

Minutes

PRESENT: Commissioner Carlton, Commissioner Fowler, Commissioner Gilbert, Commissioner Saviello, and Commissioner Skolfield

The meeting was held via: Zoom

Franklin County Commissioners' Meeting

January 7, 2025

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

Pledge of Allegiance

Audience (Present): Jake Nichols, Susan Pratt, Nathan Hiltz, Doug Hiltz, Nick Palmer, Brad Timberlake, Scott Nichols, Steve Lowell, David St. Laurent, Ryan Close, Gary McGrane, David Davol, Robert Lightbody, Charlie Woodworth, Fran Fowler, Heidi Jordan, Susan Black, Margot Joly, Brandon Sholan, David Rackliffe, Dale Bryant, Richard Morton, Joyce Morton, Pamela Prodan, Mt. Blue T.V., Donna Perry, Amy Bernard, Tiffany Baker, Jamie Sullivan, and Brenda Bille.

Audience (Zoom): Amanda Simoneau and Ralph Parker

APPOINTMENTS:

1. **Vote on Chair – Motion to nominate Commissioner Carlton of Freeman for Chair of the Board of Commissioners: Tom Skolfield/Fen Fowler (5/0).**
2. **Maine County Commissioner Association & Risk Pool Representative and Proxy – Motion to nominate Commissioner Carlton of the MCCA Board: Tom Skolfield/Tom Saviello (5/0). Motion to nominate Fen Fowler as proxy for the MCCA Board: Tom Skolfield/Tom Saviello (5/0).**
3. **Opioid Committee Representative – Motion to nominate Commissioner Saviello as the Opioid Committee Representative: Tom Skolfield/Jeff Gilbert (5/0).**
4. **Central Western Maine Workforce Development Board Representative – Motion to nominate Commissioner Gilbert to sit on the Central Western Maine Workforce Development Board: Tom Saviello/Tom Skolfield (5/0).**
5. **Androscoggin Valley Council of Government (AVCOG) – Motion to nominate Tom Skolfield as the Androscoggin Valley Council of Government representative: Tom Saviello/Fen Fowler (5/0).**
6. **Maine Health EMS Franklin Advisory Board – Motion to nominate Commissioner Carlton to the Maine Health EMS Franklin Advisory Board: Tom Saviello/Tom Skolfield (5/0).**

NEW BUSINESS:

1. **Clerk's Report - Motion to accept the Clerk's Report: Tom Saviello/Tom Skolfield (5/0)**

2. **Treasurer's Report – Motion to accept the Treasurer Report: Tom Skolfield/Jeff Gilbert (5/0)**
3. **Policy for On-Call (Facilities Department) – Motion to adopt On-Call Policy for Facilities Department: Tom Saviello/Tom Skolfield.** This matter was brought to the prior Board, at that time, they failed to vote on this matter. It was discussed to give on-call pay for the facilities staff at the rate of \$25.00 per shift/day, Monday through Friday, and at a rate of 1.5x their regular hourly rate after hours and on the weekends and holidays, from November 15 to April 30 for emergencies, snow and ice removal, due to being on call being a disruption of their work/life balance and they should be compensated for their time. **Motion to Table the Matter: Tom Saviello Motion Failed**
Motion to adopt On-Call Policy for Facilities Department Tom Saviello/Tom Skolfield (4/1) Tom Saviello opposed.
4. **Flex Schedule Policy Review** – The Flex Schedule Policy was instituted in 2023. The policy gave an opportunity for non-union employees to flex their hours so that they could work a 4-day work week as long as their department was covered. The policy was initially put in place in an attempt to give more flexibility to our employees and remain competitive in the job market. The policy was amended in August to clarify that employees could not utilize a flex schedule on weeks that include a holiday, vacation and sick days. **No Motion Needed.**
5. **Union MOU for approval and signatures:**
Motion to accept the proposals: Tom Saviello/Tom Skolfield
Tom Saviello withdrew his Motion to accept proposals. Tom Skolfield withdrew his second.
FOP – Holiday – This MOU clarifies the language regarding holidays worked/not worked. The Union requested that holiday time not worked be excluded as hours worked when computing overtime. **Motion to sign the MOU with the Fraternal Order of Police Union to not pay holidays as hours worked: Tom Saviello/Tom Skolfield (5/0).**
NCEU – Paid Leave – The NCEU has agreed to split the 1% contribution with its employees for the Maine Paid Family and Medical Leave. **Motion to sign the MOU from the NCEU regarding the Maine Paid Family and Medical Leave contributions: Tom Saviello/Tom Skolfield (5/0).**
6. **K-9 Sheriff's Department Purchase** – Four quotes were received for the purchase of a K-9 to replace K-9 Bain who retired with his owner, Sergeant Bean in December. The four quotes received were:
 - A. Prospect Canine out of New Hampshire: German Shephard for \$7,000.00,
 - B. Noble German Shepherds of Maine: German Shepherd for \$4,000.00, which is sold,
 - C. Robby Farms Kennels of Florida: German Shepherd for \$8,500.00, and
 - D. Von Woden Kennels of Maine: German Shepherd for \$5,000.00.**Motion to purchase K-9 Atlas from Von Woden Kennels for \$5,000: Tom Saviello/Jeff Gilbert (5/0).**
7. **Programming/Re-Entry Coordinator Job & Pay** – In November the Commissioners voted to accept a COSSUP Grant in the amount of 1 million dollars over the next three years. A portion of this fund will be used for two corrections officers and a Programming and Reentry Coordinator for a substance use recovery program at the jail. The civil position

will be responsible for the development and implementation of reentry programs for individuals transitioning from being incarcerated back into the community, along with data collection and data analysis. The pay range for this position is \$45,000 to \$85,000, based on experience and qualifications. **Motion to approve the Programming/Reentry Coordinator Job Description: Tom Saviello/Tom Skolfield (5/0).**

Motion to anticipate a pay scale of Grade 6 to a Grade 8 (\$45,000 to \$85,000) for this position posted as such: Tom Skolfield/Tom Saviello (5/0)

8. **RFQ for Jail Renovations through COSSUP Grant** – As part of the COSSUP Grant, approximately \$100,000 was set aside for renovations to the current 3 x 27 closet, extending a wall approximately 9 feet to create a 12 x 27 space which will create 3 office spaces for treatment and programming for residents at the jail.

Motion to Authorize Sheriff's Department to go out to bid for renovations to the jail with COSSUP Grant Funds: Tom Saviello/Tom Skolfield (4/1) Fen Fowler opposed.

9. **Compact Grant MOU** – In 2023 we began participating in the Maine Workforce Compact Grant which allows the County to submit for reimbursement of 50% of the cost for trainings and professional development. This allows us to stretch our training dollars. The program has currently restructured how we submit for reimbursements, which is now done electronically. **Motion to approve the HR Director to sign the MOU for 2025: Tom Saviello/Tom Skolfield (5/0)**

10. **Budget Committee Legislative Draft** – Commissioner Saviello requested that we draft changes to the Budget Committee before closure of the 2025 Legislative Session. He indicated that there are currently 2 Budget Committee Members per District with 1 member being rotated through each district. Going forward there will be 11 Budget Committee Members. He suggested that we change it to 1 Budget Committee Member per District with terms to be worked out as well as mileage being compensated to the Budget Committee Members over a certain distance. **Motion to go to the Legislature to ask for a revision of our County Budget to include 1 member per District to serve in 2-year terms instead of 3 and eliminate the rotating Member: Tom Saviello/Tom Skolfield (2/3) Bob Carlton, Jeff Gilbert and Fen Fowler opposed.**

OLD BUSINESS:

1. **Part-time Probate Clerk** - Register of Probate, Heidi Jordan, discussed the need for a part-time Clerk. The hiring of a part-time Probate Clerk was approved during the budget process and a candidate was selected in September. This matter was tabled when it came to the final approval of the Commissioners due to having a new Probate Deputy being hired and still being trained. At this time the new Deputy has been sworn in, and Heidi would like to move forward with the hiring of the part-time Clerk. This position would primarily be responsible for the compilation of data from the last 25 years to be bound in a single volume as well as the 90 years that have not been scanned. **Motion to approve this position: Tom Saviello/Fen Fowler.** A discussion was held with respect to the hours worked in a single workweek. Currently Probate employees works 32.5 hours per week. Commissioner Carlton inquired about going to a 40-hour work week. Commissioner Gilbert would like to make it clear that the new employee be hired specifically for scanning of the 90 years' worth of documents and the compilation of data from the last 25 years to be bound in a single volume. **Motion to**

Move the Question: Fen Fowler/Tom Saviello (2/3) Bob Carlton, Jeff Gilbert and Tom Skolfield opposed.

Rescind Motion to approve this position: Tom Saviello/Fen Fowler

Motion to hire Heidi Knight as the part-time Probate Clerk at a salary of \$26.16 per hour, for scanning documents and other things in the job description with a primary focus of scanning documents: Tom Saviello/Tom Skolfield

Motion to amend Motion to include 3 days maximum: Bob Carlton (Not Seconded).

Motion to hire Heidi Knight as the part-time Probate Clerk at a salary of \$26.16 per hour, for scanning documents and other things in the job description with a primary focus of scanning documents: Tom Saviello/Tom Skolfield (3/2) Bob Carlton and Jeff Gilbert opposed.

- 2. Approve Purchase and Sale Agreement with Russ Bassett Corp. for the Dispatch Consoles – This project was approved for funding in November 2024, \$61,857 in ARPA funds and the remaining balance coming out of the Reserves Funds. The lowest bidder for this project was Russ Bassett Corp. Motion to authorize the Communications Director to sign the Purchase and Sale Agreement with Russ Brackett Corp.: Tom Saviello/Tom Skolfield (5/0)**

- 3. Byron Road – Commissioner Saviello requested that we go to legislation to require the State of Maine take over the maintenance of the Byron Road in Township 6 that the County owns. A majority of the property on the road is owned by the State, 1/3 of the property is owned by the County, 1/3 by the Town of Weld and 1/3 of the property is located in Byron, Oxford County. Motion to allow Commissioner Skolfield, Commissioner Carlton and Commission Saviello work on legislation to give to give to our Legislative Delegation to pass the requirement of maintaining the Byron Road, Road 6, the Weld Highway, the Skolfield Memorial Cabin up to snuff: Tom Saviello/Tom Skolfield.**

Rescind Prior Motion to remove names.

Motion to work with our Legislation Delegation to introduce to Legislation to have the State take over maintenance and management of the Byron Road, so-called #6 Road: Tom Saviello/Tom Skolfield

Motion to submit to Legislation a bill to require the State take over maintenance of the #6 Road, so-called, Byron Road, in Township #6., the road leading from Weld to Byron: Tom Saviello/Tom Skolfield (5/0)

MISCELLANEOUS:

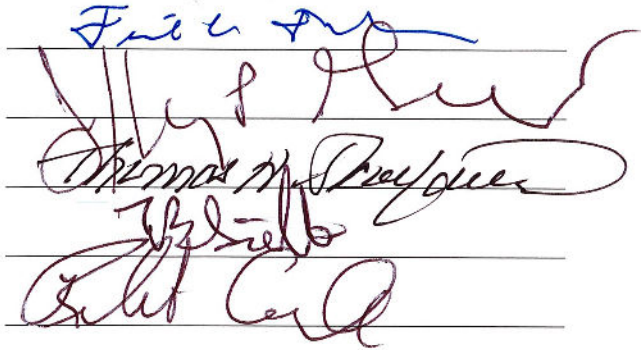
1. Commissioner Fowler requested that we limit the time of the meeting to meet for 2 hours then have a majority vote to extend the time every 15 minutes.
2. Commissioner Saviello discussed a number of matters that he would like to eventually be added to the Agenda.
 - A. An outside entity will be engaged to help define the issues facing County employees and to recommend a process of improvement.
 - B. Re-evaluation of reporting responsibilities.
 - C. Engaging an Attorney for clarify questions.

- D. Engaging the Probate Judge and request she provide supervision of the Register of Probate.
- E. Title 30-A § Inventory of Property – “By January 1st of each year, the county commissioners of each county shall make or require an inventory to be made of all property belonging to the county. Copies of the inventory shall be filed in the county commissioners' office by January 1st of each year.”
- F. Work with exempt employees that may have overtime that they incur.
- G. How many complaints have been filed against the county operations in the last three years? Specifically, the Registry of Deeds, Probate, Sheriff, DA's office, in other words the elected officials.
- H. Dismissal Policy.
- I. Communication between Commissioners, what is acceptable and what is not.
- J. He would like to be notified of any FOAA Requests.
- K. Personnel Evaluations – Set objectives at the beginning on the year and follow-up at the end of they to measure progress.
- L. §871 Budget Appropriations – “Notwithstanding [sections 2, 701](#) and [702](#), in Franklin County the county commissioners may appropriate money, according to a budget which must be approved by a majority of the county commissioners. [PL 1991, c. 495 (NEW).].” He would like to work towards living within the budget and
- M. Title 30-A 82, he does not believe as Commissioners, they are not in compliance
- N. Organizational Chart – he would like to have a clear understanding of the elected officials.
- O. OSHA and Workers Comp Incidents - he would like to start off each meeting with a TIR (Total Incident Rate).
- P. Why are there two UT Managers? As indicated by the Administrator, Tiffany Baker is the HR Director/Deputy County Administrator/Deputy UT Manager, so that if Amy is not available, Tiffany can step in.
- Q. Security System – Clarified.
- R. Commissioner Saviello restated Commissioner Skolfield's goal: “To foster and enhance an atmosphere that exhibits cooperation, harmony, uniformity, collaboration and trust among all of the various entities in Franklin County Government. I sense there is a discernible and compelling need for improvement in this. As newly elected office holders this could well be the optimum time to make it happen. A direct, candid, non-preferential and transparent approach should enable us to better the current situation. All county staff need to make the effort to pull together, understand and appreciate what each of us does and support one another in accomplishing our collective goals and objectives. The public we all serve deserve and should expect no less.”
- 3. Commissioner Skolfield indicated that this was going to be a good Board, and he was going to enjoy being a part of it. He would like to earmark this day for whatever it is to accomplish our goals and objectives.
- 4. It was discussed how an item is put on the Agenda. Items go to the County Administrator. Commissioner Carlton will then work with the County Administrator to set the Agenda.

WARRANTS: County AP, UT, ARPA, and Payroll – Motion to sign Warrants: Jeff Gilbert/Fen Fowler (4/1) Tom Saviello opposed.

ADJOURNMENT: Motion to adjourn at 2:00 p.m.: Fen Fowler/Tom Saviello (5/0)

A recording is available for this meeting.

The image shows three handwritten signatures in blue ink on lined paper. The first signature is 'Fen Fowler', the second is 'Jeff Gilbert', and the third is 'Tom Saviello'. Each signature is written on a separate line.

FRANKLIN COUNTY COMMISSIONERS

ATTEST: , CLERK