

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Superior Courtroom

DATE AND TIME: December 17, 2024 @ 3:30 P.M.

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: None

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Spirit of America Award Presentation**
- 4. EMA Deputy Director Position Description**
- 5. Teamsters MOU for Approval and Signatures**
- 6. Holiday Schedule for Non-essential Employees**
- 7. Set Time for the Next Commissioners Meeting**

OLD BUSINESS:

- 1. Policy Prohibiting Pets in the Workplace**
- 2. ARPA Project – Greater Franklin Economic Development**

MISCELLANEOUS:

WARRANTS: County AP, UT, ARPA, and Payroll

EXECUTIVE SESSION – Personnel Matter 1 M.R.S. § 405(6)(A) – NCEU Grievance

EXECUTIVE SESSION – Personnel Matter 1 M.R.S. § 405(6)(A) – NCEU Bargaining

ADJOURNMENT:

Meeting Packets are available to view by clicking on the link below:

[Agendas & Minutes - Franklin County, Maine \(franklincountymaine.gov\)](https://franklincountymaine.gov/agendas-minutes)

**County Commissioner's Meeting
Agenda Discussion and Analysis
December 17, 2024**

Appointments: None

Agenda Item: Clerk's Report

Comments: Minutes from December 3, 2024, meeting

- Sara Bickford has submitted her resignation, her last day is December 31, 2024. We have offered an exit interview.
- Andwell Health Partners sent an appreciation letter to the Commissioners for the support through the budget. This letter is in the flower folder.
- The Commissioners received a "Notice of Layout and Taking" in the Town of Wilton, the map and notice are in the flower folder
- Waldo County Commissioner William Shorey passed away this week, there is a sympathy card in the flower folder for the Commissioners to sign.
- Kennebec Behavioral Health has sent in the final report outlining how they used the Opioid funded grant from the last round.
- As of today, the County has received debit cards from Electricity Maine in the amount of \$5,050.17 as part of a refund for being overcharged. We are currently working towards being able to access these funds.
- At the last meeting, Commissioner Harvell stated that MSAD#58 lost approximately \$100,000 due to the change in the Eustis tuition agreement. Superintendent, Laura Columbia, indicated that she would find out the accurate number as it was not correct. She e-mailed this week and indicated that the approximate difference from charging the state tuition rate from the previously agreed upon rate is around \$7,800. The e-mail from Laura Columbia is in the flower folder.

Recommendation: Motion to approve and sign the December 3, 2024, Minutes.

Treasurer's Report: Included in the packet

Recommendation:

3. Spirit of America Award Presentation

Comments: The Spirit of America award is presented to a local person(s), project, or group for outstanding community service using Pittston's criteria to honor the recipient. The Spirit of America Foundation is a 501 (c) (3) public charity established in Augusta, Maine in 1990 to honor volunteerism. We reached out to all of the Towns in

Franklin County to submit their Spirit of America Award for recognition. Copies of the Certificate are included in your packet. This year's Spirit of America award recipients are:

- A. **April Demers** from the Town of Weld for being the sparkplug of the Weld Recreation Organization. She does so much to involve the children in healthy, creative activities.
- B. **Franklin Donald** from the Town of Wilton for his dedication to the Town of Wilton, his community and for his volunteerism. He has worked for the Town of Wilton and as the Director for the Parks & Recreation Department for 35 years.
- C. **Dale Welch** from the Town of Wilton for his dedication to the Town of Wilton, his community and for his volunteerism. He has worked for the Town of Wilton Water & Waste Department for 39 years.
- D. **Wendy Boyle** from the Town of Eustis. Wendy helps run the free clothing boutique, providing clothing for anyone in need. She is a member of the Lions Club and volunteers for events held in town or schools, always willing to lend a helping hand.
- E. **Duayne Boyd** has worked for the Town of Strong since 1998. He played an intricate role in the cleanup efforts from the damaging storms we had last year. Duayne also volunteers for the water department, is the 911 officer for new homeowners, and he helps families who have lost loved ones by assisting them with cemetery inquiries.
- F. **Stephen Philbrick** from the Town of Rangeley, his lifetime accomplishments are far-reaching beyond his civil service to the Town of Rangeley. His love of the region was shown through his service to his community, beginning as far back as 1980. He amassed over 39 years of commitment to various Boards, Committees and Commissions during that time.
- G. **Donald Oliver** from the Town of Chesterville, Don is the owner of a lawncare and backhoe business. He has always been hard working and willing to give an extra hand, never expecting anything in return. He is an amazing community member, and he is known for helping anyone in need, whether it's to plow someone out, help a neighbor with yard work. Don is an asset to the Town of Chesterville.
- H. **Janice Sweeney** from the Town of Jay is being recognized for her exemplary citizenship and outstanding achievement and honor brought upon the community. As a lifelong member of the community for over 70 years she began volunteering in the 70's at the snack shack for athletic games and has continued to volunteer at the VFW Post 3335, the Jay, Livermore, Livermore Falls Food Cupboard, participates in hosting free dinners at the St. Rose Community Center and service on the local board of Special Olympics.

Recommendations: Present Spirit of America Awards to recipients

4. EMA Deputy Director Position Description

Comments: Enclosed in your packet is the revised Deputy Director EMA position for your review and approval. Prior to this, the Director and Deputy were combined job descriptions.

Recommendation: Motion approve the EMA Deputy Director Job Description

5. Teamsters MOU for Approval and Signatures

Comments: The Commissioners authorized the staff to open bargaining with the Teamsters Union to split the cost of the Maine Paid Family Leave cost 0.5%. We met with the union, and they agreed to share the cost of the program. Enclosed in your packet is the MOU from the Teamsters that needs to be signed.

Recommendations: Motion to sign the MOU with the Teamsters Union to split the cost of the Maine Paid Family Leave cost of 1%.

6. Holiday Schedule for County Non-essential Employees

Comments: With the holiday season approaching, Christmas Eve falls on a Tuesday as does New Years Eve. The Court System is observing Christmas Eve and New Years Eve as holidays for their staff. The non-essential staff has requested that we approach the Commissioners and ask for a similar work schedule. Historically we have followed the State schedule.

Recommendations:

7. Set Time for the Next Commissioners Meeting

Comments: Commissioners need to set a time for the next Commissioner's meeting

Recommendations: Motion to set next Commissioner meeting time for _____

Old Business

1. Policy Prohibiting Pets in the Workplace

Comments: This Policy has been tabled since October, the Commissioners Office has worked with the District Attorney McLean and the staff to develop a Facilities Dog

Policy and has been sent back to the DA's office for their review. The Commissioners requested this matter be brought back for their review and consideration.

Recommendation: Motion: Approve the Policy Prohibiting Pets in the Workplace.

2. ARPA Project: Greater Franklin Economic Development

Comments: Greater Franklin Economic development has requested that the funds set aside for the high-speed internet installation request of \$240,292, remaining amount is \$42,292 be amended for the digital literacy program for the people of franklin county. This project was funded through a grant and that grant funding was exhausted. Charlie Woodworth is requesting that the ARPA funds set a side for high-speed internet installation be used to continue this program.

Recommendations:

PAM PRODAN, TREASURER – Report for December 17, 2024, meeting

Current cash and investment (CDARS) balances from trio-web.com Ledger Detail Report

General Fund Operating Cash \$3,375,608.64

General Fund Payroll Cash \$131,505.37

General Fund CDARS \$1,005,092.37

ARPA Fund Cash \$869,078.39

ARPA Fund CDARS \$1,500,000.00

UT General Fund Cash \$373,579.54

UT General Fund CDARS \$1,105,601.73

UT TIF Fund Cash \$234,740.58

UT TIF CDARS: \$3,708,321.15

Interest rates - NOTE: The ARPA Fund CDARS account rate remains at 3.5%; the ARPA Fund Cash account rate went down from 3.50% to 3.00% effective November 19.

General Fund Operating Cash 3.75% 10/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

General Fund CDARS 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

ARPA Fund Cash 3.0% 11/19/2024 All invested with Intrafi Cash Service at Franklin Savings Bank

ARPA Fund CDARS 3.5% 12/17/2024 All invested at Franklin Savings Bank

UT General Fund Cash 3.75% 10/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

UT General Fund CDARS 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

UT TIF Fund Cash 3.75% 10/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

UT TIF CDARS: 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

Town Tax Payments

For municipalities, the due date is February 1, 2025, for the second of the two county tax payments for the fiscal year ending June 30, 2025, with a grace period until interest begins on April 1, 2025.

Warrants

AP Warrants expected for signatures at 12/17/2024 meeting:

AP County Warrant

AP UT Warrant

AP ARPA Warrant

Payroll Warrant

Pay period from 11/24/2024 to 12/07/2024 \$234,144.38

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Dwayne Boyd

Dwayne has worked for the Town of Strong since 1998. On December 18, 2023, the Town was hit hard by a winter storm. Less than four months later, the Nor'easter flood of April, 2024 caused 72k in damages. In both instances, Dwayne organized a crew to start the road repair process immediately. He put in round-the-clock effort and countless hours of work. He ensured his team had the equipment needed, hired several sources to expedite the repair process, and even helped several homeowners with flooded basements. Dwayne spent several days working with FEMA to ensure the town was reimbursed for the 70k in damages and is still very much involved with FEMA as there's always more information needed. Dwayne is always on the clock. Even after hours, there isn't a time when he doesn't pick up his phone to answer questions or provide information, regardless of who is calling. Dwayne volunteers in the water department is our 911 officer for new homeowners and helps families who have lost a loved one by assisting with our Cemetery inquiries.

**TERRY BRANN
COMMISSIONER**

**LANCE HARVELL
COMMISSIONER**

**ROBERT CARLTON
COMMISSIONER**

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Wendy Boyle

Wendy is Librarian for the Town of Eustis and goes way above and beyond. She helps run the free clothing boutique we have in town to help anyone in need with clothing. She is part of the Lions Club, always working on some project to give back to the community. She helps with all events in our town, for the town or for the school. She is always there with a helping hand.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

April Demers

April is the sparkplug of the Weld Recreation Organization. She does so much to involve the children in healthy, creative activities.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Frank Donald

Frank is honored for his dedication to the Town of Wilton, his community and for his volunteerism. He has worked for the Town of Wilton and as the Director of the Parks & Recreation Department for 35 years.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Dale Welch

Dale is honored for his dedication to the Town of Wilton, his community and for his volunteerism. He has worked for the Wilton Water & Waste Department for 39 years.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Stephen Philbrick

Stephen's accomplishments over his lifetime are far-reaching beyond his civil service to the Town of Rangeley. His love of the region was shown through his service to his community, beginning as far back as 1980. He amassed over 39 years of commitment to various Boards, Committees and Commissions during that time. He served on the Airport Commission, Budget Committee, H.A. Furbish Trust, Medical Advisory Committee, Select Board (including terms as Chairman), Sewer Commission, and the Zoning Board of Appeals. In 1997 he was the recipient of the Rangeley Lakes Community Service Award, and in 2005 he was the Chairman of the Sesquicentennial Committee. He even worked as an EMT for Rangeley Ambulance. During the pandemic, Stephen led his community through uncharted territory being the Select Board Chair. He was very much a 'boots-on-the-ground' leader and did all he knew to do, even at the State level, to help keep small businesses open and our local economy moving, all while holding public health and safety as the primary concern. Beyond Town seats, Stephen was a Maine Master Guide, and served on the Inland Wildlife and Fisheries Council, Rangeley Health & Wellness Board, and most certainly more. This community will continue to miss his leadership, experience, knowledge, and commitment.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Donald Oliver

Mr. Oliver is the owner of a lawncare and backhoe business. He has always been hard working and willing to give an extra hand, never expect anything in return. Last year, he volunteered his time, equipment, and money to complete the playground project. He worked tirelessly in the heat of the summer, by himself, for the majority of the groundwork. He dug the hole for the playground area, and then he took over 80+ trips back and forth to the transfer station with the loom that was dug up. He then leveled out the playground area and got it ready for the build. When the wrong dimensions were given to the town for the size of the playground, an additional 12x54 area had to be dug up and leveled out. Mr. Oliver didn't hesitate, he jumped in his excavator and started getting right to work. He even picked up some of the larger pieces of equipment for the Rec Committee and paid for the rental himself. He also made a handicap accessible pathway, fixed the Town Hall parking lot to make parking better. Don went and purchased the sand and filled the sand box. In the Fall, he helped work on the baseball field, using his equipment. He never submitted invoices for any of his gas, materials, equipment or time. He is an amazing community member, and he is known for helping anyone in need, whether it's to plow someone out, help a neighbor with yard work. Don is an asset to the Town of Chesterville.

TERRY BRANN
COMMISSIONER

LANCE HARVELL
COMMISSIONER

ROBERT CARLTON
COMMISSIONER

SPIRIT OF AMERICA

THE FOLLOWING AWARD IS GIVEN TO

Janice Sweeney

For her exemplary citizenship and outstanding achievement and honor brought upon the community. As a lifelong member of the community for over 70 years Janice began her work as a volunteer while attending Jay High School in the early 70's working in the snack shack at athletic games. She never stopped volunteering and now heads up a team at the VFW Post 3335 hosting Friday night takeout dinners to raise money for veteran and community programs and volunteering 20 hours a week as the kitchen and bar manager. Janice also volunteers her time at the Jay, Livermore, Livermore Falls Food Cupboard and participates in hosting free dinners at the St. Rose Community Center in Jay; and serves on the local board of Special Olympics raising significant funds through large yard sales. With deep gratitude, Janice is commended for her volunteer service and honored for her contributions to our community.

**TERRY BRANN
COMMISSIONER**

**LANCE HARVELL
COMMISSIONER**

**ROBERT CARLTON
COMMISSIONER**

Franklin County Position Description

Position Title: EMA Deputy Director

Department: EMA

FLSA Status: Nonexempt

Reports to: EMA Director

Effective Date: 12/17/2024

Job Summary:

The Deputy Director of the Franklin County Emergency Management Agency is granted expressed authority by the Agency Director and the County Administrator to assume the Director's responsibilities during periods of absence. In the absence of the Director, the Deputy Director holds complete administrative authority over financial matters within the agency. This authority extends to operations conducted in accordance with the Franklin County Personnel Manual, the Emergency Management Agency's Standard Operating Procedures, and directives issued by the Agency Director or the County Administrator.

Essential Job Functions:

- Assists with planning, organization, and execution of Emergency Management Agency (EMA) activities. Collaborate with federal, state, county, and local EMA entities to ensure activities align with overall county, state, and national emergency management programs.
- Assists with and understands EMA activities and financial requirements. Assists with and attends the annual EMA budget request meetings and participates in budget meetings, if needed.
- Assists with overseeing the daily maintenance of all agency records, including financial documents, emergency plans, standard operating procedures, meeting notes, and emergency operations logs.
- Assists with submission of required reports to the Maine Emergency Management Agency (MEMA), including quarterly EMPG financial reimbursement submissions and yearly activity reports. Ensure compliance with Tier II reporting for chemical inventory and maintain incident files.
- Assists with grant management support for Franklin County participants, including assistance with applications, monitoring expenditures, submitting reimbursement requests, and ensuring compliance with federal guidelines.
- Assists with the maintenance of the Franklin County's social media page and EMA website, posting timely public service announcements, weather alerts, and relevant information for the community.
- Utilize the programs for data entry related to exercises, meetings, and volunteer activities. Support volunteer groups such as Franklin Search and Rescue (FSAR) and Amateur Radio Emergency Services (ARES) by maintaining current rosters and

compliance records.

- Manage inventory for all federal purchases, ensuring proper documentation, disposition, and tracking of items through the Franklin County Emergency Management Agency.
- Attend various meetings, including monthly Directors Meetings, bi-monthly Directors Council meetings, and local EMA and fire meetings, as well as other meetings within Franklin County.
- Provide and facilitate Student Tools for Emergency Planning (STEP) training for local schools, targeting 4th and 5th graders to enhance emergency preparedness.
- Coordinate community emergency exercises involving first responders, civic groups, international partners, and local agencies.
- Maintain updated lists of local directors, Emergency Operations Center staff, and agencies for resource management. Manage the Emergency Operations Center during activations.
- Support local officials during and after storms by processing damage assessment forms, maintaining records, and assisting FEMA with damage assessments.

Other Duties and Responsibilities:

- Stay informed of current trends and best practices in emergency management through peer networking, attending seminars, and reviewing relevant literature.
- Coordinate with the Franklin County RCC to secure and maintain county communications infrastructure, including access roads, maintenance schedules, and backup power systems.
- This position requires extended work hours, hours outside normal business hours, and being on-call to respond to emergencies.
- All other duties as assigned.

Required Knowledge/Skills/Abilities:

- *Knowledge of hazardous materials, disaster relief, recovery, and emergency services preferred.*
- *Proficiency in office computer systems, with a willingness to learn new programs.*
- *Strong organizational skills.*
- *Excellent oral and written communication skills for effective interaction with staff, volunteers, emergency responders, and the public.*
- *Proficiency in telephone and radio communication, particularly in emergency situations preferred.*
- *Ability to collaborate effectively in emergency preparedness and response planning.*

Education and Experience:

- Duties require knowledge of emergency preparedness and response planning
- High School diploma or equivalent required.
- Associates degree in business administration or related field, and/or one to three years of relevant work experience preferred.
- Valid State of Maine driver's license required.

Physical Requirements:

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

Working Conditions: •The Deputy Director is expected to perform duties in both office and outdoor environments as directed by the Emergency Management Director. Will be required to respond to emergency situations, necessitating physical fitness and the ability to handle various environmental conditions, including extreme weather variations. May include extended work hours when responding to emergency needs of the community.

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:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton

Policy Prohibiting Pets in the Workplace

Purpose

This policy aims to maintain a safe, clean, and productive work environment for all employees.

Policy Statement

This policy restricts the presence of pets (including dogs, cats, and other animals) in the workplace in order to maintain professionalism and address health and safety concerns.

Note on Service Animals

This policy does not apply to service animals, as defined by the Maine Human Rights Act and/or Americans with Disabilities Act. If you feel you may require a service animal in the workplace, please notify the Director of Human Resources in advance.

Policy Guidelines

Pursuant to this policy, employee pets are generally not allowed in the workplace for several reasons more fully discussed below.

With respect to health and safety, pets in the workplace may pose issues or challenges for employees with allergies, phobias, or other health concerns. Further, pets in the workplace increase risks associated with pet-related incidents, including potential injuries or property damage.

This policy is additionally intended to ensure that the County can facilitate a distraction-free environment conducive to productivity for all employees and for business operations.

Finally, from a hygiene and cleanliness perspective, the presence of pets can lead to hygiene issues, including odors and allergens. This policy helps ensure a clean and pleasant workplace for all.

Enforcement

All employees are expected to adhere to this policy. Any violations may result in corrective action. Employees with concerns about this policy should contact the Director of Human Resources to discuss further.

Review and Updates

This policy will be reviewed annually and updated as necessary.

Effective Date: December 17, 2024



FRANKLIN COUNTY COMMISSIONERS OFFICE

FRANKLIN COUNTY COMMISSIONER'S OFFICE

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

AMERICAN RESCUE PLAN ACT PROPOSAL APPLICATION FORM

Franklin County will receive a total of \$5.86 million in ARPA funds; 50% of this amount was received in 2021, and the other 50% will be received in 2022. The County will use at least some of the funds for its own county level needs and will consider proposals from Franklin County municipalities or non-profit organizations who have a request that meets ARPA requirements.

Note: This form must be completed as part of the proposal application; additional information should be attached for further documentation or explanation. Additional information may be required and/or requested upon assessment of the application.

Requestor Information

1. Name of Agency or Municipality: Greater Franklin Development Council
2. DUNS Number if applicable: 127258585
3. Amount of ARPA funds your organization is receiving from other grant sources or from the federal government: n/a
4. Person(s) making the request: Charlie Woodworth
5. Title of person(s) making request: executive director
6. Email address of requestor: cwoodworth@greaterfranklin.com
7. Phone number of requestor: 207-232-1997

Proposal Details

Name of proposal: Digital Literacy and Skill training throughout the county (A request to repurpose previously awarded as Fiber network installation)

Cost of proposal and what is being requested from both Franklin County ARPA Funds and the County TIF:

The previously awarded amount was a total of \$240,292.

We are requesting \$40,292 of ARPA investment on behalf of our entire county

And

An additional \$200,000 of County TIF investment on behalf of our entire county

Now that Greater Franklin has affected the implementation of new FIBER networks to 96% of EVERY address

(business and residence) in the county, it is time to teach our residents how to use this technology safely and efficiently.

Three years ago, we designed a plan to upskill our residents to benefit from the availability of reliable, high-speed internet. To reach the greatest audience, we planned to teach at the libraries and community centers.

Since then, we have successfully competed for annual funding from the state to launch and execute our county-wide Digital Skills training program including the ability to “earn” a device. Our delivery partners are our two Adult Education districts, RSU9 and RSU73. We teach at nine libraries, our two Adult Ed campuses, Healthy Community Coalition’s food bank and recovery center, the hospital, Seniors Plus and the Career Center. In this time, we have held 971 classes reaching 384 students with 37% repeat students.

The state has stated that they will not fund this effort beyond year two. Demand for these classes is growing. We request that our previous award of \$240,292 be redirected to continue this vital, and successful, Digital Skills initiative for 2025.

Other sources of funding for the proposal and the amount from each source:

See attached budget

Timeline for Funds needed with beginning and ending dates (estimated if not certain):
January 2025 – December 2025

RESOURCES TO REVIEW:

[ARPA Fact Sheet](#)

[ARPA Expenditure Categories](#)

[Compliance and Reporting Guidance](#)

[Federal Register Interim Final Rule](#)

[Coronavirus State and Local Fiscal Recovery Funds - Frequently Asked Questions](#)

[FAQs About The Taxability of Uses of The State And Local Recovery](#)

Please describe the specific area of need from the language of the American Rescue Plan Act that supports your proposal for funding. Give the category and how you feel this proposal meets that categorical requirements:

Appendix 1: #5 Infrastructure/5.16 Broadband: “Last Mile” projects

Details of the proposal: please explain all aspects of the proposal including what specifically the funds requested will be used for, where the location of the proposal will occur, and data on believed impact of the proposal: (attach additional sheets if needed)

The funds will be used for the continued employment of instructors and our promotional coordinator. Providing laptops when earned, partner stipends and administrative. [Our two years of tracked data](#) support this request to continue this impactful initiative.

Year Three goals are: continuing to serve and grow our covered populations with a focus on safety and digital citizenship, begin working with municipalities to upgrade their infrastructure and upskill their staff to manage their websites to benefit residents with consistent access to municipal and state resources.

[The Case for Broadband Investment](#)

[Info1](#) ARPA for Broadband

Our [Regional Digital Equity Plan](#) submitted to the state in 2023

Our [Digital Literacy Data Tracking](#) google doc

Sustainability

Please explain how this project will be sustained in the future without additional grant funds. Specifically address: Any additional burden the project will put on local taxpayers or at the county level taxpayers? Will the project need additional funds for maintenance or manpower, and explain what the plan is for gaining those funds? Will additional staffing be needed upon the completion of the project?

It has always been our plan to provide the supporting data to our two Adult Education districts so that they include the programmatic costs in their budgets for Year 4. Both superintendents and school boards have expressed support for, and desire to align with, this important work. For RSU9 a striking example is them being awarded \$1.7M to create a "Connectivity"/Community Hub. When complete in 2026 this will be transformational for the extended RSU9 community. Continuing to support this work allows these schools to compete for future funding.

Please attach additional documents:

- Detailed financial budget for the project
- Any mission, vision or planning documents from the agency or municipality that relates to a need for the project.

Signature of representative or contact person: _____



Date: January 25, 2022 (resubmitted December 3, 2024)

Previously approved by the Franklin County Commissioners: 12/21/21

Please submit your proposal by:

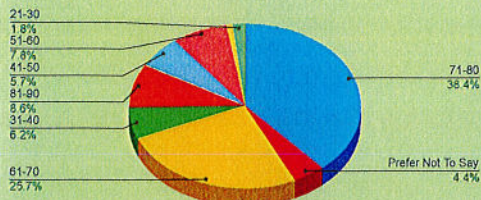
1. Email to Susan Pratt, ARPA Grant Coordinator, spratt@franklincountymaine.gov
2. Mail to Franklin County Commissioner's Office, 140 Main Street, Suite 3 · Farmington, Maine 04938
3. Drop off at Franklin County Commissioner's Office, 140 Main Street, Suite 3 · Farmington, Maine with attention to ARPA Proposal

**Regional Broadband Partners Program
Detailed Year 3 Budget for County ARPA**

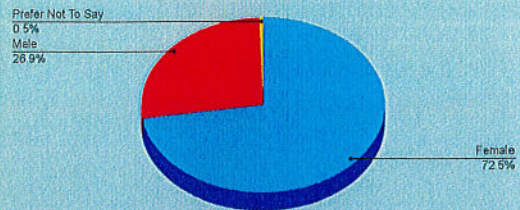
	Total Cost	County ARPA Funding request	Other sources	In Kind Contribution Value	Notes/Comments/Description
Budget Categories					Provide a detailed description for each line item and how it was calculated.
Personnel					This section should include: Staff positions, partner staffing, stipends, facilitation costs, etc. Staff positions should include all fringe and benefits. Please note whether these are full or part time positions.
Position A	\$76,000.00	\$76,000.00	\$0.00	\$0.00	FT instructor @ \$30/hr + Maine State Benefits
Position B	\$39,600.00	\$39,600.00	\$0.00	\$0.00	2 ea. PT instructors @ \$30/hr, unbenefitted (20 hrs x 33 weeks x \$30/hr)
Staffing for other partners within the regional alliance	\$30,692.00	\$30,692.00	\$0.00	\$0.00	Mt Blue and Spruce Mtn A/E: service provider and data collection, evaluation. \$101/hr @ 3 hrs/week on average for each district. Funding is also helping each of them participate in the coalition and help develop the regional plan.
Volunteer "connectivity booster" stipends	\$0.00	\$0.00	\$0.00	\$0.00	
Regional Digital Inclusion Coalition					This section should include any expenses to build and sustain the regional coalition, including stipends that may help partners participate and facilitation support if separate from personnel.
Partner stipends	\$18,000.00	\$18,000.00	\$0.00	\$0.00	Regional Alliances and Partner stipends of \$2K x 9 ea.
Facilitation/coordination support	\$76,000.00	\$76,000.00	\$0.00	\$0.00	FT Digital Navigator @ \$30/hr + Maine State Benefits
Digital Inclusion Activity Partnerships					There may be organizations within your region that work directly with covered populations or are otherwise well positioned to implement digital inclusion programs and activities. Examples might include Community Action Programs working with low income households on ACP enrollment, or Adult Education Programs providing affordable devices to students, or libraries providing technical assistance or digital skills training.
Partner organization	\$0.00	\$0	\$0	\$0	Please specify how the cost was estimated or calculated.
Partner organization	\$14,225.00	\$0	\$0	\$14,225	Mt Blue and Spruce Mtn A/E marketing materials and mailings (historical evidence)
Direct Administrative Expenses					Note that the State of Maine has restricted the use of Maine Jobs and Recovery Program funding for indirect expenses for contractors. However, direct administrative expenses related to the project are allowable.
Travel	\$0.00	\$0.00	\$0.00	\$0.00	
Devices	\$7,500.00	\$0.00	\$7,500.00	\$0.00	50 devices @ \$150/ea.
Materials/supplies	\$0.00	\$0.00	\$0.00	\$0.00	included above in staffing within regional alliance
Events/Community meetings	\$0.00	\$0.00	\$0.00	\$0.00	included above in staffing within regional alliance
Other	\$0.00	\$0.00	\$0.00	\$0.00	included above in staffing within regional alliance
Other Expenses					
Other	\$0.00	\$0.00	\$0.00	\$0.00	
Unspent Year 1 Funds					
Unspent funds from Year 1 to be utilized in Year 2					If you have any unspent funds from your Year 1 Contract that you would like to rollover and utilized in Year 2, please enter them in the cell C24 (MCA Funding Request column)
TOTAL	\$262,017.00	\$240,292.00	\$7,500.00	\$14,225.00	

Total Classes	983
Total Students	388
Repeat Students	148

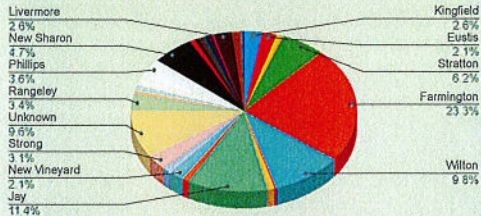
Age (Range)



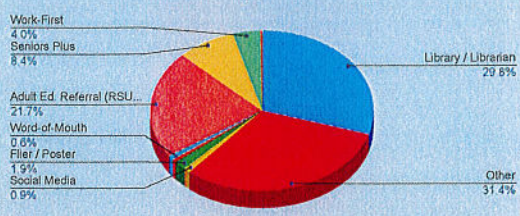
Gender



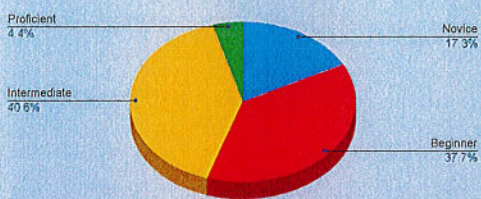
Town of Residence



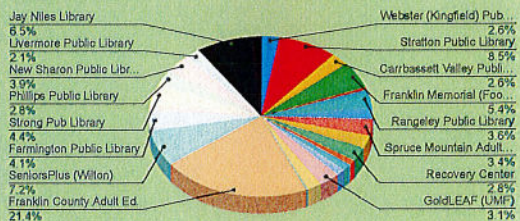
Referral Source



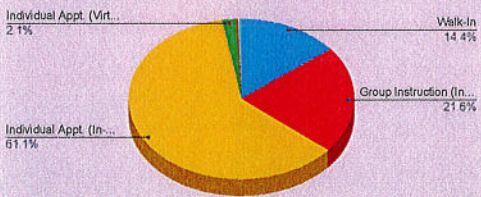
Level



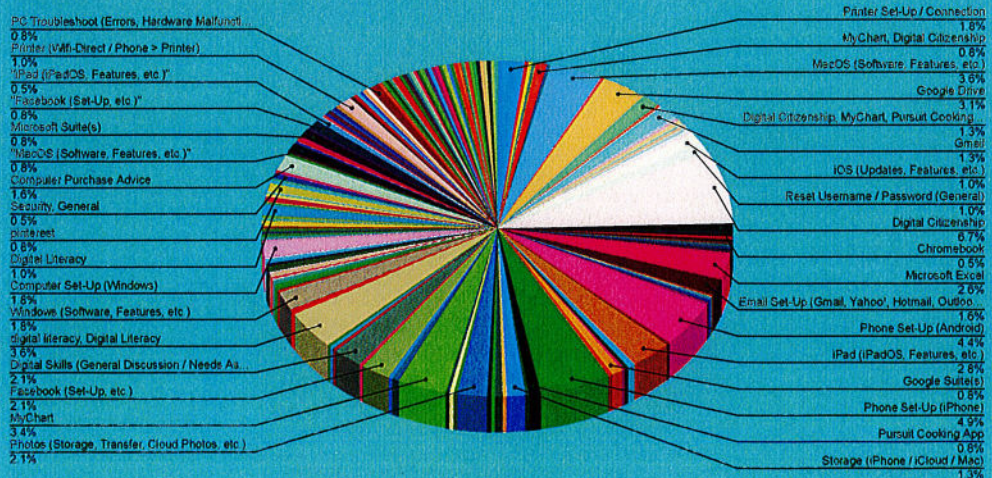
Class Location



Class Type



Topic(s)



Totals / Percentages (Students / Repeat Students)

