

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: February 10, 2026 @ 1:00 P.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. HR Job Description**
- 2. Cultural Evaluation – Employee Pay for Participation**
- 3. Jail – Board of Visitors Report**

OLD BUSINESS:

- 1. Kitchen Grease Trap Removal & Replacement Project – Jail – Award Bid**
- 2. MainePers – Study**
- 3. County Administrator Evaluation - Approval**

MISCELLANEOUS:

WARRANTS: County AP, UT, Payroll

WORKSHOP to begin at 2:00 p.m.:

- 1. Salary Structure**

ADJOURNMENT:

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

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

**County Commissioner's Meeting
Agenda Discussion and Analysis
February 10, 2026**

RECOGNITION: None

APPOINTMENTS: None

New Business:

HR Job Description

Comments: On February 3, 2026, the Commissioners voted to revise the HR position to remove the Deputy County Administrator duties and change the title of the position. Attached hereto is the revised job description for approval.

Recommendation: Motion to accept the revised job description for HR Director.

Cultural Evaluation – Employee Pay

Comments: In order to pay employees to participate in the survey, and keep them anonymous, the county will need to pay the entire staff one hour at their regular hourly rate upon completion of the data collection portion of the project. If the employee was working, they would need to either inform their supervisor or find coverage in most instances while they step off the floor or off patrol duty. If they were to participate during off duty hours and punch in and out, it would be obvious to the Dept. Head that the employee participated. Therefore, I feel this is the best option to ensure employees are paid while protecting their participation in the survey.

Recommendation: Motion to approve paying each employee, hourly and salary, one hour of pay upon completion of the survey data collection.

Jail – Board of Visitors Report

Comments: The Sheriff has received the BOV report. We should have this to provide for you on Monday.

Recommendation: None at this time.

OLD BUSINESS:

Kitchen Grease Trap Removal & Replacement Project – Jail – Award Bid

Comments: John Welch has contacted both bidders. Based on the level of detail provided, staff recommend awarding the project to H.E. Callahan Construction. Although their bid is approximately \$9,000 higher, it is expected to result in a higher-quality repair for the facility. The proposed four-week project timeline aligns with the four-week Mobile Kitchen rental, estimated at \$13,545, with an additional delivery cost to be confirmed.

Recommendation: Motion to award the bid for jail trap project to H.E. Callahan Construction for the amount of \$90,084.00.

Maine Pers – Study

Comments: Major Rackliffe requested a study for his 3.9 years of service under Plan AC to be recognized under the special 3C plan. The County cannot make an all-service plan change like this for a single individual. It can make plan changes by job classification and/or employment status. The Board could request an updated study effective July 1, 2026, for your non-union law enforcement officers who are employed and participating on July 1, 2026, for the period from June 1, 2002, through December 31, 2013, which will impact Steven Lowell, David St. Laurent and B. David Rackliffe as all 3 of them have AC service during this period. Maine PERS will charge the County for the cost to have this study. The results will yield a liability to the county for the plan change for the three employees. There will not be a cost for the employee. See the attached correspondence.

Recommendation: None at this time

County Administrator Evaluation – Approval

Comments: The Commissioners received the County Administrator evaluation on February 3rd for review. HR received 3 responses from the Board stating the review was good as provided. Commissioner Fowler requested a question be added to the employee self-evaluation about how the Board can improve. Because this is a self-evaluation, not an evaluation of the Board, I am not sure it's appropriate for the form, but it could be part of a discussion, or review of the Board as managers.

Recommendation: Motion to move forward in the review process using the forms provided.

MISCELLANEOUS:

WORKSHOP:

- 1. Salary Structure-See workshop materials.**

Franklin County Position Description

Position Title: HR Director

Department: Commissioners

Reports to: County Administrator

FLSA Status: Exempt

Effective Date: February 2026

Job Summary:

The Human Resource Director provides support for a workforce of 75+ employees. This position performs all human resource functions to include: wage and salary administration; benefits administration; assists with labor relations and collective bargaining; workers compensation and safety; employee assistance program; recruitment; assist with performance evaluations, coaching, and management; provides general guidance to all department heads regarding matters of personnel, personnel policies and procedures; training and development; and records management all while ensuring the County's compliance with federal, state, and local laws and ordinances that affect personnel. This position has access to an extensive amount of highly confidential information on a county-wide basis such as personnel records, collective bargaining negotiations, bid proposals, and pending lawsuits and investigations.

Essential Job Functions:

HR Functions:

- *Manages recruitment to include posting of internal and external notices/advertisements of open positions with the County and distributes to appropriate departments & advertising agencies, collaboration with outside resources for marketing, and attending job fairs.*
- *Manages the online employment application system and County website for County job openings, verifies information and routes to appropriate person or department.*
- *Works collaboratively with the Union and Department Head to update job descriptions as needed.*
- *Conducts new hire orientation and onboarding to include: review of personnel policies and benefit offerings; and perform data entry into payroll and vendor systems.*
- *Coordinates, prepares, tracks, and generates personnel change notices involving human resource transactions including new hires, promotions, transfers, ensuring timely submission of salary changes, leave of absences, terminating etc.*
- *Annually prepares and distributes County wide benefit informational material and facilitates open enrollment for health, dental, and vision plans.*

- *Ensures compliance and maintains communication with employees regarding policies for paid and unpaid leave of absences.*
- *Ensures compliance of Workers Compensations laws by investigating and filing first report of injury; follow up and tracks claims; communicates with physicians and workers compensation carrier.*
- *Maintains compliance with federal OSHA and state requirements regarding work-related illnesses and injuries.*
- *Ensures compliance with all required State and Federal labor law postings and distributes County wide as necessary.*
- *Assists County employees by providing information and explaining procedures to departments; answer general questions and provides interpretation of personnel policies and collective bargaining agreements.*
- *Maintains personnel files on all current and past employees, including performance ratings, accident reports, sick days, vacations, benefits, pay changes, addresses and other related information.*
- *Responds to requests for verification of employment; completes new hire reporting to DHHS and the Department of Homeland Security.*
- *Respond to unemployment claims and attend hearings as necessary.*
- *Represent the county alongside the County Administrator in union negotiations, including scheduling negotiation sessions, preparing proposals, actively participating in negotiations, and preparing the final agreed upon contract.*
- *Annually review the county wage plan and assist the County Administrator on recommendations to the Board of County Commissioners.*
- *Perform all other tasks in relation to human resources as needed.*

Required Knowledge/Skills/Abilities:

- *Knowledge of laws pertaining to governmental management and personnel.*
- *Knowledge of wage and hour laws, Department of Labor (DOL), Occupational Safety and Health Administration (OSHA), Maine Human Rights Commission (MHRC), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Maine Labor Relations Board (MLRB), and Maine State Statutes.*
- *Knowledge of efficient and effective research techniques.*
- *Ability to work as a team and foster good working relationships with all county staff, elected officials, committees, and community leaders.*
- *Ability to prioritize and perform required work in a timely manner with attention to detail.*
- *Possess excellent oral and written communication skills.*

- Ability to actively listen and implement conflict resolution as necessary.
- Possess public relations/customer service skills.

Education and Experience:

Bachelor's Degree in Business Administration and/or a minimum of five years of relevant experience required.

SHRM-CP certification within the first year.

| Physical Requirements: | Percentage of Work Time Spent on Activity | | | |
|---|---|----------|----------|----------|
| | 0-24 | 25-49 | 50-74 | 75-100 |
| <i>Seeing: Must be able to read computer screens and reports.</i> | | | x | |
| <i>Hearing: Must be able to hear well enough to receive calls and verbal communication.</i> | | | | x |
| <i>Standing/Walking: Must be able to move about the department.</i> | | x | | |
| <i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i> | | | x | |
| <i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i> | x | | | |
| <i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i> | x | | | |

Working Conditions: Normal working conditions absent extreme factors.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton

Internal (hdaley@franklincountymaine.gov)



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Hi Amy,

John Welch has reached out to the (2) bidders. Due to the detail of the bids, we would like to move forward with **HE Callahan Construction**. I know they were around \$9,000 more but we believe the outcome of the project will be a higher quality repair for the jail. They have quoted a (4) week project, which would coincide with the (4) week Mobile Kitchen rental, which will be \$13,545 for the rental and an additional cost for delivery, which I should have very soon.

Thanks for all your assistance,

Hart



Major Hart Daley

Jail Administrator

Franklin County Detention Center

121 County Way, Farmington, Maine 04938

www.franklincountymaine.gov

W: (207) 860-4222 M: (207) 860-6431

HDaley@franklincountymaine.gov

From: Amy Bernard, MPA <ABernard@franklincountymaine.gov>

Sent: Wednesday, February 4, 2026 11:27 AM

To: Jill Korcoulis <jill@constructionsummary.com>

Cc: Jamie Sullivan <JSullivan@franklincountymaine.gov>; Major Hart Daley <HDaley@franklincountymaine.gov>

Subject: RE: Kitchen Grease Trap Removal & Replacement (Franklin County Detention Center)

The bids are in review,, once that is done the commissioners will award the bids.

Amy

Tiffany Baker

From: Deanna Doyle <Deanna.Doyle@mainepers.org>
Sent: Thursday, February 5, 2026 10:28 AM
To: Tiffany Baker
Cc: Amy Bernard, MPA
Subject: RE: Maine PERS Study

External (deanna.doyle@mainepers.org)



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Hi Tiffany, As I mentioned previously, the County cannot make an all service plan change like this for a single individual. It can make plan changes by job classification and/or employment status. You could request an updated study effective July 1, 2026 for your non-union law enforcement officers who are employed and participating on July 1, 2026 for the period from June 1, 2002 through December 31, 2013, but it would impact Steven Lowell, David St. Laurent and B. David Rackliffe as all 3 of them have AC service during this period. We would also need to charge the County for the cost to have this study updated as the original study was the County's one free actuarial study for 2026. The cost to have the study updated is something you can pass on to your employees. If you think they are interested in pursuing this, I can get an estimate of how much the actuary will charge to do the update. Thanks.

Sincerely,

Deanna Doyle
PLD Plan Administrator - Member Services
Toll Free: 1-800-451-9800
www.mainepers.org

From: Tiffany Baker <TBaker@franklincountymaine.gov>
Sent: Thursday, February 5, 2026 9:09 AM
To: Deanna Doyle <Deanna.Doyle@mainepers.org>
Cc: Amy Bernard, MPA <ABernard@franklincountymaine.gov>
Subject: Maine PERS Study

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Hi Deanna,

Tiffany Baker

From: Deanna Doyle <Deanna.Doyle@mainepers.org>
Sent: Thursday, February 5, 2026 11:40 AM
To: Tiffany Baker
Cc: Amy Bernard, MPA
Subject: RE: Maine PERS Study

External (deanna.doyle@mainepers.org)



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Hi Tiffany, Yes, it would provide similar results to the study you just had done (and provide a higher cost as more years of service are involved for 3 people) and yield an employer liability only. There is no provision in statute or rule that allows an individual member to purchase the upgrade of their service from one plan to another. This is true even if the employer wishes to allow it. Only an employer can make a plan change that upgrades the service from one plan to another for a classification of employees (these are the all service plan changes I've been referencing) and the liability (cost) for that type of change is born by the employer - the cost cannot be passed on to employees.

Sincerely,

Deanna Doyle
PLD Plan Administrator - Member Services
Toll Free: 1-800-451-9800
www.mainepers.org

From: Tiffany Baker <TBaker@franklincountymaine.gov>
Sent: Thursday, February 5, 2026 11:07 AM
To: Deanna Doyle <Deanna.Doyle@mainepers.org>
Cc: Amy Bernard, MPA <ABernard@franklincountymaine.gov>
Subject: RE: Maine PERS Study

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Hi Deanna,

Thank you for the reminder. We will need to revisit this with the Board. Can you help me understand what this study will look like? Could this yield an employer liability only, similarly to the study recently