

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: November 18, 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. Michael Carroll – WasteHub Presentation**
- 5. Snow Removal – Courthouse Sidewalks**
- 6. Spirit of America**
- 7. Route 27 Scenic Byway**
- 8. Communications - UPS – Battery Back-up**
- 9. Treasurer's Department – Employee Wages**
- 10. Earned Paid Leave and Vacation Policy - Update**
- 11. Greater Franklin Economic Development work update**
- 12. Courthouse Bell Tower – Visit**
- 13. Conflict Resolution Contract**

OLD BUSINESS:

MISCELLANEOUS:

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

Unorganized Territories – Public Hearing – 1:00 p.m.

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
November 18, 2025**

RECOGNITION:

APPOINTMENTS: None

New Business:

Administrator's Report

- We have received notice of a Poverty Abatement Appeal from the Town of Avon. We are waiting to hear back from legal as this is required to be held in an Executive Session.
- Auditors will be here on November 18th-20th to conduct the UT and County site visit work.
- Facilities Manager candidate notified us last week that he was withdrawing his agreement to start employment on November 17th. An offer has been provided to another candidate and we are working through the paperwork process.
- The County Administrator processed a tax abatement application with the Town of Farmington for the EOC bill sent in error.
- County Offices will be closed on November 27th and 28th for the Thanksgiving Holidays.
- After the electrical upgrade was completed and power was restored, we discovered the HVAC system was not running properly in the courtroom. A technician has been out and identified a hole which leaked out the fluids critically to the operation of the unit. They currently are working on repairing this system.
- The county has given an offer of employment to Daniel Salois as a Corrections Officer. His start date is November 17, 2025.
- On November 7, 2025, HR and the Administrator completed the remaining corrective action from the Dept. of Labor and submitted the necessary paperwork. We received notice from the DOL-SafetyWorks that we have successfully eliminated all audited hazards in the workplace and our case is considered "closed". Notice is available in the flower folder

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

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

Recommendation: Motion to approve October 20, 2025, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Michael Carroll – WasteHub Presentation

Comments: This is a presentation from the commercial land fill project in Jay.

Recommendation: None at this time

Snow Removal – Courthouse Sidewalks

Comments: Commissioner Saviello contacted the Town of Farmington over the summer to ask whether they could handle snow removal in front of the courthouse. This would reduce the County's workload, but Facilities staff would still need to remain on call to maintain safe walkways at County Way and ensure public and staff access to the EOC and Dispatch. We will need authority from the Board to enter into an agreement with the Town of Farmington for this arrangement. Enclosed please see the email chain between administration and Town of Farmington. The Town is willing to do this for no additional cost to the County.

Recommendation: Motion to agree to enter into an agreement with the Town of Farmington to have the DPW plow the sidewalk at the courthouse.

Spirit of America

Comments: Bob Flaherty called and asked when the County plans to do the Spirit of America presentation.

Recommendation: Schedule Spirit of America Award Presentation

Route 27 Scenic Byway

Comments: The email enclosed explains that AVCOG has begun contracted work with Maine DOT to re-establish a local advisory committee for Route 27 Scenic Byway from Kingfield to Coburn Gore. The committee will work to highlight and improve the byway experience and update the 2000 Corridor Management Plan to reflect current conditions and needs. The byway passes through several Franklin County unorganized territories—Wyman Township, Jim Pond Township, Alder Stream Township, Chain of Ponds Township, and Coburn Gore. AVCOG is asking whether someone from Franklin County would be interested in serving on the advisory committee, which is expected to meet monthly or bi-monthly. The Committee needs a county representative to serve on this Committee. The Board needs to authorize a member to represent the County on this Committee.

Recommendation: Motion: To appoint Commissioner _____ to represent the County to the Route 27 Scenic Byway Committee.

Communications – UPS - Battery Back-up

Comments: In early October the HVAC contractor working in the Dispatch Center inadvertently shut off the wrong breaker. Power in the network room was cut and our UPC only had 5 minutes of runtime, which was insufficient to maintain service. As a result, the County network was down for several hours. Jake Nichols, Director of Information Technologies, inspected the equipment and determined the UPC has reached end-of-life and must be replaced. We have received two quotes, one from Systems Engineering for the battery itself, and a quote from IEC for the battery and installation. Copies of the quotes are included in your packet. The IT Director recommends using the local vendor despite the higher cost due to prior exceptional customer service.

Recommendation: Motion to award the project to IEC in the amount of \$44,625.

Treasurer's Department – Employee Wages

Comments: Based on the legal opinion from Libby and Champion Law Firm, a request is being made for the Commissioners to declare the Treasurer's Clerk position—previously cut from the County budget—an emergency situation. The bookkeeper position is currently vacant, and the Clerk, who is being paid from the UT budget, is now managing County accounts payable in addition to TIF and UT duties. The request asks the Commissioners to authorize paying the Clerk from the County budget.

Recommendation: Motion To declare the Treasurer's position an emergency and authorize the Clerk currently paid from the UT budget to be paid from the County budget while the Bookkeeper transition.

Earned Paid Leave and Vacation Policy - Update

Comments: On July 1, 2025, Governor Mills signed LD55 which amends the accrual caps under the Maine Earned Paid Leave statute, 26 M.R.S.A. §637. As of September 24, 2025, employers can no longer cap the earned paid leave accruals at 40 hours. Instead, employees can now roll over ALL accrued unused time into the new year, and in doing so, the new year accrual cannot be reduced by the carry forward of the prior year. That being said, our Earned Paid Leave Policy for part-time employees needs to be updated to include this new provision. Additionally, since full-time employees receive more than the requirement of 40 hours annually under the EPL Law, the recent legal update provided by Bernstein and Shur suggested that employers include language within the vacation policy that clarifies the first 40 hours of vacation time used are considered to fall under the EPL law. These changes are highlighted in the draft attached.

Recommendation: Motion to approve the amended Earned Paid Leave Policy and Vacation Policy to reflect the recent changes in Maine law.

Greater Franklin Economic Development work update

Comment: Charlie Woodworth will be present to give an update on the Greater Franklin Economic Development work.

Recommendation: None at this time.

Conflict Resolution Contract

Comments: On February 5, 2026, The Abbott Advantage (Danielle Abbott) is scheduled to deliver a half day course involving the DISC (personality) assessment and debrief, and Conflict to Connection professional development training. The county has approximately 20 employees made up of leadership and staff who have influence within the workforce to attend this training. The cost will be reduced by 50% through the Workforce Compact Grant, minus the cost for the consult to travel to our site. The initial cost for the training is \$6,237.50. This cost will be evenly distributed among those departments who are in attendance based on the number of attendees. A copy of the contract is available in your packet for review.

Recommendation: Motion to authorize the Human Resources Director to sign the agreement between Franklin County and The Abbott Advantage.

Courthouse Bell Tower - Visit

Comments: Commissioner Saviello asked in an email that he would like to see the completed work before the weather becomes too cold. I informed him that he would have to wait until the work was completed and the safety upgrade to the access to the bell had also been finished before scheduling the site visit. The commissioner will recess their meeting and reconvene at the courthouse to review the work done on the bell tower and attic area.

Recommendation: Motion to recess to 140 Main Street.

OLD BUSINESS:

MISCELLANEOUS:

Unorganized Territories – Public Hearing – 1:00 p.m.

Comments: Hold Public Hearing and review the 2026-2027 Budget.

Recommendations: Motion to approve the 2026-2027 UT Budget

PAM PRODAN, TREASURER – Report November 18, 2025, Franklin County Commissioners mtg

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

General Fund Operating Cash \$4,340,475.06

General Fund Payroll Cash \$95,836.63

General Fund CDARS \$0.00

ARPA Fund Cash \$580,958.01

UT General Fund Cash \$788,346.27

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$2,154,547.63

UT TIF CDARS: \$2,064,155.12

Interest rates

General Fund Operating Cash 3.50% as of 10/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.75% as of 10/31/2025 invested w/ Intrafi Cash Service at Franklin Savings

UT General Fund Cash 3.50% as of 10/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.50% as of 10/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.77796% as of 11/18/2025 invested at Androscoggin Savings

Town Tax Payments

County taxes are to be paid fifty percent (50%) on or before September 1, 2025, and fifty percent (50%) on or before February 1, 2026. Interest begins November 1, 2025, and April 1, 2026. A total of \$4,814,386.00 was due and as of writing this report, only 1 of the 21 towns and plantations has not made its first tax payment, in the amount of \$603,123.00. The interest for each day that this tax is delinquent will be \$66.09 per diem.

Warrants

AP Warrants for signatures 11/18/2025 (warrants not finalized at the time of this writing)

AP County Warrant \$310,780.03

AP UT Warrant \$661,068.00

AP ARPA Warrant \$10,000.00

Payroll Warrant \$225,539.31 11/13/2025

Tiffany Baker

From: Town Manager <TownManager@Farmington-Maine.org>
Sent: Thursday, November 13, 2025 5:17 PM
To: Tiffany Baker
Cc: Amy Bernard
Subject: RE: Snow Removal

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Yes, the Town would hold the liability, although we have general immunity unless clear negligence can be proven.



Erica LaCroix, MPA

Town Manager
Town of Farmington, Maine
153 Farmington Falls Rd.
Farmington, ME 04938
Phone: 207-778-6538
Email: townmanager@Farmington-Maine.org

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From: Tiffany Baker <TBaker@franklincountymaine.gov>
Sent: Thursday, November 13, 2025 12:49 PM
To: Town Manager <TownManager@Farmington-Maine.org>
Cc: Amy Bernard <ABernard@franklincountymaine.gov>
Subject: RE: Snow Removal

Hi,

Thank you for your response. We will run this through our Board at the next meeting. Under the ordinance, would it be fair to assume accidents related specifically to the street sidewalks on Main St. and Anson St., as outlined in your map, would fall on the town in this instance?

Thanks,

Tiffany Baker,
SHRM-CP
(She, her, hers)
Human Resources
Director/Deputy
County Administrator

120 County Way, Suite 4
Farmington, ME 04938

Office: 207-860-4251

Cell: 207-305-5055

Fax: 207-558-0385

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From: Town Manager <TownManager@Farmington-Maine.org>

Sent: Thursday, November 13, 2025 12:25 PM

To: Tiffany Baker <TBaker@franklincountymaine.gov>

Subject: FW: Snow Removal

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Hello Tiffany,

See below.



Erica LaCroix, MPA

Town Manager

Town of Farmington, Maine

153 Farmington Falls Rd.

Farmington, ME 04938

Phone: 207-778-6538

Email: townmanager@Farmington-Maine.org

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From: Philip Hutchins <phutchins@farmington-maine.org>
Sent: Wednesday, November 12, 2025 1:39 PM
To: Town Manager <TownManager@Farmington-Maine.org>
Subject: RE: Snow Removal

Oh yes, I truly don't see why we couldn't add it to our list, we already do the east side of the court-house coming down Anson St. I think this would be a good trade off for allowing us to publicly using their parking lot for residence, and allowing us to use their county dept. for fuel which they manage. Its only 265 is feet. Although, we can't hand shovel the walkways or steps.

Phil Hutchins
Public Works Director
122 Public Works Drive
Farmington, ME 04938
207-778-2191 Phone
207-778-5871 Fax
207-778-5873 TDD/TTY

<http://www.Farmington-Maine.org>

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From: Town Manager <TownManager@Farmington-Maine.org>
Sent: Wednesday, November 12, 2025 1:17 PM
To: Philip Hutchins <phutchins@farmington-maine.org>
Subject: FW: Snow Removal

I forgot to mention this again this morning. We need to talk about the possibility of doing this. Tom Saviello had reached out to me this summer about it.



Erica LaCroix, MPA

Town Manager
Town of Farmington, Maine
153 Farmington Falls Rd.
Farmington, ME 04938
Phone: 207-778-6538
Email: townmanager@Farmington-Maine.org

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From: Town Manager <TownManager@Farmington-Maine.org>
Sent: Wednesday, November 5, 2025 2:17 PM
To: Philip Hutchins <phutchins@farmington-maine.org>
Subject: Fw: Snow Removal

We need to meet and talk about this.

Erica LaCroix, MPA
Town Manager

207-788-6538
153 Farmington Falls Rd
Farmington, ME 04938

From: Tiffany Baker <TBaker@franklincountymaine.gov>
Sent: Wednesday, November 5, 2025 12:50:22 PM
To: Town Manager <TownManager@Farmington-Maine.org>
Subject: Snow Removal

Hi Erica,

We have been asked by Commissioner Saviello to reach out to the town of Farmington to find out if they would be willing to remove the snow from the sidewalk in front of the Superior Courthouse because your crew already does the meetinghouse park across the street, in a snow event. The expectation is there could be a fee for us to have the town do this for us. Please let us know if this is an option.

Thanks,

Tiffany Baker,
SHRM-CP
(She, her, hers)
Human Resources
Director/Deputy
County Administrator

120 County Way, Suite 4
Farmington, ME 04938

Office: 207-860-4251

Cell: 207-491-6520

Fax: 207-558-0385

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HOMESTEAD

Church St

Meeting House Cemetery

Franklin County Superior Court

Main St

Richards' Florist

Exchange St

Image © 2025 Airbus

Jamie Sullivan

From: Amy Bernard
Sent: Wednesday, November 12, 2025 10:23 AM
To: Jamie Sullivan
Subject: FW: Route 27 Scenic Byway

Amy Bernard, MPA
(She/her/hers)

County Administrator
Phone: 207-860-4250
Email: ABernard@franklincountymaine.gov
120 County Way, Suite 4
Farmington, ME 04938
www.franklincountymaine.gov



From: Shelley Kruszewski <skruszewski@avcog.org>
Sent: Friday, November 7, 2025 12:14 PM
To: Amy Bernard <ABernard@franklincountymaine.gov>
Subject: Route 27 Scenic Byway

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Hi Amy,

AVCOG is just starting contracted work with Maine DOT to re-establish a local advisory committee for the Route 27 Scenic Byway (from Kingfield to Coburn Gore). The goal is for this advisory committee to work together on highlighting and improving the byway experience. This will include finalizing an update to the 2000 Corridor Management Plan so that it can more accurately reflect current conditions, experiences, needs and strategies to support the corridor and resources along the byway. The UT's the byway goes through are Wyman Twp, Jim Pond Twp, Alder Stream Twp, Chain of Ponds Twp and Coburn Gore. Would someone from Franklin County be interested in participating on this committee? I'll contact the Commissioners about this as well. We are anticipating monthly or bi-monthly meetings. Below are some thoughts I have been collecting about how a scenic byway, and an active scenic byway committee, can interact with surrounding communities.

~~~~~  
A scenic byway:

- Can be a gateway for people to see and experience the assets in an area

- Can help weave together the story of a place and the scenic nature; help people get to know a region
- The Rangeley Lakes Heritage Trust describes the Scenic Byway work as a vehicle by which to tell the local story
- Can promote tourism and economic development
  - Can create an opportunity:
    - for regional synergy, highlighting and building energy around assets in an area to promote economic development, recreation and tourism
    - to be part of a coordinated effort to think from a big picture perspective about the region
    - for consistent branding
    - to be part of a plan to bring drivers to an area and impact the tourism experience
    - to help people to move around a region and explore
    - to connect with the States marketing through Maine Office of Tourism's existing coordination and promotion of the byways
- Can provide a way to leverage funds, from a variety of sources, for improvements along the corridor
  - Can put those involved in a position to find creative ways to make improvements and raise funds from a variety of sources

~~~~~

Separately, you may have heard of this **Federal Lands Access Program call for Projects**. It just recently came to my attention so I am reaching out to contacts in our region that have federal land. Referring to this [map of conserved land in Maine](#), I see Franklin County includes the Appalachian Trail Corridor and other federal land. The call for applications for projects is only open through December 1, 2025 which I recognize is very soon, so could be something to keep in mind for future if there is a relevant connection.

Here is some info from the website for context:

What is the purpose of the Federal Lands Access Program? The purpose of the FLAP is to provide safe and adequate transportation access to and through Federal Lands for visitors, recreationists, and resource users. The FLAP supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

This doc has additional helpful overview info:

<https://highways.dot.gov/sites/fhwa.dot.gov/files/2025-08/me-alert-letter-fy27-29.pdf>

MaineDOT already assisted with one application for this already details below as an example:

“The purpose of the project is to design and implement safety improvements along West Street Extension, a state-aid road entering Acadia national Park, which is widely used as active transportation access to the Park’s walking and bicycling trails. Additionally, the project will evaluate, design, and implement a replacement culvert for an aging steel and masonry culvert within the right-of-way of West Street Extension.” You can read more about this application here:

<https://www.maine.gov/dot/about/funding/grants/flap>

Thank you for reviewing this and have a good afternoon!

Shelley Kruszewski

Regional Planner

Androscoggin Valley Council of Governments

125 Manley Rd, Auburn, ME, 04210

(207)783-9186 x225

www.avcog.org



From: Shelley Kruszewski

Sent: Friday, October 17, 2025 9:28 AM

To: Amy Bernard <abernard@franklincountymaine.gov>

Subject: FW: Community Resilience Partnership - Wyman Township

Hi Amy,

Please see below email. We will continue to be in touch about enrolling other Franklin County unorganized territories in the Community Resilience Partnership in future rounds. Thank you.

Shelley Kruszewski

Regional Planner

Androscoggin Valley Council of Governments

125 Manley Rd, Auburn, ME, 04210

(207)783-9186 x225

www.avcog.org



From: Shelley Kruszewski

Sent: Friday, October 17, 2025 9:25 AM

To: 'bcarlton@franklincountymaine.gov' <bcarlton@franklincountymaine.gov>

Subject: Community Resilience Partnership - Wyman Township

Hi Bob,

We have some good news! After you talked with my co-worker Catherine Mardosa from AVCOG in July about AVCOG helping Wyman Township to enroll and apply for community action grants in the Community Resilience Partnership, and with the Commissioners letter of support, we just learned that we did receive the Service Provider grant which provides the funding for AVCOG to work with Wyman Township on this! Catherine and I will both be assisting Wyman Township going forward and I am taking the lead on the enrollment process. Would it make sense for me to come to an upcoming Commissioners meeting so that we could all talk about next steps and the best way to engage residents? Or let me know if you want to discuss by phone. We are looking forward to working with Wyman Township on this. Thank you, enjoy the fall day and talk with you soon!

Shelley Kruszewski

Regional Planner

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(207)783-9186 x225
www.avcog.org



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Symmetra Replacement

Prepared for:

Franklin County

Prepared by:

Kevin Beling

November 07, 2025

Introduction

Systems Engineering and our APC partner sized 2 UPS units for Franklin County based on known requirements. This proposal includes parts and labor.

- Introduces redundant power modules
 - N+1 resilient design
- Replaces end-of-life gear
- Provides maintenance bypass switch to simplify maintenance and future upgrades
- Batteries provide 18 minutes of runtime
 - Optional (2) additional batteries included for ~15 additional minutes (current Symmetra unit offers 19 minutes total)

Statement of Work

Scope of Work

Symmetra Dispatch UPS Replacement (10 Year Replacement)

- Install replacement Smart-UPS Ultra Modular and Bypass Transfer Switch (Electrician REQUIRED!)
- Configure NMC and associate with Monitoring
- Remove legacy UPS equipment from racks for customer disposal
- Create Virtual Appliance for PCNS 5.0 and update
- Update Documentation

New Building Switch Stack UPS Installation

- Install new UPS and additional accessories
- Configure NMC and associate with Monitoring
- Update Documentation

Out of Scope

- Travel to location or related expenses are not included and will be billed as incurred

Client Responsibilities

- Disposal of Existing UPS equipment
- Get an electrician



Product

Product Description	Qty	Price	Ext. Price
APC Smart-UPS Modular Ultra On-Line • Rackmount 9U, 208/240V, • Network Management • Extended runtime, W/rail kit - Rack-mountable - LCD/LED Display	1	\$26,238.00	\$26,238.00
1 Year APC by Schneider Electric Digital License PowerChute Network Shutdown for Virtualization and HCI	1	\$120.00	\$120.00
6 Year APC by Schneider Electric Digital License for UPS Network Management Cards Updates and Support	1	\$261.00	\$261.00
APC by Schneider Electric Backplate Kit with 3x NEMA L5-20R Outlets for Smart-UPS	2	\$442.00	\$884.00
APC by Schneider Electric Smart-UPS Ultra Lithium-ion Battery Module	2	\$4,468.00	\$8,936.00
1 Year Warranty Extension for UPS	1	\$1,523.00	\$1,523.00

Subtotal: \$37,962.00

Professional Services

Product Description	Qty	Price	Ext. Price
T&M Engineer	16	\$250.00	\$4,000.00

Subtotal: \$4,000.00



Symmetra Replacement

Prepared by:

Portland HQ

Kevin Beling
Account Manager
207.553.1637
kbeling@systemsengineering.com



Prepared for:

Franklin County

140 Main Street
Farmington, ME 04938
Jake Nichols
(207) 860-4255
JNichols@franklincountymaine.gov

Quote Information:

Quote #: 019466

Version: 2
Delivery Date:
11/07/2025
Expiration Date:
11/28/2025

Investment Summary

Description	Amount
Product	\$37,962.00
Professional Services	\$4,000.00

Total: \$41,962.00

EXPIRATION OF PROPOSAL. Unless executed by the parties hereto, this Proposal will expire at the earliest of, (i) thirty (30) days from the date of SE's execution thereof, (ii) the expiration date shown on the signature page of this Proposal or (iii) expiration of any manufacturer's discount included in this Proposal.

Acceptance and Incorporation by Reference

This Order together with the Master Services Agreement and Service Attachments and other terms and conditions identified on Exhibit A, all of which are incorporated herein by reference (collectively, the "Agreement") is between Systems Engineering (sometimes referred to as "we," "us," "our," or "Provider"), and the customer identified on the Order (sometimes referred to as "you," "your," or "Client"). This Agreement is effective as of the date the Client accepts the Order (the "Effective Date").

By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified on Exhibit A to this Order which are incorporated as if fully set forth herein.

The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s).

Provider may make changes to the Agreement at any time. If there are changes, Provider will revise the date at the top of the document. Provider may or may not provide Client with additional notice regarding such changes. Client should review the terms and conditions regularly. Unless otherwise noted, the amended terms and conditions will be effective immediately, and your continued use of the Services thereafter constitute your acceptance of the changes. If you do not agree to the amended terms and conditions, you must stop using the Services immediately. Please note, you may incur a termination fee or other third-party fees, if applicable.

The parties, acting through their authorized officers, hereby execute this Agreement.



Portland HQ

Signature: 
Name: Kevin Beling
Title: Account Manager
Date: 11/07/2025

Franklin County

Signature: _____
Name: Jake Nichols
Date: _____

Exhibit A

Agreement	Description
<u>Master Services Agreement</u>	General terms and conditions applicable to all Provider products and services.
<u>Services Attachment for Managed Services</u>	Core managed services including monitoring, remote management, and help-desk.
<u>Schedule of Services</u>	Description of managed services offered by Provider.
<u>Data Processing Agreement</u>	Data security and privacy agreement including statutorily required terms.
<u>Service Level Objectives</u>	Targeted response times by tier of severity.
<u>Schedule of Third-Party Services</u>	Notice of third-party services and waiver of claims.

Jamie Sullivan

From: Jake Nichols
Sent: Friday, November 14, 2025 12:14 PM
To: Jamie Sullivan
Subject: FW: UPS

Still awaiting the official quote/estimate but here is the latest email with the pricing outline below. Cost would be 44,606.25 after the 15% markup on hardware

Thanks,



Jake Nichols
IT Director
Phone: 207-860-4153
Email: jnichols@franklincountymaine.gov
www.franklincountymaine.gov

From: Sean Cavanaugh <sean@iecinc.us>
Sent: Monday, November 10, 2025 4:45 PM
To: Jake Nichols <JNichols@franklincountymaine.gov>
Cc: Mike Carleton <mike@iecinc.us>; James Carleton <James@iecinc.us>; Adam Sage <adam@iecinc.us>
Subject: Re: UPS

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

Jake,
Schneider/Square-D is telling us that the APC model SRYL15K15RMXLT is the correct direct replacement for the existing UPS. My cost, with no Mark-up or taxes is \$36,875. We would need to put at least 15% OH&P, plus any freight costs on that number, and I think 2-guys for (1) graveyard shift adds \$2,200 in labor.

We can try to make sometime on Wednesday to see if this looks like a direct fit and discuss next steps.

Respectfully,

Sean P. Cavanaugh

Dir. of Operations/Project Management/Estimating
Master Electrician Licensed in ME, NH, & TX.



171 N Main | PO Box 249
Strong, ME 04983

EARNED PAID LEAVE- Eligible part-time employees will earn one hour of paid leave for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but the employee may not use the leave before the employee has been employed for 120 days of continuous employment. Earned paid leave may be used in increments of a minimum of one hour and may be used for any reason, such as illness, personal and family emergencies, personal time, or vacation. Absent an emergency, illness, or other sudden necessity for taking earned leave, all requests for earned paid leave shall be submitted in writing to the department head 5 days in advance. Earned paid leave may be denied during defined peak work periods where approval of such leave would inhibit the ability of a department or the County to safely maintain adequate levels of staffing or service. ~~Employees can carry over, up to 40 hours, from one calendar year to the next, provided that employees shall not be permitted to accrue or use more than 40 hours in any calendar year. Employees can roll over all accrued unused earned time to the following year; and the roll over may not reduce earned time accruals in the present year.~~

Upon separation of employment from the County, the employee will not be paid for any accrued but unused earned paid leave. If an employee returns to work within 12 months of separation, the balance of accrued unpaid earned paid leave will be available for use after 120 days have passed from the new date of reemployment. Certain employees may be excluded from this benefit as provided under Maine's Earned Paid Leave law (26 M.R.S. § 1043).

ANNUAL VACATION LEAVE

Annual Vacation Leave is credited to each employee on January 1 of each calendar year. Vacation leave is based on years of service with the County: Beginning on January 1, 2024, the employer shall place a newly hired probationary employee on the vacation schedule equivalent to the employee's prior relevant full-time experience. This language will be inclusive of current employees as of the date stated above.

Period of Employment	40 Hour Week	37.5 Hour Week	32.5 Hour Week
0-36 Months Completed (3 weeks)	120 hours	112.5 hours	97.5 hours
48-96 Months Completed (4 weeks)	160 hours	150 hours	130 hours
108-156 Months Completed (5 weeks)	200 hours	187.5 hours	162.5 hours
168 + Months Completed (6 weeks)	240 hours	225 hours	195 hours

2.) Vacation leave for new employees will be prorated in accordance with the table below. Upon completion of 120 days of continuous employment, an employee may use up to forty (40) hours of vacation time under the Earned Paid Leave (EPL) Law. The first 40 hours of vacation time used will be considered earned paid leave. The remaining balance of vacation time may be used upon completion of six (6) months of employment.

Date of Hire:	40 Hour Week	37.5 Hour Week	32.5 Hour Week
January	120 hours	112.5 hours	97.5 hours
February	110 hours	103.125 hours	89.375 hours

Vac. Leave Schedule Cont'd

Date of Hire:	40 Hour Week	37.5 Hour Week	32.5 Hour Week
March	100 hours	93.75 hours	81.25 hours
April	90 hours	84.375 hours	73.125 hours

Amy Bernard

From: Charlie Woodworth <cwoodworth@greaterfranklin.org>
Sent: Friday, November 14, 2025 3:03 PM
To: Amy Bernard; Jamie Sullivan
Subject: FW: Great News in Greater Franklin

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On Tuesday, I will confirm that the commissioners have received and read our newsletter.

From: Charlie Woodworth, Greater Franklin <charlie@greaterfranklinecd.ccsend.com>
Sent: Wednesday, November 12, 2025 7:01 AM
To: Charlie Woodworth <cwoodworth@greaterfranklin.org>
Subject: Great News in Greater Franklin



Friends,

We're excited to see so much growth in Greater Franklin! The expansion of outdoor recreation opportunities and the sheer beauty of our four seasons continue to attract visitors, camp owners, vacation home owners, and new residents. The work Greater Franklin did to bring high-speed fiber to every corner of the county has made it possible for those vacationers to become year-round residents. Our growing population of remote workers infuses money earned around the world into our local economies, while also supporting, often creating, coffee shops, co-working spaces, places for communities to connect. Much of our work leads to attracting and supporting young families in our communities and schools. Franklin County's success in welcoming young families has added strain on our already taxed housing stock, while also increasing the need for childcare. As we celebrate the great news, we continue to focus our efforts on increasing housing and childcare options.

Outdoor Industry Growth > More Jobs > Housing & Childcare Needs

GreaterFranklin

Economic and Community Development

November 14, 2025

Update to Commissioners

Here's an outline of what we are working on:

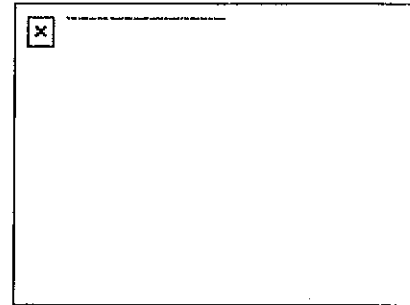
What do we want to achieve?

- Regional conversations around challenges, opportunities, prioritization, planning. (UMF example)
- Godfrey Forest Products support from State, Town, County
- Educate Maine in Jay/Livermore Falls, credentialing beyond a HS diploma. How to prepare workforce for Godfrey? And spin-off businesses?
- Municipal services consolidation?
- NBRC grants for recreation projects
- Childcare in Wilton
- Spruce Mtn Community Recreation Center investment
- Titcomb Mtn Community Recreation Center investment

Successes

- Rangeley Childcare (75 slots)
- Saddleback in year 5 of redevelopment
- Three new in-home childcare facilities in Strong and Kingfield
- Workforce Housing in Rangeley: town aligned, planning to start in March
- Workforce Housing in Carrabassett Valley: land acquired, planning board approved, town to vote in March.

Our ski mountains have become bike parks and year-round community centers. From Titcomb Mountain's growing network of trails and events to the new lift-serviced downhill parks at Sugarloaf and Saddleback, Maine's High Peaks now offers some of the best mountain biking in New England. Bikers are flocking here. Second-home owners are spending more time here in the summer and fall. Local bike groups are growing. Kids are learning to ride like pros. Trails are exploding with giant grins. Someday biking may reach the economic numbers skiing has brought to our region.



Freeman Ridge Bike Park

Our outdoor recreation
economy is hopping.

More visitors equals more jobs.

How do we fill them?

Create Workforce Housing

We are working on housing initiatives with the bedroom communities around Sugarloaf and Saddleback. As the demand for housing in ski (and now bike) towns soared, workers have been priced out, and there simply isn't enough inventory. Our community cannot continue to thrive without attainable housing. To allow for workforce housing to be built, towns must want it. They must remove barriers to development by updating zoning and ordinances. Two towns recognize this and are about to begin two significant projects.

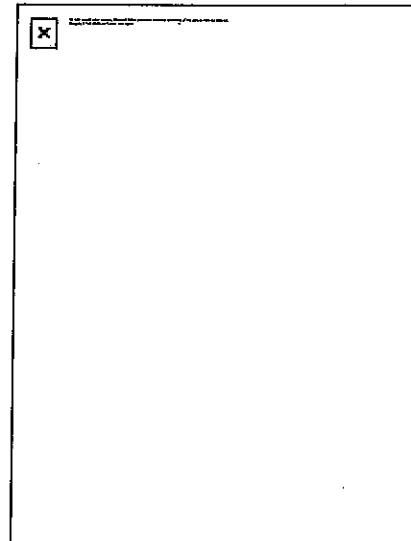
- In March, Rangeley is hoping to begin construction of 18 small single-family homes downtown.
- Western Maine Mountain Housing announced on November 6, that they "recently signed a purchase and sale agreement with Weyerhaeuser, Inc., for approximately 20 acres of property in Carrabassett Valley for the construction of workforce housing. We appreciate Weyerhaeuser's understanding of this challenge and their generosity in providing this land at a sale price of \$10. The land is located on the left, heading towards Eustis just beyond Caribou Pond Road. Finding suitable land has been WMMH greatest challenge."

Early Childhood Education Nurtures Children and Allows Parents to Work

Congratulations to Rangeley's first child care center!

"There are not enough child care slots in town and the population is growing. Businesses are unable to hire and retain workers due to the dearth of child care availability," Ellen Oppenheim, chair of the fund's board of directors, told MaineBiz."

Rangeley's first child care center considered key to building workforce *MaineBiz September 10, 2025*

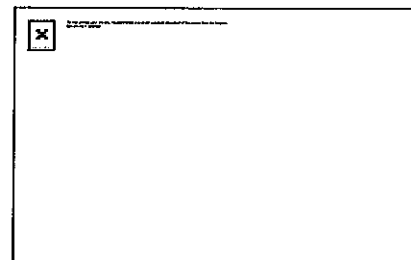


Three years ago, we had 760 more 0-5yr old children than we did childcare slots. Since then, Rangeley's childcare center has opened, Farmington's Sweatt-Winter Child Care built a new space focused on nature-based education, Western Maine Community Action opened "Our Place to Grow" (now enrolling 2.5-5yr olds in Farmington,) and Kingfield's Maine Mountain Children's House doubled capacity with a green expansion and renovation. **CEI's Childcare Lab** has proved instrumental in helping childcare facilities flourish: Kingfield Kinder Care's growth story. Greater Franklin continues to connect childcare providers with CEI, grants, and other resources to support working parents. We have 156 childcare slots created and 604 remaining to create.

Broadband > Remote Workers > Community Spaces

With zoom-capable internet, Franklin County's remote worker and entrepreneurial population skyrocketed during COVID. And since then, the need for places to gather has also surged. Coffee shops are buzzing, co-working spaces are emerging. The Sun Journal reports:

"A coworking space is more than a place to work. The spaces are centers for connection and creativity."



Loaf Life Coworking

Now Open in Kingfield

Resources on the rise for remote workers in Franklin County *Sun Journal, October 14, 2025*

With broadband comes the need for digital skills.

Our free tech help continues to help people use the internet safely, prevent and avoid fraud, gain skills to find work, grow their business, and access healthcare.

"Tyler guided me through starting a website for Rose Winter Emotional Freedom Techniques, updating my YouTube channel, showed me how to edit videos, and helped me with bluetooth issues. - Rose Winter, who provides healthcare in person in Kingfield and more widely via zoom.

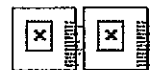
We are **developing a QuickBooks course** with Spruce Mountain Adult Ed and the Jay, Livermore, Livermore-Falls Chamber of Commerce. If you are interested in learning Quickbooks please help us design the course by filling out this:

QuickBooks Instruction Survey

Interested in teaching the QuickBooks course? Please **email Robyn Raymond**, the Director of Spruce Mountain Adult Ed and member of the Greater Franklin board.

The more we grow, the more we need our workforce to grow, the more housing and childcare we need. Great "problems" to have!

Thank you for your continued support,



Charlie Woodworth

Executive Director

Greater Franklin Economic and Community Development | 165 Front Street PO Box 107 |
Farmington, ME 04938 US

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THE ABBOTT ADVANTAGE

Leadership • Coaching • Engagement • Strategy

Project Proposal For Franklin County

www.theabbottadvantage.com

(207) 992-7007

Danielle@theabbottadvantage.com

About The Abbott Advantage:

At The Abbott Advantage, we empower organizations to address leadership challenges such as high turnover, communication struggles, and toxic cultures—and create thriving, engaging, and high-performing workplace cultures. Through personalized coaching, dynamic workshops, assessments and actionable resources, we help leaders at all levels build stronger connections, inspire trust, and drive lasting positive growth.

The Agreement

This Coaching/training Agreement (the “**Agreement**”) is entered into by **Franklin County** (the “**Client**”), on the one hand, and Danielle Abbott Coaching LLC dba The Abbott Advantage (the “**Coach**”), on the other hand (collectively with the Client and Coach shall hereinafter be referred to as the “**Parties**”), who confirms that the Parties understand and agree to the following:

1. Scope of Engagement.

<u>Item</u>	<u>Amount</u>
DISC Assessment and Debrief Help your team boost communication, reduce conflict, and work better together. Each person receives a personalized DISC assessment, followed by a facilitated group session to explore team dynamics, individual styles, and practical ways to collaborate more effectively.	\$ 3,375.00
Conflict to Connection In Person (3 hour) This in-depth, interactive workshop equips participants with powerful tools to navigate challenging conversations and turn conflict into connection. Through real-world scenarios, participants will practice resolution techniques and build skills to strengthen relationships and boost team harmony.	\$ 2,600.00
Travel Time Travel time \$75 per hour outside of the greater Bangor area	\$ 262.50
Total Investment	\$ 6,237.50

Disclaimer of Guarantee. Coach makes no representations or guarantees, verbally or in writing, regarding the results the Client(s) will obtain from participating in the class. Client(s) accepts

and agrees that Client(s) is 100% responsible for Client's progress and results from the services provided by Coach. Client(s) accepts and agrees that Client(s) is the one vital element to the course's success and that Coaches cannot control Client(s). Company makes no guarantee or warranty that the program will meet Client's requirements or that all clients will achieve the same results.

2. Condition Precedent and Condition Subsequent.

Payment in full of the lump sum payment or the first installment is an express condition to the effectiveness and enforcement of this agreement. The Client agrees that unless the Fee is paid in full or the first installment 7 days before the class commences, the Parties have not entered into a contractual relationship and the Client is not entitled to receive any coaching/training services or materials from the Coach. Any previously scheduled Sessions will be cancelled unless the fee is paid in full before the start time of the Session.

For Client who selects the installment plan, failure by the Client to make any of the monthly installments due under this agreement constitutes a material breach and automatic termination of this agreement in accordance with the contract herein, and any scheduled sessions deemed cancelled and revocation of Client's access to all of Coach's materials. (if installments are selected then a fee schedule will be provided)

4. Session Scheduling and Cancellation Policy.

If there needs to be a scheduled change once the dates of coaching/training classes are committed to, please give 72 hours' notice

Any cancellations less than 72 hours' notice will receive 50% refund; greater than 72 hours will receive a 75% refund

25% non-refundable deposit can be used toward another service within 90 days of cancelation.

5. Confidentiality.

The Coach promises that all information related to coaching/training and the coaching relationship will be kept strictly confidential. In some cases, the Coach may want to get advice or input from other coaching colleagues on a topic for the benefit of the Client. In these cases, the Coach will keep details about the Client's identity confidential and will confirm confidentiality about the topic with the conferring coach.

6. Intellectual Property and Other Proprietary Information. Coach's copyrighted and original materials shall be provided to the Client for his/her use only and constitute a limited, single-user license. All intellectual property, including Coach's copyrighted course materials, shall remain the sole property of the Coach. No license to sell or distribute Coach's materials is granted or implied. In connection with the coaching services provided by the Coach, pursuant to

this Agreement, the Coach will disclose to the Client copyrighted, original, technical, financial, business, or other information, including but not limited to trade secret information and other non-public, proprietary, or confidential information. All information disclosed to the Client by the Coach is considered confidential information (hereafter, "Confidential Information"). In consideration of furnishing Confidential Information, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties mutually agree as follows:

7. No Disclosure of Confidential Information. The Confidential Information obtained by the Client is for the Client's personal use only, and the Client shall not disclose the Confidential Information to any other person or entity and will not use the Confidential Information for any purpose other than regarding the Client's personal financial and career decision making.

8. No Use of Information. The Client shall not make any use whatsoever at any time of such Confidential Information except in connection with the Client's personal financial and career decision making; or reverse engineer any such Confidential Information or, except as strictly permitted herein, to share, copy, distribute, or otherwise disseminate any materials received from Coach electronically or otherwise without the prior written consent of the Coach.

9. Termination and Refunds.

Client agrees that payments are nonrefundable and will waive any credit card chargeback rights.

Early Closure: If Coach, in its sole discretion, feels that working together is not benefiting the Client, or if Client is not following through with recommendations provided by the Coach, the Coach may close the coaching relationship at any time upon ten (10) days written notice to the Client. The termination of partnership notice will be mailed, faxed, or emailed. Any fees that the Client has already paid for future Coaching will be refunded based on a pro-rated basis per week of unused time. In the event Client owes any fees to the Coach at the time of termination, Client will pay them immediately within ten (10) days of termination.

Any payment not made when due will be turned over to a collection agency within 30 days of payment not being received

10. Attorney's Fees and Costs. If not resolved first by good-faith negotiation between the parties, every controversy or dispute relating to this Agreement will be submitted to the American Arbitration Association. The arbitration shall occur within ninety (90) days from the date of the initial arbitration demand. The parties shall cooperate with each other to ensure that the arbitration process is completed within the ninety (90) day period. The parties shall cooperate in exchanging and expediting discovery as part of the arbitration process. The written decision of the arbitrator (which will provide for the payment of costs) will be absolutely binding and conclusive and not subject to judicial review and may be entered and enforced in any court of proper jurisdiction, either as a judgment of law or a decree in equity, as circumstances may indicate. In disputes involving unpaid balances on behalf of the Client, Client agrees to be liable

for any and all arbitration fees and attorney fees.

11. Miscellaneous.

Entire Agreement. This Agreement contains the entire understanding and agreement of the Parties, and there are no prior or contemporaneous promises, representations, agreements, warranties, or undertakings by either party to the other, either oral or written, of any character or nature, except as in this agreement. This Agreement may be altered, amended, or modified only by an instrument in writing, executed, and acknowledged by the Parties to this agreement, with the same formality as this agreement, and by no other means. Each Party waives any right to claim that this Agreement was modified, canceled, superseded, or changed by an oral agreement, course of conduct, or estoppel.

Laws and Venue. This Agreement and disputes arising out of or relating to this agreement or the relationship of the Parties are governed by the laws of the State of Maine. Any action or proceeding arising out of or relating to this Agreement or the relationship of the Parties shall be brought in a state or federal court situated in the County of Penobscot, State of Maine.

Assignment. This Agreement is for personal services, and neither party may assign this Agreement at any time to any party. Assignment results in immediate termination of this Agreement.

Counterparts. This agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be deemed to be an original and all of which taken together shall constitute one and the same instrument, respectively.

12. Drafting. The fact that any draft of this agreement was prepared by one of the Parties shall create no presumptions and, specifically, shall not cause any ambiguities to be construed against that Party.

IN WITNESS WHEREOF, the Parties acknowledge that the foregoing correctly sets forth the understanding reached by Tiffany Baker, Franklin County, and Danielle Abbott Coaching LLC dba The Abbott Advantage. I agree to the terms and conditions of this contract.

I, the undersigned client, hereby warrant that I am competent to contract in my own name. I confirm that I have read the herein agreement before its execution and I am fully familiar with the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives, and assigns.

Signatures

Date

Danielle Abbott

County of Franklin

FY 2026-27

Unorganized Territory Budget Comparison

Snow Removal

**Budget 7/1/24 -
6/30/25**

**Budget 7/1/25 -
6/30/26**

**Budget 7/1/26 -
6/30/27**

Madrid	101,520.00	101,520.00	101,520.00
Langtown	15,450.00	15,000.00	15,000.00
Washington-Perkins	136,000.00	136,000.00	136,000.00
West Freeman	97,948.37	84,125.00	84,125.00
Freeman-Salem	388,567.00	388,567.00	388,567.00
Salt	52,000.00	52,000.00	62,000.00
Total Snow Removal	791,485.37	777,212.00	787,212.00

Waste Disposal

Phillips (Madrid)	32,825.00	36,107.07	41,342.52
Eustis (Coburn Gore)	75,000.00	80,000.00	82,500.00
Kingfield (Salem)	75,000.00	80,000.00	114,068.00
Rangeley (north)	28,429.46	29,396.06	23,040.56
Weld (Wash/Perkins)	5,212.14	5,222.56	7,074.91
Wilton (Wash/Perkins)	5,222.56	4,663.00	7,099.72
Total Waste Disposal	221,689.16	235,388.69	275,125.71

Fire Protection

Phillips (Madrid)	27,300.00	30,030.00	36,674.35
Kingfield (Salem/Freeman, Foster Hill)	12,000.00	12,000.00	12,000.00
Rangeley (Northwest U.T.)	38,574.78	42,713.78	42,314.68
Strong (West Freeman)	24,570.00	26,879.00	27,416.58
Salem (Coverage)	46,800.00	47,000.00	50,040.00
Weld (Perkins)	5,716.00	6,667.40	12,521.39
Wilton (Washington)	3,220.00	3,220.00	3,625.20
Eustis (Coburn Gore etc)	55,500.00	58,500.00	60,500.00
Misc Cost for change in services			
Total Fire Protection	213,680.78	227,010.18	245,092.20

Unorganized Territory Budget Comparison

<u>Ambulance Services</u>	Budget 7/1/24 - 6/30/25	Budget 7/1/25- 6/30/26	Budget 7/1/26- 6/30/27
NorthStar	56,000.00	70,009.00	80,000.00
Total Ambulance Services	56,000.00	70,009.00	80,000.00

Cemeteries

Freeman Ridge	2,065.00	2,000.00	2,750.00
MT Abram Salem	2,065.00	2,796.00	2,927.95
Madrid	3,000.00	3,000.00	3,000.00
UT General	6,000.00	6,300.00	9,300.00
Total Cemeteries	13,130.00	14,096.00	17,977.95

Street Lights

Coburn Gore /Madrid	2,500.00	2,500.00	3,500.00
	2,500.00	2,500.00	3,500.00

E-911

E- 911 Salary	18,000.00	18,000.00	18,720.00
	18,000.00	18,000.00	18,720.00

RESERVES

E-911	18,000.00	17,640.00	17,640.00
Paving	150,000.00	100,000.00	100,000.00
Road/Bridges	0.00	1,100,000.00	400,000.00
Fleet Vehicles	0.00	20,000.00	20,000.00
Communication Maint / towers	5,000.00	5,500.00	20,000.00
Total Capital Outlay	173,000.00	1,243,140.00	557,640.00

Animal Control

Animal Control	500.00	20000.00	20000.00
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LANDFILL COBURN GORE	0.00	0.00	15,000.00
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	Budget 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26	Budget 7/1/26- 6/30/27
Administration	94,389.27	159,165.02	138,888.39
Summer Roads	279,000.00	380,000.00	480,000.00
Audit	3,000.00	4,500.00	9,500.00
Kingfield Library	3,000.00	3,000.00	3,000.00
U.T. Deputy	112,800.00	188,444.49	230,000.00
U.T. Cruiser Equipment	12,500.00	25,000.00	35,000.00
Total Budget	1,994,674.58	3,367,465.38	2,916,656.25

Authorized by:

Dated: _____

Authorized by: _____