

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: February 3, 2026 @ 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:

APPOINTMENTS:

NEW BUSINESS:

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. Kitchen Grease Trap Removal & Replacement Project – Jail – Open Bids**
- 5. HR Request to Engage Legal Counsel**
- 6. MainePers – Study**
- 7. Salary Compensation – Schedule Workshop**
- 8. Budget Committee – Statute Revision**
- 9. HR Position**
- 10. Second Meeting in February**

OLD BUSINESS:

- 1. Madrid Pit – Electrical Proposal**
- 2. Treasurer question to the Voters**
- 3. RFP for engineering for Plog Property and Madrid Pit**

MISCELLANEOUS:

WARRANTS: County AP, ARPA, Payroll, & UT

ADJOURNMENT:

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

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

**County Commissioner's Meeting
Agenda Discussion and Analysis
February 3, 2026**

RECOGNITION:

APPOINTMENTS:

NEW BUSINESS:

Administrator's Report

- 3 Abatement Appeal Hearings have been scheduled for February 24, 2026, beginning at 10:00 a.m.
- Modern Pest Control went to the Courthouse on January 23, 2026, for a quarterly follow-up on the bell tower matter. They did not find any new bird activity in the tower, and the screening was still in great shape.
- Franklin Home Services went to the Courthouse on January 21, 2026, to replace three pinholes in the piping and replaced shutoff valves.
- The County has made an offer of employment to Thomas Moody, Noah Robinson, Austin Yeaton and Brandi Watson (Corrections) and Steven Marcotte (Facilities Manager). Thomas, Noah, and Austin began orientation and training on January 26th. Brandi will begin her orientation and training on February 9th and Steven will begin on February 17th.
- The UT Turnaround located on Red Schoolhouse Road, off Gilkie Hill Road, needs some repairs. We will need to research the easements for these turnarounds.
- Reminder to sign off on the monthly Reconciliation Reports that have been provided to you and are in your flower folder.
- The UPC battery backup project has been placed on hold.
- We are hoping the have the Administrator Evaluations forms ready for you for Tuesday.

Recommendation: Motion to accept the Administrator's Report.

Recommendation: Motion to approve the hiring of Thomas Moody, Noah Robinson, Austin Yeaton and Brandi Watson (Corrections) and Steven Marcotte (Facilities Manager).

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

Recommendation: Motion to approve January 13th and January 20th Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Kitchen Grease Trap Removal & Replacement Project – Jail – Open Bids

Comments: This project involves the removal of the existing grease trap system and installation of a new, code-compliant grease trap to ensure continued proper operation of the jail kitchen facilities. The replacement is necessary due to the age and condition of the current system and to meet applicable health and wastewater standards. We have received two bids, which can be found in your flower folder.

Recommendation: Submit the bids to the Administrator, Sheriff Nichols and Major Daley for review to ensure it meets the RFP and come back to the Commissioners with a recommendation.

HR Request to Engage Legal Counsel

Comments: It has been raised previously that the Commissioners' Office must receive approval from the Board to engage legal counsel for review of personnel-related matters. The County is currently addressing a personnel issue that requires legal input to ensure compliance and to reduce potential risk.

The Commissioners' Office is requesting permission to seek legal review and guidance on this matter in order to proceed appropriately and in the County's best interest.

Recommendation: Motion to authorize HR to seek legal review of a personnel matter.

MainePers – Study

Comments: Major Rackliffe reviewed his MPERS retirement statement and noted that he has approximately 3.9 years of service credited under the former Plan A, which he purchased when transitioning to MPERS. He has inquired with MPERS about converting that service time to the Special 3C plan and was informed that such a request must be initiated by the employer. Major Radcliff is requesting that the Commissioners authorize MPERS to conduct an actuarial analysis to determine the cost of buying up the difference between Plan A and the Special 3C plan for the 3.9 years of service, with any associated costs to be borne by Major Radcliff.

Recommendation: Motion: Move to authorize MPERS to conduct an actuarial analysis to determine the cost to convert Major Rackliffe's 3.9 years of service from Plan A to the Special 3C retirement plan, with all costs associated with the actuarial review and any potential buyback to be paid by Major Rackliffe, and with no commitment by the County to proceed pending review of the actuarial results.

Salary Compensation – Schedule Workshop:

Comments: Due to time constraints, we were unable to review the salary compensation portion during last week's workshop. To ensure this topic receives the appropriate attention, we will need to reschedule a separate meeting to discuss it in full. Check your calendar for February 10, 2026.

Recommendation: Motion to Schedule Salary Compensation Workshop for February _____, 2026 at _____ p.m.

Budget Committee – Statute Revision

Comments: During the most recent Budget Committee appointment cycle, concerns emerged regarding the statutory language governing the Franklin County Budget Committee. These concerns became apparent when a commissioner district attempted to conduct its own caucus without public notice. While the statute allows "municipal officers" to hold caucuses, the lack of clarity in the language presents practical and governance challenges. The current statute does not clearly address public notice requirements or centralized coordination of caucuses. As a result, practices may vary by district, raising transparency concerns and making it difficult to maintain consistent oversight.

Additionally, when caucuses are held independently by multiple municipalities within a district, tracking committee membership, term lengths, and vacancies become

challenging. Without a centralized process or location, such as the County Commissioners' Office, continuity of service and accurate recordkeeping is harder to maintain.

Another concern is the lack of representation for the Unorganized Territory on the Budget Committee. Despite being the sixth-highest contributor to the county budget, the Unorganized Territory currently has no direct representation, raising questions of equity and inclusion in the budgeting process. One possible concept for discussion would be to establish a designated seat for a resident of the Unorganized Territory, elected by their peers within the districts in which they reside. This idea is offered solely as a starting point for discussion.

This summary is intended to initiate conversation among the Board regarding whether revisions to the statute are warranted. If the Board chooses to move forward, a county legislative representative would be needed to sponsor a bill for consideration during the fall legislative session.

Recommendation: Motion: None at this Time

HR Position

Comments: Comments: Commissioner Fowler has requested that the Human Resources position be placed on the agenda for discussion, specifically to consider holding off on filling the position. It has been communicated that this pause would allow the Board to determine the future direction of the role and potentially realize short-term cost savings while the position remains vacant.

I have significant concerns with delaying the filling of this position. At present, the Commissioners' Office continues to provide training support to the bookkeeper, and a Facilities Manager is scheduled to begin onboarding within the next week. That role will require administrative oversight during the transition period. Adding HR responsibilities to the Commissioners' Office without filling the dedicated position increases risk and places additional strain on existing staff.

Human Resources functions carry legal and compliance obligations. Leaving this position vacant while expecting HR duties to be absorbed elsewhere may result in increased legal costs and/or potential liability exposure for the County.

This position is currently cost-shared with the Unorganized Territory, which contributes one-third of the salary in recognition of the Deputy Administrator functions assigned to the role. While the Deputy Administrator duties may account for approximately 20–25%

of the position's workload in a given month, they remain an important component of the role's structure and funding.

If the Commissioners were to remove the Deputy Administrator functions, the position would need to be reclassified to a Director-level salary range. This presents additional concerns, as the Director range is not currently competitive within the HR market and may make recruitment and retention more difficult.

For these reasons, I am uncomfortable with holding off on filling the position and believe doing so may result in greater operational, financial, and legal challenges than the anticipated short-term savings.

Recommendation: Motion to move forward with the interview process and identify a Commissioner to participate.

Second Meeting in February

Comments: Due to limited staff availability, the Administrator being away on vacation and an open HR/Deputy Administrator position you may want to consider changing the February 17th Commissioner Meeting to another date.

Recommendation: Motion to change February 17, 2026, Commissioner Meeting to February _____, 2026 at _____ a.m./p.m.

OLD BUSINESS:

Madrid Pit – Electrical Proposal

Comments: The proposal from IEC, Inc. (our prefer electrical vendor) is for electrical upgrades at the Madrid Pit facility, including removal of the existing 100-amp service from a leaning utility pole and installation of a new 100-amp meter and panel mounted on the building, eliminating the need to relocate the pole. Additional work includes new exterior receptacles for block heaters, LED yard lighting with photo sensors, interior LED lighting with motion control, and new wiring installed in PVC conduit for durability. The total estimated cost for the project is \$6,950.00, which includes labor, materials, travel, and equipment, with a one-year warranty on workmanship and materials.

Recommendation: Move to approve the electrical work at the Madrid Pit as proposed by IEC, Inc. in the amount of \$6,950.00, with funding to be expended from the Unorganized Territory Reserve Fund for Roads and Bridges.

Treasurer question to the Voters:

Comments: Commissioner Saviello has requested that the Board consider formally voting to place a question before the voters of Franklin County regarding a transition from an elected Treasurer to an appointed Treasurer who would serve as the County's Finance Director. For reference, the estimated annual cost of the current elected Treasurer position is approximately \$33,052.13. The proposed Finance Director position would have a salary range of \$59,558 to \$92,117, representing an additional cost beyond the current structure. A summary of the potential advantages and disadvantages of this transition has been prepared and is included in the meeting packet for review.

Recommendations: None at this time.

RFP for engineering for Plog Property

Comments: After reviewing the permit applications for both the Plog Property and the Madrid gravel pit, it has been determined that the required work must be completed by a licensed engineer and will involve a significant time commitment, estimated at 90 or more hours. While the Unorganized Territory Road Agent has indicated he could assist, doing so would detract from his ability to complete and issue the RFPs for summer road work, which need to be released in March. As a result, issuing an RFP for engineering services is being proposed to ensure the permitting work is completed in a timely manner without impacting critical seasonal road projects.

Recommendations: Move to authorize the issuance of a Request for Proposals (RFP) for professional engineering services related to the permitting requirements for the Plog Property and the Madrid gravel pit.

PAM PRODAN, TREASURER – Report February 3, 2026, Franklin County Commissioners mtg.

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

General Fund Operating Cash \$2,327,926.55

General Fund Payroll Cash \$135,941.72 (cr.)

General Fund CDARS \$0.00

ARPA Fund Cash \$849,642.10

UT General Fund Cash \$29,326.05

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$408,093.24

UT TIF CDARS: \$45,871.74

Interest rates

General Fund Operating Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.65% as of 12/31/2025 invested w/ Intrafi Cash Service at Franklin Savings

UT General Fund Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.77796% maturity date of 1/29/2026 invested at Androscoggin Savings

Town Tax Payments

The second payment of a municipality's County Tax 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. See next page for the

Warrants

AP Warrants for signatures 1/20/2026 (warrants not finalized at the time of this writing)

AP County Warrant \$447,007.70

AP UT Warrant \$132,681.94

AP UT TIF Warrant \$25,054.00

AP ARPA Warrant \$73,364.00

Payroll Warrants \$222,695.18 ck date 1/22/2026

County Taxes 2nd Half FY 26 paid as of 01-30-2026 by municipalities of Franklin County:

AVON	\$45,432.00	
CARRABASSETT VALLEY	\$1,000,377.00	1/29/2026
CARTHAGE	\$70,579.50	
CHESTERVILLE	\$125,216.50	1/23/2026
COPLIN PLANTATION	\$47,238.50	
DALLAS PLANTATION	\$160,853.50	1/27/2026
EUSTIS	\$198,540.00	1/13/2026
FARMINGTON	\$603,123.00	1/27/2026
INDUSTRY	\$111,114.50	1/13/2026
JAY	\$338,345.00	
KINGFIELD	\$146,508.50	1/15/2026
NEW SHARON	\$108,752.50	1/23/2026
NEW VINEYARD	\$97,186.00	
PHILLIPS	\$98,019.50	
RANGELEY	\$676,064.50	
RANGELEY PLANTATION	\$244,736.50	
SANDY RIVER PLANTATION	\$168,148.00	1/29/2026
STRONG	\$98,575.50	1/22/2026
TEMPLE	\$45,362.50	12/15/2025
WELD	\$129,002.50	1/29/2026
WILTON	\$301,075.50	1/22/2026
TOTAL DUE ON 2ND PMT	\$4,814,251.00	
TOTAL paid by 1/30/2026	\$3,196,649.00	
OUTSTANDING 1/30/2026	\$1,617,602.00	

Jamie Sullivan

From: David Rackliffe
Sent: Tuesday, January 27, 2026 4:55 PM
To: Jamie Sullivan; Amy Bernard; Tiffany Baker
Subject: Buy back of MPERS

Internal (drackliffe@franklincountymaine.gov)



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Good afternoon,

In reviewing my MPERS statement, I have roughly 3.9 years of time under the old Plan A that I bought back when we first went to MPERS. I have inquired from MPERS about buying up on that time to the special 3C plan. I was told that request has to come from the employer. I would like to have the opportunity to request that the commissioners approve that MPERS do an actuary to evaluate the cost to buy back the difference in those two plans for those 3.9 years.

Thank you

David Rackliffe

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Commissioners,

I have put together some suggested ideas to start a conversation about potential changes to the Budget Committee's makeup and the caucus process.

These are meant to be discussion points only and are intended to improve clarity, transparency, and representation. I wanted to share them with you as a starting point for tuesdays conversation.

Please let me know when you would like to discuss this further.

Thank you,
Amy L. Bernard

Below is a **draft of 30-A M.R.S. §873 with the proposed changes shown using plain-text “track changes” style** for clarity.

I've used **DELETE:** to show removed language and **ADD:** to show new language. This is not Revisor-formatted yet, but it is suitable for review, discussion, and refinement.

30-A M.R.S. §873. Advisory committee (Proposed Draft with Track Changes)

There is established a Franklin County Budget Advisory Committee comprised as follows.

1. Municipal officers.

By April 1st of each year, municipal officers within each commissioner district shall caucus within Franklin County shall caucus countywide and shall elect municipal officers in a countywide caucus to fill vacancies for terms as provided in paragraph B.

Countywide caucuses must be publicly noticed not less than 10 days in advance and conducted in a manner that ensures all eligible municipal officers are provided notice and an opportunity to participate.

A. [PL 2023, c. 262, §1 (RP); PL 2023, c. 262, §5 (AFF).]

B. Membership.

Each commissioner district has 2 permanent members. Members serve for 3-year terms.

There is a rotating member who serves a one-year term, selected in 2025 by commissioner district 1, selected in 2026 by commissioner district 2, selected in 2027 by commissioner district 3, selected in 2028 by commissioner district 4, selected in 2029 by commissioner district 5 and selected in 2030 and succeeding years in the same order as the first 5 years under this paragraph.

In addition to the permanent members, the committee includes one member who is a resident of the unorganized territory of Franklin County. This member serves a 3-year term and is elected at the November general election by voters within the commissioner district that contains the unorganized territories and their established boundaries.

If a committee member ceases to be a municipal officer during the term of membership, the committee member shall resign the membership and the Next district caucus Next countywide caucus shall elect a qualified municipal officer to fill the membership for the remainder of the unexpired term.

If the unorganized territory member position becomes vacant and is not filled by election, the county commissioners shall appoint a qualified resident of the unorganized territory from the applicable commissioner district to serve until the next regular election cycle.

2. Legislative member.

The Franklin County legislative delegation shall select one of the delegation's members to serve as a nonvoting member on the committee.

3. Committee chair.

The committee shall select its own chair each year.

Review (Non-statutory)

- Removes the rotating district member
- Adds direct representation for the Unorganized Territory
- Moves municipal officer caucuses to a countywide process
- Adds a minimum 10-day public notice requirement
- Clarifies vacancy handling for the UT seat

HR/ Deputy Admin Position

County Budget

Salary	\$63,037.00
Taxes	\$4,822.33
Retirement	\$6,492.81
Health	\$22,299.84
	\$96,651.98

UT Budget

Salary	\$31,518.50
Taxes	\$2,411.17
Retirement	\$3,246.41
Health	\$11,149.97
	\$48,326.04

Internal (rlightbody@franklincountymaine.gov)



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Good afternoon,

I hope you are well. Please see attached proposal for electrical work at the Madrid Pit. The scope of work is what I discussed with Adam Sage (IEC) at the site meeting.

I can't really speak to the pricing necessarily, but I figured it would be a minimum of \$5k. So, if the pricing is based on a negotiated Franklin County rate, then the proposal seems fair.

Please let me know if you have any questions.



**Robert D.
Lightbody, P.E.**

UT Road Supervisor

Phone: (207) 305-5674

Office : (207) 778-6614

Email:rlightbody@franklincountymaine.gov

www.franklincountymaine.gov

From: Adam Sage <adaml@iecinc.us>
Sent: Tuesday, January 27, 2026 3:38 PM
To: Robert Lightbody
<RLightbody@franklincountymaine.gov>

Subject: Electrical Proposal

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

Please see attached estimate.

Feel free to reach out to me with any questions.

Thank you!

*Adam Sage
207-491-5249
Service Manager
IEC Inc.*



171 North Main St | PO Box 249 | Strong ME 04983
Office 207 684-6100 | Cell 207 491-9412
Email: adam@iecinc.us | web: www.iecinc.us

Estimated Cost for completed work

Date: 01/27/2026

Parties to Contract: Bob Lightbody/ Franklin County.

Subcontractor: IEC, Inc.

Location of Work: 833 Reeds Mill Rd, Madrid, ME,04966

Scope of Work:

- **Remove the existing 100-amp service from the existing utility pole.** The utility pole is leaning considerably. To permanently fix this issue, the pole would need to be relocated away from the building and a guy wire installed.
- **Install a new 100-amp meter and panelboard combination panel.** The new service will be installed on the side of the existing building behind the current location. A 2 1/2" rigid conduit will be installed from the meter enclosure and extend up through the roof line. This will serve as the attachment point for the service drop. This configuration will eliminate the need to move and guy the existing utility pole. The existing utility pole will no longer be needed.
- **Building wiring.**
Install (2) new raintight receptacles (one on either side of the building) to service the block heaters.
Installed a new circuit for (3) new LED yard lights. The lights will include photo eyes for dusk-to-dawn operation
Install a new circuit inside the building for (2) led fixtures to provide general lighting on both sides of the partition. The interior lights will be controlled by a motion sensor mounted approximately 4' from grade. The sensor will activate the lights when a vehicle or person above 4' tall enters the salt bin side of the building. The motion switch is capable of being used as a manual off/on switch as well.
- All new wiring will be installed in PVC conduit to provide physical protection and provide long-term durability.

Total Estimated Cost: \$ 6,950.00

Notes:

1. This estimate includes materials and labor for two technicians working (2) 8-hour days, one way travel to the site for (2) days, and use of a bucket truck.
2. This estimate is an approximation and does not cover additional materials, potential material price increases, or unforeseen issues that may require extra labor or materials beyond the outlined scope. All work will comply with applicable state and local codes at the time of installation. Pricing is valid for 10 days from the date of this estimate.

Warranties: One year warranty from date of substantial completion on all craftsmanship and materials. Some materials may include additional manufacturers warranties in which case IEC, Inc will work on the Owners behalf to secure replacement or repair parts at no charge. Any Labor to replace/repair warrantied materials after one year will be billed at current labor rates.

Resolution of dispute: If a dispute arises concerning the provision of this contract or the performance by the parties, then the parties agree to settle this dispute by mediation. Location of mediation will be mutually agreed upon in Franklin County in the State of Maine.

Change Orders: Any alteration or deviation from the above description that involve extra cost will be executed upon both parties entering into a written change order. No additional work will be performed without a signed Change Order Form (sample form attached).

Market Volatility: *Due to recent market volatility and ongoing supply chain issues IEC Inc is incorporating the following clause into all proposals and contracts; including change orders: Through no fault of IEC, Inc., In the event of a delay in product availability or price increase of materials procured by any manufacturer and/or distributor, the contract sum, time of completion or contract requirements shall be adjusted by an additional change order.*

Additional provisions / comments: None known.

Contract acceptance

I, _____, on behalf of _____, hereby sign into contract hiring IEC, Inc. for electrical work associated with _____ project. I understand that the invoices will be sent biweekly for work completed and/or materials on site and are due upon receipt.

All installations will be in compliance with the latest revision of the National Electrical Code, NFPA 70.

IEC Electrical & Data Services is a Certified Independent Construction Subcontractor.

2026 Cost of Franklin County Treasurer

The elected Treasurer position carries costs beyond the base salary due to required employment-related expenses. The Treasurer's annual salary is \$22,419 as established by the county's compensation schedule. In addition to salary, the county is responsible for employer-paid payroll taxes, including Social Security and Medicare, which are estimated at approximately 7.65 percent of salary, or \$1715.05 annually.

The county also contributes to the Treasurer's retirement through the applicable Maine Public Employee Retirement system at an employer contribution rate of 10.2 percent, resulting in an estimated annual cost of \$2,286.74. Health insurance benefits are provided in accordance with county policy for elected officials, with the employer share of 35% premiums estimated at \$per year.

When salary, payroll taxes, retirement contributions, and health insurance benefits are considered together, the total estimated annual cost of the elected Treasurer position is \$33,052.13. This figure represents the full fiscal impact of maintaining the position and provides a more accurate basis for budget and policy discussions.

Personnel Cost of the Treasurer	
Salary	22,419.00
Taxes	1,715.05
Retirement	2,286.74
Flex Benefits	6,631.34
	33,052.13

Treasurer Dept Personnel

025-01-7005 · Reasurer Salary	22,419
025-01-7020 · Bookkeeper	74,745
025-01-7025 · PT Finance clerk	-
025-01-7050 · Payroll Taxes	7,433
025-01-7055 · Flex Benefit	50,957
025-01-7070 · Workers Comp	-
025-01-7075 · Retirement	9,911
025-01-7105 · Training and Development	2,000
025-01-7110 · Travel and Mileage	1,250
025-01-7115 · Meals	750
025-01-7120 · Lodging	850
Personnel Total	170,315

Personnel Cost of the Treasurer

Salary	22,419.00
Taxes	1,715.05
Retirement	2,286.74
FlexBenefits	6,631.34
	33,052.13

Finance Transition Discussion

Pros

- Professional financial expertise: A Finance Director is hired based on education, training, and experience, ensuring consistent and knowledgeable financial management.
- Stronger financial oversight: Improves budgeting, financial reporting, audit preparation, and compliance with state and federal rules.
- Long-term financial planning: Allows focus on capital planning and financial policies rather than election cycles.
- Potential reduction in Business Services costs: Once fully trained, it is reasonable to assume a reduction in the Business Services budget line.
- Clear roles and accountability: Defined job duties and performance expectations improve clarity and responsibility.

Cons

- Increased cost of the position: A Finance Director will have higher costs due to salary (Average 2024 salary was \$88,380) CHPGT states its roughly 111,784 per year (Govsalaries.com), benefits, and professional development.
- Significant work must be done for the salary structure to support the hiring of a qualified employee.
- Training and transition costs: Initial onboarding and training may create short-term additional expenses.
- Reduced direct voter oversight: The position is appointed rather than elected.
- Adjustment period: Staff and officials may need time to adapt to new roles and processes.
- Short-term budget impact: Early budgets may reflect both the higher position cost and continued Business Services use.