

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: July 15, 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 Session 1 MRSA 405 (6) (E) Consultation with Legal Counsel: Legal Matter

RECOGNITION: MCCA meeting organization/coordination, Dispatch-new software launch

APPOINTMENTS: None

NEW BUSINESS:

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. AED for the Emergency Operations Center**
- 5. Letters of Support for Resiliency Grant**
- 6. Set Next Commissioner Meeting Date**
- 7. Budget Committee Chair Request for Meeting**
- 8. Patrick Ibarra, Consultant, The Mejorando Group @ 1:00 p.m.**

OLD BUSINESS:

- 1. Legal Review:**
 - a. Inclement Weather Policy**
 - b. On Call for Exempt Employees**
 - c. Elected Officials Reporting Structure Question**
 - d. Authority to Reallocate Funds after Budget Committee Process**

MISCELLANEOUS:

WARRANTS:

ADJOURNMENT:

**County Commissioner's Meeting
Agenda Discussion and Analysis
July 15, 2025**

Recognition: None

Appointments: None

Agenda Item: Administrator's Report

- The MCCA Annual Conference is being held at the Sebasco Harbor Resort from September 18th to September 20th. Please reach out to Jamie by July 28th if you plan on attending as she will need to complete the registration forms and book rooms.
- The Sheriff's Department is going out to bid for the three replacement fleet vehicles included in their FY26 budget.
- The Jail is currently recruiting for a Transport position and Corrections Officer.
- The county hosted the annual MCCA meeting at the EOC on Wednesday July 9th. Approximately 50 people attended including Administrators, guest speakers and Commissioners from around the state.
- The 2nd and 3rd floor windows project has been completed. The county has brought in a professional cleaner and has retested the area, however, one area has failed and needs to be recleaned and retested. This has been scheduled with a goal to reopen the space by the end of this week.
- Due to issues with the accounting system, we are unable to bring forward the carryovers into reserve until the next meeting.
- We received a letter from Matthew Miller, an engineer who inspected the 3rd floor of the courthouse back in April. It has been determined the load is not to exceed 25lbs per sq. foot which means it cannot be utilized for office space or storage. See the flower folder for the letter.
- The county has received the building permit for the Jail medical space expansion.

Recommendation: Motion to accept the Administrator's Report.

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

Recommendation: Motion to approve July 1, 2025, Minutes.

Treasurer's Report: Included in the packet

Recommendation: Motion to accept the Treasurer's Report.

AED for the Emergency Operations Center

Comments: Commissioner Carlton has requested this matter be discussed. He would like to purchase one for the building and determine the funds to use.

Recommendation: None at this time

Letters of Support for Resiliency Grant

Commissioner Skolfield, Commissioner Carlton and the Administrator met with Catherine Mardosa and Tamra Benson to discuss the UT options for the resilience grant. The letter(s) enclosed are to choose our service provider for the resiliency grants for the various unorganized territories. Currently the Town of Carrabassett Valley is working on a grant with the Township of Wyman and Copland Planation on a vulnerability assessment of the Carrabassett River. They have asked the Commissioners to sign a letter of support for Androscoggin Valley Council of Governments to be the service provider, please enclose letter.

Tamara Benson was also at his meeting to discuss the other Unorganized Territories and what projects that could be applied to the resiliency grant. The Commissioners in attendance suggested the townships of Madrid, Freeman, Salem, Perkins and Washington Townships. Enclosed there is a sample letter of support for the ecology-based economy service provider to work the County to develop projects for these townships.

These letters allow for the enrolled in the program for future grant rounds. The next grant round is starting in January 2026.

Recommendation: Motion: To authorize the chair to sign the four letters of support.

Set Next Commissioner Meeting Date

Comments: Two Commissioners are unavailable to attend the August 5th regularly scheduled meeting. Please review your calendars to see if you have availability to meet on July 29th.

Recommendation: Motion: set a date and time for the next meeting.

Budget Committee Chair Request for Meeting

Comments: Commissioner Carlton received an email from the Budget Committee Chair requesting a meeting with the County Administrator: "The primary purpose of this meeting will be to review and approve the minutes from our final budget session related to the FY26 budget process and to hold a general discussion regarding the committee's forward-looking administrative matters."

Historically the Budget Committee never met after the budget was finalized through the statute. The minutes never get authorized for the final meeting, sometimes the last minutes will be brought to the first meeting of the new Budget Committee in the spring. That was not done consistently.

Recommendation: Motion: None

Patrick Ibarra, Consultant, The Mejorando Group @ 1:00 p.m.

Comments: Patrick will present an overview of the process for strategic planning to date and provide the recommended next steps in the project. See the attached information in your packet.

Recommendation: Motion: Motion to adopt the mission and vision for Franklin County.

OLD Business:

Inclement Weather Policy

Comments: Attorney Libby has reviewed the policy and has included his concerns and suggestions in the attached letter. His main concern is there could be some disparate impact discrimination, which is illegal; if the policy is not well designed outlining the criteria used to determine whether or not employees, in their position, can work remotely; and defining the categories of employees/positions within the policy.

Recommendation: Motion: Should the Board determine they want to move forward with the policy, make a motion to allow HR to revise the policy to

include the suggestions presented by the Attorney, OR hold a workshop to work through these policies as a Board.

On Call for Exempt Employees

Comments: Attorney Libby has reviewed the policy and has included his concerns and suggestions in the attached letter. There are no limitations under FLSA regarding this policy as it applies to exempt-salaried employees. The suggestion is to outline within the policy how comp time will be accrued specifically. There are legal concerns regarding the disparate application of the award of comp-time as it does not establish criteria for an employee to be eligible for the benefit, nor does it establish an approval process. Additionally, there is concern regarding the limitations for use, and the suggestion from the Attorney is to consider increasing the timeframe and/or adding language that allows carryover of time for a specific period.

Recommendations: Motion: Should the Board determine they want to move forward with the policy, make a motion to allow HR to revise the policy to include the suggestions presented by the Attorney, OR hold a workshop to work through these policies as a Board.

Elected Officials Reporting Structure Question

Comments: We have not received any correspondence from Attorney Libby at this time but have this as a place holder should we receive it before Tuesday.

Recommendations: Motion:

Authority to Reallocate Funds after Budget Committee Process

Comments: We have not received any correspondence from Attorney Libby at this time but have this as a place holder should we receive it before Tuesday.

Recommendations: Motion:

PAM PRODAN, TREASURER – Report July 15, 2025, Franklin County Commissioners meeting

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

General Fund Operating Cash \$3,232,309.11

General Fund Payroll Cash \$136,446.47

General Fund CDARS \$0.00

ARPA Fund Cash \$1,365,242.49

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% 6/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 3.00% 6/30/2025 All invested w/ Intrafi Cash Service at Frankin Savings

UT General Fund Cash 3.50% 6/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.50% 6/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS: 4.40196% 7/15/2025 invested at Androscoggin Savings

Town Tax Payments

All municipal county tax bills for the fiscal year ending June 30, 2026, have been mailed. County taxes are to be paid fifty percent (50%) on or before September 1, 2025, and fifty percent (50%) on or before February 1, 2026. Pursuant to 36 M.R.S.A. S 892-A, municipalities have been notified that interest at the rate of four percent per annum (4.00%), as specified by vote of the County Commissioners, will accrue on all unpaid balances of the County Tax that are then due, beginning on the 60th day after the first day of September and or February, next. County taxes not paid prior to the 60th day after the date for payment are delinquent. The rate of interest specified applies to the delinquent taxes committed during the taxable year until those taxes are paid in full and the interest shall be added to become part of the taxes. Interest begins November 1, 2025, and April 1, 2026.

Warrants

Payroll Warrant \$330,066.98



Franklin County, Maine

To the Community Resilience Partnership,

The County of Franklin is pleased to offer strong support for the Androscoggin Valley Council of Governments' proposal to serve as the Township of Wyman's Service Provider. Our community leaders and decision makers know that we face an increased risk of impacts and damage from climate change. The enrollment process will greatly help our community identify, prioritize, and begin to implement community resilience projects.

Working with AVCOG on enrollment efforts is an opportunity for peer learning and collaboration with other AVCOG communities that are already enrolled, or are in the process of enrolling, to address regional challenges and amplify the impact of resilience efforts. We support this collaborative effort to plan for future disasters with surrounding municipalities of Copeland plantation and Town of Carrabassett.

The Township of Wyman will serve as a partner and active participant in AVCOG's Service Provider process. We anticipate appropriate committee members and/or staff members attending project meetings and supporting the project team in communication efforts to our community, elected officials, and volunteer board members.

Sincerely,

Commissioner Robert Carlton

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



Franklin County, Maine

To the Community Resilience Partnership,

The County of Franklin is pleased to offer strong support for the Center for an Ecology-Based Economy's proposal to serve as the Township of Freeman's Service Provider. Our community leaders and decision makers know that we face an increased risk of impacts and damage from climate change. The enrollment process will greatly help our community identify, prioritize, and begin to implement community resilience projects.

Working with Center for an Ecology-Based Economy on enrollment efforts is an opportunity for peer learning and collaboration with other Center for an Ecology-Based Economy communities that are already enrolled, or are in the process of enrolling, to address regional challenges and amplify the impact of resilience efforts.

The Township of Freeman will serve as a partner and active participant in the Center for an Ecology-Based Economy's Service Provider process. We anticipate appropriate committee members and/or staff members attending project meetings and supporting the project team in communication efforts to our community, elected officials, and volunteer board members.

Sincerely,

Commissioner Robert Carlton

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



Franklin County, Maine

To the Community Resilience Partnership,

The County of Franklin is pleased to offer strong support for the Center for an Ecology-Based Economy's proposal to serve as the Township of Salem's Service Provider. Our community leaders and decision makers know that we face an increased risk of impacts and damage from climate change. The enrollment process will greatly help our community identify, prioritize, and begin to implement community resilience projects.

Working with Center for an Ecology-Based Economy on enrollment efforts is an opportunity for peer learning and collaboration with other Center for an Ecology-Based Economy communities that are already enrolled, or are in the process of enrolling, to address regional challenges and amplify the impact of resilience efforts.

The Township of Salem will serve as a partner and active participant in the Center for an Ecology-Based Economy's Service Provider process. We anticipate appropriate committee members and/or staff members attending project meetings and supporting the project team in communication efforts to our community, elected officials, and volunteer board members.

Sincerely,

Commissioner Robert Carlton

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

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

Amy Bernard
County Administrator
abernard@franklincountymaine.gov



Franklin County, Maine

To the Community Resilience Partnership,

The County of Franklin is pleased to offer strong support for the Center for an Ecology-Based Economy's proposal to serve as the Township of Madrid's Service Provider. Our community leaders and decision makers know that we face an increased risk of impacts and damage from climate change. The enrollment process will greatly help our community identify, prioritize, and begin to implement community resilience projects.

Working with Center for an Ecology-Based Economy on enrollment efforts is an opportunity for peer learning and collaboration with other Center for an Ecology-Based Economy communities that are already enrolled, or are in the process of enrolling, to address regional challenges and amplify the impact of resilience efforts.

The Township of Madrid will serve as a partner and active participant in the Center for an Ecology-Based Economy's Service Provider process. We anticipate appropriate committee members and/or staff members attending project meetings and supporting the project team in communication efforts to our community, elected officials, and volunteer board members.

Sincerely,

Commissioner Robert Carlton

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
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Amy Bernard
County Administrator
abernard@franklincountymaine.gov

Amy Bernard

From: Tiffany Maiuri <tmaiuri@wiltonmaine.gov>
Sent: Wednesday, July 9, 2025 8:01 AM
To: Bob Carlton
Cc: Thomas Saviello; Amy Bernard; Donna Perry
Subject: Coordination of Administrative Meeting – Budget Advisory Committee
Attachments: Complete Status Analysis of All 11 FY26 Franklin C.docx

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

Dear Chair Carlton,

I hope this note finds you well.

As Chair of the Franklin County Budget Advisory Committee, I request coordination with your County Administrator Amy to schedule a brief administrative meeting of the committee during this month. The primary purpose of this meeting will be to review and approve the minutes from our final budget session related to the FY26 budget process and to hold a general discussion regarding the committee's forward-looking administrative matters. Since ten of the eleven Committee Member are still duly elected officials in their respective towns, I anticipate more than enough for a quorum.

To be clear, no action or discussion will take place regarding the FY26 budget itself. As you know, per Maine statute, once the Budget Advisory Committee votes by a two-thirds majority to override the County Commissioners' proposed budget, as occurred for FY26, no further action may be taken by either the commissioners or the committee regarding that budget. This meeting will respect that boundary entirely.

I appreciate your continued partnership and will ensure that any planning or scheduling is done in close coordination with Amy, consistent with proper notice and public meeting requirements.

Please let me know if you have any thoughts or questions.

Warm regards,
Tiffany Maiuri
Chair, Franklin County Budget Advisory Committee

Franklin County Strategic Plan Update

July 15, 2025

Presented by

Patrick Ibarra, The Mejorando Group

Value of Strategic Planning

While a budget is an allocation of resources, a Strategic Planning process helps a community transition from where it is closer to realize its potential. Creating a shared understanding about the future of Franklin County and activating a path towards its realization is the ultimate outcome. Moreover, for any organization, the ability to concurrently run the business (i.e., government is in the business of public service) and reinventing it has become a determinant of long-term success. Not a deficit closing strategy, the purpose is to capitalize on the county's strengths and establish priorities for the near- and short-term. Every community has identical ingredients, but what differentiates them is their recipe and that's where priority setting comes into play. A robust and well-designed set of priorities that emphasize execution is the equivalent of the community's recipe for success and serves as community insurance.

Strategic Plan Process

- a) The County issued an RFQ on November 7, 2023, with proposals due December 29, 2023.
- b) The Mejorando Group, based in Cumberland, has designed and facilitated Strategic Planning processes for over 60 local governments nationwide since 2022 and hundreds since our firm was established in 2002.
- c) Project was launched in April of 2024.
 - o Individual phone calls were held with County elected officials, candidates for County Commissioners, County department directors and Town Managers of the respective Towns in Franklin County.
 - o Four meetings were held in 2024 to obtain public input – 1) May 20th in Rangeley; 2) May 21st in Farmington (by invitation); 3) May 21st in Farmington (open meeting); and 4) May 22nd in Kingfield.
 - o The County's Facebook page was utilized to promote public meetings as well as share the draft Vision, Mission and Strategic Priority Areas.
- d) The Steering Committee (SC) met monthly from May through October and was comprised of Amy Bernard, County Administrator; Tiffany Baker, Assistant County Administrator/Human Resources Director; Sue Pratt, Grant Coordinator; Charlie Woodworth, Greater Franklin Development Council; and Tom Skofield. Periodically, candidates for the County Commission attended would attend a meeting of the Steering Committee. The Steering Committee 1) determined the role and value of Strategic Planning for Franklin County; 2) Reviewed input gathered from County and Town officials and through public meetings; 3) Completed a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis; 4) Examined Strategic Plans from a number of other local governments; and 5) Created Vision and Mission Statements and Strategic Priority Areas (SPAs).
- e) Summaries were prepared after each meeting of the Steering Committee and were shared with County elected officials, candidates for County Commissioners, department directors and cities and towns in Franklin County.
- f) Consistent with traditional approaches to Strategic planning, input from front line County employees was not gathered yet with the intent for that to occur when the goals and objectives were being established.

Next Steps

Finalize the Vision and Mission statements along with the SPAs and begin identifying goals and objectives.

FRANKLIN COUNTY

OUR VISION

Franklin County is a vibrant community that fosters collaboration and opportunity. Respecting our heritage, we promote our authentic natural environment while sustainably managing our resources today and tomorrow.

OUR MISSION

We are committed to providing quality public service in an open and collaborative manner that is fiscally responsible, efficient, and adaptive to the needs of the Franklin County community.

STRATEGIC PRIORITY AREAS

- Emerging Issues and Outreach
- Promoting Community Vitality
- Enhancing Environmental Sustainability
- Fostering Sound Government



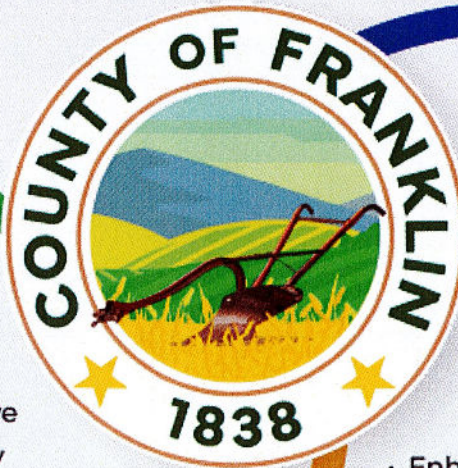
FRANKLIN COUNTY

OUR VISION

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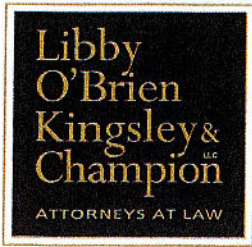
OUR MISSION



- Emerging Issues and Outreach
- Promoting Community Vitality

- Enhancing Environmental Sustainability
- Fostering Sound Government

STRATEGIC PRIORITY AREAS



GENE R. LIBBY, ESQ.
glibby@lokllc.com

July 10, 2025

BY EMAIL ONLY: **tbaker@franklincountymaine.gov**

Tiffany Baker, SHRM-CP
Human Resources Director /
Deputy County Administrator
120 County Way, Suite 4
Farmington, ME 04938

Re: Compensatory Time and Inclement Weather Policies

Dear Tiffany:

We have reviewed the proposed draft Compensatory Time Policy and Weather-Related Office Closure Policy. Our review is limited to the policies' compliance with the Fair Labor Standards Act ("FLSA") and other applicable laws. I will discuss each separately below.

Compensatory Time Policy

There are no apparent limitations under FLSA since the policy applies only to exempt employees. I would suggest in paragraph 4 "The first hour of call in will equal 4 hours of work time" needs further clarity. We would suggest the following:

The first hour of work after being called in during other than normal operating hours will result in an award of 4 hours of compensatory time. Any additional time worked after the first hour will result in the award of additional compensatory time at the rate of 1 hour for every hour worked.

There is an additional concern of potential disparate application of the award of comp time since the policy, as written, does not establish any criteria for the approval of comp time. It would be prudent to develop a set of uniform criteria for approval of comp time that department leaders can follow or leave the approval in the hands of the County Administrator for uniform administration.

Paragraph 2 under the Use of Comp Time sets a very narrow window for the employee to use the comp time. For non-exempt employees, "use it or lose it" policies are prohibited. Use within 1 month accrual may be difficult to do due to the operational demands of the department or

other considerations. The Commissioners might want to consider expanding the window of potential use or providing a mechanism for the exempt employee to request the time be carried over from whatever period is established.

The absence of a requirement to pay exempt employees for on-call time does not prevent the County from providing an additional payment as is proposed. The County, however, should work on ensuring that the "exempt" employees are paid a set salary at or above the required level and that they are truly qualified for an exemption. In many instances, employers have simply gone with past practice of treating some employees exempt without reviewing whether they truly qualify for an exempt status. The best practice is simply to double-check and ensure that each employee qualifies as exempt. This practice avoids inadvertent and unintentional misclassification and the problems that follow.

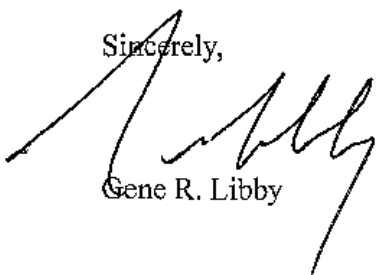
Work-Related Office Closure Policy

There is no law to our knowledge that limits the authority of the County Commissioners to enact the Weather-Related Office Closure Policy for employees not covered by a Collective Bargaining Agreement. It would be helpful in establishing such a policy to determine in advance which employees are in the category of being able to work remotely and what criteria is used to make that determination. With that information, we would then assess whether there is a disproportionate number of members of a protected class in the group that is required to work sufficient to make a disparate impact discrimination or even a disparate treatment discrimination claim.

The policy itself is more of a morale issue when treating groups of employees differently.

Please let us know if you have any further questions.

Sincerely,



Gene R. Libby

Weather-Related Office Closure Policy

Purpose:

This policy establishes procedures for employee work expectations during extreme weather events when Franklin County 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.⁴
4. The first hour of call in will equal 4 hours of work 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: