

## **FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA**

**LOCATION:** Franklin County EOC, 120 County Way, Farmington

**DATE AND TIME:** July 1, 2025 @ 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.

**Executive Session1 MRS 405 (6) (D) Labor Negotiations: Teamsters**

**RECOGNITION:**

**APPOINTMENTS: None**

### **NEW BUSINESS:**

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. Jensen Baird – Release of files to Libby O'Brien Kingsley & Champion**
- 5. Personnel Policy – Elected Official Benefit Stipend**
- 6. Legal Consult**
  - A. Reallocation of County Funds After Budget Committee Reductions**
  - B. County Reporting Structure of Elected Officials**
- 7. Set Interest Rate for late Tax Payment from towns**
- 8. Use of County Vehicle Policy**
- 9. Discuss installing badge access for Main Street entrance at Courthouse**

### **OLD BUSINESS:**

- 1. Sign TIF Application – Plog Project, Madrid Township**
- 2. Compensatory Time Policy**
- 3. Inclement Weather – Office Closure Policy**

### **MISCELLANEOUS:**

**WARRANTS: County AP, ARPA, UT & Payroll**

**ADJOURNMENT:**

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

**Agenda Item: Administrator's Report**

- Payment 3 of the Opioid Settlement Funds from CVS, Allergan, and TEVA is scheduled for deposit in the amount of \$35,821.
- A scheduling conflict has occurred with the County Attorney; we will need to reschedule the New Sharon v. Mr. Buzzell Abatement Hearing that was scheduled for August 5<sup>th</sup>. New notices will need to be sent out.
- The Bureau of Labor Standards completed an inspection on March 21, 2025, and workplace conditions were found in violation of OSHA rules. The county was initially fined \$1,200 which was appealed. The final penalty fee was \$700. A copy of the letter from the State of Maine is in your flower folder.
- Mark Beauregard Inc. filed an application with LUPC to continue to operate a 25-acre gravel pit in Madrid Township.
- The IT Specialist position is being posted again as the potential hire did not accept the position.

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

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

**Recommendation: Motion to approve June 17, 2025, Minutes.**

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

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

**Jensen Baird – Release of files to Libby O'Brien Kingsley & Champion**

**Comments:** Gene Libby requested a letter from the Commissioner's to the prior legal firm Jensen Baird requesting transition of all legal files to Libby and Champion. We have drafted a letter that is enclosed for you to review.

**Recommendation: Motion: Authorizing the Chair to sign the letter requesting the release of legal files to Libby & Champion.**

**Personnel Policy – Elected Official Benefit Stipend**

**Comments:** Commissioner Saviello requested a legal review of the ability to reallocate funds after the Budget Committee process. While I see the value in getting a legal opinion, the true issue is the wording in the Personnel Policy, section 7.1 **HEALTH, VISION, AND DENTAL INSURANCE: PAGE 31**. I informed him and the other board members through blind cross copied email, that the only way to stop the 35% payments to the Commissioners after July 1, 2025, is to change the Personnel Policy to reflect the Budget Committee's wishes. The policy dictates the offerings of benefits to newly elected county employees.

**Recommendation: None at this time**

**Legal Consult –**

**Reallocation of County Funds After Budget Committee Reductions  
County Reporting Structure of Elected Officials**

**Comments:** Please see the enclosed requests drafted by Commissioner Saviello

**Recommendation: Motion to authorize these requests to be sent to the Libby O'Brien Kingsley & Champion for legal review.**

**Set Interest Rate for late Tax Payment from towns**

**Comments:** State interest in late payment is set not to exceed 7%. The Commissioners must set the rate of interest paid on late payments for the staff to send the tax bills to the municipalities.

**Recommendation: Motion: To approve a tax rate not to exceed 7%**

## **Use of County Vehicle Policy**

**Comments:** The Sheriff has an SUV which has been taken off the road and equipment has been stripped, which has been offered to be used as a county-wide vehicle for business travel. In order to adopt another vehicle for county business use, it was necessary to update the County Vehicle Policy to include language supporting a county-wide vehicle.

### **Recommendations: Motion: Two motions:**

- 1. to accept the prior fleet vehicle as a county-wide vehicle for business purposes.**
- 2. to approve the revised County Vehicle Policy as written.**

## **Discuss installing badge access for Main Street entrance at Courthouse**

**Comments:** I sent an email out to the entire staff informing them that locking and unlocking the doors to each building will not be done by the facilities department any longer. To be frank, the only building that the facilities department has done this for is the Courthouse. We had a meeting to discuss the Main Street entrance, the parties involved determined they were uncomfortable with the responsibility of opening/closing of the Main Street entrance. The options provided by the Administrator were: the door could be left unlocked as the access door at the bottom of the ramp is locked and requires badge or intercom to access the building, the second option is to install a key card access and programable lock function to the Main Street access door which will involve a cost. Enclosed, please see email to A3 Communications requesting a cost and timeline for installation. The decision to purchase a locking system will involve an estimated cost of \$6,000-\$10,000, which must be approved by the Board. Facilities does not have funds in the FY26 budget, neither does IT, for this unforeseen cost. Should the Board decide to move forward with this purchase, the recommendation would be that it be drawn from the Building Reserve fund.

**Recommendations: Motion: The Department Heads at the Courthouse recommend the installation of an automated lock with key system for the Main Street access door.**

## **OLD Business:**

### **Sign TIF Application – Plog Project, Madrid Township**

**Comments:** Enclosed in your packet is the TIF Application for the stream stabilization project on the Plog Property in Madrid, which will cover the 25% match to the NRCS Grant. The Commissioner must authorize a county official to sign the application to be submitted to the TIF committee for their review.

**Recommendations: Motion:** authorize the chair to sign the TIF application for the Plog Project.

### **Compensatory Time Policy**

**Comments:** Commissioner Saviello drafted this policy in late April for the Board to review. He would like to get some consensus on the willingness of the Board to adopt the policy. This should be reviewed by legal to ensure its enforceability and practicality in legal terms.

**Recommendation:** none at this time

### **Inclement Weather – Office Closure Policy**

**Comments:** Commissioner Saviello drafted this policy in late April for the Board to review. He would like to get some consensus on the willingness of the Board to adopt the policy. This should be reviewed by legal to ensure its enforceability and practicality in legal terms.

**Recommendations: Motion**

**Recognition: Communications Department:** The Pro Suite System has gone live, and the transition has been stressful, and I would like to thank Brad Timberlake and the entire team of Dispatchers for working hard at learning the new program. It went better than expected.

**Appointments: None**

**PAM PRODAN, TREASURER – Report for July 1, 2025, Franklin County Commissioners meeting**

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

General Fund Operating Cash \$3,849,224.82  
General Fund Payroll Cash \$126,898.36  
General Fund CDARS \$0.00  
ARPA Fund Cash \$1,365,242.05  
ARPA Fund CDARS \$0.00  
UT General Fund Cash \$1,356,354.79  
UT General Fund CDARS \$0.00  
UT TIF Fund Cash \$1,759,392.19  
UT TIF CDARS: \$2,031,356.71

**Interest rates**

General Fund Operating Cash 3.50% 5/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings  
ARPA Fund Cash 3.15% 5/30/2025 All invested w/ Intrafi Cash Service at Franklin Savings  
UT General Fund Cash 3.50% 5/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings  
UT TIF Fund Cash 3.50% 5/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings  
UT TIF CDARS: 4.40196% 7/1/2025 invested at Androscoggin Savings

**Town Tax Payments**

All municipal county tax payments for fiscal year ending June 30, 2025 have been received.

**Warrants**

**AP Warrants (Year-End) for signatures 6/30/2025**

AP County Warrant \$1,033,820.77  
AP UT Warrant \$11,363.50

Payroll Warrant \$242,822.27

## Jamie Sullivan

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**From:** Amy Bernard  
**Sent:** Monday, June 23, 2025 1:59 PM  
**To:** Bob Carlton; Jamie Sullivan  
**Subject:** FW: Former counsel files

Meeting agenda item.

Amy Bernard, MPA  
(She/her/hers)

County Administrator  
Phone: 207-860-4250  
Email: [ABernard@franklincountymaine.gov](mailto:ABernard@franklincountymaine.gov)  
120 County Way, Suite 4  
Farmington, ME 04938  
[www.franklincountymaine.gov](http://www.franklincountymaine.gov)



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**From:** Gene Libby <[glibby@lokllc.com](mailto:glibby@lokllc.com)>  
**Sent:** Monday, June 23, 2025 1:41 PM  
**To:** Amy Bernard <[ABernard@franklincountymaine.gov](mailto:ABernard@franklincountymaine.gov)>  
**Cc:** Janet Wilson <[jwilson@lokllc.com](mailto:jwilson@lokllc.com)>; J.R. Fallon <[jrfallon@lokllc.com](mailto:jrfallon@lokllc.com)>  
**Subject:** Former counsel files

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

Amy

Could you obtain authorization from the Commissioners to release the files of former counsel, Jensen Baird, to our office. They serve as an historical record of legal advice, will help orient us to past legal advice and use, as appropriate, prior research and opinions to keep costs down for the County. The process can be done electronically by Drop Box or other similar confidential apps. Please let me know if any questions.

Gene R. Libby, Esq.  
Partner  
Libby O'Brien Kingsley & Champion, LLC  
62 Portland Road, Suite 17  
Kennebunk, ME 04043  
Tel: (207) 985-1815  
Direct Dial: (207) 985-2186  
Fax: (207) 985-7817  
Email: [glibby@lokllc.com](mailto:glibby@lokllc.com)





Franklin County, Maine

July 1, 2025

Jensen Baird, Attorneys at Law  
10 Free Street  
P.O. Box 4510  
Portland, Maine 04112

RE: Release of Franklin County Files

Dear Attorneys at Jensen Baird,

On behalf of the Franklin County Commissioners, we respectfully request that you release all files and documents related to Franklin County currently in your possession to:

Gene R. Libby, Esq.  
Libby O'Brien Kingsley & Champion, LLC  
62 Portland Road, Suite 17  
Kennebunk, ME 04043

Please coordinate with their office to ensure a prompt and secure transfer of these materials at your earliest convenience. If you need any additional information to facilitate this request, please do not hesitate to contact the Franklin County Commissioner's office.

Thank you for your attention to this matter and for the services you provided to Franklin County.

Sincerely,

Bob Carlton  
Franklin County Commissioner Chair

120 County Way, Suite 4, Farmington, Maine 04938. (207) 778-6614

Tom Saviello  
District #1

Fen Fowler  
District #2

Tom Skolfield  
District #3

Bob Carlton  
District #4

Jeff Gilbert  
District #5

Amy Bernard  
County Administrator  
[abernard@franklincountymaine.gov](mailto:abernard@franklincountymaine.gov)



## 7. EMPLOYEE BENEFITS

- 7.1 HEALTH, VISION, AND DENTAL INSURANCE**—Full-time employees, working an average of thirty (30) hours or more per week on a regular basis, and elected officials are eligible for health insurance. A comparable health insurance plan will be paid by the employer for all eligible employees at the employee's request. The employer will pay the full cost for the individual employee's health insurance coverage. Employees have the option to pay additional for child, spouse, or family coverage through payroll deduction; the employer will pay 85% of the cost for medical coverage for additionally-insured persons. Employees may join the health insurance program within the first 30 days of employment. Coverage will be effective on the first day of the calendar month following their date of hire.

Full-time employees, working an average of thirty (30) hours or more per week on a regular basis are also eligible for individual vision and dental coverage. Vision and dental coverage will be paid for at the employee's expense. Coverage will be effective on the first day of the calendar month following their date of hire.

**NOTE:** Current employees who receive health coverage pursuant to the County's prior Employee Benefits Policy (before December 1, 2023) may choose to (1) maintain their current coverage and be grandfathered into the County's prior Employee Benefits package as it relates to health coverage, or (2) opt to enroll in the new Employee Benefits package as it relates to health, vision, and/or dental coverage articulated in this section during the next open enrollment season (November 15-December 15, 2023). New employees, or employees hired after December 1, 2023, are only eligible for the health, vision, and dental benefits articulated in this Employee Benefits package, and do not have the option to be grandfathered into previously-offered health coverage.

Any nonunion full-time employee who declines the option to enroll in employer-sponsored coverage and who provides proof of comparable minimum essential coverage (other than coverage in the individual market, whether or not obtained through the Marketplace) shall receive a payment in lieu of the benefit equals to 75% of the total cost of the premium for a single subscriber as determined by the Franklin County Commissioners. Employees who decline the option to enroll in employer-sponsored health insurance shall also be eligible to participate in the flexible benefit plan set forth in Section 7.2.

The County Commissioners and Treasurer shall receive a monthly in lieu of benefit at 35% of the total benefits package provided to full-time employees. Part-time salaried Department Heads and the Judge of Probate shall receive a monthly in lieu of benefit equal to 70% of the total benefits package provided to full-time employees.

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Lawyer's Name]**

[Law Firm Name]

[Law Firm Address]

[City, State, ZIP Code]

Dear [Lawyer's Name],

**Subject: Request for Legal Opinion on Authority to Reallocate County Funds After Budget Committee Reductions**

We are writing to request your legal opinion regarding the authority of the Franklin County Commissioners in the context of the county budget process.

Specifically, we seek clarification on the following question:

- After the Franklin County Budget Committee has finalized line-item reductions in the county budget, do the Franklin County Commissioners have the legal authority to move or reallocate funds within departments to replace or restore those reduced line-items?
- Are there any statutory or regulatory provisions that govern or restrict such transfers, and what is the formal process (if any) for overriding Budget Committee decisions regarding line-item allocations?
- Specifically, the County Budget Committee cut the flex benefit (Not the salaries) for the Franklin County Commissioner. In a vote the Commissioners overrode this cut with a 3/5's vote. However, the budget Committee overrode this Commissioners vote with a 2/3's vote. The question: Does the budget committee's vote stand.

If possible, we would appreciate references to any relevant Maine statutes, county charter provisions, or case law that address this issue.

Please let me know if you require any additional information or documentation to assist with your review. I would also appreciate an estimate of your fees for providing this legal opinion.

Thank you very much for your time and attention. We look forward to your response.

Sincerely,

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Lawyer's Name]**

[Law Firm Name]

[Law Firm Address]

[City, State, ZIP Code]

Dear [Lawyer's Name],

**Subject: Request for Legal Opinion Regarding Reporting Structure of County  
elected Officials**

We are seeking your professional legal opinion regarding the reporting structure of the Register of Probate, Register of Deeds, The County Sheriff, The County Treasurer, and The County District Attorney in Franklin County in Maine. Specifically, we would like clarification on the following:

- To whom does the Register of Probate, Register of Deeds, The County Sheriff, The County Treasurer, The County District Attorney formally and legally report within the county government?
- Is the Register of Probate directly accountable to County Judge of Probate, or another official for their primary duties and responsibilities?
- Are the Register of Deeds, The County Sheriff, The County Treasurer, The County District Attorney directly accountable to the County Commissioners?
- Are there distinctions between reporting lines for administrative, financial, and judicial matters?

If possible, we would appreciate references to the relevant statutes, regulations, or case law that define this reporting relationship.

Please let me know if you require any additional information to address this question.

Additionally, I would appreciate an estimate of your fees for providing this legal opinion. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

## **Franklin County Vehicle Use Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for the use of County-owned vehicles by employees of Franklin County. All employees who are assigned a vehicle pursuant to this policy agree to adhere to these guidelines. The county retains the right to amend or terminate this policy at any time.

### **Policy**

Employees may not drive any county vehicles without prior approval of their supervisor/manager. The county-wide vehicle for business use must be reserved through the Commissioner's Office. Prior to approving a driver and periodically thereafter, the human resources department must check the employee's driving record. Employees approved to drive on county business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.

Employees who need transportation in the course of their normal work may be assigned a county vehicle for business use through the Commissioner's Office. Employees needing transportation for county business may use vehicles assigned to their department where applicable. As a last alternative, when no county vehicles are available, employees may use their personal vehicle for business purposes in accordance with the "Personal Vehicle Use for Business" Policy.

**Employees who drive a vehicle for county business must, in addition to meeting the approval requirements above, meet the following criteria:**

- Employee is lawfully permitted and able to operate a motor vehicle in the State of Maine and holds a valid driver's license issued by the State of Maine.
- Employee is not excluded from the County's automobile insurance coverage for any reason and agrees to be subject to periodic reviews of the employee's driving record.
- Employee must always wear a seatbelt while operating a County-owned vehicle.
- Employees shall ensure that all use of mobile phones while driving adheres to Maine law and shall not engage in texting or other activities that may distract the employee while driving the County-owned vehicle.
- Employee is limited to driving a County-owned vehicle within limits of jurisdiction unless driving outside the jurisdiction is for business purposes.
- Employee will properly maintain assigned County-owned vehicle by keeping the County-owned vehicle clean and in operating condition, including ensuring that the vehicle always has adequate fuel (at employer cost). Tobacco use such as cigarettes, vaping, and other means of consumption is always prohibited while operating or riding in a county owned vehicle.
- Employees shall be responsible for conducting an inspection of their assigned County-owned vehicle at the beginning and end of each use. Documenting the mileage and fuel level on a designated tracking sheet is required for use greater than 5-mile increments of travel.
- Employees shall be required to immediately report any known or perceived concerns with or need for repairs to the vehicle to the Commissioner's Office.
- Employees are required to exercise due diligence and care to operate the County-owned vehicle in a safe manner and to always ensure the security of the County-owned vehicle and its contents.

- Employees must report any accident, theft or malicious damage involving a county vehicle to their supervisor/manager and the human resources department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with the authorities in the event of an accident.

#### **Limitations of Use:**

- The County reserves the sole discretion to assign County-owned vehicles to employees for business use and reserves the right to reassign vehicles at any time. County-owned vehicles are permitted to be used for business purposes and are not permitted to be utilized for personal use, except commuting to and from the employee's personal residence (for Department specific vehicles only).
- Passengers are limited to other County employees or individuals related to business purposes of the County. Non-employees, family members, and friends are not permitted to ride in County-owned vehicles unless such use is related to business purposes and prior authorization is provided by the County Administrator.
- Employees shall not be permitted to operate a County-owned vehicle under any circumstances in which the employee is physically or mentally impaired by any cause that would render the employee unable to operate the vehicle in a safe manner. This includes, but shall not be limited to, operating the County-owned vehicle while using or under the influence of alcohol, drugs, prescription medications, or any other substance that may impair the employee's ability to operate the vehicle.
- County-owned vehicles are the property of the County and not of the employee to whom it has been assigned for use. Employees shall have no expectation of privacy related to the use of the vehicle or the storage of personal belongings in the vehicle. County-owned vehicles shall be subject to inspection by County officials at any time with or without notice to the employee to whom the vehicle is assigned.

#### **Liability:**

The County does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with the operation of the County-owned vehicle for any purpose not authorized by this policy. Fines for parking or moving violations, towing, or impoundment received by the employee during use of the vehicle shall be the personal responsibility of the employee. Employees shall be required to immediately report all violations to the Commissioner's Office and their supervisor no later than 24 hours after the violation.

#### **Policy Violations:**

In the event of a policy violation, the County may revoke an employee's privilege of an assigned vehicle. Failure to adhere to this policy in any manner may also result in disciplinary action against the employee.

## Franklin County Vehicle Use Policy Acknowledgement

I, \_\_\_\_\_ have read and agree to adhere to the Franklin County Vehicle Use Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Department

Cc: Personnel File



## Tax Increment Financing (TIF) Application for Funding

### General Project Information

Date: 6-25-2025

Project Title: Plog Emergency Watershed Protection Project

Organization: Franklin County

Type of Organization: Government

This project is being pursued by:

- ☐ A single business or organization  
☒ A collaboration including:

The United States Department of Agriculture, Natural Resources Conservation Services, the homeowner and Franklin County

One line description of your project:

The installation of Emergency Watershed Protection measures for the stabilization of the Sandy River stream bank to protect the property located at 2571 Rangeley Road, Madrid Township, Maine 04966.

Dollar amount requested: \$50,617.50

Total project budget: \$200,070

Unorganized Territory(ies) in which project will occur:

Madrid Township

Have you applied for applicable licenses and permits for your project (LUPC, DEP, DHHS, etc.)? If so, please list:

The Natural Resources Conservation Service will be reaching out to the Army Corps of Engineering for permitting. The sponsor, Franklin County is responsible for securing at its own expense all Federal, State and local permits.

## Applicant Information

Legal name of organization: Franklin County

Mailing address: 120 County Way, Suite 4, Farmington, Maine 04938

Physical address: 120 County Way, Suite 4, Farmington, Maine 04938

Telephone: (207) 778-6614

Email: abernard@franklincountymaine.gov

Website:

Number of years business/agency has been in existence: 187

Federal Tax ID or EIN: 01-6000005

Name of Executive Director or President: Amy Bernard, Franklin County Administrator

Phone: (207) 778-6614

Email: abernard@franklincountymaine.gov

Number of paid staff related to the project (Note FT, PT, and/or seasonal):

Unknown

Number of volunteers related to the project: 0

Project start date: Summer, 2025

Project completion date: End Year 2025

A 200 word (maximum) description of your project:

The installation of Emergency Watershed Protection measures for the stabilization of the Sandy River stream bank to protect the property located at 2571 Rangeley Road, Madrid Township, Maine 04966. The scope of work consists of preparing the area for treatment, furnishing and placing seed, sprigs, mulch, fertilizer, inoculant, lime and other soil amendments, excavations of rock, construction of earth embankment, consist of the construction of rock riprap revetments and blankets, including filter or bedding and developing, implementing, and maintaining a quality control system to ensure that the specified quality is achieved for all materials and work performed. Please see the attached drawings and specifications provided by the NRCS.

## Plan for Evaluating Success of the Project

### Financial Sustainability Plan:

Funding request for the Sandy River Emergency Watershed Protection project for the stabilization of the Sandy River stream bank to protect the property located at 2571 Rangeley Road, Madrid Township, Maine 04966. The USDA Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program – covers up to 75% of project costs. Franklin County as a sponsor for this project is to provide a 25% match. Franklin County as the Sponsor for the project with responsible for 30 years of maintenance of the project to include maintaining vegetative plantings and minor erosion and following riparian buffer best management practices, which if such damage occurs, Franklin County can react out to The USDA Natural Resources Conservation Service (NRCS) for financial assistance.

### Measurable Outcomes:

Funding would help prevent further loss of land or damage to structures located at 2571 Rangeley Road through the implementation of riverbank protection measures. a decrease in the risk of flood-related property damage by minimizing the riverbank failure during high-flow/flooding events.

### Potential Barriers to Success:

Severe weather, seasonal flooding or unstable soil conditions during the project could delay progress, limit access to the site or cause additional damage before work is complete. Long-term effectiveness of stabilization measures may be difficult to predict, especially if future storm intensity increases due to climate change.

### Signatures

Signature of President/CEO/Board President:

Date:

Print Name: Amy Bernard

Title: Franklin County Administrator

### Fiscal Sponsor (If Applicable)

Signature of Fiscal Sponsor Organization:

Date:

Print Name:

Title:

## **Franklin County Tax Increment Financing (TIF) Application Checklist**

- ☐ Complete contact information
- ☐ For nonprofits, include a copy of your IRS determination letter
- ☐ All sections completed on this form or, if typed on a separate sheet, so noted in the correct areas on the form ("Please see attachment A," etc.) and appropriately titled on the separate sheet
- ☐ The TIF Project Budget Excel sheet
- ☐ A cover letter from the leader of your organization
- ☐ If you have a fiscal sponsor, a letter from that sponsor
- ☐ Up to three letters of support (Optional)
- ☐ Signatures on application
- ☐ Remove and retain Appendix of the application before submittal

# **Appendix A: Guidelines and Considerations for Franklin County TIF District Funding Applications**

Note: The following appendix is for informational purpose. You do not need to return the appendix with your application.

For questions and/or assistance preparing an application, contact the Administrator via email at [info@greaterfranklin.org](mailto:info@greaterfranklin.org)

**The Franklin County UT TIF Program has specific limitations regarding who may apply and what projects and costs are eligible for funding assistance. It is important to understand these guidelines prior to submitting an application. See below for details.**

## **Public Program:**

The Commissioners of Franklin County are entrusted by its citizens to be responsible stewards of the UT TIF program funds. Accountability and transparency are held in the highest regard. Applicants must be willing to make public all matters and materials provided as part of a UT TIF grant.

## **Eligibility to Apply:**

Key considerations for TIF grant award determinations include:

- Project Location:
  - The proposed activity must take place within the Unorganized Territories of Franklin County.
- Opportunity for Economic Impact
  - Projects intended to create and/or retain jobs in the region and more specifically in the UT are more likely to receive support through this program.
- Level of Matching Funds Secured by Applicant
  - Grant requests can range between \$5,000 and \$50,000
  - The County will give priority to those applicants who provide at least half (50%) of any cash match required by the grantor (sometimes referred to as a 1:1 match).
- Collaborations/Partnerships
  - Projects proposing collaboration with additional partners and shared risk may also be viewed more favorably.
- Sustainability
  - TIF grant funds are not intended to be utilized as a long-term subsidy. Applicants need to show a plan and trends toward becoming self-supporting.

**There is a total lifetime limit of \$100,000 per project.**

## **Eligible Project Categories:**

1. Scenic Byway (Improvements, Planning and Updates)
2. Tourism Branding and Marketing
3. Nature Based Tourism Plan
4. Unorganized Territories Employment and Training
5. Recreational Trail Improvements
6. GPS Plotline; Mapping of Trails

**Special considerations for large scale investment and/or job creation:**

In keeping with the original intent of this program, project proposals which offer substantial capital investment and/or the strong potential for significant job creation within the Unorganized Territories may be eligible for additional support through this program. These exceptional cases may be considered from time to time on an individual basis, but potential applicants must contact the TIF Administrator to discuss prior to submitting an application. Awards and funding levels will be at the sole discretion of the County Commissioners.

**Grantee Obligations:**

Successful applicants are not required to accept grant funds awarded to them. The county allows applicants up to six months from time of notice of award to accept that award. If the award is not accepted within that time frame, the application and award notice will be considered void. Those who do choose to accept a grant award will be required to first agree to specific terms outlined in a grant contract/special conditions agreement with the county. Each grant contract is unique to the project funded, but several requirements are inclusive to all grant contracts.

**Please consider the following:**

- Grant Period
  - The grant period for all TIF grants will be no less than one year from the time of receipt of an award.
- Reporting
  - All grantees will be required to maintain regular communication with the County. Grantees are typically required to submit progress reports and verification of expenditures at half way through (6 months) the grant period. The TIF Administrator will work closely with grantees to ensure this occurs.
- Verification of Employment
  - Grantees will be required to provide evidence of the creation and/or retention of any jobs proposed in the grant application materials. This should include details about the type of job, the frequency and duration (part-time, full-time, long term, temporary, seasonal) and wage levels or compensation package.
- Default and Repayment
  - Grantees who do not meet the requirements outlined in the grant contract will be required to repay all or a portion of the funds awarded to them. Each case will be considered on an individual basis, however: Upon the sale, transfer, or dissolution of a grant project prior to the end date of the grant period, the grantee will be held liable for up to the full amount of their initial award amount.

**Final determination for distribution of any funds through the Franklin County Unorganized Territories Grant and Loan Program will be at the discretion of the County Commissioners.**



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## Construction Specification 2 — Clearing and Grubbing

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of clearing and grubbing and disposal of trees, snags, logs, brush, stumps, shrubs, and rubbish from the designated areas.

### B. Protection of Existing Vegetation

1. Protect trees and other vegetation designated to remain undisturbed from damage throughout the duration of the construction period. Any damages resulting from the contractor's operations or neglect must be repaired by the contractor.
2. Earthfill, stockpiling of materials, vehicular parking, and excessive foot or vehicular traffic must not be allowed within the drip line of vegetation designated to remain in place. Vegetation damaged by any of these or similar actions must be replaced with viable vegetation of the same species, similar condition, and like size unless otherwise approved by the contracting officer.
3. Any cuts, skins, scrapes, or bruises to the bark of the vegetation must be carefully trimmed, and local nursery-accepted procedures must be used to seal damaged bark.
4. Any limbs or branches 0.5 inch or larger in diameter that are broken, severed, or otherwise seriously damaged during construction must be cut off at the base of the damaged limb or branch, flush with the adjacent limb or tree trunk. All roots 1 inch or larger in diameter that are cut, broken, or otherwise severed during construction operations must have the ends smoothly cut perpendicular to the root. Roots exposed during excavation or other operations must be covered with moist earth or backfilled as soon as possible to prevent the roots from drying out.

### C. Marking

1. The limits of the areas to be cleared and grubbed will be marked by stakes, flags, tree markings, or other suitable methods. Trees to be left standing and uninjured will be designated by special markings placed on the trunk about 6 feet above the ground surface.

### D. Clearing and Grubbing

1. Clear all trees not marked for preservation and all snags, logs, brush, stumps, shrubs, rubbish, and similar materials from within the limits of the designated areas. Unless otherwise specified, all stumps, roots, and root clusters that have a diameter of 1 inch or larger must be grubbed out to a depth of at least 2 feet below

the subgrade for concrete structures and 1 foot below the ground surface at embankment sites and other designated areas.

**E. Disposal**

1. Dispose of all materials cleared and grubbed from the designated areas at locations shown on the drawings or in a manner specified in Section G. The contractor is responsible for complying with all local rules and regulations and the payment of any fees that may result from disposal at locations away from the project site.

**F. Measurement and Payment**

1. Method 1.

- a. For items of work for which specific unit prices are established in the contract, the cleared and grubbed area is measured to the nearest 0.1 acre. Payment for clearing and grubbing is made for the total area within the designated limits at the contract unit price. Such payment will constitute full compensation for all labor, equipment, tools, and other items necessary and incidental to the completion of the work.

2. Method 2.

- a. For items of work for which specific unit prices are established in the contract, the length of the cleared and grubbed area is measured to the nearest full station (100 feet) along the line designated on the drawing or identified in the specifications. Payment for clearing and grubbing is made for the total length within the designated limits at the contract unit price. Such payment will constitute full compensation for all labor, equipment, tools, and other items necessary and incidental to the completion of the work.

3. Method 3.

- a. For items of work for which specific unit prices are established in the contract, each tree, stump, and snag having a diameter of 4 inches or larger and each log having a diameter of 4 inches or larger and a length of 10 feet are measured before removal. The size of each tree and snag is determined by measuring its trunk at breast height above the natural ground surface. The size of each log is determined by measuring the butt and measuring its length from butt to tip. The size of each stump is measured at the top. Diameter is determined by dividing the measured circumference by 3.14.
- b. Payment for clearing and grubbing each tree, stump, and snag having a diameter of 4 inches or larger and each log having a diameter of 4 inches or larger and a length of 10 feet or larger is made at the contract unit price for its size designation as determined by figure 2-1.

**Figure 2-1 Size Designation for Tree Removal**

Measured Diameter (in)	Size Designation (in)
4 to 8	6
8 to 12	10
12 to 24	18
24 to 36	30
36 to 60	48
Over 60	60

- c. The sum of such payments constitutes full compensation for clearing and grubbing (including the clearing and grubbing of smaller trees, stumps, snags, logs, brush, shrubs, and roots), applicable permits and associated fees, and rubbish removal. Such payment constitutes full compensation for all labor, equipment, tools, and other items necessary and incidental to the completion of the work.
4. Method 4. For items of work for which specific lump-sum prices are established in the contract, payment for clearing and grubbing is made at the contract lump-sum price. Such payment constitutes full compensation for all labor, equipment, tools, and other items necessary and incidental to the completion of the work
5. All Methods. The following provisions apply to all methods of measurement and payment. Compensation for any item of work described in the contract but not listed in the bid schedule will be included in the payment for the item of work to which it is made subsidiary. Such items and the items to which they are made subsidiary are identified in Section G.

#### **G. Items of Work and Construction Details**

**Measurement and payment Method 4 will be used**

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## Construction Specification 5 — Pollution Control

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of installing measures or performing work to control erosion and minimize the production of sediment and other pollutants to water and air from construction activities.
2. The following BioPreferred® product categories are applicable to this specification:
  - a. Mulch and compost materials
  - b. Erosion control materials
  - c. Fertilizers
  - d. Dust suppressants
  - e. Agricultural spray adjuvants

### B. Material

1. Silt fence conform to the requirement of Materials Specification 592, Geotextile. All other material furnished meet the requirements of the material specifications listed in Section G of this specification.
2. Erosion and Sediment Control Measures and Works. The measures and works includes, but are not limited to, the following:
  - a. Staging of Earthwork Activities. Scheduling the excavation and moving of soil materials to minimize the size of areas disturbed and unprotected from erosion for the shortest reasonable time.
  - b. Seeding. Seeding to protect disturbed areas occur as soon as reasonably possible following completion of that earthwork activity.
  - c. Mulching. Mulching to provide temporary protection of the soil surface from erosion.
  - d. Diversions. Diversions to divert water from work areas and to collect water from work areas for treatment and safe disposition. These are temporary and must be removed and the area restored to its near-original condition when the diversions are no longer required or when permanent measures are installed.
  - e. Stream Crossings. Culverts or bridges where equipment must cross streams. These are temporary must and be removed and the area restored to its near-original condition when the crossings are no longer required or when permanent measures are installed.
  - f. Sediment Basins. Sediment basins for collecting, settling, and eliminating sediment from eroding areas that impact properties and streams below the

construction sites. These basins are temporary and must be removed and the area restored to its original condition when they are no longer required or when permanent measures are installed.

- g. Sediment Filters. Straw bale filters or geotextile sediment fences for trapping sediment from areas with limited runoff. Sediment filters must be properly anchored to prevent erosion under or around them. Silt fences must be installed and maintained in accordance with ASTM D6462. These filters are temporary and must be removed and the area restored to its original condition when they are no longer required or when permanent measures are installed.
- h. Waterways. Waterways for the safe disposal of runoff from fields, diversions, and other structures or measures. These works are temporary and must be removed and the area restored to its original condition when they are no longer required or when permanent measures are installed.
- i. Other. Additional protection measures as specified in Section G of this specification or required by the federal, state, or local government.

### C. Chemical Pollution

- 1. The contractor must provide watertight tanks or barrels or construct a sump sealed with plastic sheets to collect and temporarily contain chemical pollutants, such as drained lubricating or transmission fluids, grease, soaps, concrete mixer wash water, or asphalt, produced as a by-product from the construction activities. Dispose of pollutants in accordance with appropriate state and federal regulations. At the completion of the construction work, remove tanks, barrels, and sumps and restore the area to its original condition as specified in Section H of this specification. Sump removal must be conducted without causing pollution.
- 2. Sanitary facilities, such as chemical toilets, and septic tanks must not be located next to live streams, wells, or springs. They must be located at a distance sufficient to prevent contamination of any water source. At the completion of construction activities, facilities must be disposed of without causing pollution as specified in Section H of this specification.

### D. Air Pollution

- 1. The burning of brush or slash and the disposal of other materials must adhere to state and local regulations.
- 2. Fire prevention measures must be taken to prevent the start or spreading of wildfires that may result from project activities. Firebreaks or guards must be constructed and maintained at locations shown on the drawings.
- 3. All public access or haul roads used by the contractor during construction of the project must be sprinkled or otherwise treated to fully suppress dust. All dust control methods must ensure safe construction operations at all times. If chemical dust suppressants are applied, the material must be a commercially available product specifically designed for dust suppression, and the application must follow the manufacturer's requirements and recommendations. A copy of the product data sheet and manufacturer's recommended application procedures must be provided to the engineer 5 working days before the first application.

#### **E. Maintenance, Removal, and Restoration**

1. All pollution-control measures and temporary works must be adequately maintained in a functional condition for the duration of the construction period. Remove all temporary measures and restore the site to near-original condition.

#### **F. Measurement and Payment**

1. Method 1. For items of work for which specific unit prices are established in the contract, each item is measured to the nearest unit applicable. Payment for each item is made at the contract unit price for that item. For water or chemical suppressant items used for dust control for which items of work are established in Section H of this specification, measurement for payment will not include water or chemical suppressants that are used inappropriately or excessively. Such payment will constitute full compensation for the completion of the work.
2. Method 2. For items of work for which lump-sum prices are established in the contract, payment is made as the work proceeds and is supported by invoices presented by the contractor that reflect actual costs. If the total of all progress payments is less than the lump-sum contract price for this item, the balance remaining for this item will be included in the final contract payment. Payment of the lump-sum contract price will constitute full compensation for completion of the work.
3. Method 3. For items of work for which lump-sum prices are established in the contract, payment will be prorated and provided in equal amounts on each monthly progress payment estimate. The number of months used for prorating must be the number estimated to complete the work as outlined in the contractor's approved construction schedule. The final month's prorated amount will be provided with the final contract payment. Payment as described will constitute full compensation for completion of the work.
4. All Methods. The following provisions apply to all methods of measurement and payment. Compensation for any item of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Such items, and the items to which they are made subsidiary, are identified in Section H of this specification.

#### **G. Items of Work and Construction Details**

Measurement and payment will be based on Method 2 above.



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## Construction Specification 8 — Mobilization and Demobilization

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of the mobilization and demobilization of the contractor's forces and equipment necessary for performing the work required under the contract. It does not include mobilization and demobilization for specific items of work for which payment is provided elsewhere in the contract. Mobilization will not be considered as work in fulfilling the contract requirements for commencement of work.

### B. Equipment and Material

1. Mobilization includes all activities and associated costs for transportation of contractor's personnel, equipment, and operating supplies to the site; establishment of offices, buildings, and other necessary general facilities for the contractor's operations at the site; premiums paid for performance and payment bonds including coinsurance and reinsurance agreements as applicable; and other items specified in Section D of this specification.
2. Demobilization includes all activities and costs for transportation of personnel, equipment, and supplies not required or included in the contract from the site, including the disassembly, removal, and site cleanup of offices, buildings, and other facilities assembled on the site specifically for this contract.
3. This work includes mobilization and demobilization required by the contract at the time of award. If additional mobilization and demobilization activities and costs are required during the performance of the contract as a result of changed, deleted, or added items of work for which the contractor is entitled to an adjustment in contract price, compensation for such costs will be included in the price adjustment for the item or items of work changed or added.

### C. Payment

1. Payment will be made as the work proceeds after presentation of paid invoices or documentation of direct costs by the contractor showing specific mobilization and demobilization costs and supporting evidence of the charges of suppliers, subcontractors, and others. When the total of such payments is less than the lump-sum contract price, the balance remaining will be included in the final contract payment. Payment of the lump sum contract price for mobilization and demobilization will constitute full compensation for completion of the work.

2. Payment will not be made under this item for the purchase costs of materials having a residual value, the purchase costs of materials to be incorporated in the project, or the purchase costs of operating supplies.

**D. Items of Work and Construction Details**

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## Construction Specification 21 — Excavation

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of the excavation required by the drawings and specifications, as well as the disposal of the excavated materials.

### B. Classification

1. Excavation is classified as common excavation, rock excavation, or unclassified excavation in accordance with the following definitions.
2. Common excavation is defined as the excavation of all materials that (1) can be excavated, transported, and unloaded using heavy ripping equipment and wheel tractor-scrapers with pusher tractors or (2) can be excavated and dumped into place or loaded onto hauling equipment by excavators having a rated capacity of 1 cubic yard or larger and equipped with attachments (shovel, bucket, backhoe, dragline, or clam shell) appropriate to the material type, character, and nature of the materials.
3. Rock excavation is defined as the excavation of all hard, compacted, or cemented materials that require blasting or the use of ripping and excavating equipment larger than defined for common excavation. The excavation and removal of isolated boulders or rock fragments larger than 1 cubic yard encountered in materials otherwise conforming to the definition of common excavation must be classified as rock excavation. The presence of isolated boulders or rock fragments larger than 1 cubic yard is not in itself sufficient cause to change the classification of the surrounding material.
  - a. For the purpose of these classifications, the following definitions apply:
    - (1) Heavy ripping equipment is a rear-mounted, heavy-duty, single-tooth, ripping attachment mounted on a track-type tractor having a power rating of at least 250-flywheel horsepower, unless otherwise specified in Section J.
    - (2) A wheel tractor-scraper is a self-loading (not elevating) and unloading scraper having a struck-bowl capacity of at least 12 cubic yards.
    - (3) A pusher tractor is a track-type tractor having a power rating of at least 250-flywheel horsepower equipped with appropriate attachments.

4. Unclassified excavation is defined as the excavation of all materials encountered, including rock materials, regardless of their nature or the manner in which they are removed.

### C. Blasting

1. The transportation, handling, storage, and use of dynamite and other explosives must be directed and supervised by someone of proven experience and ability who is authorized and qualified to conduct blasting operations.
2. Blasting must be done in a manner that prevents damage to the work or unnecessary fracturing of the underlying rock materials. It must conform to any special requirements in Section J of this specification. When specified in Section J, the contractor must furnish the engineer, in writing, a blasting plan before blasting operations begin.

### D. Use of Excavated Material

1. Method 1. To the extent they are needed, all suitable material from the specified excavations must be used in the construction of required permanent earthfill or rockfill. The suitability of material for specific purposes is determined by the engineer. The contractor must not waste or otherwise dispose of suitable excavated material.
2. Method 2. Suitable material from the specified excavations may be used in the construction of required earthfill or rockfill. The suitability of material for specific purposes is determined by the engineer.

### E. Disposal of Waste Materials

1. Method 1. All surplus or unsuitable excavated materials are designated as waste and must be disposed of at the locations shown on the drawings.
2. Method 2. All surplus or unsuitable excavated materials are designated as waste and disposed of by the contractor at chosen sites away from the site of the work. The disposal must be in an environmentally acceptable manner that does not violate local rules and regulations.

### F. Excavation Limits

3. Excavations must comply with the Occupational Safety and Health Administration Construction Industry Standards Subpart P, Excavations, Trenching, and Shoring (29 CFR pt. 1926). All excavations must be completed and maintained in a safe and stable condition throughout the total construction phase. Structure and trench excavations must be completed to the specified elevations and to the length and width required to safely install, adjust, and remove any forms, bracing, or supports necessary for the installation of the work. Excavations outside the lines and limits shown on the drawings or specified herein are required to meet safety requirements and must be the responsibility of the contractor in constructing and maintaining a safe, stable excavation.

### G. Borrow Excavation

1. When the quantities of suitable material obtained from specified excavations are insufficient to construct the specified earthfills and earth backfills, obtain additional material from the designated borrow areas. The extent and depth of borrow pits within the limits of the designated borrow areas are as specified in Section J or as approved by the engineer.
2. Borrow pits must be excavated and finally dressed to blend with the existing topography. They are sloped to prevent ponding and to provide drainage.

#### **H. Over Excavation**

1. Correct excavation in rock beyond the specified lines and grades by filling the resulting voids with Portland Cement concrete. Materials and mix proportions must be approved by the engineer. Concrete that will be exposed to the atmosphere when construction is completed must meet the requirements of concrete selected for use under Construction Specification 31, Concrete for Major Structures, or 32, Structure Concrete, as appropriate.
2. Concrete that will be permanently covered must contain not less than five bags of cement per cubic yard. The concrete must be placed and cured as specified by the engineer.
3. Correct excavation in earth beyond the specified lines and grades by filling the resulting voids with approved compacted earthfill. The exception to this is that if the earth will become the subgrade for riprap, rockfill, sand or gravel bedding, or drainfill, the voids may be filled with material conforming to the specifications for the riprap, rockfill, bedding, or drainfill. Before correcting an over excavation condition, the contractor must review the planned corrective action with the engineer and obtain approval of the corrective measures.

#### **I. Measurement and Payment**

1. Unit Price Methods. For items of work for which specific unit prices are established in the contract, the volume of each type and class of excavation within the specified pay limits is measured and computed to the nearest cubic yard by the method of average cross-sectional end areas or by methods outlined in Section J of this specification. Regardless of quantities excavated, the measurement for payment is made to the specified pay limits except when excavation outside the specified lines and grades directed by the engineer to remove unsuitable material is included. Excavation required because unsuitable conditions result from the contractor's improper construction operations, as determined by the engineer, is not included for measurement and payment.
2. Method 1. The pay limits are as designated on the drawings.
3. Method 2. The pay limits are defined as follows:
  - a. The upper limit is the original ground surface as it existed before the start of construction operations, unless excavation is performed within areas designated for previous excavation or earthfill; then the upper limit is the modified ground surface resulting from the specified previous excavation or earthfill.



- b. The lower and lateral limits are the neat lines and grades shown on the drawings.

4. Method 3. The pay limits are defined as follows:

- a. The upper limit is the original ground surface as it existed before the start of construction operations, unless excavation is performed within areas designated for previous excavation or earthfill; then the upper limit is the modified ground surface resulting from the specified previous excavation or earthfill.
- b. The lower and lateral limits is the true surface of the completed excavation as directed by the engineer.

5. Method 4. The pay limits are defined as follows:

- a. The upper limit is the original ground surface as it existed before the start of construction operations, unless excavation is performed within areas designated for previous excavation or earthfill; then the upper limit is the modified ground surface resulting from the specified previous excavation or earthfill.
- b. The lower limit is at the bottom surface of the proposed structure.
- c. The lateral limits are 18 inches outside of the outside surface of the proposed structure or are the vertical planes 18 inches outside of and parallel to the footings, whichever gives the larger pay quantity, except as provided in paragraph d below.
- d. For trapezoidal channel linings or similar structures that are to be supported by the sides of the excavation without intervening forms, the lateral limits are at the underside of the proposed lining or structure.
- e. For the purposes of the definitions in paragraphs b, c, and d above, any specified bedding or drainfill directly beneath or beside the structure will be considered to be a part of the structure.

6. All Methods. The following provisions apply to all methods of measurement and payment.

- a. Payment for each type and class of excavation is made at the contract unit price for that type and class of excavation. Such payment will constitute full compensation for all labor, materials, equipment, and other items necessary and incidental to the performance of the work with the exception that extra payment for backfilling over excavation will be made in accordance with the following provisions.
- b. Payment for backfilling over excavation, as specified in Section H of this specification, is made only if the excavation outside specified lines and grades is directed by the engineer to remove unsuitable material and the unsuitable condition is not a result of the contractor's improper construction operations as determined by the engineer.
- c. Compensation for any item of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Such items and the items to which they are made subsidiary are identified in Section J of this specification.



## J. Items of Work and Construction Details

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## Construction Specification 25 — Rockfill

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of the construction of rockfill zones of embankments and other rockfills required by the drawings and specifications, including bedding where specified.

### B. Material

1. Obtain material for rockfill and bedding from the specified sources unless otherwise specified in Section J of this specification. The material must be excavated, selected, processed, and handled as necessary to conform to the specified gradation requirements.

### C. Foundation Preparation

1. Strip foundations for rockfill to remove vegetation and other unsuitable material or excavate as specified.
2. Except as otherwise specified, grade earth foundation surfaces to remove surface irregularities and test pits or fill other cavities with compacted earthfill of approximately the same kind and density as the adjacent foundation material.
3. Clean rock foundation surfaces of all loose material not conforming to the specifications for the rockfill.
4. Prepare abutments for rockfill zones of embankments as specified above for foundations.
5. Do not place rockfill or bedding until the foundation preparation is completed and the foundation and excavations have been inspected and approved.

### D. Bedding

1. When a bedding layer beneath rockfill is specified, spread the bedding material uniformly on the prepared subgrade surfaces to the depth indicated. Compaction of the bedding material must be as specified in Section J of this specification.

### E. Placement

1. Method 1. The rock must be dumped and spread into position in approximately horizontal layers not to exceed 3 feet in thickness. It must be placed to produce a reasonably homogeneous, stable fill that contains no segregated pockets of large

or small fragments or large, unfilled spaces caused by bridging of the larger rock fragments.

2. **Method 2.** The rock must be dumped and spread into position in approximately horizontal layers not to exceed 3 feet in thickness. The rock must be placed so that the completed fill is graded with the smaller rock fragments placed in the inner portion of the embankment and the larger rock fragments placed on the outer slopes. Place rock to produce a stable fill that contains no large, unfilled spaces caused by bridging of the larger fraction.

#### F. Control of Moisture

1. Control the moisture content of rockfill material as specified in Section J of this specification. When the addition of water is required, apply it in a manner that avoids excessive wetting of adjacent earthfill. Except as specified in Section J of this specification, control of the moisture content is not required.
2. Control the moisture content of the bedding material to ensure that bulking of the sand materials does not occur during compaction operations.

#### G. Compaction of Rockfill

1. Compact rockfill as described below for the class of compaction specified or by an approved equivalent method.
  - a. **Class I Compaction.** Compact each layer of fill by at least four passes over the entire surface with a steel drum vibrating roller that weighs at least 5 tons and exerts a vertical vibrating force of not less than 20,000 pounds at a frequency not less than 1,200 times per minute.
  - b. **Class II Compaction.** Compact each layer of fill by at least four passes over the entire surface by a track of a crawler-type tractor weighing at least 20 tons.
  - c. **Class III Compaction.** No compaction is required beyond that resulting from the placing and spreading operations.
2. Heavy equipment must not be operated within 2 feet of any structure. Vibrating rollers must not be operated within 5 feet of any structure. Compaction by means of drop weights operating from a crane, hoist, or similar equipment is not permitted.
3. When compaction other than Class III compaction is specified, rockfill placed in trenches or other locations inaccessible to heavy equipment must be compacted by manually controlled pneumatic or vibrating tampers or by equivalent methods approved by the engineer.

#### H. Compaction of Bedding

1. Compact bedding according to the following requirements for the class of compaction specified:
  - a. **Class A Compaction.** Compact each layer of bedding to a relative density of not less than 70 percent as determined by ASTM D4254.
  - b. **Class I Compaction.** Compact each layer of bedding by at least two passes over the entire surface with a steel drum vibrating roller weighing at least 5

tons and exerting a vertical vibrating force not less than 20,000 pounds at a frequency not less than 1,200 times per minute or by an approved equivalent method. A pass is defined as at least one passage of the roller wheel, track, tire, or drum over the entire surface of the bedding layer

c. Class II Compaction. Compact each layer of bedding by one of the following methods or an equivalent method approved by the engineer.

(1) At least two passes over the entire surface with a pneumatic, rubber-tired roller exerting a minimum pressure of 75 pounds per square inch. A pass is defined as at least one passage of the roller wheel, track, tire, or drum over the entire surface of the bedding layer.

(2) At least four passes over the entire surface with the track of a crawler-type tractor weighing a minimum of 20 tons.

(3) Controlled movement of the hauling equipment so that the entire surface is traversed by a minimum of one tread track of the loaded equipment.

d. Class III Compaction. No compaction is required beyond that resulting from the placing and spreading operations.

2. Heavy equipment must not be operated within 2 feet of any structure. Vibrating rollers must not be operated within 5 feet of any structure. Compaction by means of drop weights operating from a crane, hoist, or similar equipment is not permitted.

3. When compaction other than Class III is specified, bedding placed in trenches or other locations inaccessible to heavy equipment must be compacted by manually controlled pneumatic or vibrating tampers or by equivalent methods approved by the engineer.

#### **I. Measurement and Payment**

1. For items of work for which specific unit prices are established in the contract, the volume of each type of rockfill, including bedding, with the zone boundaries and limits specified on the drawings or established by the engineer, is measured and computed to the nearest cubic yard by the method of average cross-sectional end areas.

2. Payment for each type of rockfill is made at the contract unit price for that type of fill. Except as otherwise specified in Section J of this specification, such payment will constitute full compensation for all labor, equipment, material, and other items necessary and incidental to the performance of the work, including furnishing, placing, and compacting the bedding material.

3. Compensation for any type of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Such items and the items to which they are made subsidiary are identified in Section J of this specification.

#### **J. Items of Work and Construction Details**

Place rock by Method 2 listed above. Compact by class III as listed above.



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## Construction Specification 61 — Rock Riprap

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of the construction of rock riprap revetments and blankets, including filter or bedding where specified.

### B. Material

1. Rock riprap must conform to the requirements of Material Specification 523, Rock for Riprap, or, if so specified, must be obtained from designated sources. It must be free from dirt, clay, sand, rock fines, and other material not meeting the required gradation limits.
2. At least 30 days before rock is delivered from other than designated sources, the contractor must designate in writing the source from which rock material will be obtained and provide information satisfactory to the contracting officer that the material meets contract requirements. The contractor must provide the responsible engineer free access to the source for the purpose of obtaining samples for testing. The size and grading of the rock must be as specified in section H.
3. Rock from approved sources must be excavated, selected, and processed to meet the specified quality and grading requirements at the time the rock is installed.
4. Based on a specific gravity of 2.65 (typical of limestone and dolomite) and assuming the individual rock is shaped midway between a sphere and a cube, typical size/weight relationships are given in figure 61-1:

**Figure 61-1 Typical riprap size/weight relationship**

<b>Sieve Size of Rock</b>	<b>Approx. Weight of Rock</b>	<b>Weight of Test Pile</b>
16 inches	300 pounds	6,000 pounds
11 inches	100 pounds	2,000 pounds
6 inches	15 pounds	300 pounds

5. When specified in section H or when it is necessary to verify the gradation of the rock riprap, a particle size analysis must be performed in accordance with ASTM D5519, Test Method A or B. The analysis must be performed at the worksite on a test pile of representative rock. The mass of the test pile must be at least 20 times the mass of the largest rock in the pile. The results of the test are compared to the gradation required for the project. Test pile results that do not meet the construction specifications must be cause for the rock to be rejected. The test pile that meets contract requirements must be left on the jobsite as a sample for visual comparison. The test pile must be used as part of the last rock riprap to be placed.

6. Filter or bedding aggregates, when required, must conform to Material Specification 521, Aggregates for Drainfill and Filters, unless otherwise specified. Geotextiles must conform to Material Specification 592, Geotextile.

#### **C. Subgrade preparation**

1. The subgrade surface on which the rock riprap, filter, bedding, or geotextile is to be placed must be cut or filled and graded to the lines and grades shown on the drawings. When fill to subgrade lines is required, it must consist of approved material and conform to the requirements of the specified class of earthfill.
2. Rock riprap, filter, bedding, or geotextile must not be placed until the foundation preparation is completed and the subgrade surface has been inspected and approved.

#### **D. Equipment-placed rock riprap**

1. The rock riprap must be placed by equipment on the surface and to the depth specified. It must be installed to the full course thickness in one operation and in such a manner as to avoid serious displacement of the underlying material. The rock for riprap must be delivered and placed in a manner that ensures the riprap in place is reasonably homogeneous with the larger rocks uniformly distributed and firmly in contact one to another with the smaller rocks and spalls filling the voids between the larger rocks. Some hand placing may be required to provide a neat and uniform surface.
2. Rock riprap must be placed in a manner to prevent damage to structures. Hand placing is required as necessary to prevent damage to any new and existing structures.

#### **E. Hand-placed rock riprap**

1. The rock riprap must be placed by hand on the surface and to the depth specified. It must be securely bedded with the larger rocks firmly in contact one to another without bridging. Spaces between the larger rocks must be filled with smaller rocks and spalls. Smaller rocks must not be grouped as a substitute for larger rock. Flat slab rock must be laid on its vertical edge except where it is laid like paving stone and the thickness of the rock equals the specified depth of the riprap course.

#### **F. Filter or bedding**

1. When the contract specifies filter, bedding, or geotextile beneath the rock riprap, the designated material must be placed on the prepared subgrade surface as specified. Compaction of filter or bedding aggregate is not required, but the surface of such material must be finished reasonably smooth and free of mounds, dips, or windrows.

#### **G. Measurement and payment**

1. Method 1.
  - a. For items of work for which specific unit prices are established in the contract, the quantity of each type of rock riprap placed within the specified limits is

computed to the nearest ton by actual weight. The volume of each type of filter or bedding aggregate is measured within the specified limits and computed to the nearest cubic yard by the method of average cross-sectional end areas. For each load of rock riprap placed as specified, the contractor must furnish to the responsible engineer a statement-of-delivery ticket showing the weight to the nearest 0.1 ton.

- b. Payment is made at the contract unit price for each type of rock riprap, filter, or bedding. Such payment is considered full compensation for completion of the work.

2. Method 2.

- a. For items of work for which specific unit prices are established in the contract, the quantity of each type of rock riprap placed within the specified limits is computed to the nearest 0.1 ton by actual weight. The quantity of each type of filter or bedding aggregate delivered and placed within the specified limits is computed to the nearest 0.1 ton. For each load of rock riprap placed as specified, the contractor must furnish to the engineer a statement-of-delivery ticket showing the weight to the nearest 0.1 ton. For each load of filter or bedding aggregate, the contractor must furnish to the responsible engineer a statement-of-delivery ticket showing the weight to the nearest 0.1 ton.
- b. Payment is made at the contract unit price for each type of rock riprap, filter, or bedding. Such payment is considered full compensation for completion of the work.

3. Method 3.

- a. For items of work for which specific unit prices are established by the contract, the volume of each type of rock riprap and filter or bedding aggregate is measured within the specified limits and computed to the nearest cubic yard by the method of average cross-sectional end areas.
- b. Payment is made at the contract unit price for each type of rock riprap, filter, or bedding. Such payment is considered full compensation for completion of the work.

4. Method 4.

- a. For items of work for which specific unit prices are established by the contract, the volume of each type of rock riprap, including filter and bedding aggregate, is measured within the specified limits and computed to the nearest cubic yard by the method of average cross-sectional end areas.
- b. Payment is made at the contract unit price for each type of rock riprap, including filter and bedding. Such payment is considered full compensation for completion of the work.

5. Method 5.

- a. For items of work for which specific unit prices are established by the contract, the quantity of each type of rock riprap placed within the specified limits is computed to the nearest ton by actual weight. For each load of rock for riprap placed as specified, the contractor must furnish to the responsible



engineer a statement-of-delivery ticket showing the weight to the nearest 0.1 ton.

- b. Payment is made at the contract unit price for each type of rock riprap, and includes compensation for any aggregate or geotextile installed as specified for filter or bedding. Such payment is considered full compensation for completion of the work.

6. Method 6.

- a. For items of work for which specific unit prices are established by the contract, the volume of each type of rock riprap is measured within the specified limits and computed to the nearest cubic yard by the method of average cross-sectional end areas.
- b. Payment is made at the contract unit price for each type of rock riprap and includes compensation for any aggregate or geotextile installed as specified for filter or bedding. Such payment is considered full compensation for completion of the work.

7. All methods.

- a. The following provision applies to all methods of measurement and payment. Compensation for any item of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Such items and the items to which they are made subsidiary are identified in section H.
- b. No separate payment is made for testing the gradation of the test pile. Compensation for testing is included in the appropriate bid item for riprap.

**H. Items of work and construction details**

Measurement and payment to be by Method 4 listed above



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## Construction Specification 64 — Gabions and Gabion Mattresses

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. The work consists of furnishing, assembling, and installing rock-filled wire-mesh gabions and gabion mattresses. Gabions are at least 12 inches high. Gabion mattresses are no more than 12 inches high.

### B. Material Types

1. Gabions and gabion mattresses consist of rectangular wire mesh formed containers filled with rock. Gabions must conform to one of the following types. The wire coating must be as specified in section G.
  - a. Twisted-mesh.
    - (1) Nonraveling, double twisted, hexagonal wire mesh consisting of two wires twisted together in two 180-degree turns. Twisted-mesh, fasteners, and stiffeners must conform to the requirements of ASTM A975.
    - (2) Lacing wire is the standard fastener for twisted-mesh gabions and gabion mattresses. Ring fasteners may be used and must be made of stainless steel. Ring fasteners must provide the minimum strength per lineal foot that is specified in ASTM A975 for gabions and gabion mattresses.
  - b. Welded mesh.
    - (1) Welded mesh with a uniform square or rectangular pattern and a resistance weld at each intersection. Welded mesh and stiffeners must conform to the requirements of ASTM A974 with the exception that welded-mesh may be delivered in component form, either rolled or stacked, for assembly at the jobsite.
    - (2) Spiral binders are the standard fastener for welded-mesh gabions and gabion mattresses. Spiral binders must conform to the requirements of ASTM A974. Alternate fasteners for use with welded-mesh gabions and gabion mattresses, such as ring fasteners or lacing wire, must be formed from wire meeting the same quality and coating thickness requirements as specified for the gabions and gabion mattresses. Ring fasteners must be made of stainless steel. Standard fasteners and alternate fasteners must provide the minimum strength per lineal foot that is specified in section G.
2. Rock must conform to the quality requirements in Material Specification 523, Rock for Riprap, unless otherwise specified in Section G. At least 85 percent of

the rock particles (by weight) must be within the predominant rock size range shown in figure 64.1.

**Figure 64.1 - Predominant Rock Size Range by Gabion Size**

<b>Gabion Basket or Mattress Height</b>	<b>Predominant Rock size (in)</b>	<b>Minimum Rock Dimension (in)</b>	<b>Maximum Rock Dimension (in)</b>
12-, 18-, or 36-inch basket	4 to 8	4	8
6-, 9-, or 12-inch mattress	3 to 6	3	6

3. At least 30 days before delivery to the site, the contractor must inform the engineer in writing of the source from which the rock will be obtained. The test data and other information by which the material was determined by the contractor to meet the requirements of this specification must be included. The contractor must provide the engineer free access to the source for the purpose of obtaining samples for testing and source approval.
4. Bedding or filter material, when specified, must meet the gradation shown on the plans or as specified in section G. The requirements of Material Specification 521, Aggregates for Drainfill and Filters. Geotextile, when specified, must conform to the requirements specified in section G and in Material Specification 592, Geotextile.

#### **C. Foundation Preparation**

1. The foundation on which the gabions and gabion mattresses are to be placed must be cut or filled and graded to the lines and grades shown on the drawings. Surface irregularities, loose material, vegetation, and all foreign matter must be removed from the foundation. When fill is required, it must consist of material conforming to the requirements specified in section G. Fill must be compacted as specified in section G. Gabions, gabion mattresses, and bedding or specified geotextiles may not be placed until the foundation preparation is completed, inspected by the responsible engineer, and verified by the engineer to meet the requirements of this specification.
2. Compaction of bedding or filter material is required as specified in section G. The surface of the finished material must be to grade and free of mounds, dips, or windrows. Geotextile must be installed in accordance with the requirements of Construction Specification 95.

#### **D. Assembly and Placement**

1. Where a gabion or gabion mattress unit must be modified, welded-mesh panels may be cut to fit. Twisted-mesh panels may be folded and neatly wired but must not be cut.
2. Assembly.
  - a. Use ring-type fasteners or lacing wire for the assembly and placement of twisted-mesh panels. Wrap the lacing wire with alternating single and double

half-hitches at 4- to 6-inch intervals and secure by tying a double half-hitch at each end. Use spiral or ring type fasteners for the assembly and placement of welded-mesh panels. Where spiral fasteners are used, crimp the ends to secure the spirals in place. Where ring type fasteners are used, install the fasteners at a maximum spacing of 6 inches.

- b. Interior diaphragms are required where any inside dimension exceeds 3 feet. Use the same type fasteners and fastening procedures to install interior diaphragms and lids as used in the panel assembly. Diaphragms are installed to ensure that no open intervals are present that exceed 3 feet.

### 3. Placement.

- a. Place the empty gabions or gabion mattresses on the foundation and use lacing wire to connect all adjacent gabions along the top, bottom, and vertical edges. Wrap the wire with alternating single and double half-hitches at 4- to 6-inch intervals. Unless otherwise specified in section G, lacing wire is the only fastener allowed for connecting twisted-mesh gabions. Welded-mesh gabions and gabion mattresses may be connected with spiral fasteners, ring-type fasteners, or lacing wire. Where spiral fasteners are used, crimp the ends to secure the spirals in place. Where ring-type fasteners are used, install the fasteners at a maximum spacing of 6 inches. Lacing wire may be used as needed to supplement the interconnection of welded mesh gabions and the closing of lids.
- b. Connect each layer of gabions and gabion mattresses to the underlying layer of gabions along the front, back, and sides. Stagger the vertical and horizontal joints between the gabions of adjacent rows and layers by at least one-fourth of a cell length.

## E. Filling Operation

### 1. Twisted-mesh.

- a. After adjacent empty twisted-mesh units are set to line and grade and common sides properly connected, they must be placed in straight line and stretched to remove any kinks from the mesh and gain a uniform alignment. Units may be staked to maintain the established proper alignment before the rock is placed. No stakes may be placed through geotextile material. Fasteners must be attached during the filling operation as needed to preserve the strength and shape of the structure.
- b. Internal connecting crosstie wires must be placed in each unrestrained gabion and gabion mattress unit of more than 18 inches in height, including units left temporarily unrestrained. Two internal connecting wires must be placed concurrently with rock placement at each 12-inch interval of depth. These crossties must be evenly spaced along the front face and connected to the back face. All crosstie wires must be looped around two mesh openings and each wire end must be secured by a minimum of five 180-degree twists around itself after looping.

### 2. Welded-mesh.

- a. Welded-mesh units do not require stretching. Units may be staked to maintain the established proper alignment before the rock is placed. No stakes may be placed through geotextile material. Fasteners must be attached during the filling operation as needed to preserve the strength and shape of the structure.
- b. Internal crossties or stiffeners must be placed in each unrestrained gabion and gabion mattress unit of more than 18 inches in height, including units left temporarily unrestrained. Crossties or stiffeners must be placed concurrently with rock placement at each 12-inch interval of depth. They must be placed across the corners of the gabions (at 12 inches from the corners) providing diagonal bracing. Lacing wire or preformed hooked wire stiffeners may be used.

3. Twisted and welded-mesh.

- a. The gabions and gabion mattresses must be carefully filled with rock in a manner that will ensure alignment, avoid bulges, and provide a compact mass that minimizes voids. Machine placement requires supplementing with hand work to ensure the desired results. The units or cells in any row must be filled in stages so that the depth of rock placed in any one cell does not exceed the depth of rock in any adjoining cell by more than 12 inches. Along the exposed faces, the outer layer of stone must be carefully placed and arranged by hand to ensure a neat, compact placement with a uniform appearance.
  - b. The last layer of rock must be uniformly leveled to the top edges of the cells. Lids must be stretched tight over the rock filling. The use of crowbars or other single point leverage bars for lid closing is prohibited as they may damage the baskets. The lid must be stretched until it meets the perimeter edges of the front and end panels. The gabion lid must then be secured to the sides, ends, and diaphragms with lacing wire, spiral binders, or approved alternate fasteners. Lacing wire must be wrapped with alternating single and double half-hitches at 4- to 6-inch intervals. Where spiral fasteners are used, crimp the ends to secure the spirals in place.
4. All Styles. Any damage to the wire or coatings during assembly, placement, and or filling must be repaired promptly in accordance with the manufacturer's recommendations or replaced with undamaged gabion basket materials.

**F. Measurement and Payment**

- 1. Method 1. For items of work for which specific unit prices are established in the contract, the volume of rock is measured within the neat lines of the gabion structure and computed to the nearest cubic yard. Payment for gabions is made at the contract unit price and includes the wire mesh and rock. Such payment is considered full compensation for all labor, material, equipment, and other items necessary and incidental to completion of the work.
- 2. Method 2. For items of work for which specific unit prices are established in the contract, the volume of the gabions is measured within the neat lines of the gabion structure and computed to the nearest cubic yard. Payment for the gabions is made at the contract unit price and includes the wire mesh, rock, and specified bedding material or geotextile. Such payment is considered full compensation for all labor,



material, equipment, and other items necessary and incidental to the completion of the work.

3. Method 3. For items of work for which specific unit prices are established in the contract, the surface area is measured within the neat lines of the gabion mattress structure and computed to the nearest square yard. Payment for the gabion mattress is made at the contract unit price and includes the wire mesh and rock. Such payment is considered full compensation for all labor, material, equipment, and other items necessary and incidental to the completion of the work.
4. Method 4. For items of work for which specific unit prices are established in the contract, the surface area is measured within the neat lines of the gabion mattress structure and computed to the nearest square yard. Payment for the gabion mattress is made at the contract unit price and includes the wire mesh, rock, and specified bedding material or geotextile. Such payment is considered full compensation for all labor, material, equipment, and other items necessary and incidental to the completion of the work.
5. All Methods. The following provisions apply to all methods of measurement and payment. Unless otherwise specified in section G, no deduction in volume is made for any void or embedded item (e.g., a pipe passing through a gabion wall). Compensation for any item of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Each item and the items to which they are made subsidiary are identified in section G of this specification.

#### **G. Items of Work and Construction Details**

**Measurement and payment to be by Method 2 listed above.**

# Appendix A

## Instructions for Use

### CS 64 — Gabions and Gabion Mattresses

#### A. Applicability

1. Construction Specification 64 is applicable to the installation of wire mesh gabions and gabion mattresses, including bedding, filter, or geotextile where specified.

#### B. Material Specifications

1. The following material specifications complement Construction Specification 64:
  - a. 521, Aggregates for Drainfill and Filters
  - b. 523, Rock for Riprap
  - c. 592, Geotextile
2. Construction Specification 95, Geotextile, also complements this specification.

#### C. Included Items

1. Items to be included in contract specifications and drawings follow:
  - a. Complete drawings showing alignment, layout, size of gabions or gabion mattresses, interior support details, lacing, connecting or fastening plans as applicable, and any other related appurtenances or details.
  - b. The specific type of gabion constructed, twisted or welded mesh, if it is restricted to only one type. If either may be used, state that the gabions and gabion mattresses may be constructed of either twisted or welded mesh.
  - c. The class of wire, specified in section G. Gabions and gabion mattresses are classified in the applicable ASTM standard (A974 for welded-wire or A975 for twisted-wire) according to coating. For welded wire, specify coating style 1, 2, 3, or 4, and select style 5 if the wire is to be PVC-coated. For twisted wire, specify coating style 1, 2, 3, or 4. For example, "Welded wire shall be zinc-coated and coated with PVC (ASTM A974 Styles 1 and 5 or Styles 2 and 5). Twisted wire shall be zinc-coated and coated with PVC (ASTM A975 Style 3)." Zinc-coated wire with a PVC coating is adequate for most applications. For welded wire, there is a choice of wire that is coated before being welded into a fabric (Style 1) or wire that is coated after being welded into a fabric (Style 2). Either style is acceptable. Aluminum- and zinc-coated wire with no PVC coating has performed well in arid climates. Aluminum-mischmetal-alloy- (Zn-5Al-MM) coated wire should be specified for marine and other corrosive environments.
  - d. Specific requirements, such as coating color or non-standard wire size or mesh opening, as applicable.
  - e. Material and compaction requirements in section G, when fill is required. If material and compaction requirements are specified in Construction Specification 23, Earthfill, reference this specification in section G.

- f. Details of bedding, filter material, or geotextile including gradation for material, compaction requirements of material, class of geotextile, and any special requirements. Refer to the respective construction specifications as applicable. Both types of gabions perform best when placed on relatively smooth, unyielding foundations. A coarse aggregate or a stone leveling course can be successfully used under gabions to provide good support and grade control.
- g. Source of rock and prequalification of rock sources as appropriate.
- h. Rock size, if different from that specified in section B.
- i. Requirements for concrete cap, if applicable, including location and placement details. Include and refer to Construction Specifications 31, 32, or 33 as necessary.
- j. Rockfill and lid closure requirements for gabions placed on a slope to serve as a chute with flow down the top surface. These gabions must be filled as densely as possible to avoid movement and distortion during design flow events.
- k. The specified batter to the front face of vertical gabion walls. A minimum wall batter of 6 degrees is recommended (1 horizontal to 10 vertical). Where possible, design stepped-faced gabion walls instead of vertical-faced walls.
- l. Method of measurement and payment in section G.

#### **D. Methods**

- 1. Section F, Measurement and Payment
  - a. Method 1. Use when payment is to be made for gabions or gabion mattresses and rock filler. Bedding, filter, or geotextile is to be paid under a separate item.
  - b. Method 2. Use when payment is made for gabions or gabion mattresses and rock filler, including the bedding or filter and geotextile. Include a description of the subsidiary items in section G of this specification and in the items of work and construction details of the appropriate companion construction specification.
  - c. Method 3. Use when payment is to be made for gabion mattresses and rock filler. Bedding, filter, or geotextile is to be paid under a separate item of work.
  - d. Method 4. Used when payment is made for completed gabion mattresses and rock filler, including the bedding or filter and geotextile. Include a description of the subsidiary items in section G and in the items of work and construction details of the appropriate companion construction specification.
- 2. When only one method is specified, delete from the last paragraph "All Methods. The following provisions apply to all methods of measurement and payment." Left-justify the remaining text.

#### **E. Items of Work and Construction Details**

- 1. Prepare and outline job-specific Items of Work and Construction Details in accordance with these instructions.

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## Construction Specification 95 — Geotextile

Title 210 – Engineering

Part 642 – Specifications for Construction Contracts

Subpart B – National Construction Specifications

June 2024

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### A. Scope

1. This work consists of furnishing all material, equipment, and labor necessary for the installation of geotextiles.

### B. Quality

1. Geotextiles must conform to the requirements of Material Specification 592 and this specification.

### C. Storage

1. Before use, store the geotextile in a clean, dry location out of direct sunlight, not subject to extremes of either hot or cold temperatures, and with the manufacturer's protective cover undisturbed. Receiving, storage, and handling at the jobsite must be in accordance with the requirements listed in ASTM D4873.

### D. Surface preparation

1. The surface on which the geotextile is to be placed must be graded to the neat lines and grades as shown on the drawings. The surface must be reasonably smooth and free of loose rock and clods, holes, depressions, projections, muddy conditions, and standing or flowing water (unless otherwise specified in section G of this specification).

### E. Placement

1. Before the geotextile is placed, the soil surface will be reviewed for quality assurance of the design and construction. Place the geotextile on the approved prepared surface at the locations and in accordance with the details shown on the drawings and specified in section G of this specification. It must be unrolled along the placement area and loosely laid, without stretching, in such a manner that it conforms to the surface irregularities when material or gabions are placed on or against it. The geotextile may be folded and overlapped to permit proper placement in designated areas.
2. Method 1.
  - a. Join the geotextile by machine sewing using thread material meeting the chemical requirements for the geotextile fibers or yarn. Thread must be polypropylene, polyester, or Kevlar™ aramid thread unless a specific thread type is specified. The thread must consist of two parallel stitched rows at a



spacing of about 1 inch and must not cross (except for any required re-stitching). The stitching must be a lock-type stitch. Each row of stitching must be located a minimum of 2 inches from the geotextile edge. Unless otherwise specified, the seam tensile strength as measured according to ASTM D4884 must be a minimum of 90 percent of the geotextile tensile strength in the weakest principal direction as measured according to ASTM D4632.

- b. The geotextile must be temporarily secured during placement of overlying material to prevent slippage, folding, wrinkling, or other displacement of the geotextile. Unless otherwise specified, methods of securing must not cause punctures, tears, or other openings to be formed in the geotextile.

3. Method 2.

- a. Join the geotextile by overlapping a minimum of 18 inches (unless otherwise specified) and secured against the underlying foundation material. Securing pins, approved and provided by the geotextile manufacturer, must be placed along the edge of the panel or roll material to adequately hold it in place during installation. Pins must be steel or fiberglass formed as a U, L, or T shape or must contain ears to prevent total penetration through the geotextile. Provide steel washers on all but the U-shaped pins. The upstream or upslope geotextile must overlap the abutting downslope geotextile. At vertical laps, securing pins must be inserted through the bottom layers along a line through approximately the midpoint of the overlap. At horizontal laps and across slope laps, securing must be inserted through the bottom layer only. Securing pins must be placed along a line about 2 inches in from the edge of the placed geotextile at intervals not to exceed 12 feet unless otherwise specified. Install additional pins as necessary and where appropriate to prevent any undue slippage or movement of the geotextile. The use of securing pins will be held to the minimum necessary. Pins are to remain in place unless otherwise specified.

- b. Should the geotextile be torn or punctured or the overlaps or sewn joint disturbed as evidenced by visible geotextile damage, subgrade pumping, intrusion, or grade distortion, the backfill around the damaged or displaced area must be removed and restored to the original approved condition. The repair must consist of a patch of the same type of geotextile being used and overlaying the existing geotextile. When the geotextile seams are required to be sewn, extend the overlay patch a minimum of 1 foot beyond the edge of any damaged area and join by sewing as required for the original geotextile except that the sewing must be a minimum of 6 inches from the edge of the damaged geotextile. Geotextile panels joined by overlap must have the patch extend a minimum of 2 feet from the edge of any damaged area.

4. Place geotextile in accordance with the following applicable specification according to the use indicated in section G:

- a. Slope protection. The geotextile must not be placed until it can be anchored and protected with the specified covering within 48 hours or protected from exposure to ultraviolet light. In no case may material be dropped on uncovered geotextile from a height of more than 3 feet.

- b. Subsurface drains. The geotextile must not be placed until drainfill or other material can be used to provide cover within the same working day. Drainfill material must be placed in a manner that prevents damage to the geotextile. In no case may material be dropped on uncovered geotextile from a height of more than 5 feet.
- c. Road stabilization. The geotextile must be unrolled in a direction parallel to the roadway centerline in a loose manner permitting conformation to the surface irregularities when the roadway fill material is placed on its surface. In no case may material be dropped on uncovered geotextile from a height of more than 5 feet. Unless otherwise specified, the minimum overlap of geotextile panels joined without sewing must be 24 inches. The geotextile may be temporarily secured with pins recommended or provided by the manufacturer, but they must be removed before the permanent covering material is placed.

#### F. Measurement and payment

- 1. Method 1. For items of work for which specific unit prices are established in the contract, the quantity of geotextile for each type placed within the specified limits is determined to the nearest specified unit by measurements of the covered surfaces only, disregarding that required for anchorage, seams, and overlaps. Payment is made at the contract unit price. Such payment constitutes full compensation for the completion of the work.
- 2. Method 2. For items of work for which specific unit prices are established in the contract, the quantity of geotextile for each type placed within the specified limits is determined to the nearest specified unit by computing the area of the actual roll size or partial roll size installed. The computed area will include the amount required for overlap, seams, and anchorage as specified. Payment is made at the contract unit price. Such payment constitutes full compensation for the completion of the work.
- 3. Method 3. For items of work for which specific lump sum prices are established in the contract, the quantity of geotextile is not measured for payment. Payment for geotextiles is made at the contract lump sum price and constitutes full compensation for the completion of the work.
- 4. All Methods. The following provisions apply to all methods of measurement and payment. Compensation for any item of work described in the contract but not listed in the bid schedule is included in the payment for the item of work to which it is made subsidiary. Such items and the items to which they are made subsidiary are identified in section G of this specification.

#### G. Items of work and construction details

Measurement and payment by Method 1 above

## Part 642 – Specifications

### Chapter 3 – National Standard Material Specifications

#### Material Specification 523—Rock for Riprap

##### A. Scope

This specification covers the quality of rock to be used in the construction of rock riprap.

##### B. Quality

- (1) Individual rock fragments must be dense, sound, and free from cracks, seams, and other defects conducive to accelerated weathering. Except as otherwise specified, the rock fragments must be angular to subrounded. The least dimension of an individual rock fragment must be not less than one-third the greatest dimension of the fragment. ASTM D4992 provides guidance on selecting rock from a source.

- (2) Except as otherwise provided, the rock must be tested and must have the following properties:

##### (i) Rock type 1

- Bulk specific gravity (saturated surface-dry basis)—Not less than 2.5 when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Absorption—Not more than 2 percent when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Soundness—The weight loss in 5 cycles must not be more than 10 percent when sodium sulfate is used or more than 15 percent when magnesium sulfate is used.

##### (ii) Rock type 2

- Bulk specific gravity (saturated surface-dry basis)—Not less than 2.5 when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Absorption—Not more than 2 percent when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Soundness—The weight loss in 5 cycles must be not more than 20 percent when sodium sulfate is used or more than 25 percent when magnesium sulfate is used.

##### (iii) Rock type 3

- Bulk specific gravity (saturated surface-dry basis)—Not less than 2.3 when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Absorption—Not more than 4 percent when tested in accordance with ASTM D6473 on samples prepared as described for soundness testing.
- Soundness—The weight loss in 5 cycles must be not more than 20 percent when sodium sulfate is used or more than 25 percent when magnesium sulfate is used.

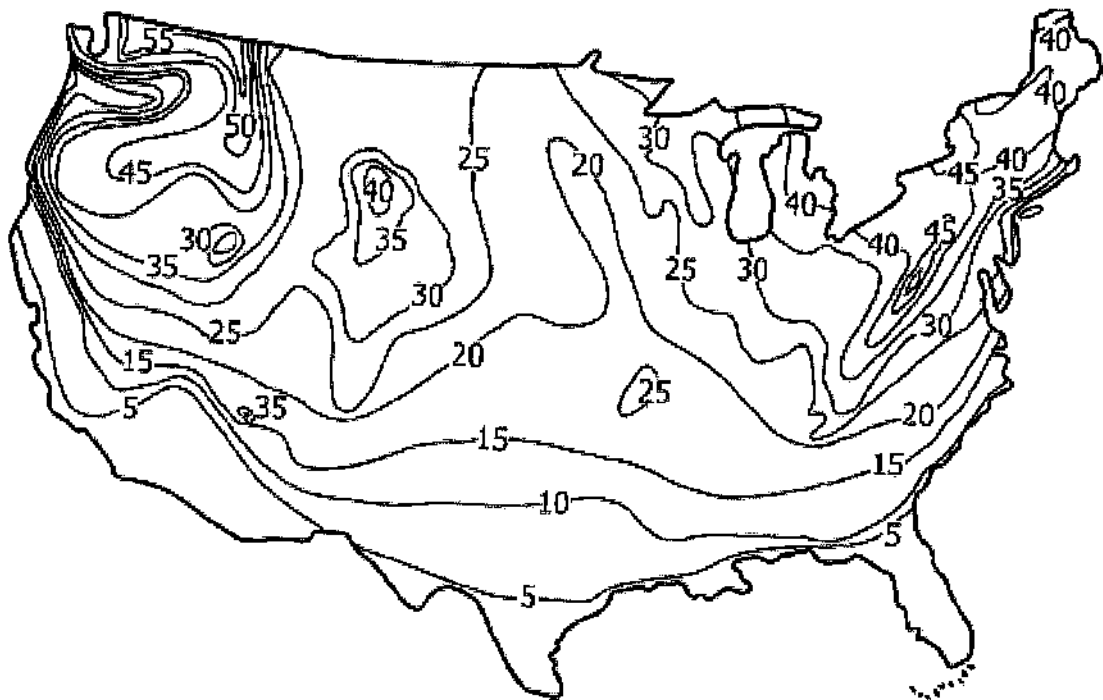
##### C. Methods of Soundness Testing

##### (1) Rock cube soundness—

- (i) The sodium or magnesium sulfate soundness test for all rock types (1, 2, or 3) must be performed on a test sample of  $5,000 \pm 300$  grams of rock fragments, reasonably uniform in size and cubical in shape, and weighing, after sampling, about 100 grams each. They must be obtained from rock samples that are representative of the total rock mass, as noted in ASTM D4992, and that have been sawed into slabs as described in ASTM

- D5121. The samples must further be reduced in size by sawing the slabs into cubical blocks. The thickness of the slabs and the size of the sawed fragments must be determined by the size of the available test apparatus and as necessary to provide, after sawing, the approximate 100-gram samples. The cubes must undergo five cycles of soundness testing in accordance with ASTM C88.
- (ii) Internal defects may cause some of the cubes to break during the sawing process or during the initial soaking period. Do not test any of the cubes that break during this preparatory process. Such breakage, including an approximation of the percentage of cubes that break, must be noted in the test report.
  - (iii) After the sample has been dried following completion of the final test cycle and washed to remove the sodium sulfate or magnesium sulfate, the loss of weight must be determined by subtracting from the original weight of the sample the final weight of all fragments that have not broken into three or more fragments.
  - (iv) The test report must show the percentage loss of the weight and the results of the qualitative examination.
- (2) Rock slab soundness—
- (i) When specified, the rock must also be tested in accordance with ASTM D5240. Deterioration of more than 25 percent of the number of blocks must be cause for rejection of rock from this source. Rock must also meet the requirements for average percent weight loss stated below.
  - (ii) For projects located north of the Number 20 Freeze-Thaw Severity Index Isoline (fig. 523-1 below), unless otherwise specified, the average percent weight loss for Rock Type 1 must not exceed 20 percent when sodium sulfate is used or 25 percent when magnesium sulfate is used. For Rock Types 2 and 3, the average percent weight loss must not exceed 25 percent for sodium sulfate soundness or 30 percent for magnesium sulfate soundness.
  - (iii) For projects located south of the Number 20 Freeze-Thaw Severity Index Isoline, unless otherwise specified, the average percent weight loss for Rock Type 1 must not exceed 30 percent when sodium sulfate is used or 38 percent when magnesium sulfate is used. For Rock Types 2 and 3, the average percent weight loss must not exceed 38 percent for sodium sulfate soundness or 45 percent for magnesium sulfate soundness.

Figure 523-1 Isoline Map of the Freeze-Thaw Severity Index for Contiguous 48 United States (map is from ASTM D5312)



D. Field Durability Inspection

- (1) Rock that fails to meet the material requirements stated above (if specified), may be accepted only if similar rock from the same source has been demonstrated to be sound after 5 years or more of service under conditions of weather, wetting and drying, and erosive forces similar to those anticipated for the rock to be installed under this specification.
- (2) A rock source may be rejected if the rock from that source deteriorates in less than 5 years under similar use and exposure conditions expected for the rock to be installed under this specification, even though it meets the testing requirements stated above.
- (3) Deterioration is defined as the loss of more than one-quarter of the original rock volume, or severe cracking that would cause a block to split. Measurements of deterioration are taken from linear or surface area particle counts to determine the percentage of deteriorated blocks. Deterioration of more than 25 percent of the pieces must be cause for rejection of rock from the source.

E. Grading

The rock must conform to the specified grading limits after it has been placed within the matrix of the rock riprap. Grading tests must be performed, as necessary, according to ASTM D5519, Method A, B, or C, as applicable.





PROJECT LOCATION  
Madrid, Franklin County, ME

# Raymond Plog — Madrid, ME Stream Bank Stabilization Project: 23-02-5034-002

## Notice to Cooperators & Contractors Regarding Utilities

DIGSAFE FOR ME-MA-RI-VT 1-888-DIG-SAFE (1-888-344-7233)  
No representation is made by the USDA Natural Resource Conservation Service as to the existence or non-existence of Underground Hazards. Prior to the start of construction, the owner of the utilities must be notified of the pending construction. It is the Cooperator's responsibility to protect utilities during construction and the Cooperator will be liable for all damages resulting from construction.



## Construction Notes:

- **A Pre-Construction Meeting between NRCS, Sponsor, & Contractor is required at least ONE WEEK prior to the commencement of construction.**
- The contractor must provide a proposed sediment and erosion control plan to NRCS for approval prior to starting construction
- The sponsor is responsible for obtaining all regulatory permits and official project authorizations prior to construction.
- All O.S.H.A & other safety requirements shall be met during construction.
- Use Maine Department of Environmental Protection (DEP) Erosion and Sediment Best Management Practices (BMPs) during construction.

## Project Description:

- Stream bank stabilization with rip rap and plantings to protect the occupied house.

CIN	Job Class	Practice	Design Qty.	As-Built Qty.	Approved	Date

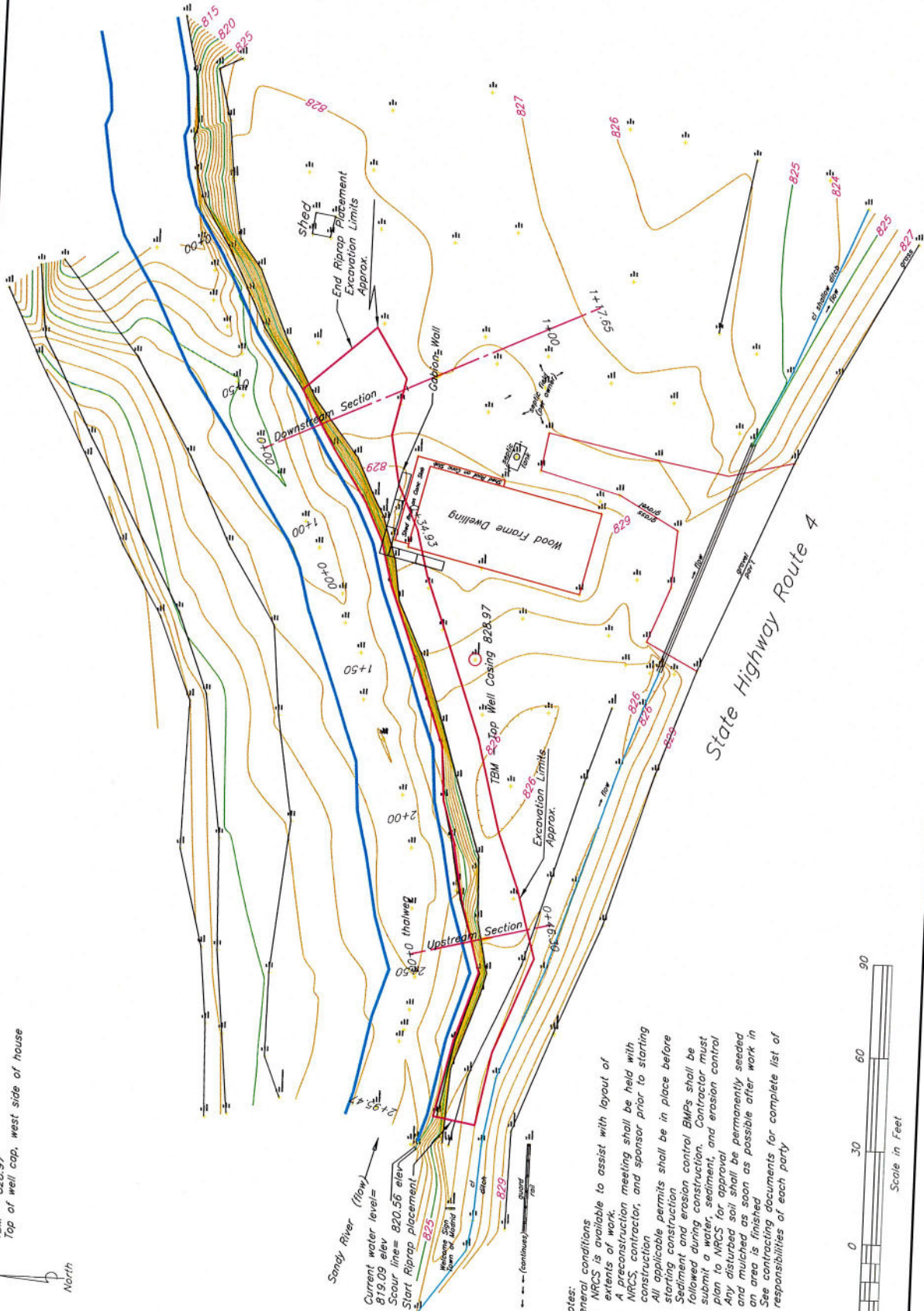
NRCS Point of Contact:  
Contact: Adam Cattrell  
State Conservation Engineer  
207-990-9555

Signature Block	Date
Designed	5/25
Drawn	5/25
Checked	6/25
Approved	ADAM CATTRELL

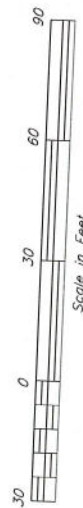
Digitally signed by ADAM CATTRELL  
Date: 2025.06.25 11:34:25 -0400



TBM - 828.97  
Top of well cap, west side of house



- Notes:
- General conditions
  - NRCS is available to assist with layout of extents of work.
  - A preconstruction meeting shall be held with NRCS, contractor, and sponsor prior to starting construction.
  - All applicable permits shall be in place before starting construction.
  - Sediment and erosion control BMPs shall be followed during construction. Contractor must submit a water, sediment, and erosion control plan to NRCS for approval.
  - Any disturbed soil shall be permanently seeded and mulched as soon as possible after work in an area is finished.
  - See contracting documents for complete list of responsibilities of each party.



Designed: RJ Bills  
Checked: LLW  
Approved: 6/25

Raymond Plog  
EWP  
PLAN VIEW  
Town of Madrid County: Franklin

United States  
Department of  
Agriculture  
Natural Resources  
Conservation Service

File No. Madrid-Topo-2024\_01a.dwg  
Drawing No. 5/16/25 6:09 PM  
Sheet 2 of 6

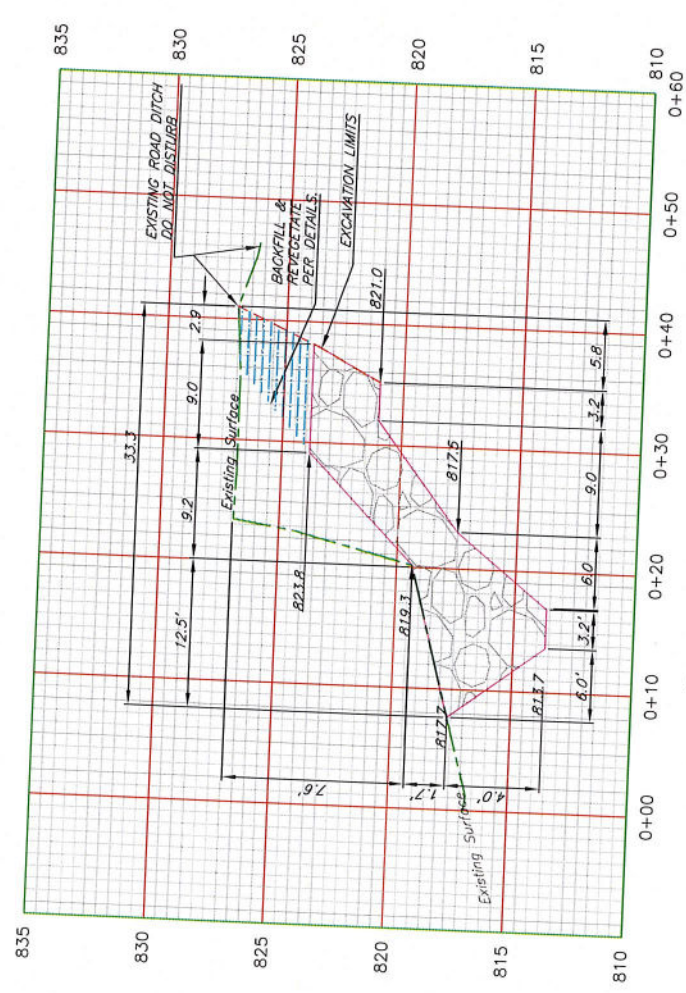
Date: 5/25  
 Drawn: LLW  
 Designed: AC  
 Checked: \_\_\_\_\_  
 Approved: \_\_\_\_\_

# Raymond Plog EWP Stream Bank Stabilization US PROFILE



United States  
 Department of  
 Agriculture  
 Natural Resources  
 Conservation Service

File No. Madrid-Topo-2024\_II  
 Drawing No. 6/16/25 6.03 PM  
 Sheet 3 of 6

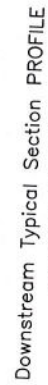


Upstream Typical Section PROFILE  
 HORIZONTAL 1" = 10'  
 VERTICAL 1" = 5'





Approved	_____
Checked	_____
Drawn	_____
Designed	_____
AC	_____
Date	06/25



HORIZONTAL 1" = 10'  
VERTICAL 1" = 5'



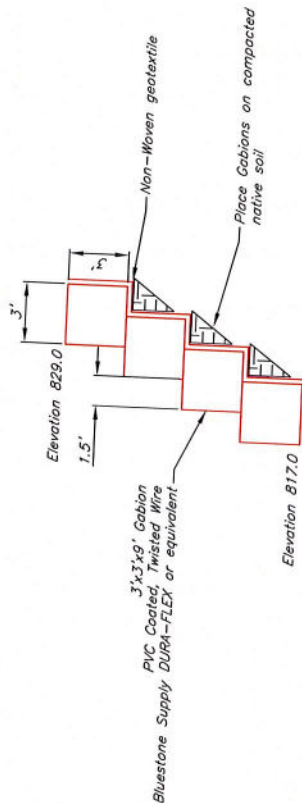
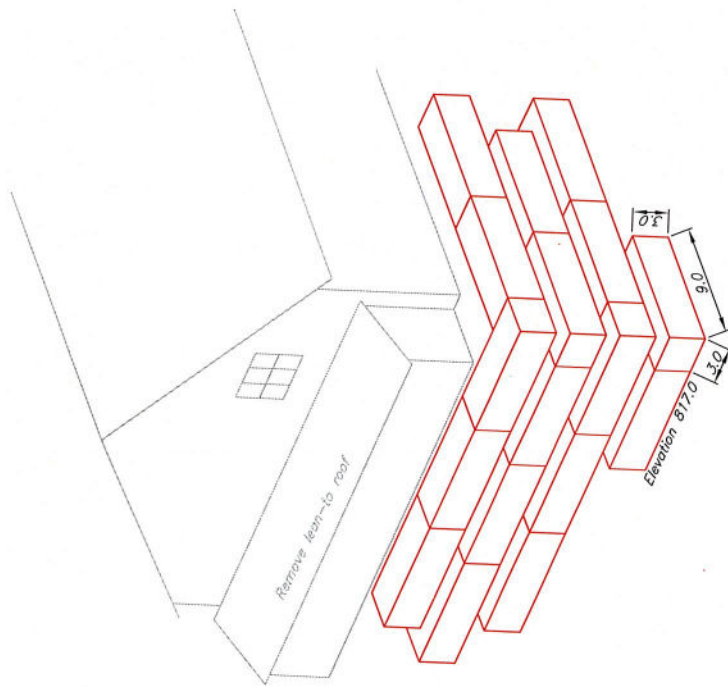
Date \_\_\_\_\_  
 Designed \_\_\_\_\_  
 Drawn \_\_\_\_\_  
 Checked \_\_\_\_\_  
 Approved \_\_\_\_\_

# Madrid EWP Plog Gabion Wall Detail

United States  
 Department of  
 Agriculture  
 Natural Resources  
 Conservation Service

File No. \_\_\_\_\_  
 Madrid - topo - 2024 - 1111.dwg

Drawing No. \_\_\_\_\_  
 6/16/25 6:03 PM  
 Sheet 5 of 6



Typical Section

- Notes:
- 17 Gabions 3x3x9, are required. About 55 cy of material is required for fill.
  - Fill gabion baskets with rock sized to manufacture's specifications.
  - Use tie wire or hog rings as specified to assemble gabions. Internal supports are critical.
  - Tie baskets together at edges and corners to form a stable wall.
  - Gabions must be filled in place.
  - Use geotextile as specified to separate gabions from native soil.
  - Use care when assembling, placing, and filling gabions to minimize damage to the coating.

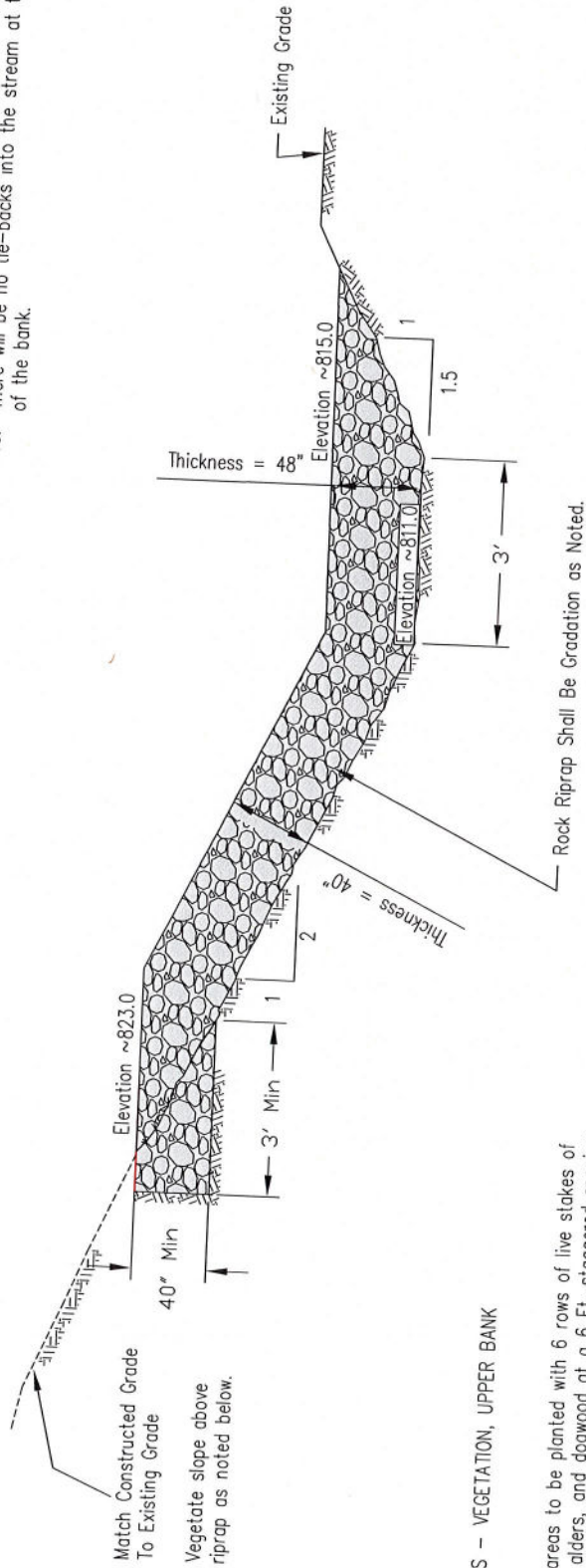
# ROCK RIPRAP GRADATION

<u>% Passing</u>	<u>Lower Bound Diameter (inches)</u>	<u>Upper Bound Diameter (inches)</u>
100	22	34
75	20	30
60	18	26
50	17	24
40	16	22
30	14	20
20	12	18

- APPROXIMATELY 250 FEET OF BANK TO BE STABILIZED
- ROCK D50 = 20-INCH
- ROCK THICKNESS = 40 INCHES
- ROCK VOLUME (ESTIMATE) = 1125 CU YD

## NOTES:

1. Remove all woody debris and organic matter from scour.
2. Bank shaping and rock placement to be done during low water.
3. Shape bank to 2:1 minimum by removing over-hanging sod and soil.
4. Create a 40 inch deep cutoff of riprap at top edge of bank.
5. Place rock over non-woven geotextile
6. Place rock on slope as shown on Typical Cross Section.
7. The rock shall be compacted with the placement equipment to increase in-place density.
8. Blend top edge of rock with existing ground to allow surface runoff.
9. The complete job shall present a workmanlike finish.
10. There will be no tie-backs into the stream at the ends of the bank.



## NOTES - VEGETATION, UPPER BANK

- Sloped areas to be planted with 6 rows of live stakes of willows, alders, and dogwood at a 6 Ft. staggered spacing.
- Flat areas to be planted with any of the following- red maple, silver maple, poplar, dogwood, alders, willow.
- Planting to be done when conducive for best catch.
- All work to be overseen by NRCS staff.

**TYPICAL SECTION**  
NOT TO SCALE  
VIEW LOOKING UPSTREAM

Raymond Plog  
Streambank Stabilization EWP  
Bank Detail

United States  
Department of  
Agriculture  
Natural Resources  
Conservation Service

File No.  
Map No. - Topo - 2024 - II  
Drawing No.  
8/16/25 8:09 PM  
Sheet 6 of 6



## Weather-Related Office Closure Policy

### Purpose:

This policy establishes procedures for employee work expectations during extreme weather events when government offices have announced closures. It ensures safety, clarity, and continuity while accommodating the needs of both employees and the organization.

### Scope:

This policy applies to all employees of Franklin County, Maine including full-time, part-time, and temporary staff.

### Policy Guidelines:

#### 1. **Government Closure Notification:**

- If the Franklin County government declares closure due to inclement weather, Franklin County will adhere to the announcement. Employees will be informed via email, text message, and the company's communication platform.
- This declaration can be made by the Chair or Vice Chair.

#### 2. **Employee Responsibilities:**

- Employees who can work remotely are expected to continue working their scheduled hours unless otherwise directed.
- Non-remote employees will be placed on **paid leave** for the hours or day a closure is declared.

#### 3. **Safety First:**

- Employees should prioritize personal safety during severe weather events. If traveling to work poses a risk but no government closure is announced, employees may request unpaid leave or remote work approval.

#### 4. **Critical Staff:**

- Employees designated as "critical" for operations (e.g., IT, facilities, emergency response staff, Dispatch, Sheriff and Sheriff's officers) are required to report to work unless directed otherwise. Alternative arrangements for transportation and shelter will be made if needed.

#### 5. **Compensation:**

- Pay policies for closures extending beyond 1 day will be evaluated case-by-case.

#### 6. **Communication:**

- Employees must stay informed via official channels (e.g., company intranet, HR updates) during government closures to understand expectations.
- Questions or concerns about the policy should be directed to the HR department.

### Implementation:

This policy takes effect immediately and will be reviewed annually to ensure alignment with governmental and organizational regulations.

## **Franklin County Compensatory Time Policy**

### **Purpose:**

This policy establishes guidelines for accruing and using compensatory time (comp time) for eligible employees in Franklin County, Maine. It ensures compliance with state and federal labor laws, including the Fair Labor Standards Act (FLSA).

### **Scope:**

This policy applies to all exempt employees of Franklin County, as defined by FLSA regulations.

### **Accrual of Comp Time:**

1. **Eligibility:**
  - Exempt employees may accrue comp time at a **1:1 ratio** for additional hours worked beyond their regular schedule, subject to department approval.
2. **Maximum Accrual:**
  - Exempt employees may accrue for up to **8 hours**, unless otherwise authorized by the County Administrator.
3. **Recording & Approval:**
  - Comp time must be tracked in official payroll records.
  - Employees must obtain **prior approval** from their department head before accruing comp time.

### **Use of Comp Time:**

1. **Request Process:**
  - Employees must submit comp-time usage requests at least **one business days** in advance.
  - Requests will be granted based on operational needs and department staffing levels.
2. **Expiration & Payout:**
  - Unused comp time **must be used within one month of accrual** or will be forfeited.
  - Exempt employees will not receive payout unless specified in contract terms.
3. **Department Discretion:**
  - County departments may impose additional restrictions based on operational needs but must comply with federal and state labor laws.

### **Compliance & Enforcement:**

- This policy is subject to **annual review** and adjustments to align with changes in labor laws or Franklin County policies.
- Violations of this policy may result in disciplinary action, including loss of comp time privileges.