management system
- Enters dispositions from court cases
- Retrieves administrative reports from the computer system.
- Maintains accurate and secure records.
- Runs errands for the office, including purchasing office stamps and mailing packages.
- Answers and routes incoming telephone calls, taking messages, giving information, or directing calls to appropriate staff

- Serves as receptionist for the lobby area.
- Generates and distributes state-mandated reports.
- Responsible for registering sex offenders who live in Franklin County with the State of Maine.

**Other Duties and Responsibilities:**

- Promotes and maintains responsive community relations.
- Performs other duties as required.

**Required Knowledge/Skills/Abilities:**

- Ability to maintain accurate and up-to-date records and reports.
- Knowledge of legal terminology preferred.
- Considerable knowledge of business English, grammatical construction, spelling, punctuation, and vocabulary, and the ability to compose routine letters.
- Strong organizational skills.
- Knowledge of legal practices, procedures, and the Maine criminal justice system.
- Ability to maintain confidentiality in all assignments and duties.
- Ability to communicate effectively both verbally and in writing
- *Ability to multitask and be flexible when necessary*

**Education and Experience:**

- *Duties require knowledge of legal secretarial skills equivalent to completion of an Associate's degree and one to three years of related experience, or equivalent combination of education and experience.*
- *Must possess valid State of Maine driver's license.*
- *Thorough knowledge of modern office practices, procedures, and equipment, including the use of computers.*

<b>Physical Requirements:</b>	<b>Percentage of Work Time Spent on Activity</b>			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				<b>x</b>
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>				<b>x</b>
<i>Standing/Walking: Must be able to move about the department.</i>		<b>x</b>		
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				<b>x</b>
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	<b>x</b>			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	<b>x</b>			

*Working Conditions: Normal working conditions absent extreme factors.*

*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.*

\_\_\_\_\_  
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:*

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton



CO1-A 1.04	Year 0-12 Months		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
	Begin	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Grade 10	\$ 65,617.43	\$ 67,553.14	\$ 69,545.96	\$ 71,597.56	\$ 73,709.69	\$ 75,884.13	\$ 78,122.71	\$ 80,427.33	\$ 82,799.94	\$ 85,242.54	\$ 87,757.19	\$ 90,346.03	\$ 92,911.23	\$ 95,557.07	\$ 98,279.84	\$ 101,075.95	\$ 103,951.98
Hourly	\$ 31.55	\$ 32.48	\$ 33.44	\$ 34.42	\$ 35.44	\$ 36.48	\$ 37.56	\$ 38.67	\$ 39.81	\$ 40.98	\$ 42.19	\$ 43.44	\$ 44.72	\$ 46.04	\$ 47.39	\$ 48.79	\$ 50.24
Grade 9	\$ 59,935.78	\$ 61,703.89	\$ 63,524.15	\$ 65,398.12	\$ 67,327.36	\$ 69,313.52	\$ 71,358.27	\$ 73,463.33	\$ 75,630.50	\$ 77,861.60	\$ 80,158.52	\$ 82,523.20	\$ 84,957.63	\$ 87,463.88	\$ 90,044.06	\$ 92,700.56	\$ 95,436.97
Hourly	\$ 28.82	\$ 29.67	\$ 30.54	\$ 31.44	\$ 32.37	\$ 33.32	\$ 34.31	\$ 35.32	\$ 36.36	\$ 37.43	\$ 38.54	\$ 39.67	\$ 40.85	\$ 42.05	\$ 43.29	\$ 44.57	\$ 45.89
Grade 8	\$ 55,613.28	\$ 57,253.87	\$ 58,942.86	\$ 60,681.67	\$ 62,472.76	\$ 64,317.20	\$ 66,216.98	\$ 68,165.24	\$ 70,166.11	\$ 72,220.60	\$ 74,331.57	\$ 76,491.71	\$ 78,703.57	\$ 80,968.63	\$ 83,289.58	\$ 85,659.93	\$ 88,081.28
Hourly	\$ 26.74	\$ 27.53	\$ 28.34	\$ 29.17	\$ 30.03	\$ 30.92	\$ 31.83	\$ 32.77	\$ 33.74	\$ 34.73	\$ 35.76	\$ 36.81	\$ 37.90	\$ 39.02	\$ 40.17	\$ 41.35	\$ 42.57
Grade 7	\$ 47,124.23	\$ 48,514.00	\$ 49,945.57	\$ 51,418.96	\$ 52,935.82	\$ 54,497.43	\$ 56,105.10	\$ 57,760.21	\$ 59,464.13	\$ 61,218.52	\$ 63,024.26	\$ 64,883.48	\$ 66,797.54	\$ 68,768.07	\$ 70,796.73	\$ 72,885.23	\$ 75,036.28
Hourly	\$ 22.66	\$ 23.32	\$ 24.01	\$ 24.72	\$ 25.45	\$ 26.20	\$ 26.97	\$ 27.77	\$ 28.59	\$ 29.43	\$ 30.30	\$ 31.19	\$ 32.11	\$ 33.06	\$ 34.04	\$ 35.04	\$ 36.07
Grade 6	\$ 45,638.21	\$ 47,190.44	\$ 48,822.55	\$ 50,515.74	\$ 52,269.20	\$ 54,083.99	\$ 55,959.39	\$ 57,895.80	\$ 59,893.79	\$ 61,953.86	\$ 64,076.53	\$ 66,262.30	\$ 68,511.69	\$ 70,825.22	\$ 73,203.41	\$ 75,646.84	\$ 78,156.14
Hourly	\$ 22.04	\$ 22.69	\$ 23.36	\$ 24.05	\$ 24.76	\$ 25.49	\$ 26.24	\$ 27.01	\$ 27.81	\$ 28.63	\$ 29.47	\$ 30.34	\$ 31.24	\$ 32.16	\$ 33.11	\$ 34.08	\$ 35.09
Grade 5	\$ 42,779.44	\$ 44,041.44	\$ 45,340.66	\$ 46,678.21	\$ 48,055.22	\$ 49,472.84	\$ 50,932.29	\$ 52,434.80	\$ 53,981.62	\$ 55,574.08	\$ 57,213.52	\$ 58,901.31	\$ 60,639.90	\$ 62,429.75	\$ 64,272.34	\$ 66,168.37	\$ 68,117.32
Hourly	\$ 20.57	\$ 21.17	\$ 21.80	\$ 22.44	\$ 23.10	\$ 23.79	\$ 24.49	\$ 25.21	\$ 25.95	\$ 26.72	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.01	\$ 30.90	\$ 31.81	\$ 32.74
Grade 4	\$ 35,515.85	\$ 36,563.57	\$ 37,662.19	\$ 38,812.64	\$ 39,995.84	\$ 41,212.77	\$ 42,464.41	\$ 43,751.80	\$ 45,075.99	\$ 46,438.06	\$ 47,838.44	\$ 49,276.63	\$ 50,753.22	\$ 52,269.84	\$ 53,827.04	\$ 55,425.47	\$ 57,065.80
Hourly	\$ 17.07	\$ 17.58	\$ 18.10	\$ 18.63	\$ 19.18	\$ 19.75	\$ 20.33	\$ 20.93	\$ 21.55	\$ 22.18	\$ 22.84	\$ 23.51	\$ 24.20	\$ 24.92	\$ 25.65	\$ 26.41	\$ 27.19
Grade 3	\$ 32,663.89	\$ 33,627.47	\$ 34,619.48	\$ 35,640.76	\$ 36,692.16	\$ 37,774.58	\$ 38,888.93	\$ 40,036.15	\$ 41,217.22	\$ 42,433.13	\$ 43,684.90	\$ 44,973.61	\$ 46,300.33	\$ 47,666.19	\$ 49,072.34	\$ 50,519.38	\$ 52,008.91
Hourly	\$ 15.70	\$ 16.17	\$ 16.64	\$ 17.13	\$ 17.64	\$ 18.16	\$ 18.70	\$ 19.25	\$ 19.82	\$ 20.40	\$ 21.00	\$ 21.62	\$ 22.26	\$ 22.92	\$ 23.59	\$ 24.29	\$ 25.01
Grade 2																	
Hourly																	
Grade 1																	
Hourly																	
Salary																	
Hourly																	
No Positions in this Category																	
Secretary, Trial Assistant, Part-time Dispatcher																	
Custodian																	
Probate Deputy, Deeds Deputy, Administrative Assistant																	
Office Administrator, Facilities Mgr., Food Services Supervisor, Bookkeeper																	
Assistant Jail Admin., BMA Deputy Director, Registrar of Probate, Registrar of Deeds, IT Specialist																	
Jail Admin., BMA Director, IT Director, Lieutenant, Communications Director																	
Deputy Chief, Human Resources Director/Deputy County Administrator/Deputy/UT Manager																	
Sheriff																	

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**Amy Bernard**

**From:** Sara Massarello - 1PZS <sara.massarello@gsa.gov>  
**Sent:** Thursday, February 29, 2024 11:59 AM  
**To:** Amy Bernard  
**Subject:** Request for Right of Entry Agreement - Franklin County, Coburn Gore LPOE, ME (Parcel #2-37)  
**Attachments:** ROE\_Franklin County.docx; ROE Cover Letter\_Franklin County.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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.

Thank you again for your time,  
Sara



U.S. General Services Administration