

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Bass Room, MaineHealth Franklin Hospital

DATE AND TIME: March 4, 2025, at 10:00 a.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.

RECOGNITION:

APPOINTMENTS:

- Appointment of Amy Bernard from Rumford, Maine as the County Administrator
- Flagg Staff/Mount Blue Advisory Committee

NEW BUSINESS:

1. Administrator's Report
2. Minutes
3. Treasurer's Report
4. Rescind of Minutes of February 4, 2025
5. Amend Minutes of February 4, 2025
6. UMF President, Joe McDonnell – Status of UMF
7. Charlie Woodworth – TIF Scholarship
8. Calderwood Engineering – Oberton Stream Bridge, Reeds Mill Road, Madrid Township – Bid Review
9. Jail Administrator Job Description
10. Opioid Committee – Request for Funds
11. RHR Smith & Co. – UT Engagement Letter for Audit
12. RFQ for HR Consulting Services
13. Memorandum of Agreement – NCEU
14. Road Postings
15. Probate Court – Billing
16. Strategic Planning Invoice
17. Letter of Support for the Arnold Trail Snowmobile Club

OLD BUSINESS:

1. Commissioner Meeting Operation and Ground Rules

MISCELLANEOUS:

WARRANTS: UT, County AP, ARPA, and Payroll

ADJOURNMENT:

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

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

**County Commissioner's Meeting
Agenda Discussion and Analysis
March 4, 2025**

Appointments: None

Agenda Item: Administrator's Report

- The EOC building has 80% of the flooring and ceiling complete, cabinets have been installed in the kitchen area as well as some of the bathroom facilities. The project is on track to be occupied on or around April 1st with the exception of the light fixtures.
- The county has received an initial quote for furniture for the new building, and Administration is working to reduce the cost where possible by bringing some furniture from the current spaces. The furniture has a budget included in the soft cost of the new building project.
- Effective February 24, 2025, Doug Blauvelt resigned as Jail Administrator. The Sheriff has informed the Administration that he will be utilizing Lt. John Donald in the interim to run the day-to-day operations until the position is filled. The job posting will be going out internally and externally as soon as the updated job description is approved.
- A deputy's cruiser was hit with minor damage in a plowing accident.
- Due to the lack of proper posting by the engineer, we have gone back out to bid for the Quick Stream Bridge, Reed Road, Salem Township project. Bids are due by March 28, 2025.

Recommendation: Motion to accept the Administrator's Report.

Minutes: Provided to you prior to the Commissioner's Meeting

Recommendation: Motion to approve the February 18, 2025, Minutes.

Treasurer's Report: Included in the packet

Recommendation: Motion to accept the Treasurer's Report.

Rescind the Motion to Approve the Minutes of February 4, 2025

Comment: The Commissioner Meeting Minutes of the February 4, 2025 inadvertently reported the Executive Session Motions incorrectly.

Recommendation: Motion Rescind the Minutes of February 4, 2025.

Amend the Minutes of February 4, 2025

Comment: The Commissioners approved the Commissioner Meeting Minutes for February 4, 2025 at the February 18, 2025 Meeting. There was an error in the reporting of the Executive Sessions, in that it looked like a motion was made in the Executive Session, however that was not what had occurred.

Recommendation: Motion to Amend the Commissioner Meeting Minutes of February 4, 2025.

UMF President, Joe McDonnell – Status of UMF

Comments: Commissioner Saviello spoke with the UMF President, Joe McDonald to give an update.

Recommendations: None at this time.

Charlie Woodworth – TIF Scholarship

Comments: The TIF Committee has made a recommendation to award Samantha Nevendomsky a scholarship in the amount of \$24,141. Samantha is attending the Beal College nursing program which has a work/study partnership with MaineHealth Franklin Hospital. The college has been late in invoicing the students, so Samantha did not apply in July. Beals College has recently sent out invoices. Sam is set to graduate in the Spring and completed an application to see her through graduation. Samantha's Application and the Committee's Scoring Rubric can be found in the Flower Folder.

Recommendation: Motion to approve TIF Scholarship for Samantha Nevendomsky in the amount of \$24,141.

Calderwood Engineering – Oberton Stream Bridge, Reeds Mill Road, Madrid Township – Bid Review

Comments: Calderwood Engineering will be present to open bids for the Oberton Stream Bridge, Reeds Mill Road, Madrid Township project.

Recommendation: None at this time.

Jail Administrator Job Description

Comments: The current job description for the Jail Administrator position is 10 years old. HR worked with the Sheriff and Chief to revise the job description to mirror some of the job functions, duties, and requirements from Somerset as they are a nationally accredited facility. The Sheriff and HR are looking for approval on the revised job description.

Recommendations: Motion to approve the revised Jail Administrator job description as written.

Opioid Committee – Request for Funds

Comments: Commissioner Saviello has requested this matter be brought to the Board.

Recommendations: None at this time

RHR Smith & Co. – UT Engagement Letter for Audit

Comments: The Treasurer has requested the Commissioner's authorize the Chair to sign the engagement letter from RHR Smith to provide audit services for the Unorganized Territories for the year ending June 30, 2024.

Recommendation: Motion to authorize the Chair to sign the engagement letter from RHR Smith.

RFQ for HR Consulting Services

Comments: When the Commissioners stepped into their roles, one of their main goals was to address any morale issues within the county. To begin this process, they have requested Administration develop an RFQ for HR consulting services to come in and survey the employees on a voluntary basis. This survey will consist of 1:1 meetings with staff who wish to participate. The RFQ is attached and needs approval before being posted.

Recommendations: Motion approve posting the RFQ for (3) three weeks with a submission deadline of March 28, 2025.

Memorandum of Agreement – NCEU

Comments: Back in December, the Administration had a camera installed in each the upper and lower control areas. The union reached out and requested to impact bargain over a change in working conditions. Administration and the union came to an agreement on the use of these cameras as well as establishing a process for future additions of electronic monitoring equipment at the jail.

Recommendation: Motion to sign the memorandum of understanding between the County and NCEU regarding electronic monitoring.

Road Postings

Comments: Due to the warm weather patterns and already visible frost heaves and mud, the County Administrator and Road Supervisor recommend posting the roads in the UT. Last year roads were posted on or about February 9, 2024. Typically, we would put this item in the Administrator's Report, however, it is unclear how the new Board would like to address this item.

Recommendation: Motion to authorize the Road Supervisor to post the roads when the surrounding towns roads are being posted.

Probate Court - Billing

Comments: Judge Joly has requested via a letter to the Board for this to be on the agenda for discussion. She will be present to discuss the matter.

Recommendation: None at this time.

Strategic Planning Invoice

Comments: Commissioner Saviello inquired as to payment of the Strategic Planning Invoice payment to The Meiorando Group. This was charged to the Countywide Advertising. A copy of the Vendor Detail Report is included in your packet. There was no budget for this. The County has a \$100,000 Contingency Fund that this should be charged off too.

Recommendation: None at this time.

Letter of Support for the Arnold Trail Snowmobile Club

Comments: Stephen St. Jean reached out to Commissioner Carlton requesting a letter of support of The Arnold Trail Snowmobile Club's grant application to construct a groomer barn facility in Eustis. A copy of the Letter of Support is included in your packet.

Recommendation: Motion to approve and send letter of support of The Arnold Trail Snowmobile Club's grant application to construct a new groomer barn facility in Eustis.

Old Business:

Commissioner Meeting Operation and Ground Rules

Comments: A draft was presented at the last meeting on February 18, 2025. The Commissioners voted to table the matter as there were some suggested edits. See the attached revised document.

Recommendation: None at this time.

PAM PRODAN, TREASURER – Report for March 4, 2025, meeting

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

General Fund Operating Cash \$3,970,236.12
General Fund Payroll Cash \$123,951.93
General Fund CDARS \$1,009,266.06
ARPA Fund Cash \$279,945.82
ARPA Fund CDARS \$1,200,000.00
UT General Fund Cash \$242,554.88
UT General Fund CDARS \$1,110,192.67
UT TIF Fund Cash \$620,812.71
UT TIF CDARS: \$3,723,719.69

Interest rates

General Fund Operating Cash 3.5% 1/31/2025 All invested w/Intrafi Cash Service at Androscoggin Savings
General Fund CDARS 3.5% 1/23/2025 All invested at Androscoggin Savings
ARPA Fund Cash 3.36% 1/31/2025 All invested w/ Intrafi Cash Service at Franklin Savings
ARPA Fund CDARS 3.5% 3/4/2025 All invested at Franklin Savings
UT General Fund Cash 3.5% 1/31/2025 All invested w/Intrafi Cash Service at Androscoggin Savings
UT General Fund CDARS 4.9% 1/23/2025 All invested at Androscoggin Savings
UT TIF Fund Cash 3.5% 1/31/2025 All invested w/Intrafi Cash Service at Androscoggin Savings
UT TIF CDARS: 4.4% 3/4/2025 26-week and 3.9% 3/4/2025 13-week at Androscoggin Savings

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. They have a grace period until interest begins on April 1, 2025. See the next page for second tax payments received as of Thursday, February 27, 2025.

Warrants

AP Warrants expected for signatures at 3/4/2025 meeting

AP County Warrant \$ _____
AP UT Warrant \$ _____
AP ARPA Warrant \$ _____

Payroll Warrant

Pay period from 2/2/2025 to 2/15/2025 \$206,892.32

SECOND TAX PAYMENTS

All of these were received as of Thursday, February 27, 2025:

AVON \$42,511.00

CARRABASSETT VALLEY \$802,937.00

CARTHAGE \$63,222.50

CHESTERVILLE \$117,493.50

DALLAS PLANTATION \$137,503.00

EUSTIS \$180,260.00

FARMINGTON \$534,285.00

INDUSTRY \$105,698.50

JAY \$343,669.50

KINGFIELD \$138,766.50

NEW SHARON \$102,574.50

NEW VINEYARD \$87,479.50

PHILLIPS \$84,671.00

RANGELEY \$610,040.00

SANDY RIVER PLANTATION \$127,954.50

STRONG \$85,619.00

TEMPLE \$43,424.00

WELD \$125,006.00

Jamie Sullivan

From: Bob Carlton <Bob@freemanridgeforestry.com>
Sent: Friday, February 21, 2025 12:54 PM
To: Tiffany Baker; Jamie Sullivan
Subject: FW: Flagstaff Advisory Committee

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

one more for the agenda

Sent via the Samsung Galaxy S21+ 5G, an AT&T 5G smartphone

----- Original message -----

From: "Vogel, Jim" <Jim.Vogel@maine.gov>
Date: 2/21/25 12:23 PM (GMT-05:00)
To: "Patterson, William A" <William.A.Patterson@maine.gov>, Bob Carlton <Bob@freemanridgeforestry.com>
Cc: Bob Luce <Bob@carrabassetcoffee.com>, Gavin Corbin <towncvtm@roadrunner.com>, Amy Bernard <abernard@franklincountymaine.gov>, Mike Soboleski <Mikesoboleski@aol.com>, russellblack51453@gmail.com
Subject: RE: Flagstaff Advisory Committee

Hello Bob:

Please send the contact information for whomever is selected to represent Franklin County on the Flagstaff Advisory Committee and I will add them to the roster. I will also be glad to forward to that person messages and documents already sent to the committee during the course of the ongoing plan review and update. The documents are also available on the [plan webpage](#).

Regarding other plan areas:

All of the Tumbledown-Mount Blue Region lies Franklin County. Most of the BPL public lands in the Western Mountain Region lie within Oxford County, but the Four Ponds and Bald Mountain-Oquossuc Units plus a few small public lots lie within Franklin County. There are no plan updates or other reasons for engagement with the advisory committees scheduled for at least the next year or more in those areas, but we would be happy to add county representation to those AC rosters as well, if interested (can be different individuals than whomever joins the Flagstaff AC).

Regards,
Jim

Jim Vogel

Senior Planner, Bureau of Parks and Lands

Office: (207) 287-2163

Mobile: (207) 446-3909

From: Patterson, William A <William.A.Patterson@maine.gov>

Sent: Friday, February 21, 2025 11:23 AM

To: Bob Carlton <Bob@freemanridgeforestry.com>; Vogel, Jim <Jim.Vogel@maine.gov>

Cc: Bob Luce <Bob@carrabassetcoffee.com>; Gavin Corbin <towncvtm@roadrunner.com>; Amy Bernard <abernard@franklincountymaine.gov>; Mike Soboleski <Mikesoboleski@aol.com>; russellblack51453@gmail.com

Subject: Re: Flagstaff Advisory Committee

Hi Bob,

Thanks for reaching out, we'd be glad to have County representation, it's a good idea. Participation is based on interest and we are always open to new members. Your email prompts us to think about other counties too.

Attached is the current list of members FYI and Jim will be reaching out to you to confirm who you would like to have participate. We have a couple other Advisory Committees in Franklin County so we will look to plug you onto those too if interested.

Thanks, Bill

From: Bob Carlton <Bob@freemanridgeforestry.com>

Sent: Thursday, February 20, 2025 5:48 PM

To: Vogel, Jim <Jim.Vogel@maine.gov>; Patterson, William A <William.A.Patterson@maine.gov>

Cc: Bob Luce <Bob@carrabassetcoffee.com>; Gavin Corbin <towncvtm@roadrunner.com>; Amy Bernard <abernard@franklincountymaine.gov>; Mike Soboleski <Mikesoboleski@aol.com>; russellblack51453@gmail.com <russellblack51453@gmail.com>

Subject: Flagstaff Advisory Committee

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, my name is Bob Carlton and I am a Franklin County Commissioner who represents District 4 which encompasses the Bigelow Preserve and much of the land adjacent to Flagstaff lake.

I recently had a discussion with a member of the Flagstaff Advisory Committee who inquired why there was no 'county representation'. Bill, once again I am disturbed that there has never been a request for someone from the county to sit on this committee. The county has invested TIFF dollars for trail work adjacent to the preserve and works closely with the surrounding towns. As a licensed Forester with 40+ years of experience I am very familiar with the preserve. I would like to request that a representative from Franklin County have an appointed seat on the Flagstaff Advisory Committee.

Thank you,

Bob Carlton

Bob Carlton, LPF 966



Proven Expertise & Integrity

August 19, 2024

Ms. Terry Brann, Chairman
Franklin County Unorganized Territories
140 Main Street
Farmington, Maine 04938

Dear Ms. Brann,

We are pleased to confirm our understanding of the services we are to provide for the Franklin County Unorganized Territories for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements, including the disclosures, of the Franklin County Unorganized Territories of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Franklin County Unorganized Territories' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Franklin County Unorganized Territories's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Franklin County Unorganized Territories's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Schedule of Departmental Operations - General Fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second

paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records of the Franklin County Unorganized Territories, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Franklin County Unorganized Territories' compliance with provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, and related notes of the Franklin County Unorganized Territories in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating

an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Unorganized Territories; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed the amount broken down as follows:

June 30, 2024:

Financial Statement Audit

\$2,760

Additional annual price of Single Audit (if necessary) - \$5,000 for one major program and \$3,000 for each major program thereafter

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue written reports upon completion of our audit of the Franklin County Unorganized Territories's financial statements. Our reports will be addressed to the Board of Commissioners of the Franklin County Unorganized Territories. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Franklin County Unorganized Territories is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Franklin County Unorganized Territories and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs
RHRS/YB/24

RESPONSE:

This letter correctly sets forth the understanding of the Franklin County Unorganized Territories.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

*The contents included are only valid for 30 days from the date of this contract.
If contract is not executed within the 30-day period, terms and conditions, including pricing, may be subject to change.*

Rodrigues, Drum & Company, LLC

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 2979
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the
Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs for the year ended September 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.

Rodrigues, Drum & Company, LLC

June 12, 2024

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

Request for Qualifications (RFQ) for HR Consulting Services

Issued by: Franklin County

March 24, 2025

Franklin County is seeking qualified HR consultants who have experience in conducting workplace culture assessments. Our organization provides services to the public and is made up of 87 employees including three unions, nonunion, and elected officials. We believe that a healthy work culture is key to employee engagement, satisfaction, and organizational success. In this light, we are aiming to assess the current state of our workplace culture and gain insights that will help us align our culture with our business goals, values, and employee needs.

Scope of Work

The selected IIR consultant(s) will be expected to provide expertise and support in one or more of the following areas:

- Employee engagement interviews and analysis
- Prepare an action plan for management to address concerns collected through interviews

Consultant Qualifications

Interested consultants must meet the following minimum qualifications:

Experience:

- At least 5 years of experience in HR consulting.
- Proven track record of successfully surveying and advising organizations of similar size and industry.
- Experience working with organizations on IIR-related strategic initiatives.
- Demonstrated expertise in employee relations, cultural evaluations, and employee engagement.

Certifications & Education:

- One or more relevant certifications preferred: SHRM-CP, SHRM-SCP, PHR, SPHR.
- Bachelor's degree or higher in Human Resources, Business Administration, or a related field.

Capabilities:

- Ability to conduct HR audits and assessments.
- Strong understanding of local, state, and federal labor laws and regulations.
- Familiarity with HR software and tools.

- Expertise in handling confidential and sensitive information.

References:

Provide at least three client references from previous HR consulting engagements, including details on the scope of work and outcomes upon request.

Proposal Expectations

1. A detailed proposal providing the following:
 - Overview of your company/consulting firm and qualifications.
 - Outline of your experience and expertise in HR consulting.
 - Approach and methodology for providing the services outlined in the Scope of Work.
 - Case studies or examples of past consulting projects relevant to our needs.
2. Pricing and Fee Structure:
 - Please provide a detailed breakdown of your pricing structure (hourly rates, project-based rates, or retainer options).
 - Include any additional costs (travel, materials, etc.).

Certifications and Resumes:

Copies of relevant certifications and qualifications of your consultants/team members upon request.

Submission Deadline

All responses must be received by March 28, 2025. Late submissions will not be considered.

Submission Instructions

Please submit all requested materials electronically to tbaker@franklincountymaine.gov or by mail to the address below:

Commissioner's Office
140 Main Street, Suite 3
Farmington, ME 04938

Submissions must include the title "Bid Submission for HR Consulting Services".

Contact Information

For any questions regarding this RFQ, please contact:

Tiffany Baker
Human Resources Director
tbaker@franklincountymaine.gov
207-778-6614

Franklin County Position Description

Position Title: Jail Administrator

Department: Corrections

FLSA Status: Exempt

Reports to: Sheriff/Chief Deputy

Effective Date: 03/04/2025

Job Summary:

This is an executive level position which reports directly to the Sheriff and/or Chief Deputy. The Administrator meets all the County's correctional responsibilities by managing, operating, and controlling all day-to-day activities, security, financial and personnel aspects of the Franklin County Jail. Establishing personnel practices and assist HR Director on hiring staff, and overall training, working with existing jail personnel, working with existing jail supervisors. Responsibilities also include operating the direct supervision jail in compliance with Maine law, jail standards, professional correctional practices and American Correctional Association Standards for adult detention facilities. Work includes planning, organizing, directing and coordinating the security and classifications of inmates, creating budgets and oversight of financials.

Essential Job Functions:

- Ensures safe and secure operations of the Franklin County Jail, by developing, implementing and monitoring compliance with policies and procedures for the jail and support functions in conjunction with HR Director.
- Achieves financial objectives by preparing an annual budget for approval by the Sheriff and the Chief Deputy; scheduling expenditures; maintaining necessary fiscal records and accounting procedures; analyzing variances; initiating corrective actions; holding staff responsible for their part of the budget; and identifying revenue opportunities.
- Ensures a quality corrections facility in the daily operations of a 39 bed jail facility, including delegation of authority to subordinate supervisors responsible for different functional areas of the facility and different shifts.
- Develops jail operations policies in conjunction with the HR Director for approval by the Sheriff and County Administration.
- Establishes and implements procedures in conjunction with County policies.
- Establishes and maintains performance-based systems to monitor, provide quality assurance, and improve Jail operations.
- Assist the Sheriff in attending Commissioner meetings on matters pertaining to the Jail and present information as necessary.

- Responsible for the development/revision of job descriptions with guidance from the IIR Director and Sheriff.
- Ensures staff performance by coaching, counseling, disciplining, resolving grievances of staff members; planning, monitoring, and appraising job results.
- Oversees the the training unit that provides training to all employees to ensure compliance.
- Ensures legal compliance by directing legal questions and coordinating with County legal counsel and County Administration and Sheriff as required, maintaining a working knowledge of contemporary correctional philosophies, emergency correctional case load, criminal law, court proceedings, and the county and state government organization.
- Ensures proper records by establishing and monitoring all records, security, inmate classification, inmate programs, and activities.
- Ensures that the Jail is operated pursuant to Maine Correctional Standards and American Correctional Association Standards.
- Ensures that personnel assigned to the Jail and others authorized to work in the jail, including volunteers, contract personnel, and others, have necessary and appropriate training and orientations to their jobs and the jail itself.
- Ensures that specialty care providers inside the jail including health care providers, program providers, maintenance personnel, and food service are properly supervised and qualified.
- Ensures that safety and health policies are enforced by attending required safety training programs; report all accidents, and suspected safety hazards to the proper authority.
- Coordinates and communicates with other law enforcement and social service agencies throughout the counties and the State.
- Monitors jail population levels and takes necessary actions to avoid crowding by coordinating with other local criminal justice officials, presenting data, and recommending methods to control or reduce population growth.
- Reports on significant incidents and other pertinent data to the Sheriff, the Maine Department of Corrections, and County Administration.
- Informs and involves the community in the Jail's activities as appropriate and communicates with the public as the Authority's spokesperson.
- Maintains professional and technical knowledge by attending educational workshops, establishing personal networks, participating in professional societies; staying abreast of current literature and developments in the field of corrections and jail management and encourages staff to do the same.

Other Duties and Responsibilities:

- Be committed to the mission of the Jail.
- Work as a member of a team in the performance of duties.
- Be punctual for scheduled work and use time appropriately.
- Work in harmonious relationship with staff and community.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Understand and work within the County and Sheriff's Policies and Procedures.
- Work collaboratively as a member of a team with various groups.
- Accept shared responsibility with other team members to successfully accomplish goals of each team of which they are a member.
- To assure quality in work performed to order to facilitate the delivery of quality services.
- Maintain confidence and protect the County by keeping information concerning clients and operations confidential.
- Directing administrative staff in the collecting of necessary information for the creation of reports.
- Performs other related duties as required by the Jail Authority.

Required Knowledge/Skills/Abilities:

- *Working knowledge of jail operations*
- *Understanding of direct supervision of jail principles*
- *Ability to effectively manage people*
- *Ability to work with the Franklin County Sheriff/Chief Deputy in a collaborative and effective manner*
- *Commitment to running a safe and secure jail with an emphasis on programming to provide inmates with tools to better themselves*
- *Sensitivity to community concerns*
- *Knowledge of budgeting and personnel systems preferred.*
- *Ability to remain composed in emergency situations*
- *Commitment to accreditation and standards compliance*

Education and Experience:

- *Minimum high school diploma or equivalent.*
- *Associates degree in Public Administration or (4) years of experience as a manager in the public sector preferred.*
- *A minimum of two (2) years of Corrections or Law Enforcement experience required.*
- *Must possess a valid Maine Driver's license.*

Physical Requirements:**Percentage of Work Time Spent on Activity**

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

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:

Commissioner Chair Bob Carlton

Commissioner Thomas Skolfield

Commissioner Thomas Saviello

Commissioner Jeffrey Gilbert

Commissioner Fen Fowler

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE FRANKLIN COUNTY COMMISSIONERS
AND
THE NATIONAL CORRECTIONAL EMPLOYEES UNION
FOR THE LOCAL 111 FRANKLIN COUNTY SHERIFF'S DEPARTMENT
CORRECTIONS BARGAINING UNIT

WHEREAS, the National Correctional Employees Union ("NCEU") is the exclusive bargaining agent for the Local 111 Franklin County Sheriffs Department Corrections 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 NCEU (collectively the "Parties") are parties to a collective bargaining agreement effective July 1, 2024-June 30, 2027 (the "CBA"); and,

WHEREAS, the County installed a security camera within the Central Control Areas of the Franklin County Jail, which substantially changed the working conditions of Local 111 members; and,

WHEREAS, the Parties met to negotiate in good faith the impact of this change in working conditions on January 14, 2025, and wish to implement the agreed upon terms of this change.

NOW THEREFORE, the Parties hereby agree as follows:

1. The County may use video surveillance for the purpose of staff supervision in both the upper and lower Central Control areas, including but not limited to, security cameras, and any evolution of these technologies for operational purposes.
2. Monitoring of employees will be limited to legitimate operational/business purposes. The County will not engage in data collection in restrooms, dressing rooms, lactation rooms or other areas prohibited by law.
3. The County will provide notice to impacted employees of non-public electronic monitoring systems in their workplace. Employees will acknowledge receipt of this notice in writing.
4. The County will provide thirty (30) days' notice to the NCEU of its intent to utilize any new surveillance technology, not identified above, that may impact conditions of employment. The NCEU may, during this thirty (30) day period, request to engage in bargaining over the impact of the County's decision. Any updates to existing equipment or software systems already in use will not constitute new surveillance technology unless such updates substantially alter the original capabilities of an existing system.
5. Video data collected from non-public areas, such as the Central Control areas, may only be reviewed in response to reported allegations of misconduct as part of the investigation process, or as part of a monthly audit process.

6. Data from video surveillance systems in the Central Control areas may be utilized as part of a disciplinary investigation into potential misconduct and/or to discipline employees pertaining to the performance of their job duties and/or compliance with State law and/or County policies and procedures. Data gathered during the monthly audit process may be used to administer discipline only for the following misconduct:
 - i. Sexual activity;
 - ii. Offensive physical contact;
 - iii. Unsafe acts committed within the control room including horseplay or other acts that may lead to physical injury or destruction of personal or private property;
 - iv. Repeated violation of policy if a warning has been previously issued.
7. The video surveillance system in the Central Control areas may only be monitored or reviewed by the Sheriff or Chief.

The Parties hereby agree to this Memorandum of Agreement by the undersigned COUNTY and NCEU representatives:

FOR FRANKLIN COUNTY:

FOR THE NCEU:

Amy Bernard Date
County Manager

Giovanna Peruzzi Date
NCEU Labor Representative

Scott Nichols Date
Franklin County Sheriff

John Coleman Date
NCEU Local 111 President

Tom Saviello Date
Franklin County Commissioner

Fen Fowler Date
Franklin County Commissioner

Tom Skolfield Date
Franklin County Commissioner

Vendor Detail Report

ALL Months
Single Vendor

02/27/2025

Page 1

Per	Wrnt	Jrnl	Date	Account	Invoice	Description	RCB	Type	Check	Amount
01171 Patrick Ibarra										
02	0065	0651	02/04/25	E 098-7350	04-2025	Strategic Plan	A		31779	43,604.62
AP Total										43,604.62
Vendors Listed					1	Final Total				43,604.62



Franklin County, Maine

March 4, 2025

Northern Boarder Regional Commission
53 Pleasant Street, Suite 3602
Concord, New Hampshire 03301

RE: The Arnold Trail Snowmobile Club

Dear NBRC Catalyst Program Review Committee,

On behalf of the Franklin County Commissioners, we are writing to express our full support for the Arnold Trail Snowmobile Club's application for a grant to construct a groomer barn facility through the Catalyst Program. As local government representatives, we are deeply invested in the health and vitality of our community, and we believe this project will have significant benefits for our residents, visitors, and local economy.

The Arnold Trail Snowmobile Club plays an essential role in maintaining and improving snowmobile trails throughout Northern Franklin County, which attract outdoor enthusiasts and tourists to the region. The construction of a dedicated groomer barn facility will enhance the club's ability to provide a safe and well-maintained trail system, ensure timely and effective grooming, and increase the safety and enjoyment of the recreational users who rely on these trails.

In addition to its direct impact on recreational opportunities, the project will support local businesses by increasing tourism during the winter season, which is crucial to the economic health of Franklin County. A modern, efficient groomer barn will also reduce operational costs and enhance the club's capacity to serve the community and meet growing demand.

The Arnold Trail Snowmobile Club has secured a permanent Lease for the facility from the Town of Eustis and has begun developing construction plans. We fully support this grant application and encourage your consideration of this project.

140 Main Street, Suite 3, Farmington, Maine 04938. (207) 778-6614

Tom Saviello	Fen Fowler	Tom Skolfield	Bob Carlton	Jeff Gilbert
District #1	District #2	District #3	District #4	District #5

Amy Bernard
County Administrator
abernard@franklincountymaine.gov



Franklin County, Maine

Thank you for considering the Arnold Trail Snowmobile Club's grant application.

Sincerely,

Bob Carlton,
Franklin County Commissioner, Chair

BC/js

140 Main Street, Suite 3, Farmington, Maine 04938. (207) 778-6614

Tom Saviello	Fen Fowler	Tom Skolfield	Bob Carlton	Jeff Gilbert
District #1	District #2	District #3	District #4	District #5

Amy Bernard
County Administrator
abernard@franklincountymaine.gov

STANDARD OPERATING PROCEDURE (SOP)

County Commissioners Meeting Ground Rules

Effective Date:

1. Purpose

The purpose of this SOP is to establish clear and consistent guidelines for conducting County Commissioners' meetings to ensure order, respect, and efficiency in the decision-making process. At a minimum, these rules will be reviewed at the first Commissioner's meeting in January. They can also be modified at anytime during the year.

2. Scope

This SOP applies to all individuals participating in a County Commissioners meeting, including Commissioners, staff, and members of the public.

3. Definitions

- **Chairperson:** The Commissioner presiding over the meeting.
- **Vice Chair:** Elected as the back-up in the Chair cannot chair the meeting.
- **Public Comment Period:** A designated time for members of the public to address the Commissioners on non-agenda items. This will be at the opening of the meeting after the Pledge, Administrator update and approval of the meeting minutes.
- **Agenda Items:** The specific topics or matters that will be discussed during the meeting.
- **Executive Sessions:** Topics that are appropriate to discuss outside of the public forum and allowed by law.

4. Procedure

4.1 Agenda Setting

- Suggested Agenda items shall be presented to the Administrator. The Chair or Vice Chair in his absence shall approve or amend the Agenda by Thursday the week before each meeting.

- Receipt of the suggested Agenda items is to be acknowledged by the Administrator.
- If the Agenda item is not included, a reason will be provided to the member(s) as to why it was not included.

4.2 Respectful Communication

- All participants must communicate respectfully, addressing each other with professionalism.
- When speaking, participants must address the Chairperson and wait to be recognized before making comments.
- Interruptions are prohibited unless directed by the Chairperson.
- Disruptive behavior, including shouting, side conversations, or interfering with the meeting, will not be tolerated.
- Attendees causing disruptions may be asked to leave the meeting at the discretion of the Chairperson.
- Proper decorum is expected to be maintained and will be enforced by the Chair.

4.3 Staying on Topic

- Meetings are to begin with reciting the Pledge of Allegiance.
- All discussions must remain relevant to the agenda items.
- The agenda must be followed unless a specific request is made at the beginning of the meeting. A vote must be taken.
- Any concerns or matters not on the agenda should be addressed during the Public Comment period.
- The miscellaneous Agenda item at the end of the meeting will be the place where Commissioners may bring up items that are not on the agenda.

4.4 Time Management

- Meetings are to begin on time.
- The Chairperson will call for a motion to table or extend discussion if necessary.
- There will be a 15-to-30-minute break if the meetings go over two hours as designated by the Chair, unless there is a unanimous consent to continue.

4.5 Public Comment Procedures

- Members of the public may speak only during the designated Agenda item after the Commissioner and staff complete their discussions.
- Speakers must identify themselves by name and residing town.
- Public comments must remain on-topic and within the designated time limit.
- Personal attacks or inappropriate language are not permitted.

4.6 Decision Making

- Robert's Rules of Order will be used to run the meetings.
- Commissioners will engage in respectful dialogue regarding each agenda item.

4.7 Conflicts of Interest

- Commissioners are required to disclose any potential conflicts of interest or the appearance of a conflict of interest prior to discussion or voting on an agenda item.
- Disclosures will be recorded in the meeting minutes.

4.8 Voting Procedures

- Votes will be taken following the discussion of an agenda item.
- The Chairperson will call for a motion, a second, and a vote.
- The results of the vote will be recorded and included in the meeting minutes.
- Executive sessions will be captured by vote at time of entry, exit, and any actions taken.

4.9 Recording the Meeting

- All meetings will be recorded for the purpose of accurate minutes.
- Attendees must refrain from interrupting the recording process.

4.10 Legal and Ethical Standards

- Commissioners and all meeting participants must comply with applicable laws, ethical standards, and county policies during the meeting.

5. Responsibilities

- **Chairperson/Vice Chair:** Responsible for enforcing these ground rules, managing the agenda, and ensuring that the meeting is conducted respectfully and efficiently.
- **Commissioners:** Responsible for adhering to these ground rules and participating respectfully in the meeting.
- **Staff:** Responsible for adhering to these ground rules and participating respectfully in the meeting.
- **Public:** Responsible for adhering to the time limits and conduct guidelines during public comment periods.

6. Records

- **Meeting Minutes:** All meetings will be documented through official meeting minutes, which will include decisions, votes, and public comments.
- **Agendas and Minutes:** will be available to the public on the county's website and at the Commissioners' Office.
- **Recording:** A recording of the meeting will be made available to the public upon request.

7. Miscellaneous

- Business casual attire will be required at all meetings.
- Time will be set aside at the end of each meeting to provide feedback on what went well, what improvements might be considered and possible Agenda items for the next meeting.
- Staff that are not on the agenda do not need to attend the meetings.

8. Meeting Attendance:

- Commissioners are expected to attend all meetings.
- Commissioners should notify the administration if you anticipate being late or missing a meeting within 24 hours or as soon as reasonably possible.
- The public is welcome to attend.
- Reporters are welcome to attend. The Administrator and Administrative Assistant are expected to attend.
- Other staff members may attend if they are on the agenda.
- Staff members not on the Agenda may attend as citizens.
- Elected county officials may attend, if they desire to do so.

9. Meeting Time and Locations:

- Unless a change is made Meeting will start at 10 on the 1st and 3rd Tuesday of each month?
- Future meetings may be held at different times during the year.
- Future meetings will be at the new Emergency Operations Center or in various towns in Franklin County.
- Proper notifications will be made if the meeting location and/or times change.

This SOP provides a structured approach to ensuring that meetings are conducted professionally and with respect to all participants.

**Acknowledgment of Standard Operating Procedure
County Commissioners Meeting Ground Rules**

We, the undersigned, acknowledge that we have received, read, and understand the Ground/Operations Rules governing the County Commissioners' meetings. We agree to comply with the guidelines and procedures outlined in these rules, attached hereto.

By signing below, we affirm our commitment to conduct the business of the County Commissioners in accordance with these rules to promote efficiency, respect, and transparency.

Date: _____

Bob Carlton
Franklin County Commissioner

Date: _____

Thomas Saviello
Franklin County Commissioner

Date: _____

Thomas Skolfield
Franklin County Commissioner

Date: _____

Jeff Gilbert
Franklin County Commissioner

Date: _____

Fen Fowler
Franklin County Commissioner