

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: December 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: Promotion of Thomas Courtney

**APPOINTMENTS: MCCA Representative and Alternate
Risk Pool Representative and Alternate**

NEW BUSINESS:

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. Sheriff Office Laptops Purchase**
- 5. Sheriff's Office – Maine Pers study**
- 6. Cleaning Services at the Courthouse – open bids**
- 7. Flex Benefit Reconciliation document**
- 8. Special Meeting Date for Abatements**

OLD BUSINESS:

- 1. Plog property Right of First Refusal**
- 2. Security Camera & Badge-Reader Usage Policy**
- 3. Spirit of America**
- 4. Inclement Weather Policy – Revision**
- 5. Treasurer Process to Appointed**

MISCELLANEOUS:

**WARRANTS: County AP, ARPA, TIF, Payroll, & UT
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
December 16, 2025**

RECOGNITION: Promotion of Thomas Courtney-Major Daley

**APPOINTMENTS: MCCA Representative and Alternate
Risk Pool Representative and Alternate**

New Business:

Administrator's Report

- The county has received the draft contract for HR consulting services and has since been shared with Steve Francek for review. In January, we will be prepared with a polished contract for review of the Board.
- The annual county holiday luncheon is happening this week on December 18th from 12p-1p at the EOC.
- Risk Pool meeting to set rate is scheduled for December 22nd.
- UT road plan and inventory will be ready for presentation in January.
- The county will be soliciting bids for the Jail grease traps as they have been in need of repair for the last 6 years.

Recommendation: Motion to accept the Administrator's Report.

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

Recommendation: Motion to approve November 18, 2025, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Sheriff Office Laptops Purchase

Comments: The Sheriff's office is requesting the purchase of an additional ten (10) mobile laptops to replace the ones that are no longer working or are on the verge of failing to be paid out of the Capital Equipment Reserve Account. They have received a quote from Telrepco in the amount of \$37,915.00 for the replacement of ten mobile laptops. See the attached quote for reference.

Recommendation: Motion to purchase ten (10) mobile laptops from Telrepco for \$37,915.00 to be paid out of the capital equipment reserve.

Sheriff's Office - Maine PERS study

Comments: On July 1, 2006, Franklin County joined Maine PERS. The Patrol union and the Commissioners at that time had initially negotiated the special 3C plan, but the commissioners later decided to offer all county employees the AC plan understanding the cost associated with the different tiers. In 2013, the Patrol Union negotiated moving to the Special 3C plan and patrol has been in this plan since January 1, 2014. The three SO Administrators who were here in 2006 and are still employed, need to work roughly four additional years before retiring under the Special 3C plan due to this change. Major Rackliffe is requesting that the county make a request with Maine PERS to do an actuary to see what the cost would be to purchase the difference between those two plans for the 7.5 years between July 1, 2006, and January 1, 2014, for the three administrative employees. In your packet is the document related to a study performed in 2021. This study was requested by the former union steward for 5 employees.

Recommendation: None at this time.

Cleaning Services at the Courthouse – Open bids

Comments: Due to the absence of a second facilities staff member and the anticipated time required to fill the position, the County initially sought three quotes for courthouse cleaning services. Two quotes were obtained. Subsequently, Commissioner Saviello forwarded an email from a constituent expressing interest in submitting a proposal, prompting the County to proceed with a formal bid process. Proposals are expected to be submitted by Tuesday at 9:30 a.m. for the Board to open and review.

Recommendations: Award the Courthouse cleaning bid if the board so desires.

Flex Benefit Reconciliation document

Comments: Commissioner Fowler drafted a document outlining the timeline of events related to the Commissioners' flex benefits. He requested that the Board review the draft resolution and consider it at this meeting. The proposed resolution is included in the meeting packet.

Recommendation: None at this time

Special Meeting Date for Abatements

Comments: The county has received three abatement appeal requests to date. The Board needs to set a date for a special meeting to conduct these hearings.

Recommendation: Set a date for hearings.

OLD BUSINESS:

Plog property Right of First Refusal

Comments: The Board requested that we work with the Plog family to prepare a Right of First Refusal for the property located at 2571 Rangeley Road, Madrid Township, Maine. A draft was prepared and forwarded to the attorney for review and approval. A copy of the approved Right of First Refusal is included in your packet.

Recommendation: Motion to authorize the Staff to send the Right of First Refusal to the Plog family

Security Camera & Badge-Reader Usage Policy

Comments: During the November 4, 2025, Commissioners meeting, Commissioner Saviello had requested that the policy be forwarded to the staff at the Courthouse for

their review, comments and/or approval before it is sent to the attorney, of which the Board agreed. Based upon the feedback received a revised policy to include language under the "retention & deletion" section by adding the following onto bullet point 2 "and undergo the same request procedure." A copy of the revised policy is in your packet.

Recommendation: Motion to send revised Security Camera & Badge-Reader Usage Policy to the Attorney for review.

Spirit of America

Comments: At the Commissioner Meeting on November 18, 2025, the board requested additional information regarding the Spirit of America before making recommendations.

Recommendations: None at this time.

Inclement Weather Policy – Revision

Comments: During the meeting on December 11th, the Board discussed clarifying the language to specify the intent surrounding part time employees and those who take planned time off. A revised policy showing the edits is attached for your review and approval.

Recommendation: Motion to approve the revised Inclement Weather policy. Additionally make a decision around compensation for the December 2nd inclement weather day for part time staff.

Treasurer Process to Appointed

Comments: Commissioner Saviello requested that this item be placed on the agenda. The accompanying email outlined the statutory process for converting the County Treasurer position from elected to appointed. The Commissioners may initiate the process by voting to place the question before County voters, though any change would require voter approval to take effect. Alternatively, the process may be initiated by a voter petition meeting statutory threshold. If approved by voters, the change would become effective upon expiration of the current Treasurer's term. The email also noted that, if voters have

not initiated the process, the Commissioners may discuss whether to proceed and, if so, align the timeline with the next regular or special statewide election.

Recommendation: None at this time

PAM PRODAN, TREASURER – Report December 2, 2025, Franklin County Commissioners mtg

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

General Fund Operating Cash \$4,117,471.11

General Fund Payroll Cash \$95,966.63

General Fund CDARS \$0.00

ARPA Fund Cash \$580,958.01

UT General Fund Cash \$750,314.50

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$2,149,991.89

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 12/2/2025 invested at Androscoggin Savings

Town Tax Payments

The second payment of County taxes of fifty percent (50%) is due on or before February 1, 2026. A total of \$4,814,251.00 will be due. Interest will begin April 1, 2026.

Warrants

AP Warrants for signatures 12/2/2025 (warrants not finalized at the time of this writing)

AP County Warrant \$309,769.53

AP UT Warrant \$151,899.12

AP ARPA Warrant \$10,776.85

Payroll Warrant \$236,215.83 11/26/2025



Franklin County
140 Main Street
Farmington, ME 04938
(207) 778-6614 (207) 778-xxxx Fax



Unorganized Territory Road Supervisor Report

December 16, 2025

Active/Open Items

- Winter Maintenance has begun and Road Postings will be required in the new year
- Monitor road conditions after storm events
- Several Roads signs and posts need to be installed

Inventory and Planning

- Inventorying road items (culverts, ditches, signage, spring/winter, etc.) ongoing.
- All roads have had a preliminary visual assessment and 1-5 rating assigned.
- Develop road maps and database

Budget/Cost Items

- Quick Stream Bridge – reconcile final payment to Jordan Construction. Steve Govoni, Wentworth Partners and Associates to provide Commissioners with additional information.
- 2026 Maintenance planning/forecasting – Use of Calcium Chloride/Magnesium Chloride

Sandy River Streambank Restoration

- Coordinate permitting with USACOE and LUPC
- 2026 In-Stream work window construction

Center Road Maintenance and Reconstruction

- It appears that a perennial stream has been filled in and requires new structure to accommodate regular flows. This is a high priority item needed to protect the road and help prevent future flooding.

Vehicle Maintenance

- N/A

Miscellaneous Items

- Best Practices and Procedures for bridge cleaning and maintenance

Robert D. Lightbody

Jamie Sullivan

From: David Rackliffe
Sent: Wednesday, November 19, 2025 11:18 AM
To: Jamie Sullivan
Subject: Laptops

Jamie,

Can you get me on the next commissioner's agenda to discuss another round of laptop purchases from the Capital Equipment Reserve Fund? We have had a couple more that are dead or on the verge of dying. I spoke with Jake Nichols and we agree that we should plan on another four from now through the end of this budget year and plan to replace the rest of them, another 8, after July 1 next year. I will provide an updated quote for an additional four laptops and mounts as soon as I get it.

David



Major David Rackliffe
Franklin County Sheriff's Office
120 County Way, Suite One
Farmington, ME 04938

(207) 778-2680 Office
(207) 778-9064 Fax

Foertsch Holdings Inc
101 North Plains Industrial Rd
Bldg 2
Wallingford, CT 06492
(203) 284-5200

EXPIRATION DATE: 1/9/2026

Order Number: 0111242
Order Date: 12/4/2025
Salesperson: 0029/ Ron Brodeur
Salesperson Email: rbrodeur@telrepco.com
Customer Number: 0010356

Sold To:	Ship To:
Franklin County Sheriff 123 County Way Accounts Payable Farmington, ME 04938	Franklin County Sheriff 123 County Way Attn: Major David Rackliffe Farmington, ME 04938
Confirm To: David Rackliffe	FZ-55 MK3 New-MDT Refresh

Customer P.O.	Ship VIA	F.O.B.	Terms
	UPS GROUND		Net 30 Days

Item Code	Unit	Ordered	Price	Amount
FZ-55J2601BM Whse: 000	EA	10	2,599.00	25,990.00
WIN11 PRO, INTEL CORE I5-1345U VPRO (UP TO 4.7GHZ), AMT, 14.0 FHD 1000 NIT GLOVED MULTI TOUCH, 16GB, INTEL UHD, 512GB OPAL SSD, INTEL WI-FI 6E, BLUETOOTH, MIC AND INFRARED 2MP WEBCAM, STANDARD BATTERY, TPM 2.0, EMISSIVE BACKLIT KEYBOARD, FLAT- STANDARD 3YR PANASONIC MFG WARRANTY *Unit price reflects qty discount from Panasonic				
CF-SVCLTNF3YR Whse: 000	EA	10	285.00	2,850.00
PANASONIC PROTECTION PLUS WARRANTY PANASONIC LAPTOP PC-YRS 1, 2&3 *Warranty Uplift from Panasonic Std Preferred Warranty **Must ordered with FZ-55 Toughbook at time of sale				
HA-55LVD0 Whse: 000	EA	10	715.00	7,150.00
HAVIS DOCKING STATION FOR PANASONICS TOUGHBOOK 54 AND 55 RUGGED LAPTOP ***** Connectivity includes: fully-powered USB 3.0 (2), Ethernet: RJ45 Ethernet (1), serial: DB9 (9-Pin) connection (1), video: VGA (1), HDMI (1), input voltage: 15.6V DC No RF Pass Through				
CF-LNDDC120HW Whse: 000	EA	10	165.00	1,650.00
Lind 120 Watt 12-32 Volt Input Car Adapter for ToughBooks for Hardwired Installations (bare wire)				
CF-LNDBRK120 Whse: 000	EA	10	15.00	150.00
Lind Mounting Bracket for CF-LNDDC120 series				

Lead-Time: Currently 2-weeks upon receipt of order
Ship Via: Ground - Prepay & Add
Payment: Telrepco accepts purchase order - Terms N/30

Net Order: 37,790.00
Freight: 125.00
Sales Tax: 0.00
Order Total: 37,915.00

ACCEPTED BY & DATE

This Order/ Quote is subject to our durable Terms & Conditions, previously acknowledged by you.

0111242

November 22, 2021

Tiffany Baker
Franklin County
140 Main St.
Farmington, Maine 04938

Re: Franklin County – Actuarial Study Results for All Service Plan Change for Law Enforcement Officers

Dear Tiffany Baker:

Maine Public Employees Retirement System (MainePERS) has completed the calculations to determine the cost to Franklin County (County) to adopt Special Plan 3C effective November 1, 2021 for all service of its law enforcement officers (officers). This is to confirm the information I provided to you via email on October 21, 2021.

If the County adopts Special Plan 3C effective November 1, 2021 for all service of its current officers, it would mean all service of its current officers on November 1, 2021 would be as if it had been earned under Special Plan 3C, including service they accrued before January 1, 2014. Adopting Special Plan 3C for all service for current officers would create an additional liability of \$668,520.00 as of November 1, 2021. The County could either pay the entire amount, or elect to establish an IUUAL of \$668,520.00 as of November 1, 2021 to be amortized over 14.67 years and develop a monthly payment of \$5,820.00. If the County would like to consider establishing an IUUAL for a shorter repayment period, or making a different payment plan that is a combination of a lump sum payment and an IUUAL, please contact me.

Finally, if the County makes the decision to move forward with the all service plan change to 3C, this cost will need to be updated to reflect the new effective date as this cost was done using a November 1, 2021 effective date. In addition, a certified copy of the vote taken by the executive body of the County specific to this change would need to be submitted to my attention, preferably by not later than the 15th of the month prior to the effective date to allow time for the updated billing and drafting the official Amended Agreement to be signed by MainePERS and the County.

Draft

Vote of reconciliation on December 16 ,2025

- Whereas five County Commissioners in FranklinCounty were elected and began service *on January 1, 2025*
- *Whereas the 2025 Franklin County Budget Committee approved the increased cost of elected officials in the budget*
- *Where as the County Commissioners in the 2025 budget were compensated with a \$12,000 salary and a \$6000 health care stipend -the same amount as Franklin County Commissioners received for the previous 8 years*
- *Whereas the 2026 Budget Committee cut the amount_of reimbursement to Commissioners_by \$30,000 representing the health care stipend .*
- *Whereas the County Commissioners challenged that authority and submitted a revised budget cuttng an equal amount from other areas of the budget*
- *Whereas the Budget committee rejected the offer of a revised budget and by a 2/3 budget vote accepted their original budget*
- *Whereas inteprpertation of the law by legal counsel has advised the Commissioners that the authority of the Budget Committee is real and the budget is final*
- *Therefore the FranklinCounty Commissioners have accepted that interpretation and ceased to accept the health care stipend retorative to July1,2025*
- *Hereby the FranklinCounty Comissioners wish to establish a strong and productive working relationship with Budget Committe to build a sustainable budget for future years*

Jamie Sullivan

From: Gene Libby <glibby@lokllc.com>
Sent: Friday, November 21, 2025 10:56 AM
To: Jamie Sullivan; Elizabeth Briggeman; J.R. Fallon; Janet Wilson; Tyler Smith
Cc: Amy Bernard; Tiffany Baker
Subject: RE: Franklin County/Plog family Right of First Refusal
Attachments: 2025.11.21 Right of First Refusal - GRL Rev. 2.docx

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

Jamie

I attach my revisions to the Right of First refusal draft you sent along. I made several changes to form and substance but the most significant is the determination of fair market value. The draft provided the county the right of first refusal after a "bona fide written offer." This creates a risk that a "friendly" third party might create an inflated offer that the county must match to exercise its right. If the county is suspicious the offer is not bona fide, then it could be rejected, or the county could institute legal proceedings to prove it was not a bona fide offer. The better practice is an appraisal and, if disputed, an independent appraisal that is binding as I included in my revised draft. This protects the county from the downside of an inflated offer and the cost of litigation to challenge. Please let me know if any questions or concerns.

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



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Thank you. Libby O'Brien Kingsley & Champion, LLC

From: Jamie Sullivan <JSullivan@franklincountymaine.gov>
Sent: Thursday, November 6, 2025 12:03 PM
To: Elizabeth Briggeman <ebriggeman@lokllc.com>; Gene Libby <glibby@lokllc.com>; J.R. Fallon <jrfallon@lokllc.com>;

Janet Wilson <jwilson@lokllc.com>; Tyler Smith <tsmith@lokllc.com>

Cc: Amy Bernard <ABernard@franklincountymaine.gov>; Tiffany Baker <TBaker@franklincountymaine.gov>

Subject: Franklin County/Plog family Right of First Refusal

Good morning,

Please review the attached Right of First Refusal with respect to the above referenced matter. A little back story, the Plog family owns property in the unorganized territory on the Sandy River. Their home is being jeopardized by the erosion caused by said river. They are working with the NRCS for a bank stabilization project and have received TIF Funding from the county to help defray some of the costs of the project. The county would like a right of first refusal to purchase the property should they decide to sell.

If you have any questions, please contact me.

Thank you,

Jamie



Jamie Sullivan

Administrative Assistant

Phone: (207) 860-4264

Office : (207) 778-6614

Email: jsullivan@franklincountymaine.gov

www.franklincountymaine.gov

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**RIGHT OF FIRST REFUSAL
TO PURCHASE REAL ESTATE**

This Right of First Refusal and first option to purchase (the "Agreement") is made between **Raymond C. Plog and Jordan A. Plog**, residing at 2571 Rangeley Road, Madrid Township, Franklin County, State of Maine 04966, their heirs and assigns (collectively "Sellers") and the **County of Franklin**, a body corporate and politic existing under the laws of the State of Maine, its successors and assigns, located at 120 County Way, Suite 4, Farmington, Franklin County, Maine 04938 (the "Purchasers"), and enter into this irrevocable right of first refusal and first option to purchase on the terms and conditions set forth below.

WHEREAS Purchasers have assisted Sellers in stabilizing erosion along the Sandy River through TIF funding from the County; and

WHEREAS Sellers agreed to give Purchasers the right of first refusal an option to purchase the property should Sellers decide to sell the Property; and

NOW, for good and valuable consideration, the receipt of and sufficiency of which is hereby acknowledged, is agreed as follows:

First Option

The Seller does hereby grant to Purchasers the exclusive and irrevocable right, during the term of this Agreement of First Refusal and First Option to Purchase, upon the terms and conditions hereinafter set forth, property located at 2571 Rangeley Road, Madrid Township, Franklin County, Maine, being the same property more particularly described in a deed from Raymond C. Plog to Raymond C. Plog and Jordan A. Plog dated May 4, 2021 and recorded in the Franklin County Registry of Deeds at Book 4320, Page 192 (the "Property").

Exercise of First Option

The right of first refusal or first option to purchase may be exercised by Purchasers within twenty-one (21) days from notification in writing by Sellers that Sellers decides to sell the subject Property. Sellers are obligated to provide such written notice to Purchasers prior to offering the subject Property to a third party. Purchasers shall respond in writing to Sellers

within the twenty-one (21) day period with their written election to purchase or waiver of right of first refusal. Sellers written communication of intent to sell shall be made to Purchasers and addressed to:

Amy Bernard
County Administrator
Franklin County Commissioners Office
120 County Way, Suite 4
Farmington, ME 04938

via U.S. mail, return receipt requested. Purchasers' written election shall be communicated to Sellers at:

2571 Rangely Road
Richard Township
Franklin County, ME 04966

via U.S. mail, return receipt requested.

Terms of Purchase

In the event the Sellers elect to sell and Purchaser desires to exercise its first refusal rights granted under the terms of this Agreement, the terms of purchase shall be as follows:

- A. Purchasers shall be entitled to purchase the Property at its fair market value.
- B. Determination of Fair Market Value: The fair market value shall be based on the determination of a single appraiser mutually selected by the parties to value the Property. Any disputes by Sellers or Purchasers to the appraiser's determination of fair market value shall be resolved by an independent third party appraiser mutually selected by the parties. The determination of the independent third party appraiser shall be final and binding on both Sellers and Purchasers. The title review period, as defined below, commences upon the completion of the approval process described above.

Title

Within fifteen (15) days after the Purchasers have exercised their right of first refusal, the Sellers shall deliver to Purchasers a Certificate of Title or Title Abstract covering the Property which shall reflect that marketable fee simple title to the subject Property is vested

in Sellers and that the Property is insurable by a title insurance company licensed to do business in the state of Maine. Said Certificate or Abstract shall be subject only to taxes for the current year, easements, and rights-of-way of record. Should said Certificate or Abstract reflect any other exceptions to the title unacceptable to Purchasers, Purchasers shall notify Sellers in writing of any defects within fifteen (15) days (the title review period) and the Sellers shall have a reasonable time (but not more than twenty-five (25) days) in which to make the title good and marketable or insurable, and shall use due diligence in an effort to do so. If after using due diligence the Sellers are unable to make the title acceptable to Purchasers within such reasonable time, it shall be the option of the Purchasers either to accept the title in its existing condition with no further obligation on the part of the Sellers to correct any defect, or to cancel this Agreement. If title is acceptable to Purchasers, the closing shall occur within fifteen (15) days after expiration of the "title review period." At closing, Sellers shall convey title to Purchasers by Quitclaim Deed With Covenant subject only to exceptions acceptable to Purchasers.

Term and Extension

The term of this Agreement shall be the number of years Sellers holds title in their own name to the Property except and until Sellers notify Purchasers in writing of their intent to sell and Purchasers elect to purchase the Property.

Expenses of Sale

Each party shall be responsible for real estate transfer taxes assessed by the State of Maine. Purchasers shall be responsible for its attorney fees, recording fees, or other costs of closing.

Possession

Purchasers shall be entitled to possession of the Property at closing.

Right of Entry

Upon notification by Sellers of their desire to sell and Purchasers' exercise of their first refusal right, Purchasers shall be entitled to enter upon the Property for the purpose of conducting soil tests, engineering studies, surveys, and to determine the internal and external condition of the home.

Default

This contract shall be binding upon and inured to the benefit of the heirs, administrators, and assigns of the parties hereto and upon default in any of the terms of this Agreement, the defaulting party agrees to pay all costs of court and reasonable attorney fees.

Entire Agreement

This Agreement constitutes the entire understanding of the parties and supersedes and prior representation or agreements, whether oral or written, concerning the right of first refusal and first option to purchase.

Governing Law

This Agreement shall be governed and construed according to the laws of the state of Maine.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SELLERS:

Raymond C. Plog

Date: _____

Jordan A. Plog

Date: _____

STATE OF MAINE

FRANKLIN COUNTY, ss.

On this _____ day of _____, 2025, personally appeared the above-named Raymond C. Plog and Jordan A. Plog, and acknowledged the foregoing instrument to be their free act and deed in their said capacity.

Notary Public

My Commission Expires: _____

PURCHASERS:

Franklin County Commissioners

Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Name: _____
Title: _____
Date: _____

WITNESSES:

_____	_____
Print Name: _____	Print Name: _____
Date: _____	Date: _____

STATE OF MAINE
FRANKLIN COUNTY, ss.

On this _____ day of _____, 2025, personally appeared the above-named Commissioner Bob Carlton, Commissioner Thomas Skolfield, Commissioner Thomas Saviello, Commissioner Jeffrey Gilbert and Commissioner Fenwick Fowler and acknowledged the foregoing instrument to be their free act and deed in their said capacity.

Notary Public
My Commission Expires: _____

Franklin County Security Camera & Badge-Reader Usage Policy

Purpose

To establish clear rules for the placement, access, retention, and use of Franklin County's indoor and outdoor security cameras and badge-reader access systems. This policy ensures the protection of people and property, transparency, privacy, and compliance with Maine law.

Scope

This policy applies to:

- All security cameras (indoor & outdoor) owned or operated by Franklin County at county buildings, grounds, and parking lots.
- All badge reader/card access systems operated by Franklin County.
- All employees, contractors, vendors, and others who interact with or have access to these systems or their data.

Exclusions

This policy does not apply to FCSO systems:

- Body-worn cameras (bodycams).
- Traffic enforcement or traffic surveillance systems.
- Dash cameras (dashcams).
- Interview room recording systems.
- Detention Center Surveillance and door controls.

Separate policies and procedures govern those technologies.

Legal & Regulatory Basis (Maine Laws)

Franklin County complies with:

- Title 17-A, §511 – Violation of Privacy: prohibits cameras in areas where people have a reasonable expectation of privacy (e.g., bathrooms, locker rooms).

- **Employer Notice Obligations:** requires notice to employees of surveillance in the workplace, especially during hiring and onboarding.

Definitions

- **Authorized Personnel:** The I.T. Department is the only department with administrative access to camera and badge-reader systems. The I.T. Department acts as custodian of footage and logs and may not release or share data without proper authorization.
- **County Administrator:** The designated authority who must review and approve all requests for camera footage or badge access logs before they are sent to I.T. for processing.
- **Private Place:** Restrooms, locker rooms, or any space within county property where individuals expect privacy.
- **Public / Shared Spaces:** Entrances, lobbies, hallways, meeting areas, parking lots, exterior grounds of county property.
- **Badge Access Logs:** Recorded entries and exits through badge-controlled access points, including user identity, date/time, and location.

Policy

1. Camera Placement & Use

- Security cameras are installed only in public and shared spaces where safety, security, or asset protection is required.
- Cameras must not be installed in private places.
- Placement is subject to approval by County Administration or designee.

2. Audio Recording

- Franklin County's security cameras do not record audio.
- All surveillance is limited to video only.

3. Facial Surveillance

- Franklin County does not use facial recognition or any other biometric surveillance technologies.

4. Badge Readers & Access Logs

- Badge readers control access to county buildings and restricted areas.
- Access logs capture date, time, location, and identity of badge users.
- Lost or stolen badges must be reported immediately for deactivation.
- Temporary badges issued to visitors are strictly time-limited.

5. Access to Data & Request Procedures

- The I.T. Department is the only department with administrative access to camera and badge-reader systems.
- All requests for video footage or badge access logs must:
 - 1) Be submitted in writing to the County Administrator.
 - 2) Include the requester's name, department, reason for the request, and the date/time/location needed.
 - 3) Be reviewed and approved by the County Administrator.
 - 4) Once approved, the County Administrator forwards the request to I.T. for processing.

I.T. will only retrieve and release data upon documented approval from the County Administrator.

6. Limited Live Feed Access

- A live video feed only (no recording or playback) may be provided for specific cameras to departments that manage access-controlled ("buzz-in") doors.
- This live view may only be used to confirm that individuals who are granted entry proceed to their intended or authorized location.
- Access to live feeds must be approved by the County Administrator and configured by I.T.
- Departments with live feed access may not record, capture, or redistribute the video stream.

7. Retention & Deletion

- Security camera footage is retained for 30 days unless flagged for an incident or investigation.
- Badge access logs are retained for 1 year unless extended for legal or security needs and undergo the same request procedure.
- Data beyond retention limits must be securely deleted.

8. Notification & Signage

- Signs will be posted at building entrances and monitored areas stating: "This area is under video surveillance."
- Employees are notified of surveillance during onboarding.

9. Monitoring & Auditing

- Annual audits will review camera placement, retention compliance, and access records.
- I.T. will maintain logs of all requests and releases to ensure compliance.

10. Security & Protection

- All video and badge log data are secured with access controls and encryption where feasible.
- Remote access is restricted to secure, authenticated channels.

11. Prohibited Uses

- Surveillance may not be used for general employee monitoring or non-security purposes.
- Data may not be shared, sold, or distributed outside official County or lawful use.
- Biometric or facial recognition technology is prohibited.

Responsibilities

- County Commissioners / Administrator: Provide oversight and act as the approval authority for all data requests.
- I.T. Department: Serve as the sole administrator of the systems, manage requests approved by the County Administrator, and ensure secure storage, retention, placement and auditing.
- Departments with Buzz-In Doors: May be granted live feed access (video only, no recording) solely for entry verification purposes.
- Facilities: Install, maintain, and ensure signage for security equipment.
- HR: Notify employees during onboarding and manage privacy-related concerns.

Enforcement

- Employees or contractors violating this policy may face disciplinary action up to termination.
- Vendors or third parties violating this policy may face contract penalties or removal of access.
- Unauthorized access or misuse may be referred to law enforcement under Maine law.

Review

This policy will be reviewed annually or sooner if required by legal, technological, or operational changes.

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 full time, nonessential employees will be compensated for their regular scheduled hours. Part-time employees who were scheduled to work during the closure may, with approval from their Department Head, make up the missed hours within the same payroll period. If an employee had pre-approved time off which overlaps with the closure, the requested leave time will still be deducted. 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.

Amy Bernard

From: J.R. Fallon <jrfallon@lokllc.com>
Sent: Friday, October 31, 2025 3:31 PM
To: Amy Bernard
Cc: Jamie Sullivan; Commissioner Bob Carlton; Tiffany Baker; Gene Libby; Tim O'Brien; Tyler Smith; Janet Wilson; Elizabeth Briggerman
Subject: Re: Treasurer question

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

Hi Amy,

To follow up, under Maine law, there are two ways to initiate changing the Treasurer role from an elected to an appointed position.

General Outline of the Process

The Commissioners may start the process by voting to convert the Treasurer position from elected to appointed. *30-A M.R.S.A. § 156(1)*. To note, the Commissioners' decision is not effective until the County voters approve it. *Id.* at 3.

Alternatively, a group of County voters equal to at least 10% of those who voted in the most recent gubernatorial election, may submit a written petition to the Commissioners requesting that the question be placed on the ballot at the next regular or special statewide election.. *Id.* at (3). To note, if the change is approved, it becomes effective upon expiration of the current Treasurer's term.

Next Steps/Timeline

If voters have not initiated this change as outlined herein, the Commissioners may choose to discuss the matter amongst themselves to determine whether they wish to take a vote on making the change. If they decide to proceed, the timeline for implementation would be tied to getting the question to the voters at the next regular or special statewide election.

Please follow up with any additional questions or concerns. Have a nice weekend!

Very respectfully,

J.R. Fallon | Associate
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From: Amy Bernard <ABernard@franklincountymaine.gov>

Sent: Thursday, October 30, 2025 3:14 PM

To: Elizabeth Briggeman <ebriggeman@lokllc.com>; Janet Wilson <jwilson@lokllc.com>; J.R. Fallon <jrfallon@lokllc.com>; Tyler Smith <tsmith@lokllc.com>; Tim O'Brien <tobrien@lokllc.com>; Gene Libby <glibby@lokllc.com>

Cc: Jamie Sullivan <JSullivan@franklincountymaine.gov>; Commissioner Bob Carlton <BCarlton@franklincountymaine.gov>; Tiffany Baker <TBaker@franklincountymaine.gov>

Subject: Treasurer question

Greetings,

I hope you're doing well.

The Commissioners were recently approached by a member of the public who asked them to look into starting the process of changing the County Treasurer position from elected to appointed.

Could you please advise on what the formal process would be to make this change and to bring the question before the voters? Any guidance on the necessary steps, timeline, and legal requirements would be greatly appreciated.

Thank you for your time and assistance.

Best regards,

Amy

Amy Bernard, MPA
(She/her/hers)

County Administrator
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