

## **FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA**

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

**DATE AND TIME:** September 16, 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.

**RECOGNITION:** None

**APPOINTMENTS:** None

### **NEW BUSINESS:**

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. Water Battery Presentation**
- 5. Homeland Security Grant**
- 6. MainePers – 3C adoption – Teamsters**
- 7. Document Preservation**
- 8. Sheriff's Office – Copier**
- 9. Facilities Manager – Job Description**
- 10. Hazard Communication Policy**

### **OLD BUSINESS:**

- 1. Emergency Maintenance Services:**
  - a) On-Call Mechanical Services Bid(s)**
  - b) On-Call Plumbing Services Bid(s)**
  - c) On-Call Electrical Services Bid(s)**
  - d) On-Call General Contractor Bid(s)**
- 2. Website Design Bid(s)**
- 3. On-Call Exempt Policy**
- 4. Inclement Weather Policy**
- 5. AG Letter – Legal Review of Budget Process**

**MISCELLANEOUS:**

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

**Executive Session 1 M.R.S. § 405(6)(A) – Personnel Matters**

**ADJOURNMENT:**

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

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

**County Commissioner's Meeting  
Agenda Discussion and Analysis  
September 16, 2025**

**RECOGNITION:**

**APPOINTMENTS: None**

**New Business:**

**Administrator's Report**

- Gentle reminder to please review and make sure to sign the documents in the flower folder.
- We have accepted the Facilities Manager's resignation as of September 4<sup>th</sup>.
- The Sheriff's Office has accepted the notice of resignation for Amanda Morgan, effective October 31.
- The Commissioners have been invited to the ribbon cutting for the Rangeley Child Care Center on September 27, 2025, at 1:00. A copy of the invitation can be found in the flower folder. Please let Jamie know if you plan on attending.
- The bell tower will be closed until the area has been cleaned and preventative measures have been installed to prevent pests from accessing the area. We will keep the public informed as we learn more about the length of time the clock will be inoperable. There will not be any access granted to the attic space until further notice.
- HR is currently recruiting Corrections Officers (3), Dispatchers (1), and an Administrative Assistant for the Sheriff's Office.
- The Administrative Office of the Commissioners has completed its Mission and Vision Statement, a copy of which can be found in your packet.
- There is a LUPC review and comment letter for a 4-lot subdivision in Rangeley Plantation.

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

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

**Recommendation: Motion to approve September 16, 2025, Minutes.**

**Treasurer's Report:** Per the Treasurer, you will not be receiving a Treasurer's Report for this meeting.

**Recommendation: None at this time.**

### **Homeland Security Grant**

**Comments:** Commissioner Fowler requested this matter to be discussed. The Homeland Security Grant changes with every administration and the new requirement is communication and cooperation with the Department of Homeland Security and immigration officials. This section is new and there is a change in the terms and conditions for this grant. The Administrator reached out to the Sheriff, and he submitted an e-mail, a copy of which is included in your packet. The EMA funds through FEMA have the same requirements and the EMA Director has no concerns with the language. We are attempting to reach out to AG

**Recommendation: Commissioners need to accept or reject the provisions of the FEMA Grant Application.**

### **MainePers – 3C adoption - Teamsters:**

**Comments:** Upon recent ratification of the Teamsters Union Contract, MainePERS requires the Commissioners to take a formal vote allowing the Teamsters Union to join the 3C plan, effective January 1, 2026.

**Recommendation: Motion: Need to make a motion specific to the information provided to you today.**

### **Document Preservation**

**Comments:** The Commissioner's office received quotes for the record preservation of the minutes. Quotes include:



Kofile - \$14,225

Revolution Data Systems - \$14,238

Shin Book & Paper Conservation - \$1,900-\$2,600 (please note that these are not hard covered).

**Recommendation: Motion to award the quote from Kofile for \$14,225 for the document preservation of the Minute Books.**

### **Sheriff's Office - Copier**

**Comments:** The Sheriff's office has reached out for quotes for a new copier. Quotes include:

- **Budget** offers an outright purchase price of \$5,221.53 with a monthly payment of \$27.27 for the service agreement for a Konica Minolta
- **Visual Edge** gave us three options:
  - Kyocera for \$3,857 with a monthly payment of \$34.95 for the service Agreement.
  - Xerox Veralink for \$5,116 with a monthly payment of \$34.95 for the service agreement.
  - Toshiba for \$6,378.00 with a monthly payment of \$34.95 for the service agreement.

**Recommendation: Motion to award the quote from Budget for \$5,221.53 for a new copier, \$1,600 to be paid out of the equipment rental and leases line of the budget, with the remaining coming out of the Equipment Capital Reserve Account.**

### **Water Battery Presentation**

**Comments:** Tom Brennan from Western Maine Energy Storage will conduct a presentation on energy storage here in Western Maine.

**Recommendation: None at this time.**

### **Facilities Manager – Job Description**

**Comments:** The current job description has not been updated since 2019. Before beginning the recruitment process, HR performed a review of the job description and made some changes in accordance with the responsibilities of the Facilities Manager. See the updated draft in your packet.

**Recommendation: Motion to approve the updated job description for the Facilities Manager position.**

### **Hazard Communication Policy**

**Comments:** The Dept. of Labor performed a walk through back in July and presented 7 corrective actions for the county to address. HR and Facilities have been working diligently to address these issues which are due by October 6, 2025. One of the items was to prepare a Hazard Communication Program, which we have completed. While HR was reviewing what we have for a Hazard Communication Policy, it was discovered that the current policy was outdated and did not align with the new program. HR has ensured this policy aligns with the requirements of the Dept. of Labor. The county is required to perform training on the Hazard Communications Plan and GHS, HR will begin training the nonunion employees in the coming days. In your packet, you will find a draft of the new policy for review.

**Recommendation: Motion to approve the Hazard Communication policy.**

### **Old Business**

#### **Emergency Maintenance Services:**

##### **a. On-Call Mechanical Services:**

**Comments:** After going out to bid for an additional time, as of the writing of this report, the county received one (1) bid. All bids will be brought to the Commissioner's meeting on September 16, 2026, to be reviewed and awarded.

**Recommendation: None at this time.**

##### **b. On-Call Plumbing Services Bid Review**

**Comments:** After going out to bid for an additional time, as of the writing of this report, we have received one (1) additional bid. All bids will be brought to the Commissioner's meeting on September 16, 2026, to be reviewed and awarded.

**Recommendation: None at this time.**

#### **c. On-Call Electrical Services Bid Review**

**Comments:** At the September 2, 2025, Commissioner's Meeting, the board requested that this matter be tabled in order to review the quotes and provide a cost analysis matrix. A proposal analysis can be found in the packet.

**Recommendation: None at this time**

#### **d. On-Call General Contractor Bid Review**

**Comments:** As of the writing of this Report, we have not received any proposals.

**Recommendation: None at this time.**

#### **Web Design Bid Review**

**Comments:** At the September 2, 2025, Commissioner's Meeting the Commissioners requested that the bid be turned over to the Administrator to open and provide a cost proposal analysis. A copy of the Cost Proposal Analysis can be found in the packet.

**Recommendation: None at this time.**

#### **On-Call Exempt Policy**

**Comments:** Commissioner Saviello, Commissioner Gilbert, and HR worked on this policy in accordance with the recommendations from legal. Before this policy moves forward for implementation, it should be reviewed by our legal department to ensure we are following FLSA and DOL laws.

**Recommendation: Motion to submit the policy to legal for review before implementation.**

### **Inclement Weather Policy**

**Comments:** Commissioner Saviello, Commissioner Gilbert, and HR worked on these policies in accordance with the recommendations from legal. Before this policy moves forward for implementation, it should be reviewed by our legal department to ensure we are following applicable laws.

**Recommendation: Motion to submit the policy to legal for review before implementation.**

### **AG Letter – Legal Review of Budget Process**

**Comments:** At the September 2, 2025, Commissioner Meeting the Board indicated that they wanted to send the legal opinion from Attorney Libby regarding the Budget Process to the AG for interpretation. The July and August letters from Attorney Libby and the Budget Committee Minutes should be included with the letter to the AG.

**Recommendation: Provide bullet point requests for the letter to the AG regarding the legal review of the budget process. The Board needs to appoint one of the legislative delegation to sponsor the letter.**

### **Miscellaneous:**

# FY 2025 DHS STANDARD TERMS AND CONDITIONS

origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

## IX. Communication and Cooperation with the Department of Homeland Security and Immigration Officials

- (1) All recipients and other recipients of funds under this award must agree that they will comply with the following requirements related to coordination and cooperation with the Department of Homeland Security and immigration officials:
  - (a) They must comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with DHS regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: 1) sending such information to, or requesting or receiving such information from, Federal immigration officials; 2) maintaining such information; or 3) exchanging such information with any other Federal, State, or local government entity;
  - (b) They must comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempt liability regarding these statutes;
  - (c) That they will honor requests for cooperation, such as participation in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance;
  - (d) That they will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien; and
  - (e) That they will not leak or otherwise publicize the existence of an immigration enforcement operation.
- (2) The recipient must certify under penalty of perjury pursuant to 28 U.S.C. § 1746 and using a form that is acceptable to DHS, that it will comply with the requirements of this term. Additionally, the recipient agrees that it will require any subrecipients or contractors to certify in the same manner that they will comply with this term prior to providing them with any funding under this award.
- (3) The recipient agrees that compliance with this term is material to the Government's decision to make or continue with this award and that the Department of Homeland Security may terminate this grant, or take any other allowable enforcement action, if the recipient fails to comply with this term.

## Amy Bernard

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**From:** Scott R. Nichols  
**Sent:** Thursday, September 11, 2025 9:54 AM  
**To:** David Rackliffe  
**Cc:** Amy Bernard  
**Subject:** next commissioners meeting

**Categories:** 1. To Respond

Dave,

Amy and I were discussing a concern that one of the commissioners has regarding federal grants, such as "Stonegarden". The problem is the perception that applications for Federal LE grants may include new requirements for cooperation with Immigration and Customs Enforcement (ICE), which may/may not contradict our current policy and raise concerns about the use of emergency funds for immigration enforcement.

In Lincoln County for example, officials determined that accepting the funds would have obligated them to participate in joint operations with ICE, share information on immigration status, and potentially provide detention facilities, which was deemed outside the scope of their disaster preparedness mission. The decision was a philosophical one, with county officials agreeing they were not in the business of doing immigration enforcement, despite potential costs to taxpayers.

I maintain that nothing has changed for us; we continue to conduct operations as we have for over a decade. Stonegarden funding enables us to deploy additional LE patrols in rural areas. The only requirement is that we share all data collected during those funded patrol operations. So, my question is, can you address this issue next Tuesday before the commissioners to explain to them how Stonegarden works, how it has not changed our operations, and how we are not intentionally searching for illegals.

Amy, if I am missing anything from our conversation, please let me know.

**Sheriff Scott R. Nichols**  
**Franklin County Sheriff's Office**  
**123 County Way**  
**Farmington, Maine 04938**  
**"Of the people, for the people"**  
**207-778-2680 Office**  
**800-773-2680 Toll Free**  
**207-778-9064 Fax**



## **Mission Statement**

The Administration Office of the Franklin County Commissioners is dedicated to providing responsive, efficient, and transparent governance that supports the needs of our residents, employees, and communities. We coordinate county operations, manage resources responsibly, and implement the policies set forth by the County Commissioners to ensure the delivery of high-quality public services. Through collaboration, accountability, and stewardship, we work to strengthen the well-being and prosperity of Franklin County.

## **Vision Statement**

Our vision is to foster a thriving, well-managed county government that is accessible, innovative, and trusted by the people of Franklin County. We strive to create a model of public service that promotes sustainable growth, preserves our natural and cultural heritage, and empowers communities to meet the challenges of today and tomorrow. By embracing transparency and forward-thinking leadership, we aim to build a county government that reflects the values and aspirations of all its residents.



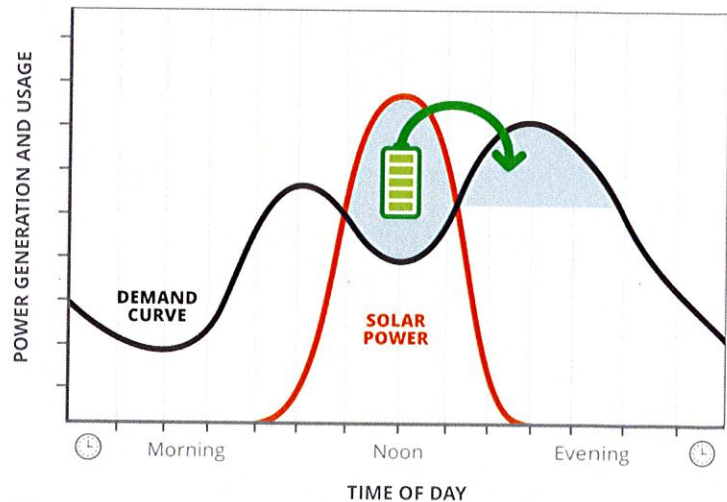


# Western Maine Energy Storage

**Maine's Energy Challenge:** According to ISO New England's 2050 transmission study, the demand for electricity in Maine will grow in coming years due to the electrification of heating, cooling, and transportation, as well as the anticipated load from artificial intelligence. Aligning this demand with generation is complicated by the variable nature of wind and solar energy.

**Maine's Energy Solution:** Energy storage systems help balance supply and demand by storing excess energy during peak generation and delivering it during shortages. According to FERC, there are 24 constructed and operating pumped storage hydropower facilities in the country today, which account for nearly half the utility-scale energy storage. With a century of reliable global use, PSH is well-suited for Maine and key to economically smoothing out the relationship between generation and demand.

**The Energy Storage Concept**

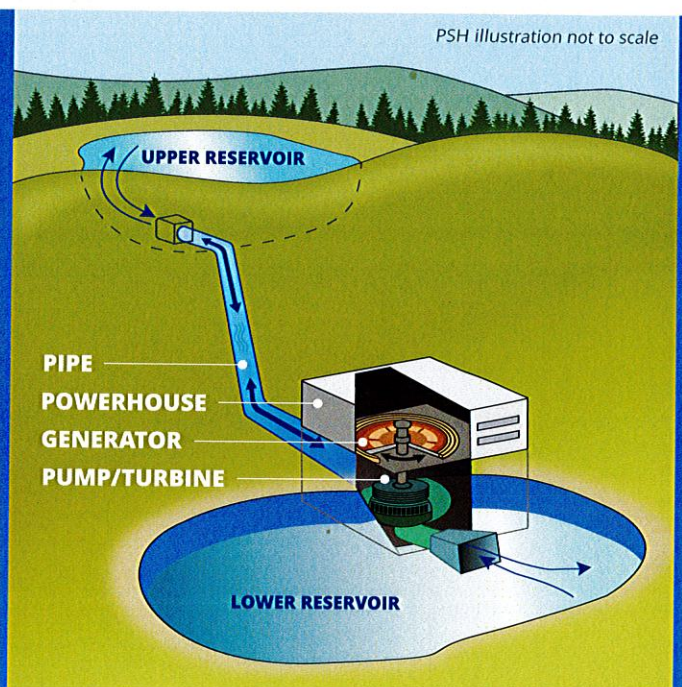


**Pumped Storage Hydropower – How it Works:** PSH uses two reservoirs at different elevations to act as a water “battery.” When excess generation on the grid provides low-cost electricity, water is pumped to the upper reservoir and stored. When electricity demand exceeds availability, water flows back to the lower reservoir, passing through the turbines and generating electricity.

## PUMPED STORAGE HYDROPOWER A Natural Fit

The Maine landscape is ideal for PSH, with open space and natural topography that provides the elevation differences necessary for efficient operation. PSH also supports Maine's long tradition of utilizing hydropower to serve homes, communities, and businesses throughout the state.

For more information:  
[WesternMaineEnergyStorage.com](http://WesternMaineEnergyStorage.com)



(Illustration credit: US Department of Energy)



## Capabilities and Benefits of Pumped Storage Hydropower

### Grid Reliability

- Provides electricity when needed, regardless of time of day or weather.
- Enhances grid reliability and stability.

### Rate Payer & Community

- Features low cost energy storage technology due to a long-proven service life.
- Boosts community tax revenue and job creation.

### Environment

- Recycles water as a storage medium between reservoirs.
- Utilizes existing transmission infrastructure.
- Provides opportunity for increased clean energy integration.
- Can provide an opportunity to establish environmental and renewable energy education opportunities as well as resource protection/restoration areas.

Developing a pumped storage hydropower facility is a significant undertaking. All design and construction will be governed by local, state and federal regulations. We look forward to more interaction and feedback from the community and the environmental resource/regulatory agencies.



For more information, please contact Tom Brennan, [info@westernmaineenergystorage.com](mailto:info@westernmaineenergystorage.com)  
or visit **WesternMaineEnergyStorage.com**

Western Maine Energy Storage is a Maine-based company working to enhance future grid reliability and efficiency in Maine.





6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 8/01/2025  
EXPIRATION DATE: 10/30/2025

QUOTE: Q-00643  
PO #:  
SALES ORDER #: 41119952  
OPPORTUNITY #: P322111

## Kofile Proposal

### Customer Information

Customer: Franklin County | ME

Billing Terms: Kofile will invoice the total fees upon first pickup of any inventory; no adjustments are made upon final contract completion.

Billing Address: 140 Main Street, Suite 3 Farmington, ME 04938

Shipping Address: 140 Main Street, Suite 3 Farmington, ME 04938

Primary Contact	
<u>Name</u>	Jamie Sullivan
<u>Title</u>	Administrative Assistant
<u>Telephone</u>	12077786614
<u>Email</u>	jsullivan@franklincountymaine.gov

Kofile Sales Rep	
<u>Name</u>	Carolyn Yetto
<u>Address</u>	6300 Cedar Springs Road, Dallas , TX, 75235
<u>Telephone</u>	(518) 526-6288
<u>Email</u>	carolyn.yetto@kofile.com

Dear Jamie Sullivan,

This proposal addresses Franklin County | ME's critical records and is presented by Kofile Technologies, Inc. {Kofile}. Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

## SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Record Series	Service	Scope of Work
County Commissioner's Minutes	Book Preservation	<ul style="list-style-type: none"><li>• Inspect and log each item upon receipt.</li><li>• Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).</li><li>• Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.</li><li>• Surface clean sheets according to in accordance with the Code of Ethics &amp; Guidelines for Practice of the American Institute for Conservation (AIC).</li><li>• Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.</li><li>• Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.</li><li>• Deacidify sheets with Kofile's proprietary solution Bookkeepers®.</li><li>• Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.</li><li>• Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.</li></ul>
County Commissioner's Minutes	Book Preservation	<ul style="list-style-type: none"><li>• Inspect and log each item upon receipt.</li><li>• Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).</li><li>• Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.</li><li>• Surface clean sheets according to in accordance with the Code of Ethics &amp; Guidelines for Practice of the American Institute for Conservation (AIC).</li><li>• Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.</li><li>• Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.</li><li>• Deacidify sheets with Kofile's proprietary solution Bookkeepers®.</li><li>• Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.</li><li>• Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.</li></ul>

Record Series	Service	Scope of Work
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County Commissioner's Minutes	Book Preservation	<ul style="list-style-type: none"> <li>• Inspect and log each item upon receipt.</li> <li>• Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).</li> <li>• Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.</li> <li>• Surface clean sheets according to in accordance with the Code of Ethics &amp; Guidelines for Practice of the American Institute for Conservation (AIC).</li> <li>• Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.</li> <li>• Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.</li> <li>• Deacidify sheets with Kofile's proprietary solution Bookkeepers®.</li> <li>• Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.</li> <li>• Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.</li> </ul>

Record Series	Service	Scope of Work
County Commissioner's Minutes	Archival Imaging	<ul style="list-style-type: none"> <li>• Separate pages by hand into singular sheets.</li> <li>• Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.</li> <li>• Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)</li> <li>• Capture verification.</li> <li>• IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.</li> <li>• Crop excess blank space around image. This may involve manual cropping to ensure best quality image.</li> <li>• Images are named (tagged for the directory file structure) by book, volume, and page.</li> <li>• Images are grouped (stapled) together to form documents.</li> <li>• If applicable, images are optimized and scaled for system output.</li> <li>• When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate.</li> <li>• Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page.</li> <li>• Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).</li> </ul>
County Commissioner's Minutes	Digital Image to Film	<ul style="list-style-type: none"> <li>• Archival silver microfilm is produced in 16mm, 100" rolls from newly processed digital images.</li> <li>• Assumptions for microfilm: no cartridges, no vinegar syndrome present, no redox present, no photostats, no splitting of images, and no stapling (combining) of images.</li> </ul>

## PROJECT PRICING

Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
County Commissioner's Minutes	1 2021	1	Per Page	292	Book Preservation	\$1,460.00
County Commissioner's Minutes	1 2022	1	Per Page	547	Book Preservation	\$2,735.00
County Commissioner's Minutes	1 2023	1	Per Page	699	Book Preservation	\$3,495.00
County Commissioner's Minutes	1 2024	1	Per Page	962	Book Preservation	\$4,810.00
County Commissioner's Minutes	4 2021-2024	4	Per Image	2,500	Archival Imaging	\$1,575.00

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
County Commissioners Minutes	4 2021-2024	4	Per Image	2,500	Digital Image to Film	\$150.00
<b>TOTAL:</b>						<b>\$14,225.00</b>

Net Total: \$14,225.00

Shipping: \$200.00

Taxes:

Total: \$14,425.00

Terms and Conditions: This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice the total fees upon first pickup of any inventory; no adjustments are made upon final contract completion.

<p>Customer Acceptance</p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p>	<p>Kofile Acceptance</p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p>
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## Jamie Sullivan

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**From:** Marianne Kelsey <m.kelsey@kelseyconservation.com>  
**Sent:** Monday, August 25, 2025 4:47 PM  
**To:** Jamie Sullivan; Steven Farr  
**Subject:** Fw: You have a new query from Jamie Sullivan

### Franklin County

**Warning:** Sender m.kelsey@kelseyconservation.com has never sent any emails to your organization. Please be careful before replying or clicking on the URLs.

[Report Phishing](#) [Remove Banner](#)

powered by Graphus®

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

Hello Jamie,

Thank you for your inquiry. I do not provide these kinds of services, but I can highly recommend Kofile Technologies. I have copied Steven Farr on this email, he is a Project Manager for Kofile and will know which representative can assist you with a quote proposal.

Best Regards,

**Marianne Kelsey**  
Director & Senior Conservator  
Kelsey Book and Paper Conservation  
[www.kelseyconservation.com](http://www.kelseyconservation.com)  
Ph. 336.509.0536

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**From:** Kelsey National Book & Paper Conservation <info@kelseyconservation.com>  
**Sent:** Monday, August 25, 2025 11:03 AM  
**To:** Marianne Kelsey <m.kelsey@kelseyconservation.com>; ken.jackson@a10cyberworks.com <ken.jackson@a10cyberworks.com>  
**Subject:** You have a new query from Jamie Sullivan



Kelsey Corporate Branch





**Franklin County Commissioner's Office**  
**Farmington, Maine**

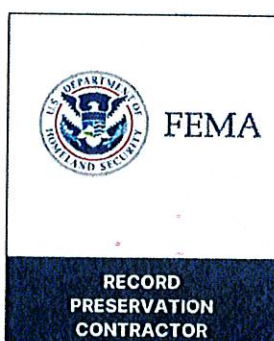
# **Preservation & Modern Digitization of County Commissioner Minutes**

**September 3, 2025**

*Proposal Presented by:*

Olivia Fenelon, Account Executive - Texas  
ofenelon@revolutiondatasystems.com  
c/ 985.237.8814

Revolution Data Systems  
8130 John W. Carpenter Freeway, Dallas, TX 75247  
revolutiondatasystems.com

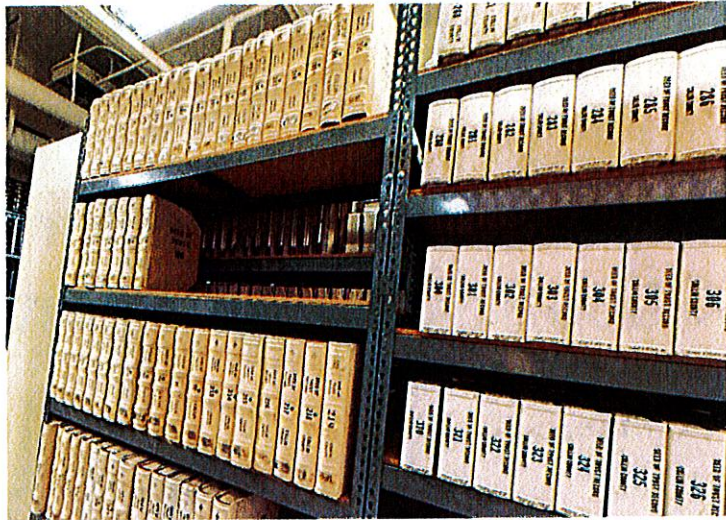


## Executive Summary

This proposal addresses the Preservation, Modern Digitization, and Modern Indexing of County Commissioner Minutes from 2021 through 2024 for the Office of the Franklin County Commissioner's Office. All services are presented by Revolution Data Systems, LLC (hereby RDS).

### Services Overview

Preservation at RDS is guided by professional standards, including documentation of treatment, a transparent and informed treatment plan, and services dependent on tested, proven, and acceptable practices. RDS carefully evaluates each item to the individual sheet-level, so all services meet the item's specific needs.



For this project, RDS is presenting the option for the Commissioner's Minutes - including return in post binders with Mylar encapsulation. Benefits for this option are outlined herein.

Preservation can include surface cleaning, deacidification, conservation services (such as flattening, reduction of old repairs/adhesives, and mending), encapsulation, and rebinding. Each original page is meticulously conserved.

Surface cleaning reduces spores, grime, and material deposits on each page via non-destruction and meticulous methods and tools. Old repairs are reduced, and significant tears/fragments mended. Chemical degradation of the pages (visually evident by the browning and embrittlement of the pages) due to its acidic paper and inks is halted with deacidification, which is the application of a neutral buffer via commercial-grade applications to each side of the page.

Archival housing ensures that all materials interacting with the historical medium are acid-free (buffered), and may include Mylar encapsulation and re-binding.





RDS takes pride in continuing to practice traditional bookbinding skills, such as lettering with gold tooling, styling of spine imprinting and hubs, and binder assembly by hand.

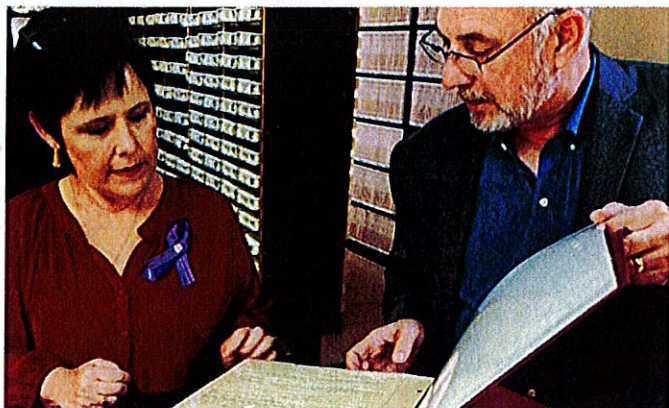
The resulting binding reflects the age of its contents, combining traditional crafts with modern archival/acid-free components.

This includes custom tooling, and the addition of a County seal and dedication.

These records have no existing digital copies. Digitization enables immediate access to data for the County staff and constituents. Deliverables for this project include a true and certified digital image, with no compromise to the integrity of the original source during capture.

### ***Commitment to Franklin County***

RDS takes pride in employing the friendliest, and most trustworthy, experienced, skilled, and professional staff available. RDS specializes in providing preservation for records held by local governments across the nation. Brant Rathe, President, founded RDS as a service bureau in 2015, to provide scanning for the Gulf South. In recent years, RDS opened its second service bureau and expanded its staff and resources to build a *Conservation & Digitization Lab* in Dallas, Tex.



*The Titus County Clerk Leslie Brosnan (L) examines a newly preserved County volume proudly presented by RDS' Bill Holder in 2024.*

RDS personally pickups and delivers all work, with a shelf-to-shelf commitment. RDS' experienced team works closely with the Franklin County Commissioner's Office to ensure a smooth process, minimizing disruption to daily operations and meeting all project deadlines.

***At RDS, commitment extends beyond vendor to guardian of local history in partnership with the Franklin County Commissioner's Office.***



## Project Understanding

RDS helps government recording offices deliver services with efficiency and transparency without compromise to value and quality. Services include the digitization and preservation of historical records, including real property, vitals, and cases. Notable projects include services for hundreds of state and local governments across the nation, including similar Missouri projects for both the Clay County and Buchanan County Records of Deeds.

**400**  
Counties served  
across the United  
States

**50M**  
Documents scanned  
and indexed annually

### ***Passion for Archives***

Ensuring digital access to local records is a vital public service to ensure citizens can access accurate information. Well-maintained records support transparency, for example, allowing the public to trust in the integrity of property boundaries and land use decisions. This transparency is fundamental for maintaining public confidence in government processes.

**"We are extremely happy with the quality and service of RDS throughout our scanning project. This was a multi-year engagement with a lot of moving parts."**

**Becky Buie, Pike County Chancery Clerk**  
Magnolia, Mississippi



As keyholder to local history and legal rights in the public record, RDS equips counties to:

- *Illuminate the Past* by transforming dusty archives into living, digital chronicles, shining a light on the rich tapestry of a county's heritage for all to explore and appreciate.
- *Bridge Generations* by connecting lineage and legacy, offering a community documentation of origins and the journeys navigated by its forebearers.
- *Preserve Pillars of Heritage* by safeguarding fragile records, ensuring that a county's foundational stories and pivotal moments stand resilient against the ravages of time.
- *Democratize Access to History* by removing barriers to information, so each citizen can unlock the treasure trove of a collective past, fostering unity and belonging.



- *Craft a Future Informed by the Past* by leveraging lessons and insights gleaned from historical records, and guiding policy-making and community development with the wisdom of hindsight.



**Leslie Brosnan, Titus County Clerk**  
Mount Pleasant, TX

"When I took Office, I promised myself one thing: I'd keep things moving forward. Preserving these records and making them accessible wasn't just a goal - it was a duty."

### **No Data Left Behind Guarantee**

For digitization and indexing, RDS implements a rigorous multi-stage review process. All data is double-checked for maximum precision and reliability. Discrepancies are immediately addressed. Dedicated to achieving the highest standards of accuracy, RDS ensures no piece of information is overlooked. All images run through proprietary software, with multiple quality checks. For images below an acceptable threshold, each image section is manually adjusted to produce the highest possible legibility.

### **White Glove Treatment**

Each document entrusted to RDS receives the equivalent of a 'white-glove treatment' or handling with the utmost care and respect it deserves.

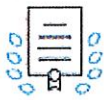
All operations adhere to the *American Institute for Conservation's (AIC) Code of Ethics & Guidelines for Practice*, ensuring the highest standards of professional conduct and service. Document preservation is as much art as science. It demands meticulous assessment, skilled analysis, and bespoke treatments using advanced (but proven) techniques.



The RDS Team is comprised of the private industry's most experienced and tenured conservation staff for public records of a diverse range of clients (e.g., government, educational institutions, religious dioceses, and professional archivists). Technicians are trained in museum-grade digitization and paper conservation.

## Preservation Services

Records custodians oversee a vast and invaluable repository of documents that form the backbone of each community's history, legal framework, and administrative functions. Recognizing this role's critical nature, RDS is dedicated to helping preserve, manage, and optimize these assets. Services are tailored for government recording offices, with the goal to ensure the longevity of records of enduring value. RDS addresses this range of services, all centered on supporting the preservation and access of county records, such as:



### Conserve & Treat

As an original source and/or permanent retention, public records bridge the trust between public and government. The understanding of climate control and chemical processes only advanced within the latter 20<sup>th</sup> Century. Collections retain the effects of use and abuse (sometimes with the of best intentions). Without treatment and/or archival rehousing, many collections are endangered; conservation is required to halt the ravages of time.



### Scan & Process

Counties manage a variety of paper types and sizes. RDS has the equipment and experience to digitize any document type, from legal files to oversized maps. RDS is also experienced with data conversion, regardless of the original medium, and offers multiple outputs to support any security concerns, such digital backups and archival microfilm.



### Enhance

RDS improves clarity and legibility of scanned digital images. Image enhancement software and techniques significantly improve image quality. Critical for historical records, especially negative Photostats, handwritten documents, seals, and signatures. Software developers fine-tuned this proprietary software over decades and tens of millions of scanned images.



### Index

A well-structured index is key to accessing digital records. Services do not stop with data extraction; instead, RDS ensures all data is accurate, complete, and integrates seamlessly into the target system(s). *The RDS team includes former county recording deputies who understand the nuances of land, court, and historical records.* First, RDS commits to capturing a county's specific indexing rules so field (e.g., book & page, grantor/grantee details) is captured with precision.



### Redact

Public records often contain sensitive information to protect. RDS combines AI-powered redaction technology with human review to ensure proper redaction for this confidential data—the privacy of constituents is too important less than absolute accuracy.



## Statement of Work

The collection and/or batch is logged, boxed, and transported to the Conservation & Digitization Lab for services. The collection undergoes an intake process, with tracking and reporting data communicated to the Commissioner's Office.

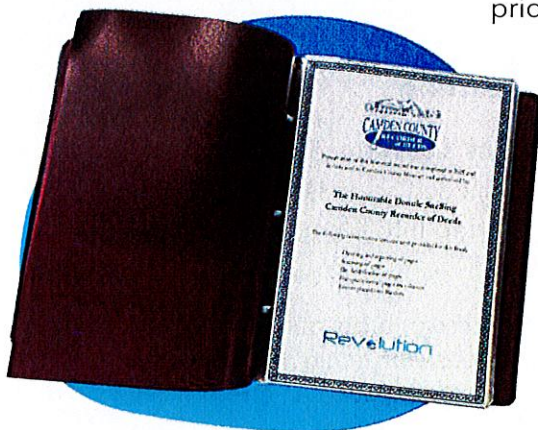
### Physical Preservation - Conservation Treatments & Archival Housing

The following conservation treatments are considered for each page, as appropriate. Each treatment is tested prior to application, with careful testing of non-standard inks, markings, and emulsions. The goal of all services is to protect all records of enduring value and safeguard its ongoing value as a public record. All actions extend the life of the historical source document for hundreds of years.

#### 1. Assessment & Documentation of Treatment

A comprehensive assessment of each page's condition occurs to verify the Work Order, and confirm the extent of surface contamination, presence of accretions (such as insect specks and mold residue), and the presence of any past repairs or tapes.

Preparation of thorough written treatment and photographic documentation in accordance with the *Code of Ethics* of the *American Institute for Conservation (AIC)*. Detail of the asset prior to treatment, and the procedures and materials utilized



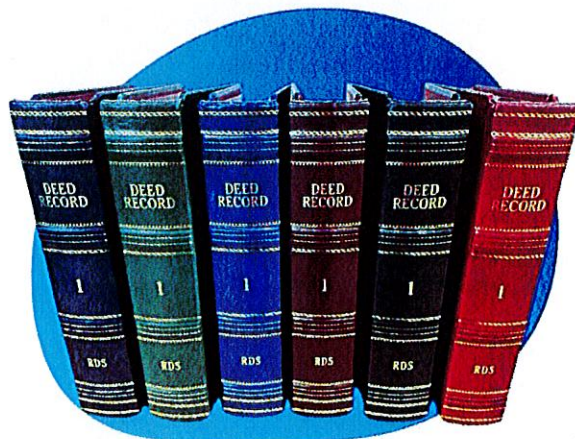
#### 2. Encapsulate

Pages are encapsulated in custom sleeves of SKC SH72S Polyester PET Film, sealed along three edges with ultrasonic welding, ensuring optimal protection without damaging the content (*see exemplar on the following page*). Please note that binders may return split into volumes due to the bulk added by the encapsulation process.

#### 3. Rehouse

Binders are crafted by hand in the RDS Conservation Lab. All binder components are archival and acid free.

Pages are bound into custom archival-grade post (mechanical) binders in the Heritage style (*see exemplar on this page*). Each page is

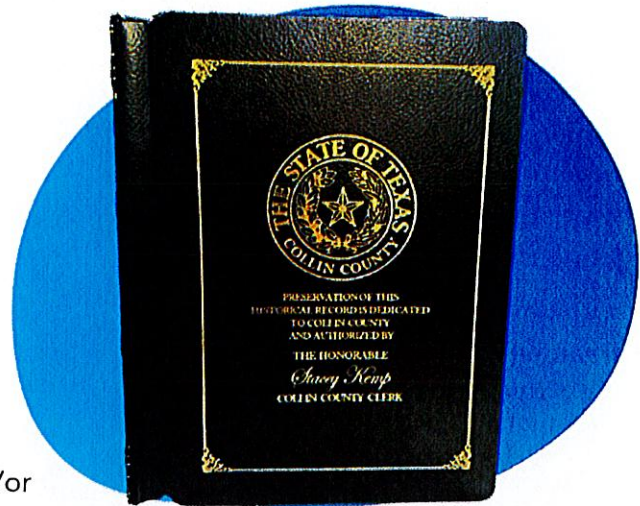




precisely measured to  $\frac{1}{32}$ <sup>nd</sup> of an inch for perfect fit.

New binder materials are available in several colors and materials (*see exampled to the right which features a binder style with four hubs*).

Binder imprinting on the cover and spine is accomplished with traditional tooling methods and equipment to achieve lettering that does not fade nor wear. Tooling design can match the originals or incorporate the addition of a County seal and/or custom dedication.



An internal customized dedication page details treatments and honors the County and/or other official(s) commissioning the project.

Tabs in poor condition are repaired and/or replaced, as appropriate. Replacements are poly tabs with imprinting occurring in house at RDS to match or coordinate with the originals.

## Digitization - Capture, Scanning, Processing, & Formatting

A proven scanning process delivers high-quality digital images and reduces access of the original records (supporting their preservation and longevity). Each page is handled with care, scanned with advanced imaging equipment, and converted into the necessary formats.

- *High-Resolution Scanning*

Pages are scanned at a resolution of 300 DPI, ensuring crisp, high-quality images capturing even the finest details. The initial scan produces greyscale JPEG images, which are ideal for capturing subtle nuances in the document, such as annotations, stamps, or faded text.

- *Image Conversion*

The JPEGs are converted to single-page, black-and-white (bitonal), TIFF images using Group IV compression. This ensures that file size remains manageable for storage and retrieval.

*Group IV compression is a standard format for archiving, designed to optimize file size without sacrificing image clarity, making it an ideal solution for import into the County's software.*

- *Specialized Handling*

For fragile and oversized documents, RDS uses specialized book and overhead scanners. This non-invasive method ensures all are handled with care, preserving integrity. RDS practices cross-training, so all Technicians are skilled in conservation-level mending, and all supervisors are also highly experienced.

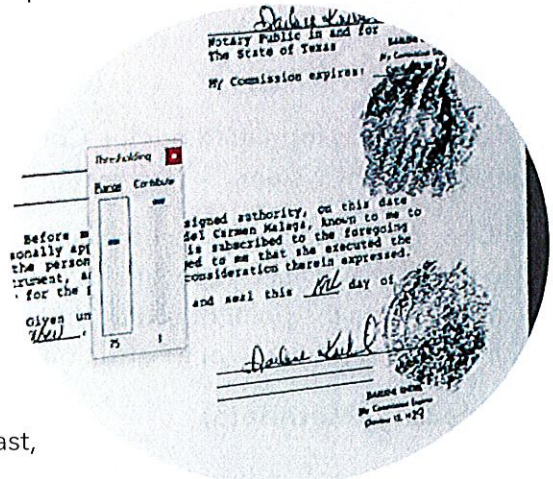


Throughout scanning, each document is tracked and logged, ensuring a complete and accurate inventory. Combining high-resolution scanning, careful handling, and efficient compression ensures that the digital copies are both high-quality and easily accessible, ready for integration into the target system.

## Quality Assurance (QA)

Multiple safeguards and manual processes ensure RDS accounts for each page:

- **QA Step 1: Data Extraction**  
Scanning software extracts key metadata during capture allowing operators to verify page counts, irregular scans, and Page Nos. With machine learning (ML) functionality, this software recognizes pattern interruptions, and presents operators with a work queue of images for visual checks.
- **QA Step 2: Manual Verification**  
Using oversized high-definition monitors, scanner operators/preppers manually sight checks each scanned image. The last page and total page count of each book is verified against the scanned images folder. Errors are rectified (if possible) or the book is flagged with a detailed abnormality report.
- **QA Step 3: RDS Standards of Service**  
After the initial round of manual verification, RDS operators switch stations and manually sight-verifies again. Each digital image is a validated true representation of the original record by a visual comparison to the original record.



## Digital Image Enhancement

Each image undergoes a comprehensive image enhancement process such as refinements of contrast, brightness, and sharpness. The goal is to produce a legible image for the public recording systems. Distortions or blemishes caused by age, wear, or document quality are adjusted using specialized software for the best possible representation of the original.

*A RDS technician manually enhances a digital image to ensure that all text is legible, even where stamps cover data.*

Each digital record is enhanced using a combination of automated and manual processes to ensure output of the highest quality image.

- *Deskew*  
Correct orientation via straightening prior to Quality Control (QC) and further processing.
- *Crop*  
Removal of unneeded borders resulting in an easier-to-read image. This process also reduces the file size for more efficient storage. RDS' software auto-crop functionality accurately processes large volumes of files.
- *Automatic Contrast*  
Historical documents are often yellow or brown with age, so contrast adjustment automatically detects issues. This adjusts the relative lightness and darkness of different areas of the page to adjust to uniform levels.
- *Despeckle*  
Uneven page tone can result in high levels of 'noise' or unnecessary speckles on the final image. A despeckling algorithm removes such noise and produces a superior quality final image with an even tone (saving text like periods or the dot over an 'i').
- *Manual Enhancement*  
Collections often contain barely legible pages that require special care. RDS specialists utilize premium image enhancement software to manually enhance each section of each page, this ensures that each letter, stamp, date, signature is as legible as humanly possible.

## **Data Formatting**

Each image is formatted per the County's specifications for import into its records management system.

RDS is committed to a successful import. RDS sets itself apart by taking this commitment to the next and final steps for all clients. RDS is willing to manage the importing process and serve as the point of contact between the County and its software vendor to facilitate this loading process - at no additional cost to the County.

## **Indexing (Metadata)**

For full (archival) indexing, RDS captures the following fields:

### *County Commissioner Minutes*

- ◇ Document Type
- ◇ Month
- ◇ Year

RDS utilizes manual human indexing and auto-indexing software in tandem to produce a 100% accurate database of index data. All fields are manually verified by two (2) separate technicians to ensure data is completely accurate.



For data that cannot be read to 100% accuracy by the human eye (e.g., smudged ink, faded ink, missing fields), RDS creates an *Exceptions Report*. The County has the ability to correct exceptions before data is loaded into the system. Once the missing data is verified, the data is added to the final deliverable.

### **Media Compilation & Delivery**

The County receives all images and metadata on a physical storage device of its choice.

## **Project Approach & Timeline**

*RDS is privately owned and operated. It launched in 2015, combining the collective experience of its core team, centering on helping organizations digitize documents and untangle kinks in business processes. RDS assembled a team of industry experts and a technology stack to help make managing documents and data simple for clients.*

### **Project Timeline**

Upon execution of project, RDS and the Commissioner's Office will mutually agree to a project timeline and schedule of milestones. Once the records have completed inventory intake, an updated timeline will be discussed. Project pickup occurs in either one pickup or staggered batches, as pre-arranged.

### **Records Access**

It is extremely important to the RDS that Commissioner's Office operations are not affected during this project. When a county employee or researcher needs a document in the RDS' possession, each order is fulfilled by sending a digital copy of the requested document(s) via an existing *Rapid Document Request System*. Requests are accepted via email or phone, Monday-Friday, 7:00 AM to 4:30 PM CT. To request a record, email [RecordRequests@revolutiondatasystems.com](mailto:RecordRequests@revolutiondatasystems.com).

### **Project Location**

RDS transports the records to a secure *Conservation Lab* in Dallas, TX, which offers the following protections:

- Optimal temperature and humidity levels are regulated to stabilize and preserve the integrity of documents.
- Advanced fire suppression including smoke detection and alarm systems.
- Access restrictions include keycard entry systems and biometric access controls.
- Monitoring 24/7 by a comprehensive surveillance system (including CCTV).

- Backup power to ensure operation of security and climate control systems.
- Digital backups of all scanned data are stored in multiple secure locations.

### Quality Assurance Plan

RDS takes pride in investing in both people and technology, and prioritizes hiring and retaining full-time, highly experienced professionals instead of relying on temporary staff. The County is assured of a partner with a deep understanding of document preservation and scanning intricacies and pitfalls. Each member of the RDS team who interacts with the County, handles its books, or inspects its data brings years of experience and has completed hundreds of similar projects.

RDS prioritizes quality, safety, and continuous improvement in every aspect of its services. All Conservation Technicians hold an average tenure of seven (7) years in the industry, with the majority holding over 20 years of experience. Each Team member has an active role in shaping quality training, incentive programs, and safety protocols. *Project team resumes are available upon request.*



Through employee-driven quality initiatives, cutting-edge monitoring tools, and a commitment to continuous improvement, RDS ensures the highest level of accuracy, reliability, and customer satisfaction in every project.

All project documentation, including inventory lists and Chain of Custody records, are provided to the County for its records.



*Kevin Grogan of RDS (middle) presents a preserved historical schematic of Refugio County's Courthouse (TX) to the County Clerk Margie Castellano (L) and Judge Jhiela 'Gigi' Poynter (R), 2024.*

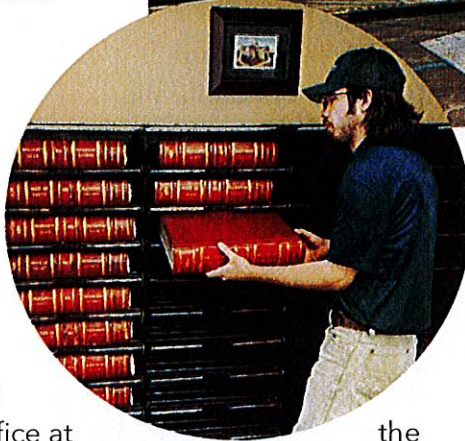
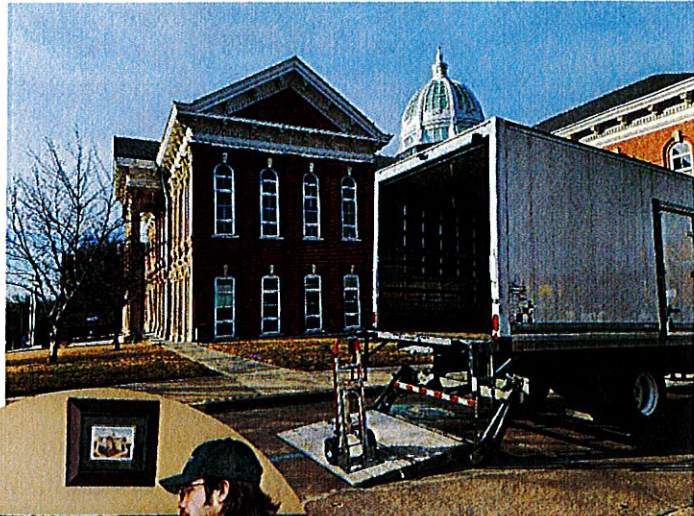


## Transportation Plan

### ***Initial Coordination & Planning***

RDS schedules a meeting with project leads from Commissioner's Office to review project details, establish timelines, and coordinate secure transfer dates and times for moving the records offsite.

RDS' largest vehicle transports an average of 1,000 volumes.



*RDS recently in action for a similar project with the Buchanan County Recorder of Deeds (MO) project pickup.*

### ***Secure Pickup***

- RDS arrives at the County office at the agreed-upon time, equipped with all necessary packing materials (e.g., boxes labeling supplies).
- An initial inventory is conducted in collaboration with the Commissioner's Office to document the condition, order, and organization of the batch prior to transfer.

### ***Chain of Custody Documentation***

- A detailed Chain of Custody Document listing all records is created by the RDS onsite project lead. This document is signed by both approved County personnel and RDS to ensure transparency and accountability throughout the transfer process.

### ***Loading & Transport***

- The records are securely loaded into RDS transport vehicle(s), equipped with advanced security measures to ensure the safe and secure transfer of materials.

### **Secure Delivery**

- Upon arrival at the RDS facility, the transport vehicles is unloaded in a secure receiving area by RDS personnel.
- Each record is placed into a secure vault within the facility, monitored 24/7 by state-of-the-art security systems.
- All records are logged into RDS' inventory management system, including the time of arrival, ensuring continuous tracking throughout digitization.
- A Chain of Custody Document noting the records' entry into the RDS facility is sent to the County for verification.



### **Project Management**

The Account Executive, Olivia Fenelon, serves as the primary point of contact throughout the project. Olivia has a decade of experience in business administration, including the interworking of the legal field. Joining RDS, she quickly became a valuable partner for her clients, with a commitment to providing excellent service. She resides in the Houston area.



## Professional Services Pricing

This proposal is available via RDS' national cooperative purchasing (CO-OP) contract with Choice Partners (CP), Contract No. RFP 21/031KN for Document Services, Preservation, & Digital Software.

All quantities herein are Good Faith Estimates (GFE). If the quantities exceed this by 10% or more, this pricing requires amendment. RDS is committed to transparency in its billing, only invoicing for services received per the applicable unit of measurement (page, image, document). All charges are accurate and fairly based upon work completed and delivered. Billing terms include invoicing upon acceptance of work per the mutually agreed upon schedule of milestones/deliveries, with payment net 30, unless otherwise agreed upon.

Franklin County Commissioner Minutes Re-Binding & Modern Digitization of Commissioner Minutes COST PROPOSAL			
Service	Volume	Unit Price	Total Price
Modern Scanning of Pages	2,500	\$0.25	\$625.00
Indexing of Commissioner Court Minutes	96	\$3.00	\$288.00
Binder Tabs	4	\$150.00	\$600.00
Encapsulation of Mylar Sleeves	2,500	\$2.12	\$5,300.00
Heritage Recorder Binder	9	\$825.00	\$7,425.00
PROJECT TOTAL			\$14,238.00

### Assumptions:

- There is an estimated of 2,500 images from FY 2021-2024.
- Pages are loose-leaf in 3-ring binders. All pages are letter size, single sided and typed pages. Pages are in excellent condition.
- **Pages require no conservation treatment and are re-bounded in archival housing only. County office has requested pages to be encapsulated in mylar sleeves in repurposed into red heritage binders. Records will be returned in 9 binders.**
- Indexing Services herein are defined as 'full or archival' indexing, to include capture of fields identified in this proposal. Indexing fields include document type, month and year. There are two meetings per month with supporting documentation.
- It is RDS' understanding that no volumes in this project are oversized (which the industry deems as the smallest sheet edge measures less than 12").

## Acceptance

\_\_\_\_\_  
Jamie Sullivan  
Administrative Assistant  
Franklin County Commissioner's Office

\_\_\_\_\_  
Date:

## Our Promise to You

Franklin County is assured that each RDS is committed to each project it accepts. If any delivered service is deemed unacceptable, RDS swiftly addresses it at no additional cost. RDS ensures records are protected, preserved, and seamlessly accessible for future generations.

*Limitation of liability.* In no event shall RDS be liable for lost profits or special, indirect, incidental, consequential, liquidated, or punitive damages even if RDS has been advised of the possibility of such damages. In any event, RDS' liability in the aggregate shall not exceed the amount received by RDS from the customer under the agreement during the term of associated addendum(s). No action under the agreement may be brought by either party more than one (1) year after the cause of action occurred, except that an action for nonpayment may be brought within one (1) year after the date of last payment.

*Acceptance.* The client is responsible for ensuring that the assumptions are correct and agrees to all upon agreement execution. RDS makes necessary corrections to data within six (6) months from the final deliverables date of postage or electronic transfer. If no issues are raised within six (6) months from the date of data delivery, the customer agrees and acknowledges that all data is correct and accepted thus requiring no changes. If the customer deems changes are required after six (6) months from the date of data delivery such services fall outside of this agreement and are subject to charges by RDS.

*Work Period.* Project work periods are estimates and begin from the time in which final samples are approved and accepted in writing by the customer. RDS is not responsible for project delays outside of RDS' control during the sample approval process or post-delivery of data by RDS to the software vendor.

*Fees.* Fees for the services are as specified. Fees are subject to change if; a) the actual number of estimated counts differs from the data collected by either party and reflected in this agreement or, b) the parties mutually agree to changes in the scope of services in writing that require a possible change in pricing. Customer is notified of any changes as early as possible, however inaccurate estimates do occur and cannot always be identified prior to final invoicing constituting a greater or less than final total from the total reflected within this agreement. The customer understands the



possibility of increases in the final total based upon inaccurate estimated counts and agrees to pay for such increases.

*Disclaimer of Warranty.* Except as specifically set forth herein, neither RDS nor any of its vendors make any representations or warranties of any kind, express or implied, with respect to the images made available through this service or other products or services provided by RDS past and present or the performance, reliability, completeness, timeliness, security, or results of use thereof. Without limiting the foregoing, except as specifically set forth herein, neither RDS nor any of its vendors warrants that images or other products or services provided by RDS past and present or the operation thereof are or will be completely free.

# SHIN BOOK & PAPER CONSERVATION TREATMENT PROPOSAL & QUOTE

Quote No.: 0010

Date: August 29, 2025

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**Yungjin Shin**  
SHIN BOOK & PAPER CONSERVATION  
23 University Estates Blvd Apt 201  
Athens, OH 45701  
217-417-7336  
[shinconservation@gmail.com](mailto:shinconservation@gmail.com)

**To:**  
**Jamie Sullivan**  
Administrative Assistant  
Franklin County, Maine  
[JSullivan@franklincountymaine.gov](mailto:JSullivan@franklincountymaine.gov)

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Dear Jamie,

I am pleased to provide the following quote for the rebinding of Franklin County's Minutes. Please review the details below and let me know if you have any questions or require any adjustments and clarification. This quotation, including prices and terms, will remain valid for 30 days.

## 1. Description

- Single-sided printed minutes, three holes punched.
- FY 21: 292 pages
- FY 22: 547 pages
- FY 23: 699 pages (book 1: 590 pages; book 2: 109 pages)
- FY 24: 962 pages (book 1: 581 pages; book 2: 381 pages)

## 2. Treatment Proposal

- Please note that for FY 23 and FY 24, the minutes may need to be divided into two volumes, depending on the thickness of the stack. Binding them into a single volume could result in restricted opening and inaccessible contents.

Volume	Treatment Proposal	Estimated Hours
FY 21 Minutes	<ul style="list-style-type: none"><li>• Scan the documents and create PDF files, saved to a USB thumb drive.</li><li>• Rebind the pages into a post-binding, covered in red bookcloth to match the current books, but without the gold stamped labels and decorations.</li><li>• Add paper labels on the spine.</li></ul>	4.5 hours
FY 22 Minutes	<ul style="list-style-type: none"><li>• Same treatment as FY 21.</li></ul>	4.5 hours

## Treatment Proposal & Quote

Quote No. 0010

Franklin County, Maine

FY 23 Minutes	<ul style="list-style-type: none"><li>• Same treatment as FY 21.</li><li>• May need to be divided into two volumes.</li></ul>	5 hours (1 vol) or 8.5 hours (2 vols)
FY 24 Minutes	<ul style="list-style-type: none"><li>• Same treatment as FY 21.</li><li>• May need to be divided into two volumes.</li></ul>	5 hours (1 vol) or 8.5 hours (2 vols)

#### 4. Estimate of Time and Cost

	Type of Service	Hourly Rate	Estimated Hours	Estimated Costs
FY 21 Minutes	Document scanning	\$100.00/hour	1 hour	\$100.00
	Rebinding		3.5 hours	\$350.00
FY 22 Minutes	Document scanning		1 hour	\$100.00
	Rebinding		3.5 hours	\$350.00
FY 23 Minutes	Document scanning		1.5 hours	\$150.00
	Rebinding		3.5 hours / 7 hours	\$350.00 / \$700.00
FY 24 Minutes	Document scanning		1.5 hours	\$150.00
	Rebinding		3.5 hours / 7 hours	\$350.00 / \$700.00

**Total \$1,900.00 or \$2,600.00**

#### 4. Estimated Supplies

- Shipping costs and applicable taxes are not included in the estimates below.
- Supply costs cover the rebinding of all four fiscal year minutes.

## Treatment Proposal & Quote


Quote No. 0010  
Franklin County, Maine

Name	Size	#	Unit Price	Approx. Cost
Book cloth for cover ( <u>Buckram Fantasia Bookcloth</u> )	40" x 1 yards	4	\$22.95	\$91.80
Book boards ( <u>Davey Binder's Board</u> )	30" x 40" x 0.098"	4	\$11.00	\$44.00
<u>Aluminum Screw Posts</u>	2" (10 Pack)	2	\$9.42	\$18.84
Total				<b>\$154.64</b>

This quotation is subject to the following terms and conditions:

- This quotation is subject to the attached Shin Book & Paper Conservation ("SBPC" or "Conservator") General Terms and Conditions as amended and agreed.
- Total hours specified above are estimates that are subject to change +/- 10%. SBPC will bill actual hours incurred for each service at the rates above.
- Any out-of-scope work is subject to additional charges.

### AGREED AND ACCEPTED

Conservator Signature:  Date: 08/29/2025

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_ Title: \_\_\_\_\_

# SHIN BOOK & PAPER CONSERVATION

## General Terms and Conditions

These General Terms and Conditions are by Shin Book & Paper Conservation ("SBPC" or the "Conservator") and Franklin County, Maine ("Client"). SBPC and Client agree as follows:

1. **General Terms:** These General Terms and Conditions ("Terms") apply to all conservation and preservation services provided by the Conservator to the Client in connection with any and all of the following documents: SBPC Service Quote; Registration Form; List of Artwork; Condition Report; Rehousing Proposal; and Treatment Proposal ("Contract Documents"). The Contract Documents and these Terms are the exclusive documents forming the agreement between the parties ("Agreement"). The Conservator enters into the Agreement and provides the conservation and preservation services described in the Contract Documents ("Services") solely on the terms and conditions set forth in the Terms, and objects to any additional or different terms and conditions on any other documents, including Client's purchase order.
2. **Changes in the Services:** The Services or scope of work described in the Contract Documents may be changed only by written agreement of the Client and Conservator.
3. **Cancellation of the Services:** Client may cancel the performance of the Services on 24 hour notice to the Conservator. Client will be responsible for all Services performed through the effective date of termination, determined by the Conservator on a "percentage-complete" basis, plus any costs associated with stabilizing and packing the Artwork.
4. **Assumption of Inherent Risk:** Client acknowledges that regular conservation processes involve inherent risks to the Artwork, including changes or damage resulting from shipping, handling, framing, storage, examination, cleaning, retouching, and other aspects of the conservation process. Other inherent risks may arise from the physical condition or age of the Artwork. The Conservator does not guarantee the outcome or success of any treatment. Client acknowledges and assumes the entire risk of changes or damage to the Artwork incurred or arising in connection with performance of the Services.
5. **Insurance:** Client maintains Fine Arts insurance coverage on its Artwork. Conservator acknowledges the following insurance levels are required: Commercial General Liability (Professional Liability may be substituted) coverage for bodily injury and property damage, in amounts not less than \$500,000 per occurrence and \$1,000,000 in the aggregate and statutory workers' compensation insurance if Conservator has any employees. Proof of insurance coverage is not required of either party.
6. **No Appraisal:** Facts produced by technical examination may have a bearing on the date or provenance of the object/objects, but the Conservator cannot give opinions or issue statements on questions of style, authorship, or monetary value of the object/objects. The Conservator adheres to the American Institute for Conservation's Code of Ethics and Standards of Practice.
7. **Client Representations:** The Client represents and warrants that Client is duly authorized to enter into this agreement for performance of the Services. The Client further agrees to indemnify and hold harmless the Conservator from any and all losses, liabilities, claims, or expenses, including attorney fees, arising in connection with any claim made by a third party for loss or damage to the Artwork, including claims from any person claiming to be an owner of the Artwork.
8. **Ownership of Work Product:** Subject to final payment, the Treatment Report is the property of the Client. The Conservator may maintain a copy of the Treatment Report and all other documents related to the Services in accordance with Conservator's regular professional standards and practice.



# SHIN BOOK & PAPER CONSERVATION

## General Terms and Conditions

9. **Confidentiality:** The Conservator will maintain the confidentiality of Client's identity as the owner of the Artwork. The Conservator generally maintains its work product (including any photographs and records) in confidence, except that in the course of performing the Services the Conservator may consult with appraisers, dealers, conservators, and other professionals.
10. **Authorization for Photography and Records:** Client acknowledges the Conservator's photography of the Artwork, and that images of said Artwork may be copied, stored, distributed, and reproduced for the purpose of performing the Services in accordance with this Agreement and Conservator's ongoing professional practices, including the publication of professional or academic articles to the extent allowed by fair use. To the extent Conservator's use requires a license or other agreement by a third-party rights holder, Conservator is solely responsible for obtaining such license, approval or other agreement.
11. **Price and Payment Terms:** Client shall pay for the Services as set forth in the Treatment Proposal ("Price"). Unless otherwise set forth in the Treatment Proposal, 25% of the Price shall be payable as a down payment upon Client's acceptance of the Treatment Proposal; and any outstanding balance shall be payable upon completion of the Services. Payment in full is a condition of delivery of the Artwork, and Conservator may withhold delivery of the Artwork until receiving payment in full. In addition, Conservator shall have the right to pursue any remedies available at law or as provided herein. Client is responsible all applicable taxes (such as sales, use, and similar taxes) related to the Services.
12. **Completion Notice:** After completion of the Services, or if the Client does not approve the Treatment Proposal within the time period specified in the Treatment Proposal, or if the Client has not responded in a reasonable time to the Conservator's requests for information required to carry on the Services, the Conservator will issue a written notice to the Client (at the address noted on the Registration Form) that the Artwork is ready for pickup ("Completion Notice").
13. **Abandonment:** If Client has not claimed the Artwork 90 days after of the date of the Completion Notice, Conservator may issue a final written notice ("Final Notice"). Beginning from the date of the Final Notice, Client will be responsible for a storage fee of \$75.00 per month, payable in arrears, for each Artwork listed in the Final Notice. If Client has not claimed the Artwork 6 months after the date of the Final Notice, the Conservator may sell the Artwork in lieu of payment in accordance with Ohio law, and Client shall reimburse and indemnify Conservator for all costs and expenses of such sale, including attorney and appraisal fees, court costs, and any auction costs. At the conclusion of such sale, Conservator shall mail a check for the net proceeds of the sale to Client at Client's address set forth in the Registration Form.
14. **Delivery:** Delivery of the Treatment Report and other Conservator Work Product will be in the form described in the Contract Documents. Unless otherwise set forth in the Order, Client will pick up Artwork and Client's other materials at Conservator's facilities. Completion dates set forth in the Treatment Proposal are estimated by Conservator; actual completion dates will be established in Conservator's Completion Notice. Unless otherwise stated in the Treatment Proposal, time is not of the essence. Unless otherwise agreed in writing by Conservator, Conservator will package the Artwork for return to Client according to Conservator's current standards and practices.
15. **Notice:** All notices with respect to the Services and the subject matter of this Agreement shall be sent to the addresses set forth in the Registration Form. Notice must be in writing and completed by (1) upon delivery of U.S. certified mail, (2) upon personally acknowledged delivery by a national courier company such as UPS or FedEx, (3) seven days after sent by regular U.S. mail, or (4) by electronic mail to the address set forth in the Registration Form, provided that (a) the sender receives a "read" acknowledgment through a standard feature in sender's e-mail program, and (b) also sends a hard copy of the e-mail notice by regular U.S. mail no later than two business days after the date of the e-mail. Any change of address in the Registration Form must be sent by one of the methods described in this paragraph.

# SHIN BOOK & PAPER CONSERVATION

## General Terms and Conditions

16. **Limitation of Liability:** Except as prohibited by Ohio Law, including Revised Code § 9.27, in no event shall Conservator be liable for damages in any amount exceeding the estimated Price of all Services set forth in the Contract Documents. In no event shall either party be liable for incidental, consequential, or punitive damages. The limitations set forth herein shall apply regardless of the form of liability, including tort, contract, warranty, indemnity, or otherwise.
17. **Miscellaneous:** The parties are independent contractors. Client may not assign this Agreement without Conservator's written consent. If there is any inconsistency between this Agreement and any other agreement included with or relating to the Services, this Agreement shall govern. If any term of this Agreement is illegal or unenforceable, the legality and enforceability of the remaining provisions shall not be affected or impaired. This Agreement shall not be construed to create any rights hereunder in any third party. This Agreement shall be interpreted under the laws of the State of Ohio, without giving effect to conflicts-of-law rules.

The Client and SBPC have read and understood this agreement and, intending to be legally bound, have duly executed this agreement effective as of the date first written above.

SBPC Signature:  Date: 8/29/2025  
Name: Yungjin Shin  
Title: Conservator

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



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Local offices in:  
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**Proposal Exclusively Prepared for  
Franklin County Sheriff's Office**

123 County Way, Farmington, ME 04938, (207) 778-2680

Date: 07/31/2025

Prepared by: Ryan Beck  
Email: [rbeck@bdtme.com](mailto:rbeck@bdtme.com)

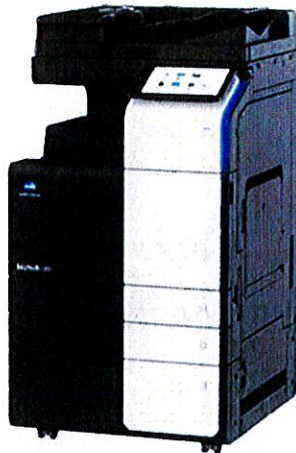




# Proposed Solutions

The recommended solutions consist of the following:

## Konica Minolta bizhub C251i



### Description

The Konica Minolta BizHub C251i is a color laser A3 multifunction device, with the ability to print, copy, and scan. Users may print anytime from anywhere with Konica Minolta's innovative mobile technologies. An extensive applications portfolio and powerful finishing options make this a secure and efficient choice for busy workplaces.

---

### Equipment Features

- Up to 25 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.1-inch tablet-like, customizable user interface
- Standard connectivity: 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)
- Includes dual scan document feeder
- Base model dimensions: 24H x 27W x 31D inches

### Included Accessories

- 120 v / 15 amp power surge
- Fax Kit (Supports 1st and 2nd fax line - no mount kit required)
- PC-216 Paper Feed Cabinet

# Acquisition Options

Budget Document Technology is pleased to offer the following acquisition plan(s) for:

Franklin County Sheriff's Office  
123 County Way, Farmington, ME 04938

Date: 07/31/2025

## EQUIPMENT

Qty	Manufacturer	Model	Description
1	Konica Minolta	bizhub C251i	bizhub C251i
			Fax Kit (Supports 1st and 2nd fax line - no mount kit required)
			PC-216 Paper Feed Cabinet
			120 v / 15 amp power surge

Gold Service Contract - Standard				
		BW Images		Color Images
		Volume	Overage	Volume
				Overage
bizhub C251i		2,777	0.00700	200
				0.04800
Gold Service & Supply Agreement is offered at the above quoted volumes and rates. It includes all toner, labor, machine parts and preventative maintenance supplies including drums, and fuser unit kits. Staples and paper are excluded from replacement.				
				60 Month
Monthly Lease Investment				\$113.31/mo
Gold Service Contract - Standard				\$29.04 + overages
Outright Purchase Price				\$5,221.53
Gold Service Contract - Standard billed monthly				\$29.04 + overages

**Monthly Savings on Service: \$27.27/month**

- All new hardware with service and supply included
- Includes delivery, installation, connectivity, and training on the new devices
- Lease and purchase options included
- Fax Kit and 4 Paper Trays included
- Drastic price reduction in BW/Color base rates and overage rates

### Notes:

☞ I have read the investment analysis and agree to the terms and conditions listed within this proposal.

SIGNATURE

PRINTED NAME

DATE

High-tech solutions for high-performing people.

800-924-4229 [www.bdtme.com](http://www.bdtme.com)

# Terms & Conditions

*This proposal may be withdrawn if not accepted within 20 days.*

*Purchase or Lease price does not include any applicable state sales tax. Lease financing subject to lease company approval and one time documentation fee upon lease execution.*

*For digital connected devices, up to 2 hours of on-site network installation services included, any further network installation services billed at \$150 per hour.*

*Up to 30 days of connectivity support is provided at no charge, our specialist will support any issues pertaining to our equipment.*

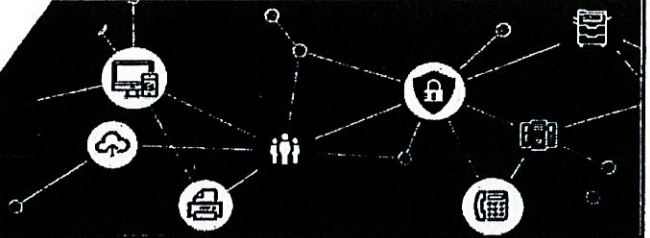
*A finance charge of 18% annually shall be charged to all balances greater than 30 days. Purchaser shall be responsible for all cost of collection, including attorney fees.*

*Any sales cancellations are subject to a cancellation fee of 20% of contracted hardware cost, labor and taxes.*

*A transaction fee may apply for situations in which BDT incurs additional payment processing fees.*

*Client is responsible for on-site power and communication cables.*





## Sales Proposal Franklin County Sheriff's Office 3- Options

Date  
8/5/2025

Sales Rep  
Marco Ertha

### Ship To

### Bill To

CUSTOMER NAME

Franklin County Sheriff's Office

SHIP TO ADDRESS

123 County Way

CITY

Farmington

STATE

ME

ZIP

04938

Contact: Sheriff Scott R. Nichols

Phone/Email: 207-778-2680 snichols@franklincountymaine.gov

CUSTOMER NAME

Franklin County Sheriff's Office

BILL TO ADDRESS

123 County Way

CITY

Farmington

STATE

ME

ZIP

04938

Billing Contact:

Phone/Email: 207-778-2680

DEALERSHIP WILL TRANSFER AND DELIVER TO BUYER AND BUYER WILL ACCEPT AND PAY FOR THE FOLLOWING MERCHANDISE.

Quantity	Product #	Description	Unit Price	Total Price
1	KYTAMZ2501ci	Kyocera TASKalfa MZ2501ci 25ppm A3 Color MFP No License Req (No Setup Toner)		
1	1203V26US0	Kyocera DP-7140 50 Sheet RADP 2554ci/3554ci/MZ4000i/MZ3200i/2501ci/3501ci		
1	1203V42US0	Kyocera PF-7140 Dual 500 Sheet Paper Trays 2554ci-7054ci/4004i-7004i/2501ci-3501ci		
		4- paper trays		
1		Purchase price \$3,857.00		
		Maintenance Agreement Includes		
		3,500 Black monthly @0.005		
		500 Color monthly @0.0349 Total Monthly \$34.95		
		Includes All Parts, Labor, Toner		
2		Xerox Veralink C7125 25 pages ppm Purchase Price \$5,116.00		
		Xerox Veralink Digital Activation code		
		4- paper trays		
		Maintenance Agreement Includes 3,500 Black monthly @ @0.005		
		Color 500 @ .0.0349 Total \$34.95 Includes All parts, Labor, Toner		
3		Toshiba 2525AC 25 pages ppm Purchase Price \$6,378.00/4- paper trays		
		Maintenance Agreement Includes 3,500 Black monthly @ @0.005		
		Color 500 @ .0.0349 Total \$34.95 Includes All parts, Labor, Toner		
TRUE				

### Comments/Special Instructions

### Subtotal

TOTAL AMOUNT  
Less Payment (Check #: )  
AMOUNT DUE  
Plus applicable taxes

Terms: The Dealership equipment indicated above is purchased under standard terms which are 1) The Seller retains title to all equipment and supplies subject to this agreement until purchase price is paid in full. 2) In the event Buyer defaults in payment, the Buyer will be liable for the payment of any legal fees or other costs incurred in any action to collect this debt. General terms and conditions of maintenance agreement are furnished separately. This is a BINDING ORDER not subject to cancellation. This order cannot be changed except in writing by a Company Officer. There is a 1.75% monthly fee on all past due balances. Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200.00 and 50% if the balance is under \$200.00. There is a \$35.00 fee for all returned checks.

### Customer Acceptance

Authorized Signature

Print Name

Title

Date



## Franklin County Position Description

**Position Title:** Facilities Manager

**Department:** Facilities

**Reports to:** County Administrator

**FLSA Status:** Nonexempt

**Effective Date:** 09/16/2025

### **Job Summary:**

*The Facilities manager both supervises and performs maintenance and cleaning tasks and is responsible for the general operations of all County Buildings including the Courthouse, Emergency Operations Center, and Communications Center. This position ensures that the Custodian(s) complete their cleaning and other duties in a thorough and timely manner.*

### **Essential Job Functions:**

- Ensures minor maintenance tasks such as: painting, light carpentry, plumbing and electrical repairs are completed in a safe and timely manner.
- Inspects facilities and organizes required maintenance work; keeps County Administrator informed of problems and work needing to be done.
- Checks system conditions such as: fuel quantity, elevator operation, HVAC controls, lighting equipment, and generator log(s). These must be physically checked for operational problems each week.
- Is responsible for building system maintenance and procedures including: controls, fire alarms, door operations, heat sensors, sprinklers, and fire extinguisher maintenance.
- Establishes and monitors operations and maintenance procedures and scheduling.
- Is responsible for key distribution and inventory for all authorized Court personnel as well as staff and elected officials in County buildings.
- Is responsible for building structure and repair issues and building finishes, care and maintenance, including keeping records of products, colors, and methods.
- Maintains an up-to-date vendor list and ensures that we have emergency contacts when needed for emergency equipment issues.
- Performs Custodian tasks alongside and in the absence of the Facilities staff.
- Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies and maintaining required Safety Data Sheets (SDS) at each building location with the exception of Corrections.
- Ensures that seasonal tasks such as lawn, grounds and parking lot maintenance work, including mowing and raking, exterior building upkeep such as washing, are performed in a timely manner.



- Determines vendor service needs such as equipment, and personnel service requirements by conducting periodic physical inspections of workplace(s).
- Works closely with the Commissioner's Office in the preparation and monitoring of the annual Department Budget and, when required, the preparation and issuance of various bid specifications. Must be prepared to explain the Budget at public forums.
- Ensures that staff in the Department can perform necessary tasks in his/her absence. This includes ensuring staff is familiar with emergency shutoffs for the boiler, elevator, air heating/cooling units and the location of all fuse boxes.
- Communicates with the District Court to gain information about the court schedule and needs of the courtroom space.
- Anticipates and tracks large-scale maintenance projects for capital planning purposes and actively participates in the planning and execution of the Facilities budget.

**Other Duties and Responsibilities:**

- Promotes and maintains responsive community relations.
- Performs other duties as required.

**Required Knowledge/Skills/Abilities:**

- *Must possess a valid drivers license.*
- *Must be able to complete CEGIS training on confidential matters upon hire.*
- *Proficient in the use of Microsoft Office to include Outlook, Word, and Excel.*
- *Knowledge and experience working with budgets and project planning. 2 years minimum preferred.*
- *Must possess conflict resolution skills and have the ability to have difficult conversations.*

**Education and Experience:**

- *High school diploma required.*
- *Associates degree and/or leadership certification preferred.*
- *3-5 years experience in custodial and maintenance related work.*
- *Demonstrates experience in leadership such at a supervisor level or above.*

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

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

*Working Conditions: Normal working conditions absent extreme factors.*

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

\_\_\_\_\_

*Approval Signatures:*

---

Commissioner Fowler

---

Commissioner Skolfield

---

Commissioner Carlton

---

Commissioner Saviello

---

Commissioner Gilbert



## **HAZARD COMMUNICATION POLICY:**

Franklin County has a sincere concern for the welfare and safety of its employees and the public it serves. As an employer, Franklin County recognizes its obligation to provide the safest possible working conditions for its employees. Accordingly, Franklin County has established a Hazard Communication Program. It is our intention to provide information about the dangers of all hazardous chemicals used by Franklin County to all affected employees, provide a hazardous chemical list, provide Safety Data Sheets (SDS), ensure that containers are labeled, and provide employee training to ensure compliance.

The Facilities Department and Human Resources have defined responsibilities outlined in the Hazard Communication Plan. All employees (full-time, part-time and seasonal) of Franklin County will participate in the hazard communication program. This written program will be available in the SDS books located at the County Commissioners Office, Jail, Dispatch, Courthouse, and Custodian's office for review by an interested employee.

### **Employee Training and Information**

The Facilities Department and Human Resources are responsible for the Hazard Communication Program. They will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200. This includes the labeling requirements under Global Harmonization System (GHS).
- Chemicals present in workplace operations.
- Location and availability of our written hazard communication program, including our list of hazardous chemicals, and safety data sheets.
- Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the employer has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if they are exposed to these chemicals.

- How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

Prior to introducing a new chemical hazard in that department, employees will be given information and training as outlined above. The training will be conducted online through Safety Works and in person with Human Resources.

DRAFT

## **Proposal Analysis**

### **Adrenaline Electric**

- **Pros:**
  - Competitive base rates (\$65/hr. for licensed electricians).
  - Familiarity with Franklin County buildings and clients (references from jail and fire rescue).
  - Strong local presence and quick response times likely.
- **Cons:**
  - Material markup is relatively high at 30%.
  - Smaller team compared to competitors; may have limited bandwidth during widespread outages.

### **E.S. Boulos**

- **Pros:**
  - Largest firm with the deepest resources, equipment, and labor pool.
  - Extensive experience in emergency restoration, substations, commercial/industrial projects.
  - National safety record and backing of MYR Group (parent company).
- **Cons:**
  - Highest labor costs (~\$86/hr. baseline).
  - Less personalized/local presence compared to Adrenaline or IEC.
  - May prioritize large-scale projects over smaller emergency calls.

### **IEC Electrical**

- **Pros:**
  - Lowest hourly rates (\$58/hr. standard, \$72.50/hr. emergencies).
  - Material markup only 15% (lowest of the three).
  - Long history with county, schools, and industrial clients.
  - Adequate insurance and licenses, medium workforce capacity.



- **Cons:**

- Not as large as E.S. Boulos, so fewer specialized resources for very large-scale emergencies.
  - Slightly less immediate name recognition locally than Adrenaline Electric.
- 

**Ranking (Best → Least Good)**

1. **IEC Electrical** – Best balance of cost efficiency, reasonable emergency rates, low markup, and strong experience with county projects.
2. **Adrenaline Electric** – Solid local option with strong references, but higher markup on materials makes it less cost-efficient than IEC.
3. **E.S. Boulos** – Highly capable with the largest resources, but costs are significantly higher and may not align with Franklin County's budget for on-call services.

## Franklin County Emergency On-Call Electrical Provider Analysis

This document provides a one-page visual comparison of the three electrical service providers considered for Franklin County's emergency on-call contract.

Company	Std. Hourly Rate	Emergency Rate	Helper Rate	Material Markup	Key Strengths
Adrenaline Electric	\$65/hr	~\$97.50/hr	\$35/hr	30%	Local, reliable, Franklin County references
E.S. Boulos	\$86/hr	Not specified	N/A	Cost + markup	Large workforce, national resources
IEC Electrical	\$58/hr	\$72.50/hr	N/A	15%	Lowest cost, county project experience

### Ranking of Providers

- 1. IEC Electrical** – Best overall: lowest rates, fair emergency pricing, low markup, proven county experience.
- 2. Adrenaline Electric** – Strong local option: reliable, trusted, but higher markup.
- 3. E.S. Boulos** – Highly capable: large-scale capacity, but most expensive and less cost-efficient.

## Franklin County Website Proposal Cost Analysis

This consolidated document includes all unique vendor proposals submitted for the Franklin County Website Redesign project. It presents total costs, line-item breakdowns where available, and support/maintenance offerings.

### Executive Summary

- Lowest Bid: Current (Maine-based) at \$5,950
- Highest Bid: RightIT Solutions LLC at \$97,000 (Year 1 incl.)
- Average Bid (across 35 proposals): \$nan

Observations: Smaller boutique firms and local agencies offer lower bids (under \$20k), while enterprise vendors and federal contractors typically bid in the \$75k–\$90k range. Mid-market vendors cluster around \$40k–\$60k. SaaS models like CivicPlus provide a recurring annual fee instead of a one-time project cost. This variety reflects trade-offs between budget, long-term support, and scalability.

### Detailed Proposal Comparison

Vendor / Proposal	Total Cost	Breakdown / Notes	Support & Extras
ACS Creative (Aug 2025 Update)	\$79,650	Discovery \$5,400; Design \$13,500; Development \$37,800; Migration \$10,800; Testing \$8,100; Training \$4,050	90 days support; WordPress CMS
R3volution Ad Services	\$84,500 (est.)	Design, build, testing, training; optional add-ons	ADA compliance, SEO, training
CivicPlus, LLC	~\$15,500/yr (SaaS)	Annual subscription with redesign cycle, migration, hosting, modules	24/7 support; guaranteed redesign cycle
Concourse Tech Inc.	\$76,400 (Year 1) + \$8,400/yr hosting	Design \$15k; Navigation \$8k; Responsive \$10k; ADA \$12k; Migration \$13k; Modules \$16k; Hosting \$8.4k	WordPress multisite; SSL included
Windhill Design LLC	\$7,400	Discovery \$1,000; Design \$1,600; Development \$2,500; Migration \$1,000; Testing	Small firm; 8–10 week timeline



		\$600; Training \$400; Support \$300	
Metacare LLC	\$14,500	Discovery \$2,000; UX \$3,000; Dev \$6,000; Migration \$1,500; Training \$1,000; Hosting \$1,000	Accessibility/security focus; 90-day support
PTG International, Inc.	\$87,300	Agile/Waterfall; WordPress; training; compliance/security features	Federal contractor; compliance oriented
Davel Creative Agency	\$29,000	Discovery \$3,000; UX/UI \$4,000; Frontend \$5,000; Backend \$5,000; Integrations \$4,000; Migration \$2,000; Training \$1,000; PM \$4,000; Contingency \$1,000	Maintenance \$1,250/mo; plugins ~\$1,563/yr
ATZ Solution LLC	\$35,000	Design, CMS, ADA, migration, library, calendars, training	Hosting & SSL; staff training; support
Final - Emily Revolutionary Marketing Group	\$25,950 + \$850/yr hosting	Migration \$2,100; Hosting \$750; Dev (Wix) \$22,250; Hosting \$850/yr	Wix CMS; WCAG; training
Nessim Works / HolisticFit Branding	\$49,850	Design & Development \$42,000; Branding \$7,850	Maintenance \$450/mo
Absolute IT	\$55,200	Redesign \$40k; Migration \$7,200; Accessibility \$8k	90-day warranty; support \$500-\$1,200/mo
COOLSOFT	\$61,500	Design & Dev \$50k; Migration & Training \$11,500	Post-launch support; \$650/mo ongoing
Snowberry Media	\$44,000	Discovery \$10k; Dev & Migration \$30k; Training \$4k	Optional hosting \$400/mo
Oomph, Inc.	\$38,980	Design, dev, migration, training	Training; optional maintenance
VND (Visual Net Design)	\$52,750	Discovery \$39k; Hosting & Migration \$8,750; Training \$5k	Hourly maintenance \$120-\$135
Revize	\$47,900	CMS license; design	Training; unlimited

		& dev	support
Exemplifi	\$54,800	Discovery \$12k; Dev \$32k; Migration \$6.8k; Training \$4k	90-day support; packages
Spark	\$58,500	Design \$45k; Migration \$8k; Training \$5.5k	Includes training; optional support
Gravity Works	\$63,400	Discovery \$14k; Dev \$40k; Migration & Training \$9.4k	Training; \$700/mo maintenance
Spartan Solutions Group (SSG)	\$46,250	Redesign \$38k; Migration \$6.25k; Accessibility \$2k	Post-launch support; optional packages
Sutherland Weston (SWMC)	\$42,500	Design, CMS, migration, training	Optional hosting/maintenance
SRCA	\$51,600	Dev \$40k; Migration \$6.6k; Training \$5k	Training; support available
CueCamp	\$48,000	CMS site; content audit; design; training	WCAG compliance; optional support
TESSA Marketing + Technology	\$59,200	WordPress with AI search; migration; ADA; training	Hosting, backups, SSL, governance
RighIT Solutions LLC	\$97,000 (Year 1 incl.)	Dev \$62.5k; Support \$30k; Hosting \$4.5k	Strapi CMS; 1 yr support
Current (Maine-based)	\$5,950	Discovery \$3.7k; Dev & ADA \$750; Migration/Training \$1k; Hosting \$500	Year 1 hosting/security
Resolve Central	\$19,900	Discovery \$1,400; UX \$2,800; Dev \$5,500; CMS \$4,300; Calendars \$1,400; SEO \$1,600; Testing \$1,100; Training \$900; Support \$900	90 days support; WordPress; optional retainer
Saltech Systems	\$45,000	WordPress (30 pages); migration; calendar; training; optional plugins	Training & docs; updates \$125/hr
DDN	\$18,500	Discovery \$3,500; Development \$9,000; Migration \$2,500; Training \$1,500; Hosting \$2,000	Year 1 hosting included; ADA compliant
GovWeb	\$27,000	Discovery \$4,500; Dev \$14,500; Training \$3,000;	Year 1 support; Drupal CMS

		Hosting \$5,000	
Inadev	\$39,500	Discovery \$4k; Dev \$21.5k; Testing \$4k; Training \$3k; Hosting \$7k	Post-launch support; modular; ADA
Planeteria Media	\$45,000	Discovery, design, dev, migration; ADA compliance; calendars, library	Training; post-launch support; hosting
Seattle New Media	\$31,200	Redesign; CMS setup; WCAG; library; calendars; alerts; hosting	Training, documentation; post-launch support
HashOne Global	\$22,800	WordPress + Elementor; mobile-first ADA; content governance; hosting	Training; 45-day hyper-care; SLA support



## Franklin County Website Proposal Cost Analysis

This consolidated document includes all unique vendor proposals submitted for the Franklin County Website Redesign project. It presents total costs, line-item breakdowns where available, and support/maintenance offerings.

Vendor / Proposal	Total Cost	Breakdown / Notes	Support & Extras
ACS Creative (Aug 2025 Update)	\$79,650	Discovery \$5,400; Design \$13,500; Development \$37,800; Migration \$10,800; Testing \$8,100; Training \$4,050	90 days support; WordPress CMS
R3volution Ad Services	\$84,500 (est.)	Design, build, testing, training; optional add-ons	ADA compliance, SEO, training
CivicPlus, LLC	~\$15,500/yr (SaaS)	Annual subscription with redesign cycle, migration, hosting, modules	24/7 support; guaranteed redesign cycle
Concourse Tech Inc.	\$76,400 (Year 1) + \$8,400/yr hosting	Design \$15k; Navigation \$8k; Responsive \$10k; ADA \$12k; Migration \$13k; Modules \$16k; Hosting \$8.4k	WordPress multisite; SSL included
Windhill Design LLC	\$7,400	Discovery \$1,000; Design \$1,600; Development \$2,500; Migration \$1,000; Testing \$600; Training \$400; Support \$300	Small firm; 8-10 week timeline
Metacare LLC	\$14,500	Discovery \$2,000; UX \$3,000; Dev \$6,000; Migration \$1,500; Training \$1,000; Hosting \$1,000	Accessibility/security focus; 90-day support
PTG International, Inc.	\$87,300	Agile/Waterfall; WordPress; training; compliance/security features	Federal contractor; compliance oriented
Davel Creative Agency	\$29,000	Discovery \$3,000; UX/UI \$4,000;	Maintenance \$1,250/mo; plugins

		Frontend \$5,000; Backend \$5,000; Integrations \$4,000; Migration \$2,000; Training \$1,000; PM \$4,000; Contingency \$1,000	~\$1,563/yr
ATZ Solution LLC	\$35,000	Design, CMS, ADA, migration, library, calendars, training	Hosting & SSL; staff training; support
Final – Emily Revolutionary Marketing Group	\$25,950 + \$850/yr hosting	Migration \$2,100; Hosting \$750; Dev (Wix) \$22,250; Hosting \$850/yr	Wix CMS; WCAG; training
Nessim Works / HolisticFit Branding	\$49,850	Design & Development \$42,000; Branding \$7,850	Maintenance \$450/mo
Absolute IT	\$55,200	Redesign \$40k; Migration \$7,200; Accessibility \$8k	90-day warranty; support \$500– \$1,200/mo
COOLSOFT	\$61,500	Design & Dev \$50k; Migration & Training \$11,500	Post-launch support; \$650/mo ongoing
Snowberry Media	\$44,000	Discovery \$10k; Dev & Migration \$30k; Training \$4k	Optional hosting \$400/mo
Oomph, Inc.	\$38,980	Design, dev, migration, training	Training; optional maintenance
VND (Visual Net Design)	\$52,750	Discovery \$39k; Hosting & Migration \$8,750; Training \$5k	Hourly maintenance \$120–\$135
Revize	\$47,900	CMS license; design & dev	Training; unlimited support
Exemplifi	\$54,800	Discovery \$12k; Dev \$32k; Migration \$6.8k; Training \$4k	90-day support; packages
Spark	\$58,500	Design \$45k; Migration \$8k; Training \$5.5k	Includes training; optional support
Gravity Works	\$63,400	Discovery \$14k; Dev \$40k; Migration & Training \$9.4k	Training; \$700/mo maintenance
Spartan Solutions Group (SSG)	\$46,250	Redesign \$38k; Migration \$6.25k; Accessibility \$2k	Post-launch support; optional packages
Sutherland Weston (SWMC)	\$42,500	Design, CMS, migration, training	Optional hosting/maintenance

SRCA	\$51,600	Dev \$40k; Migration \$6.6k; Training \$5k	Training; support available
CueCamp	\$48,000	CMS site; content audit; design; training	WCAG compliance; optional support
TESSA Marketing + Technology	\$59,200	WordPress with AI search; migration; ADA; training	Hosting, backups, SSL, governance
RightIT Solutions LLC	\$97,000 (Year 1 incl.)	Dev \$62.5k; Support \$30k; Hosting \$4.5k	Strapi CMS; 1 yr support
Current (Maine-based)	\$5,950	Discovery \$3.7k; Dev & ADA \$750; Migration/Training \$1k; Hosting \$500	Year 1 hosting/security
Resolve Central	\$19,900	Discovery \$1,400; UX \$2,800; Dev \$5,500; CMS \$4,300; Calendars \$1,400; SEO \$1,600; Testing \$1,100; Training \$900; Support \$900	90 days support; WordPress; optional retainer
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GovWeb	\$27,000	Discovery \$4,500; Dev \$14,500; Training \$3,000; Hosting \$5,000	Year 1 support; Drupal CMS
Inadev	\$39,500	Discovery \$4k; Dev \$21.5k; Testing \$4k; Training \$3k; Hosting \$7k	Post-launch support; modular; ADA
Planeteria Media	\$45,000	Discovery, design, dev, migration; ADA compliance; calendars, library	Training; post-launch support; hosting
Seattle New Media	\$31,200	Redesign; CMS setup; WCAG; library; calendars; alerts; hosting	Training, documentation; post-launch support
HashOne Global	\$22,800	WordPress + Elementor; mobile-	Training; 45-day hyper-care; SLA

		first ADA; content governance; hosting	support
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# Compensatory Time Policy for FLSA-Exempt Employees

## Purpose

Franklin County recognizes that some exempt, nonelected employees are expected to respond to emergency calls or critical needs outside of normal business hours. Although these employees are exempt from overtime requirements under the Fair Labor Standards Act (FLSA), the County wishes to acknowledge the additional burden placed on them by providing a limited amount of compensatory time off ("comp time") when call-out duties occur. This policy establishes eligibility, accrual rates, approval requirements and usage rules for comp time for exempt, nonelected employees.

## Eligibility

- Exempt status - Only employees who are classified as FLSA-exempt and who are routinely required to respond to calls outside of normal business hours are eligible to accrue comp time under this policy.
- Call-out requirement - "Call-out" refers to an unscheduled request from an authorized supervisor or agency requiring the employee to perform work duties outside of their standard work schedule. This includes call outs during planned time off. Routine monitoring of emails or occasional telephone conversations that do not materially restrict an employee's personal time are not considered call-outs.
- Department head approval - Prior to receiving comp-time credit for a call-out, the employee must obtain approval from their department head. Approval may be granted on a case-by-case basis or through standing authorization for employees who are regularly scheduled to be on call. For a standing authorization, the Department Head and employee must sign an acknowledgement which will be placed in the employee's personnel file.

## Accrual of compensatory time

- Minimum call-out credit - An eligible exempt employee who responds to a call outside of normal business hours which equates to a minimum of 15 minutes but does not exceed four hours will receive four hours of compensatory time. This minimum credit acknowledges that even short call-outs disrupt personal time and may involve travel and preparation.
- Extended call-out credit - If the call-out requires the employee to work four hours or more, the employee will receive eight hours of compensatory time. Should an employee be called for service outside of normal business hours on a weekend for a multi-day event, lasting at or above 8 hours per day, the employee will receive 8 hours for each day worked. If less, it will follow the minimum call out credit stated above. (Ex. Weekend day 1 is 8 hours, day 2 is less than 4= total of 12 hours of comp time accrued for the weekend)
- Per-occurrence accrual - Comp time is awarded per call-out event and may not be multiplied based on the actual number of hours worked. For example, a six-hour call-out still results in eight hours of comp time. Any call out exceeding 8 hours still earns 8 hours of comp time per occurrence.

- Recording - Employees must record the date, time and duration of each call-out on the using the designated request form created by the Human Resources Department. Department heads are responsible for verifying the information provided on the request form before approving comp time accrual and submitting the forms to the payroll department on a bi-weekly basis, following the payroll schedule.

### **Use of compensatory time**

- Scheduling - Comp time must be taken no later than the end of the calendar year in which it is earned. Employees must request use of comp time through their direct manager at least one day in advance of use. Managers may deny requests if granting time off would unduly disrupt departmental operations.
- Maximum balance and carry-over - To prevent excessive accrual, exempt employees may not maintain more than 40 hours of unused comp time. Comp time balances may not be carried over from year to year; any unused comp time remaining on December 31 will be forfeited.
- No cash value - Comp time awarded under this policy has no cash value and will not be paid out upon separation from employment or transfer to a non-eligible position.
- No effect on benefits - Comp time does not count as hours worked for purposes of determining eligibility for benefits such as retirement contributions or leave accruals.
- Abuse of benefit - Misuse of this comp time benefit, such as falsifying call-out records or intentionally prolonging calls to accrue additional time, is prohibited. Abuse may result in disciplinary action up to and including termination.

### **Administration**

- Compliance with FLSA - Although exempt employees are not entitled to overtime pay, this policy authorizes additional compensation in the form of paid time off without affecting the employee's exempt status. The Department of Labor permits employers to provide additional compensation to exempt employees without jeopardizing their exemption.
- Review and modification - The Human Resources Department will periodically review the effectiveness of this policy and may recommend changes. The County Commissioners reserve the right to modify or terminate this policy at any time.
- Interpretation - Questions regarding the interpretation of this policy should be directed to Human Resources. This policy does not supersede federal or state law and is not intended to create a contract of employment.

### **Effective date**

This policy is effective upon approval by the Franklin County Commissioners and applies to call-out events occurring on or after that date.

**INCLEMENT WEATHER**—It is the general policy of the County for offices to remain open for business during inclement weather, unless extreme weather events or conditions would threaten the safety of employees and the community. In the absence of an extreme weather event, employees are expected to report for work on days when weather or other similar conditions make travel difficult, or travel advisories are in effect. When inclement weather conditions exist, Department Heads shall apply the following rules:

- A. Employees who elect not to report to work must notify their Department Head within one hour of the start of the workday. Employees who provide proper notice will receive an excused (unpaid) absence through proper notification of their Department Head. Employees can choose to use benefit time or take the hours as unpaid.
- B. Employees are expected to plan accordingly when inclement weather arises to ensure they leave adequate time to get to work on time. If an employee arrives late, they may use benefit time to compensate for missed time.
- C. An employee who exercises their judgment and elects to leave work early due to the conditions will only be paid for the hours worked. They may, however, receive an excused absence (unpaid) upon approval from their Department Head and must use benefit time to compensate for their missed time.

Continuously Operating Facilities: To maintain County operations, employees working in facilities that must operate twenty-four (24) hours per day shall make every reasonable effort to report to work as scheduled, even during officially declared emergencies, unless it is not possible for the employee to do so in a safe manner.

Should the County decide to close due to inclement weather conditions, emergency, and/or an extreme weather event, all nonessential employees will be compensated for their regular scheduled hours. Essential employees, outside of the continuously operating facilities explained above, who are called to work will be compensated for their hours worked and receive 8 hours of comp. time to be used at a later date.

Nonessential employees are defined as employees whose job does not support the critical infrastructure required to maintain public health and safety.

**Procedure:** The County Administrator will contact the Communications Director as well as the Sheriff's Department to assess the road conditions, and in addition, consider local closures in determining whether the County should close the offices. The County Administrator will then contact the Board of Commissioners and notify them of the results of the road condition evaluation and recommend closure when appropriate. When a decision is made to close, the County Administrator or designee will then contact each Department Head. Department Heads will then be responsible for contacting employees if work is canceled before the start of the workday. The County Administrator will also be responsible for contacting TV and radio stations to post announcements of closings. Announcements will be communicated to the public by TV on WCSH 6 as well as by radio on WKTJ 99.3.