

## FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

**LOCATION:** Franklin County Superior Courtroom

**DATE AND TIME:** April 1, 2025 @ 9:00 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.

**APPOINTMENTS:** None

### **NEW BUSINESS:**

1. Courthouse Remodel – Electrical Bid Review/Award
2. Quick Stream Bridge, Reed Road, Salem Township – Bid Review/Award
3. HR Consulting Bid Review (open and schedule interviews)
4. MCCA On-site Meeting in July
5. Commissioner Meeting – April 15, 2025
6. Summerfest – Use of parking lot on July 26, 2025
7. Sheriff's Office - Scheduling Software
8. FY2026 Budget
  - A. 10 – EMA
  - B. 15 – District Attorney
  - C. 16 - Superior Court
  - D. 20 – Commissioner's Office
  - E. 25 – Treasurer's Office
  - F. 30 – Technical Services
  - G. 40 – Facilities
  - H. 65 – Registry of Deeds
  - I. 70 – Registry of Probate
  - J. 75 – Sheriff's Department
  - K. 80 – Communications
  - L. County-Wide
    - i. Other Expenditures
    - ii. Program Grants
      - a. Franklin County Extension Association
      - b. Franklin County Soil & Water
      - c. Franklin County Task Force
      - d. Franklin County Adult and Community Education
      - e. Western Maine Community Action
      - f. Seniors Plus

- g. SAPARS
- h. Andwell Health Partners
- i. Greater Franklin Development Corp.
- j. Franklin County Firemen's Association
- k. Western Maine Transportation
- l. Safe Voices
- iii. Debt Services
- M. Jail

**OLD BUSINESS: None**

**MISCELLANEOUS:**

**WARRANTS: None**

**Executive Session 1 M.R.S. 405(6)(A) – Personnel Matter – Complaint**

**ADJOURNMENT:**

**County Commissioner's Meeting  
Agenda Discussion and Analysis  
April 1, 2025**

**Appointments: None**

**Agenda Item: Administrator's Report**

- Legal RFPs are due back on April 11, 2025, and will be opened at the following Commissioners meeting.
- Update of the Emergency Operation Center, the electrical is all in, HVAC is being commissioned on Monday or Tuesday of next week, we are waiting on lights which have been on backorder, earthwork will still need to be completed once the frost is out of the ground.
- We are preparing the salt bid to go out for the UT.
- A report was filed with the Department of Labor-OSHA Division regarding concerns of lead exposure at the courthouse. They performed an inspection on Friday, March 21<sup>st</sup> and collected three swabs for testing on areas that were completed; and we are waiting for the test results to come back. A final report will be provided to the County including findings and corrective action(s) should there be any.
- We are on track to have the DA's office moved to the Courthouse by April 1<sup>st</sup>. They plan on working remotely for that first week. The first day they will be at the Courthouse will be April 7<sup>th</sup>.
- RHR Smith is intending to keep us on as a client. We should be receiving the engagement letter soon. The County will need to sign and return the contract to RHE Smith as soon as possible.
- EMA Deputy Director interviews were conducted on March 28<sup>th</sup>. Commissioner Saviello was on this panel. At the next meeting, you will get an update on the panels decision on hiring.

**Recommendation: Motion to accept the Administrator's Report.**

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

**Recommendation: Motion to approve the March 18, 2025, Minutes.**

**Treasurer's Report:** Included in the packet

**Recommendation: Motion to accept the Treasurer's Report.**

### **Courthouse Remodel – Electrical Bid Review/Award**

**Comment:** As of the writing of this report, we have received 2 bids for the electrical work to be completed at the Courthouse. Bids close at 4:00 p.m. on March 28, 2025. All sealed bids will be brought to the Commissioners meeting on April 1, 2025, to be opened, reviewed and awarded.

**Recommendation: None at this**

### **Quick Stream Bridge, Reed Road, Salem Township – Bid Review/Award**

**Comment:** Steve Govoni will be present to open bids for the Quick Stream Bridge, Reed Road, Salem Township project.

**Recommendation: None at this time.**

### **HR Consulting Bid Review (open and schedule interviews)**

**Comments:** As of the writing of this Report, we have received 5 bids for an HR consultant who has experience in conducting workplace culture assessments. Bids close at 4:00 p.m. on March 28, 2025. All sealed bids will be brought to the Commissioners' meeting on April 1, 2025 to be opened and reviewed.

**Recommendation: Motion to authorize HR to review the bids ensuring they meet the qualifications and arrange interviews with consultants.**

### **MCCA On-Site Meeting in July**

**Comments:** Commissioner Carlton spoke with Andre Cushing, President of the MCCA. He is requesting that the MCCA hold their meeting at the Emergency Operation Center in July.

**Recommendation: Motion to host MCCA Meeting in July**

### **Commissioner Meeting – April 15, 2025**

**Comments:** Commissioner Carlton and the County Administrator will be on vacation during the week of the April 14<sup>th</sup> and will be unavailable to attend the April 15, 2025,

Commissioner Meeting. You need to determine whether you will still hold the meeting on April 15<sup>th</sup> or if you would like to move it to the week of April 7<sup>th</sup> or the week of April 21<sup>st</sup>.

**Recommendation: Set next Commissioners Meeting**

**Summerfest – use of parking lot on July 26, 2025**

**Comments:** Susan Terese is requesting use of the parking lot on Church Street for Summerfest. They use the parking lot annually for the setup of food vendors for the event.

**Recommendation: Motions:** Approve the request to use the parking lot on July 26<sup>th</sup>.

**Sheriff's Office – Scheduling Software**

**Comments:** The Sheriff's department would like to implement new scheduling software to replace the paper timesheets they currently use. This will reduce the work involved in processing payroll both on the Sheriff's side as well as payroll processing. The goal for implementation is July 1, 2025. The set-up, implementation and service for the first year is \$6,411.75. This cost will be shared between the Sheriff's office and the Treasurer's Department.

**Recommendation:** Authorize the Sheriff to sign the 3-year contract on behalf of the County for the PowerDMS scheduling software.

**FY2026 Budget**

**Comments:** The Commissioners will be reviewing the FY2026 Budget by department.

**Recommendation:** Set the Commissioner Budget

**Old Business: None**

**PAM PRODAN, TREASURER – Report for April 1, 2025, meeting**

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

**General Fund Operating Cash \$4,104,590.35**

**General Fund Payroll Cash \$769,070.80**

**General Fund CDARS \$0.00**

**ARPA Fund Cash \$647,697.42**

**ARPA Fund CDARS \$750,000.00**

**UT General Fund Cash \$1,970,765.61**

**UT General Fund CDARS \$0.00**

**UT TIF Fund Cash \$789,227.40**

**UT TIF CDARS: \$3,012,927.67**

**Interest rates**

General Fund Operating Cash 3.5% 2/28/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 3.0% 2/28/2025 All invested w/ Intrafi Cash Service at Franklin Savings

ARPA Fund CDARS 3.5% 3/20/2025 All invested at Franklin Savings

UT General Fund Cash 3.5% 2/28/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.5% 2/28/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS: 4.4% 3/18/2025 26-week and 3.9% 3/18/2025 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 Friday, March 28, 2025. As of this report, the General Fund Taxes Receivable balance is \$207,851.50.

**Warrants**

**AP Warrants expected for signatures at 3/18/2025 meeting**

AP County Warrant \$235,114.79

AP UT Warrant \$354,906.16

AP ARPA Warrant \$26,271.34

**Payroll Warrant**

Pay period from 3/2/2025 to 2/15/2025 \$220,976.75

## SECOND TAX PAYMENTS

All of these were received as of Friday, March 28, 2025:

AVON \$42,511.00  
CARRABASSETT VALLEY \$802,937.00  
CARTHAGE \$63,222.50  
CHESTERVILLE \$117,493.50  
COPLIN \$41,423.00  
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  
WILTON \$283,290.50

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-159120	Order #:	Q-352636
Customer:	Franklin County Sheriff's Office (ME)	Valid Until:	5/30/2025
Effective Employee Count:	75		
Sales Rep:	Tim Hill		

Customer Contact			
Billing Contact:	Franklin County Sheriff's Office (ME) Tiffany Baker	Shipping Contact:	Franklin County Sheriff's Office (ME) Tiffany Baker
Billing Address:	123 County Way Farmington, ME 04938	Shipping Address:	123 County Way Farmington, ME 04938
Billing Contact Email:	tbaker@franklincountymaine.gov	Shipping Contact Email:	tbaker@franklincountymaine.gov
Billing Phone:	2078604251	Shipping Phone:	2078604251

Payment Terms			
Payment Term:	Net 30	Notes:	FCSO, thank you for the privilege of your business!
PO Number:			Tim

**Subscription Service**

Year One **PowerTime + Setup & Implementation - 49 Users**

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
PowerTime Subscription	Recurring	7/1/2025	6/30/2026	49	Employee Based	\$3,708.00
Subscription for staff scheduling for a single agency. Includes public safety scheduling, rotations, time off, calendar editor, email notifications, payroll export and digital staffing board.						
PowerTime Setup	Services			49	Employee Based	\$2,703.75
Services to setup PowerTime for an agency includes Importing Employee List from Excel, Create Unit and Base/Employee Templates, One 2-3-hour Online Admin Training Session, One 1-hour follow-up Online Q&A Session						
<b>Year One TOTAL:</b>						<b>\$6,411.75</b>

Year Two **PowerTime - 49 Users**

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
PowerTime Subscription	Recurring	7/1/2026	6/30/2027	49	Employee Based	\$3,708.00
Subscription for staff scheduling for a single agency. Includes public safety scheduling, rotations, time off, calendar editor, email notifications, payroll export and digital staffing board.						
<b>Year Two TOTAL:</b>						<b>\$3,708.00</b>

Year Three

PowerTime - 49 Users

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
PowerTime Subscription	Recurring	7/1/2027	6/30/2028	49	Employee Based	\$4,532.00
Subscription for staff scheduling for a single agency. Includes public safety scheduling, rotations, time off, calendar editor, email notifications, payroll export and digital staffing board.						
<b>Year Three TOTAL:</b>						<b>\$4,532.00</b>
<b>Total:  </b>						<b>\$14,651.75</b>

**This price does NOT include any sales tax. Total in USD**

**Additional Terms and Conditions**

**License Terms:** Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

**Payment Terms:** All invoices issued hereunder are due upon the invoice due date. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to PowerDMS, Inc. a wholly owned subsidiary of GovernmentJobs.com, Inc. (D/B/A NEOGOV).

**Terms & Conditions:** This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>.

**Special Condition:**

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

**Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.**

Accepted and Agreed By Authorized Representative of:  
**Franklin County Sheriff's Office (ME)**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

**THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.**