

Minutes

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

The meeting was held via: Zoom

**Franklin County Commissioners' Meeting
February 3, 2026**

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

AUDIENCE: Mt. Blue T.V, Sue Pratt, David Rackliff, Jake Nichols, Pam Prodan, Earl Martin, Steve Lowell, David St. Laurent, Hart Daley, Jake Ducharme, Robert Lightbody, Scott Nichols, Richard Morton, Karen Rea, Amy Bernard, Tiffany Baker, and Jamie Sullivan.

ZOOM: Donna Perry, Deeds, Rebecca Gage, Brad Timberlake and Karina Gacki.

RECOGNITION: None

APPOINTMENTS: None

Motion to sign the Reconciliation Reports: Tom Saviello/Tom Skolfield (5/0).

NEW BUSINESS:

- 1. Administrator's Report** – A discussion was had regarding Capital Outlays and Contingency Funds. **Motion to accept the Administrator's Report: Tom Skolfield/Jeff Gilbert (5/0).**
Motion to approve the hiring of Thomas Moody, Noah Mayrose, Austin Yeaton, and Brandi Watson for Corrections, Steven Marcotte for the Facilities Manager position: Tom Skolfield/Fen Fowler (5/0).
Motion to sign the Reconciliation Reports: Tom Saviello/Tom Skolfield (5/0).
- 2. Minutes** – **Motion to approve the January 13, 2026, and January 20, 2026, Minutes: Tom Skolfield/Fen Fowler (5/0).**
- 3. Treasurer's Report** – **Motion to accept the Treasurer's Report – Tom Saviello/Tom Skolfield (5/0).**
- 4. Kitchen Grease Trap Removal & Replacement Project – Jail – Open Bids** – Two bids were received for this project: E.J. Perry - \$79,512 and H.E. Callahan - \$90,084. These bids do not include the estimated cost for the rental of a mobile kitchen which will be estimated at approximately \$20,000, plus the cost of propane which will be an additional cost to the County. **Motion to have Major Daley review the bids and come back to the Commissioners with a recommendation: Tom Saviello/Tom Skolfield (5/0).**
- 5. HR Request to Engage Legal Counsel** – The County received a request for accommodations under ADA. Tiffany is requesting to speak with the attorney regarding this matter. **Motion to authorize HR to seek legal review of a personnel matter: Fen Fowler/Tom Skolfield (5/0).**
- 6. MainePers Study** – Major Rackliffe requested a review by MainePers of the retirement system. He has approximately 3.9 years of service under the former plan, which was

purchased during the transition to MainePers. He would like to convert those 3.9 years to the Special 3C Plan. He is requesting that a study be completed to determine the cost of buying back the difference between Plan A and the Special 3C plan for the 3.9 years of service. This request can only come from the Commissioners. Major Rackliffe clarified that this is to just get him back on track, so that he can retire after 25 years. **Motion to authorize MainePERS 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: Tom Skolfield/Tom Saviello (5/0).**

7. **Salary Compensation – Schedule Workshop** – Due to the time constraints, we were unable to discuss the salary compensation at the workshop held on January 27, 2026. The Commissioners will hold a commissioner's meeting at 1:00 p.m., prior to the workshop. **Salary Compensation Workshop scheduled for February 10, 2026, 2:00 p.m. to 5:00 p.m.**
8. **Budget Committee – Statute Revision** – The current statute does not clearly address public notice requirements or centralized coordination of caucuses. It allows municipal officers to hold caucuses within their own districts, however, holding multiple caucuses makes it difficult to track terms, vacancies, and members. The current statute also does not address public notice requirements. Amy indicated that there is also a lack of representation of the unorganized territories. She suggested that the rotating member be a resident of the unorganized territories. She drafted language to present to the Board to clarify this statute as a point of discussion in changing the statute. Commissioner Saviello indicated that he believed the municipalities need to be on board with the revisions to the statute before it is put forward. It was suggested that Amy come up with a draft of bullet points to be discussed with the Budget Committee and municipalities, to include: elected officials, caucus elected, uniform causes or caucus as needed, replacement of budget members, rotating member to be from the UT and whether or not they have to be a municipal officer to be on the Budget Committee.
9. **HR Position** – A discussion was had regarding the history of the HR position. Discussion was also had regarding separating the HR/Deputy Administrator position. **Motion to hire a Human Resources Director: Tom Skolfield/Tom Saviello (5/0).**
Motion to move the HR Position to Director, Grade 8 on the Salary Structure: Tom Saviello/Tom Skolfield (5/0).

Two panels for the hiring process: Panel one to include Commissioner Carlton, and Panel two will include Commissioner Saviello. Tiffany will formulate two sets of questions for the candidates.

Recess at 12:27 p.m.

End Recess at 12:37 p.m.

10. **Second Meeting in February** – Due to the lack of staff being available, the Administrator is requesting that the Commissioner's reschedule the February 17th meeting. The Commissioner's discussed adding agenda items for discussion before the Salary Compensation Workshop scheduled for February 10, 2026, as well as adding items at the end of the meeting on February 24th, which has been scheduled for three (3) Abatement

Appeal Hearings. **Motion to move February 10, 2026, meeting to 1:00 p.m.: Tom Skolfield/Tom Saviello (5/0).**

OLD BUSINESS:

- 1. Madrid Pit – Electrical Proposal** – The proposal for the electrical upgrades at the Madrid gravel pit was received from IEC, Inc. The total estimated cost for the project is \$6,950.00. **Motion to 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: Fen Fowler/Tom Saviello (5/0).**
- 2. Treasurer question to voters** – A discussion was had regarding moving the Treasurer position from appointed to elected and the process involved with making this change. **Motion to proceed with moving forward with an appointed position verses an elected position: Tom Saviello/Tom Skolfield**
Commissioner Saviello withdrew his motion
Motion to gather information to have a discussion at the first meeting in June: Jeff Gilbert/Tom Saviello (5/0).
- 3. RFP for engineering for Plog Property and Madrid Pit** – Due to the complexity of the permit applications for the Plog property project and the Madrid gravel pit project, it was suggested by Amy that the work be completed by a licensed engineer. **Motion to 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: Fen Fowler/Tom Saviello (5/0).**

MISCELLANEOUS:

- 1. Conflict Resolution Training – Open Bids** – The County went out to bid for Conflict Resolution Training. Two quotes were received: The Abbott Advantage - \$6,000, plus travel and PAVE Prevention – provided three options, \$17,775, \$24,450, and \$12,150. **Motion to award Conflict Resolution Training to The Abbott Advantage: Tom Skolfield/Bob Carlton (4/1) Commissioner Saviello opposed.**
- 2. Abatement** – Commissioner Skolfield was looking for an update of the Town of Avon abatement appeal matter. The Findings of Facts have been provided to the Chair and have been mailed to all parties.
- 3. Cultural Evaluation** – Commissioner Skolfield was looking for an update with respect to the Cultural Evaluation and the contract with Steve Francek. There was no indication that there were any issues with the software programs/systems that Mr. Francek uses. They are still working on the indemnification clause language.
- 4. CMP Pole Replacement** – The County periodically receives CMP Pole Replacement Permits for the County to sign off on. The prior board allowed Amy to sign off, approving the pole replacements. The County has recently received two CMP Pole Replacement Permits. **Motion to give permission to Ms. Bernard to sign this CMP Pole Replacement Permit and all future permits: Tom Saviello/Tom Skolfield (5/0).**
- 5. Spirit of America** – Spirit of America Award ceremony to be held on March 3, 2026.

6. **Administrative Evaluation Forms** – The Administrative Evaluation forms were sent out last week for the board to review and make changes. Any changes were to be provided to Tiffany by February 10, 2026.
7. **Cleaning Contract** – A discussion was had regarding the cleaning at the courthouse. RCCM will provide a deep cleaning of the courthouse once per week to help facilitate the transition period of hiring a new facilities manager. **Motion to authorize Chair to sign the cleaning contract: Tom Saviello/Tom Skolfield (5/0).**
8. **MainePers** – The County received notification from MainePers that during the audit of the individuals not offered MainePers, they missed wage calculations for Sheriff Nichols for the time period between January 2022 through June 2022. The County must pay its obligation for its portion of the contributions for that time period in the amount of \$4,986.21. The County currently has a credit in the amount of \$4,392.54, less the cost of the County’s contribution in the amount of \$636.56 for Mrs. Nichols to buy back her time. The balance to be made to MainePers is \$1,230.23, which will be deducted from the Sheriff’s Office retirement budget. **Motion to use the remaining MainePers credit along with \$1,230.23 from the Sheriff’s Office retirement line to pay the counties portion of the MainePers contributions for the missed wage calculations for Sheriff Nichols for the period between January 2022 through June 2022: Tom Saviello/Tom Skolfield (5/0).**
9. Commissioner Saviello indicated that it was brought to his attention that one of the Commissioners in Oxford County indicated that if a non-profit worked in other counties, they could not be financed through the county. He has requested clarification on this matter
10. Rules of Conduct – Commissioner Saviello requested that they review the Rules of Conduct and placed on a future Agenda.
11. Commissioner Skolfield recognized Sue Pratt for being a new grandmother.

WARRANTS: County AP, ARPA, Payroll & UT – Motion to sign Warrants: Tom Skolfield/Fen Fowler (5/0).

ADJOURNMENT: Motion to adjourn at 1:36 p.m.: Tom Skolfield/Tom Saviello (5/0).

A recording is available for this meeting.







FRANKLIN COUNTY COMMISSIONERS

ATTEST: , CLERK