

## Minutes

**PRESENT:** Commissioner Carlton, Commissioner Fowler, Commissioner Gilbert, Commissioner Saviello, and Commissioner Skolfield

The meeting was held via: Zoom

### Franklin County Commissioners' Meeting November 18, 2025

The meeting was called to order by Commissioner Carlton at 10:00 a.m.

**AUDIENCE:** Mt. Blue T.V, Michael Carroll, Nathan Hiltz, Doug Hiltz, Robert Lightbody, Scott Nichols, Jake Nichols, Jake Ducharme, Susan Black, David Rackliffe, Pam Prodan, Richard Morton, Charlie Woodworth, Amy Bernard, Tiffany Baker and Jamie Sullivan.

**ZOOM:** Donna Perry, Brad Timberlake and Catherine Durost, Rebecca Gage, MWhittier, and Noelle Coyne

**RECOGNITION:** Commissioner Carlton recognized Jake Nichols and Tiffany Baker for their efforts with the electrical upgrade at the Courthouse.

### APPOINTMENTS: None

### NEW BUSINESS:

- Administrator's Report – Motion to approve the Administrator's Report:** Tom Skolfield/Tom Saviello (5/0).  
**Motion to approve the hiring of Lucas Fitch for the Facilities Manager position and Daniel Salois for the full-time corrections officer position:** Tom Saviello/Tom Skolfield (5/0).
- Minutes – Motion to approve the Minutes of November 4, 2025, as presented:** Tom Skolfield/Tom Saviello (5/0).
- Treasurer's Report – Motion to accept the Treasurer's Report:** Jeff Gilbert/Tom Skolfield (5/0).
- Michael Carroll – WasteHub Presentation** – Michael Carrol, Executive Director for Municipal WasteHub. WasteHub recently acquired the former International Paper Mill Disposal Site in Jay which is now operating as JayCo. The site will be permitted for construction and demolition debris operations and a wastewater treatment facility. **No Action Required.**
- Snow Removal – Courthouse Sidewalks** – Commissioner Saviello requested administration reach out to the Town of Farmington to ask if they would maintain the sidewalks at the Courthouse since they were already plowing the sidewalks at the Meetinghouse Park across the street. Erica LaCroix, the Farmington Town Manager, indicated that the town would be able to accommodate the County as they already maintain

the east side of the courthouse coming down Anson Street. She provided a map showing the approximate 265 feet that they would plow for the County as a tradeoff for the public's use of the parking lot. She indicated in an e-mail that the town cannot shovel the walkways or steps. **Motion to enter into an agreement with the Town of Farmington to plow the sidewalks at the courthouse: Tom Skolfield/Fen Fowler (5/0).**

6. **Spirit of America** – Bruce Flaherty reached out and inquired when the County was going to hold its Spirit of America award. In years past, administration would reach out to the municipalities and honor their Spirit of America awardees at the county level. The board discussed honoring organizations that have stood out in the community. The board requested additional information regarding the Spirit of America to review before making any nominations. Postponed until the next meeting. **No Action Required.**
7. **Route 27 Scenic Byway** – AVCOG is trying to revise the Scenic Byway for Route 27. They have begun contracted work with the Maine DOT and would like Franklin County to be represented on the advisory committee. They had suggested that it be a commissioner who represents the UT between Kingfield and the Canadian Border. **Motion to appoint Commissioner Carlton to represent the County on the Route 27 Scenic Byway Advisory Committee: Tom Skolfield/Tom Saviello (5/0).**
8. **Communications – UPS Battery Back-up** – In October, it was discovered that the current UPS battery backup at communications reached its end of life and needed to be replaced. Jake Nicoles, the IT Director, received two quotes: System's Engineering for \$41,962 for the battery, an electrician would be required for the installation and IEC for \$44,625 for the battery and installation. Jake indicated that both were comparable systems. He indicated that going with a local company would have its benefits. **Motion to award the UPS Battery Back-up project at Communications to IEC in the amount of \$44,625: Tom Skolfield/Fen Fowler (5/0).**
9. **Treasurer's Department – Employee Wages** – A transition period is taken place in the Treasurer's department due to the recent resignation of the bookkeeper. The County needs to be able to pay its bills, however, the budget committee eliminated the part-time clerk position in the Treasurer's department. The Administrator considers this to be an emergency and is requesting that the clerk be paid out of County funds to pay the bills during this transition period. Commissioner Saviello indicated that based upon the legal opinion from Libby, O'Brien, Kingsley and Champion, we cannot declare an emergency on a budget item that was cut. He did indicate, however, that we could use the funds saved from the resignation of the bookkeeper. Commissioner Carlton indicated that the County Attorney stated that it was up to the Commissioners to decide what constitutes an emergency. Amy indicated that there was no cost savings due to the pay out of the remaining vacation time to the bookkeeper, and the person qualified for the bookkeeper position will be coming in at a hire rate of pay on the salary structure due to her 24 years of experience. **Motion to ask the Attorney for an emergency zoom session tomorrow: Tom Saviello – Motion Fails.** Amy indicated that we do not have enough money in this department to pay the person who has accepted the bookkeeping position. **Motion to set aside enough money out of the contingency fund to pay for this on a temporary basis up to but not to exceed two months: Tom Skolfield/Fen Fowler (4/1) Tom Saviello opposed.** Commissioner Saviello asked how we were going to pay these funds back. Commissioner Saviello requested that there be a zoom meeting with regard to this matter versus a letter being written.

- 10. Earned Paid Leave and Vacation Policy – Update** – The earned paid leave law has been amended under LD55 and went into effect on September 24<sup>th</sup>. Employers can no longer cap the paid leave earned at 40 hours. The current policy indicates that if an employee had 40 hours, it could be rolled over into the following year, and you could no longer accrue paid time off. This pertains to part-time employees. Tiffany indicated that the Commissioners need to identify what is considered paid leave earned under the full-time benefit of vacation time. It was suggested that in the vacation policy the first 40 hours of vacation time used is considered to fall under the earned paid leave law. **Motion to approve the amended Earned Paid Leave Policy and Vacation Policy to reflect the recent changes in Maine law: Tom Skolfield/Jeff Gilbert (5/0).**
- 11. Greater Franklin Economic and Community Development work update** – Charlie Woodworth, Executive Director for Greater Franklin Economic and Community Development updated the board on the work that is being done in the County and what they would like to achieve as well as its successes. **No Action Required.**
- 12. Courthouse Bell Tower – Visit** – The Commissioner's visited the Courthouse Bell Tower. **No Action Required.**
- 13. Conflict Resolution Contract** – The Abbott Advantage is scheduled to hold a half day course for approximately 20 of the County's leadership staff on February 5, 2026. The cost is \$6,237.50. Commissioner Saviello indicated that we needed to go out bid. Tiffany indicated that she would reach out to receive additional quotes. **No Action Required.**

#### **OLD BUSINESS:**

1. Commissioner Skolfield indicated that the vendor for the culture study has reached out to HR to come up with a list of names, dates and times for interviews. HR is unable to do that at this time. The vendor has revised his estimate. Commissioner Saviello indicated that he would assist with this matter. It was indicated that the scheduling of interviews should be confidential and handled by the vendor. The County will provide names and contact information to the vendor. **No Action Required.**

#### **MISCELLANEOUS:**

1. Jennifer from the American Legion, indicated that the flag at the WWI War Memorial Arch was in need of replacement. She is requesting to coordinate with the Boy Scouts to teach them flag etiquette, flag retirement and the process of how to replace the flag. **Motion to honor request: Bob Carlton/Tom Saviello (5/0).** Commissioner Saviello indicated that she should speak with Stephen Bunker as he has a flag for the memorial.
2. David Rackliffe indicated that there is a Byrne State Crisis Intervention Program Grant that is available. This grant would allow the Sheriff's office to convert and rehab an area that they currently have to store firearms that they are mandated to seize based upon the yellow and red flag laws that have passed. **Motion to authorize the application of the grant be submitted: Tom Skolfield/Tom Saviello (5/0).**
3. Schedule an executive session with the Attorney for a consultation concerning rights and duties of commissioners as a body. Separate executive session to discuss Treasurer's office, employee wages. Commissioner Saviello requested to also discuss with the attorney the process for changing the Treasurer to an appointed position versus an elected position. He

would also like to discuss policy versus law. Amy will send out a doodle poll to schedule this.

4. Commissioner Dugay from the State of Maine Economic Development will hold a zoom meet and great with Charlie, Bob and Jeff on November 24<sup>th</sup>.
5. Commissioner Saviello would like to revisit the salary structure. (Future Agenda item)
6. Commissioner Saviello would like the board to go through the handbook to review and revise. (Future Agenda item).
7. Commissioner Saviello would like to have a zoom presentation with the Human Rights Commission to learn more about them, who they are, what they do, and how it applies to the board and the county employees. (Future Agenda item)
8. AAG's Office Letter (Future Agenda Item)
9. Commissioner Skolfield would like to write a letter to the municipalities to have entered in their Town Report to emphasize who we are. The letter will outline what the commissioners have accomplished thus far and plans for the future. Commissioner Fowler requested the Administrator come up with some bullet points of achievement that we have had this year and provide them to the Commissioners to incorporate into their own letters.

**WARRANTS: County AP, UT, TIF, ARPA and Payroll: Motion to sign Warrants: Tom Skolfield/Jeff Gilbert (5/0).**

**Recess at 12:14 p.m.**

**Reconvene at 1:00 p.m.**

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

**Open Public Hearing at 1:00 p.m.**

The proposed UT Budget is set for \$2,916,656.25

**Close Public Hearing at 1:23 p.m.**

**Motion to approve Unorganized Territories Budget for FY 26-27 as presented, pending two final numbers for ambulance services and for a survey of the Madrid pit: Tom Saviello/Tom Skolfield (5/0).**

**ADJOURNMENT: Motion to adjourn at 1:24 p.m.: Tom Skolfield/Jeff Gilbert (5/0).**

**A recording is available for this meeting.**

Paul L. Dugay  
Bob Ceder  
Thomas H. Skolfield

Bob C. Clegg  
Franklin County Commissioners  
John H. Thompson

FRANKLIN COUNTY COMMISSIONERS

ATTEST: Bob L. Burch, CLERK