

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: March 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. LUPC Presentation**
- 5. Jail – Mobile Kitchen Unit**
- 6. Jail – Board of Visitors Report**
- 7. January Reconciliation and Reports**
- 8. Pepins General Store Liquor License – Set Public Hearing**

OLD BUSINESS:

- 1. Commissioners Meeting Ground Rules**
- 2. UT Bridges and Roads Reserve Authorization**
- 3. Franklin County Budget Committee Statute**
- 4. Budget Request for funds Consultant and Finance Director**
- 5. Salary Structure- Set the COLA**

MISCELLANEOUS:

WARRANTS: County AP & UT

Executive Session 1 M.R.S. § 405(6)(A) – Personnel Matter with Hart Daley

Executive Session 1 M.R.S. § 405(6)(F) – Confidential Records - IT Cyber Security

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
March 3, 2026**

RECOGNITION:

APPOINTMENTS:

NEW BUSINESS:

Administrator's Report

- The missing part for the UPS arrived this week. The proposed date to move forward with this project is March 12, 2026, at 8:00 p.m.
- EMA and I will be meeting with the Town of Eustis to discuss communication issues in Northern Franklin County on March 5, 2026.
- Brad Timberlake, Communications Director, submitted his two weeks' notice effective February 25, 2026. We have posted this position on the county website, Maine Municipal Association website and the Daily Bulldog.
- Jace Poulin, Communications Supervisor, submitted his resignation.
- The UT Budget Public Hearing is schedule for March 5, 2026 in Augusta.

Recommendation: Motion to accept the Administrator's Report.

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

Recommendation: Motion to approve the February 24, 2026, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

LUPC Presentation

Comments: Stacy Benjamin, Acting Planning Manager for the LUPC will be present to inform the board of the current process to update them on the Comprehensive Land Use Plan as well as share new information.

Recommendation: None at this time.

Jail – Mobile Kitchen Unit

Comments: Renting a temporary kitchen for the Grease Trap project at the Jail would allow inmates to remain in the facility during construction, resulting in cost savings to the County. The Jail Building Reserve currently has a balance of \$124,607.06 that could be used to help fund the project; however, using these funds would significantly reduce the reserve balance and leave limited funds available in the event of a building emergency. The Commissioners would need to authorize the Sheriff to sign the Mobile Concepts Rental Agreement for the use of a 28-foot mobile kitchen unit for a 30-day term.

Recommendation: Motion: Authorize the Sherrif to sign the agreement with Mobile Concepts for the mobile kitchen unit for \$13,545.

Jail – Board of Visitors Report

Comments: Nancy Allen, Chair of the Board of Visitors, Franklin County Detention Center, will present the 2025 Annual Report and as well as answer any questions that may be had. A copy of the Board of Visitors Annual Report for Year 2025 is included in your packet.

Recommendation: None at this time.

January Reconciliation and Reports

Comments: All January 2026 bank reconciliations for Franklin County and the Unorganized Territory were completed and balanced with no variances between adjusted bank balances and book balances. Total cash and CDARS balances across all County and UT accounts as of January 31, 2026, were \$11,615,890.88.

Monthly Reports:

The Franklin County General Fund has received 95.9% of its total budgeted revenues (\$7,717,015.02 of \$8,049,157), largely due to property taxes being fully collected, and has expended 58.2% of its total budget (\$4,664,338.68 of \$8,014,157). The fund shows a positive net change in fund balance of \$3,052,676.34.

The Jail Fund has received 89.0% of its budgeted revenues (\$3,146,291.29 of \$3,536,649) and has expended 56.0% of its budget (\$1,981,841.18 of \$3,536,649), resulting in a positive net change in fund balance of \$1,164,450.11.

The Unorganized Territory General Fund has received 77.2% of its budgeted revenues (\$2,600,534.96 of \$3,368,715) and has expended 79.9% of its total budget (\$3,305,912.03 of \$4,139,736.53). The net change in fund balance is a negative \$705,377.07, compared to a budgeted decrease of \$771,021.53.

Recommendation: Motion: To sign the Bank Reconciliation for January.

Motion: To sign the Monthly reports for January.

Pepins General Store Liquor License – Set Public Hearing

Comments: The County has received a liquor license renewal application for Papin’s General Store in Coburn Gore, Maine. The application was forwarded to the Sheriff to determine whether there are any law enforcement concerns associated with the establishment. The Sheriff has responded that there are no known issues. The County is required to hold a public hearing on the renewal application. It is recommended that the Commissioners schedule the public hearing for the next commissioner’s meeting so that it can be properly noticed and duly warned.

Recommendation: Motion: to schedule and hold a public hearing on March 17, 2026, at 10:00 a.m. regarding the liquor license renewal application for Papin’s General Store in Coburn Gore, Maine.

OLD BUSINESS:

Commissioners Meeting Ground Rules

Comments: Commissioner Saviello requested this matter be added to the agenda as the Board agreed these ground rules be reviewed annually.

Recommendation: None at this time.

UT Bridges and Roads Reserve Authorization

Comments: The Commissioners previously voted to consolidate the UT reserves for the purpose of funding the construction costs associated with the two bridges currently under contract within the UT. However, on April 15, 2025, the minutes do not state that the Commissioners did not take formal action to authorize the expenditure of those consolidated reserve funds to pay for the construction costs. Commissioner Saviello requested that the Commissioners take a clear and formal vote to authorize the use of the consolidated UT reserve funds for the bridge construction costs.

Recommendation: Motion: To authorize the use of the consolidated UT Bridges and Roads Reserve funds to pay for the construction costs associated with the two bridges currently under contract within the UT.

Franklin County Budget Committee Statute

Comments: The Commissioner's requested a summary of the recent discussion regarding the Franklin County Budget Committee statute, including the ideas that were discussed, what was verbally agreed upon, and what items did not reach agreement. This summary reflects my understanding of the conversation, and I apologize in advance if anything has been misstated or omitted. Please see attached memorandum.

Recommendation: None at this time.

Budget Request for funds Consultant and Finance Director

Comments: Commissioner Saviello requested these be added to the FY27 Budget. The board needs to have a formal discussion to move forward to include this in the budget.

Recommendation: None at this time.

Salary Structure- Set the COLA

Comments: The Commissioners must determine whether to grant a Cost-of-Living Adjustment (COLA) for non-union employees to finalize the budget. At the last meeting, the Consumer Price Index (CPI) for December 2026 was presented to the Commissioners at 3.3%. The salary structure policy references the CPI (December of every year) as an indicator for setting COLA. It is important that the Commissioners establish the COLA, if any, so the budget can be finalized. I would also like to remind the Commissioners that setting a COLA for non-union employees at a rate lower than the union agreements can create a compression issue, where administrators versus supervisors (union) may ultimately earn less than their subordinates. Historically, this has occurred approximately every three years and has then required subsequent salary adjustments to correct the imbalance. To prevent this recurring issue, it is recommended that the Commissioners carefully consider the long-term impact of the COLA decision when setting the rate for non-union employees. For the Commissioners reference, the Dispatcher are receiving a COLA of 9%, the Patrol are receiving COLA of 5%, and the Corrections are receiving COLA of 4%.

Recommendation: Establish a COLA of ___% for FY27 non-union employees.

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

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

General Fund Operating Cash \$2,507,738.01

General Fund Payroll Cash \$143,589.15

General Fund CDARS \$0.00

ARPA Fund Cash \$961,120.66

UT General Fund Cash \$287,307.07

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$2,499,158.08

UT TIF CDARS: \$0.00

Interest rates

General Fund Operating Cash 3.25% as of 1/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.65% as of 1/31/2026 invested w/ Intrafi Cash Service at Franklin Savings

UT General Fund Cash 3.25% as of 1/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 1/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.77796% matured on 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 current payments.

Warrants

AP Warrants for signatures 3/3/2026 (warrants not finalized at the time of this writing)

AP County Warrant \$143,251.33

AP UT Warrant \$3,036.28

AP UT TIF Warrant \$8,066.50

County Taxes 2nd Half FY 26 paid as of 02-27-2026 by municipalities of Franklin County:

AVON	\$45,432.00	
CARRABASSETT VALLEY	\$1,000,377.00	1/29/2026
CARTHAGE	\$70,579.50	2/17/2026
CHESTERVILLE	\$125,216.50	1/23/2026
COPLIN PLANTATION	\$47,238.50	2/19/2026
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	2/17/2026
KINGFIELD	\$146,508.50	1/15/2026
NEW SHARON	\$108,752.50	1/23/2026
NEW VINEYARD	\$97,186.00	2/9/2026
PHILLIPS	\$98,019.50	
RANGELEY	\$676,064.50	2/19/2026
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 2/27/2026	\$4,426,063.00	
OUTSTANDING 2/27/2026	\$388,188.00	
UNORGANIZED TOWNSHIPS	\$565,195.00	10/14/2025 paid for full fiscal year

Comprehensive Land Use Plan Update

Maine Land Use Planning Commission



What is the Comprehensive Land Use Plan (CLUP)?

- The Land Use Planning Commission (LUPC or the Commission) is required by statute to adopt a CLUP.
- The CLUP is used "...as a guide in developing specific land use standards and delineating district boundaries and guiding development and generally fulfilling the purposes of..." the LUPC statute.
- The last CLUP was adopted in 2010 and **the Commission voted to begin an update process in December 2024.**

Why update the CLUP now?

- In 2012, the Maine legislature made several changes to the statute that applies to the Commission's activity (P.L. 2011, ch. 682 enacting LD 1798) → **a new plan would improve consistency with these changes.**
- Many of the goals and policies of the 2010 CLUP have been accomplished
- Maine and the world have changed since 2010 → **a new plan would be based on current information and be more forward facing.**

What does an update process include?

The CLUP update will happen in **three phases**:

1. Pre-Process (in progress). Information gathering and public input. Staff are conducting the following activities:
 - a. *Initial Outreach Interviews*. Completed Summer 2025, read the final report on the CLUP update website.
 - b. *Informational Sessions (happening now)*. Forest Resources, Flood Hazards and Resilience, Land and Wildlife Conservation, Recreation, Housing and Development, Water Resources, and potentially more!
 - c. *Public Survey*. Coming Spring 2026
 - d. *Public Workshops*. Coming Fall 2026
 - e. *Final Proposal*. Proposal for the components and structure of the update process.
2. Update Process. Updating the goals and policies of the CLUP.
3. Adoption Process. Adoption through the legislature.

What comes next?

While LUPC staff are working on the update process, **you can**:

- Be on the lookout for the CLUP update survey going live Spring 2026.
- Visit the new CLUP update website: <http://maine.gov/dacf/clupdate>
- Sign up for GovDelivery updates about the CLUP process on the website.
- Contact the LUPC with your thoughts and suggestions for the CLUP.

Contact Us

Stacy Benjamin, Acting Planning Manager
Phone: (207) 441-3761
Email: Stacy.Benjamin@maine.gov

Emily Francis-Lamore, Senior Planner
Phone: (207) 441-2175
Email: Emily.Francis-Lamore@maine.gov

Operating a Short-Term Rental? Starting a Short-Term Rental?



LAND USE PLANNING
COMMISSION

DEPARTMENT OF AGRICULTURE,
CONSERVATION & FORESTRY

New Rule for Short-Term Rentals in the LUPC's Service Area

Effective **January 12, 2026**, operators of short-term rentals on property in the Maine Land Use Planning Commission's service area must file a notice with the Commission. Operators of existing short-term rentals have until **July 11, 2026**, to file the notice.

THERE IS NO FEE TO FILE THE NOTICE.

The notice may be filed online through the LUPC's short-term rental notice portal or by postal mail or email.

What is a Short-Term Rental according to the LUPC?

A short-term rental is defined as "a legally existing dwelling unit, portion of a dwelling unit, or single residential campsite that is rented for a fee or other compensation to a person or group for a period of tenancy of less than 30 consecutive calendar days." Short-term rentals **are limited to one** dwelling unit, portion of a dwelling unit, or residential campsite on a single lot, unless the lot is part of a condominium in which the units are individually owned. Please contact the LUPC if you operate more than one short-term rental on your property.

To File the Notice or Find More Information

Visit the LUPC's Short-Term Rentals webpage:



LUPC Short-Term Rentals Webpage

Have Questions?

Please fill out the LUPC's General Inquiries Form:



LUPC General Inquiries Form

Best Practices for Short-Term Rentals

Visit the LUPC's Short-Term Rentals webpage (use QR code above) and scroll down to "Best Practices."

Hart,

Thank you for reaching out! When you have an opportunity please provide the following info –

- Start date
- Length of project
- Address of project

Below is some additional information regarding our rental units. Currently, we do not offer hourly or daily rates. A monthly term is the shortest that we offer.

All of our units are first come, first served. The only way to reserve a unit is with a signed Rental Agreement, down payment and COI (certificate of insurance).

Please find the attached – available equipment layouts and specifications for your review. Please note there are many options available to fit your specific needs.

Rental Price – Per Month

Monthly

- | | |
|----------------------------------|----------|
| • 24' Mobile Kitchen Unit 24-015 | \$10,710 |
| • 28' Mobile Kitchen Unit 28-011 | \$13,545 |

Cleaning Fee (refundable) –

- **24'-28' units - \$1,500**

This is a onetime refundable fee

Transportation – per unit

- Delivery/Return – to/from – *will need the exact location to calculate transport*
- Freight quotes are good for 7 days

Rental quotes are good for 30 days....

- **Note** – due to rapidly changing freight costs this estimate may need to be re-quoted within 30 days of the contracted start date.

Prices quoted are based on availability. The customer is responsible for leveling the trailer and making all of the utility connections upon delivery.

Grease Traps, Ramps/Decking, Supplemental Dry Storage Space, Generators, and Gray Water Holding Tanks/Pumping Service can be quoted upon request.

General Utility Connections – customer responsibility

- **Power** – Standard 4 Hard Wire Connection
- **Water** – 3/4" Garden hose connection
- **Sewer/Gray Water** – Sanitary sewer connection or external holding tank and connection
- **Propane** – Tank, regulator, LP fuel required

I look forward to further discussing your specific needs and options at your earliest convenience.

I will be out of the office Monday February 9th returning to work Tuesday February 10th.



Shawn F. Luddy - East Coast Regional Sales Mgr.



4 Glyndon Dr., Suite 2L, Reisterstown, MD 21136

443-744-8484 – Office – EST

443-910-2471 – Direct – EST

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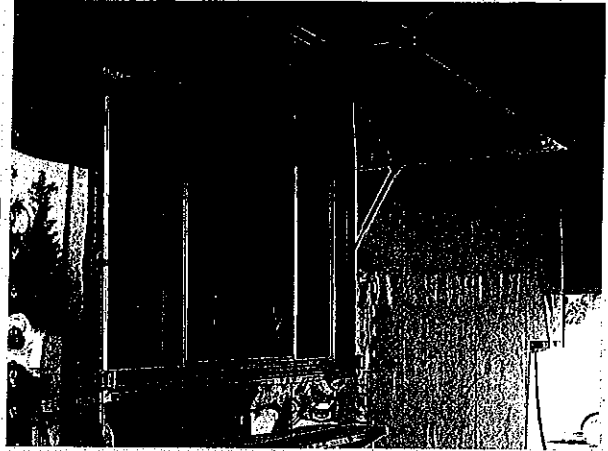
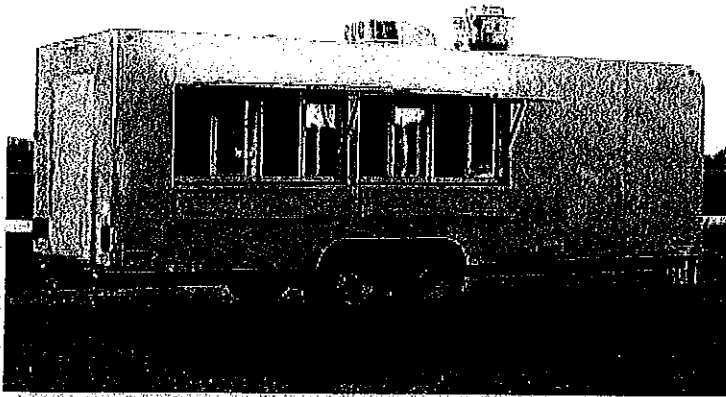
Linked 

*For equipment service issues please email -
service@usmobilekitchens.com*

*Rentals & Sales of Mobile & Modular Cooking,
Prep, Dishwashing, Refrigeration, Dining
Laundry, Sleeping, Shower & Restroom Units.*

Rental & Manufacturing Facilities in Baltimore, Maryland,
Los Angeles, California & Pinetops, North Carolina.

**(Note - Availability of inventory changes daily
and is not guaranteed without a signed
contract and deposit in hand).**

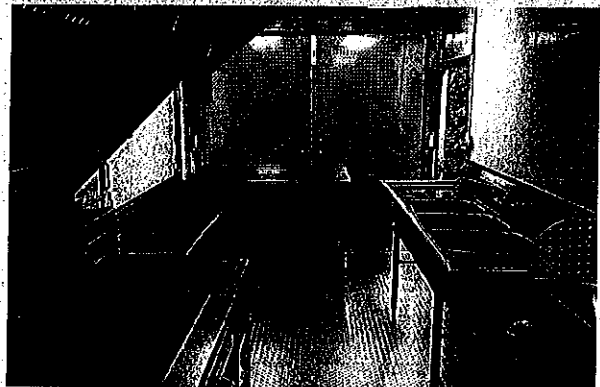


24' & 28' Mobile Kitchen Trailer

Mobile kitchens are our specialty! Our state-of-the-art, fully equipped mobile kitchens are available in a selection of sizes and can be custom-configured to meet your specific needs. We offer both short and long-term cost effective rentals and leasing, as well as purchase options.

All units feature easy-to-clean washable surfaces and non-slip flooring. You may choose from a wide range of appliances and support equipment. Your mobile kitchen rental comes complete with onsite set-up, support and removal services.

- Easy-to-clean washable surfaces
- Non-slip flooring
- Wide range of appliances and support equipment
- Onsite set-up and support available
- Removal services
- Three compartment sink and hand sinks in every unit
- On-demand hot water heater system
- Nationwide and international availability
- Decking and ramp access available



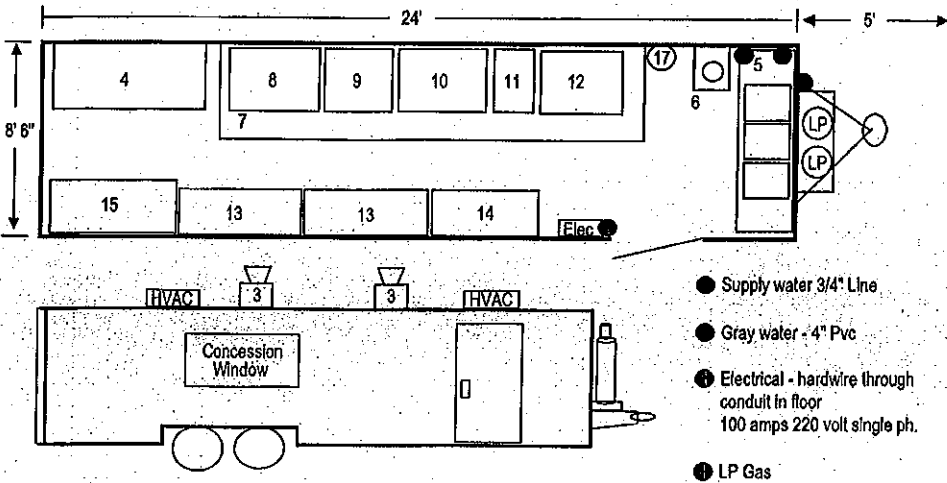
Call U.S. Mobile Kitchens for a quote!


U.S. MOBILE KITCHENS
888-211-6636

www.usmobilekitchens.com

Sample Schematics

24' Mobile Kitchen Trailer



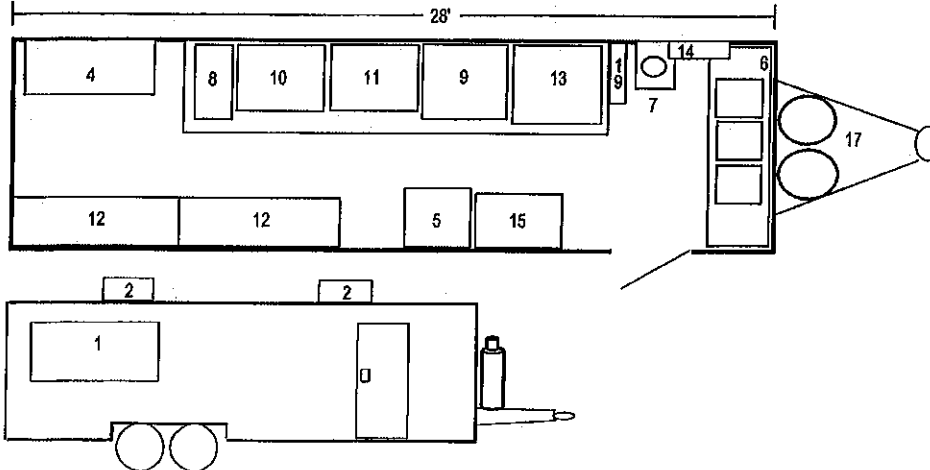
EQUIPMENT LEGEND

1. Concession window
2. Hvac unit
3. Exhaust fan
4. 2 Door refrigerator (1)
5. 3 Basin sink (1)
6. Hand sink (1)
7. Exhaust hood
8. 6 Burner range w/oven
9. 24" Char grill
10. 24" Griddle on stand
11. Floor model deep fryer
12. Single convection oven
13. Stainless steel table w/ under shelves
14. Metro shelving rack
15. Freezer - undercounter w/ worktop
16. Lights (not shown)
17. Fire suppression system

Not Shown:

Electric brakes & heavy duty suspension
Extra 120v 20amp outlets
White aluminum insulated walls & ceiling,
seamless epoxy floor

28' Mobile Kitchen Trailer



EQUIPMENT LEGEND

1. Concession window
2. Hvac unit - 2 ea 15,000 BTU w/ heat strip
3. 16" Exhaust hood and fan
4. 2 Door refrigerator
5. 1 Door freezer
6. 3 Basin sink
7. Hand sink
8. 40# Deep fryer
9. 6 Burner range w/ oven
10. 36" griddle on stand
11. Tilt skillet
12. 60" SS table w/ under shelves
13. Double convection oven
14. On-demand hot water (endless supply)
15. 36" w x 72" h x 18" d wire shelf
17. 100# LP tanks (2)
19. Fire suppression system

UTILITIES

Power - 100a 220v 1Ph
Water - 3/4" garden hose connect
Sewer - 1 1/2" discharge
Propane - 2 ea 100# tanks

Trailer weight est: 10,000 - 12,000 lbs

TRAILER SPECIFICATIONS

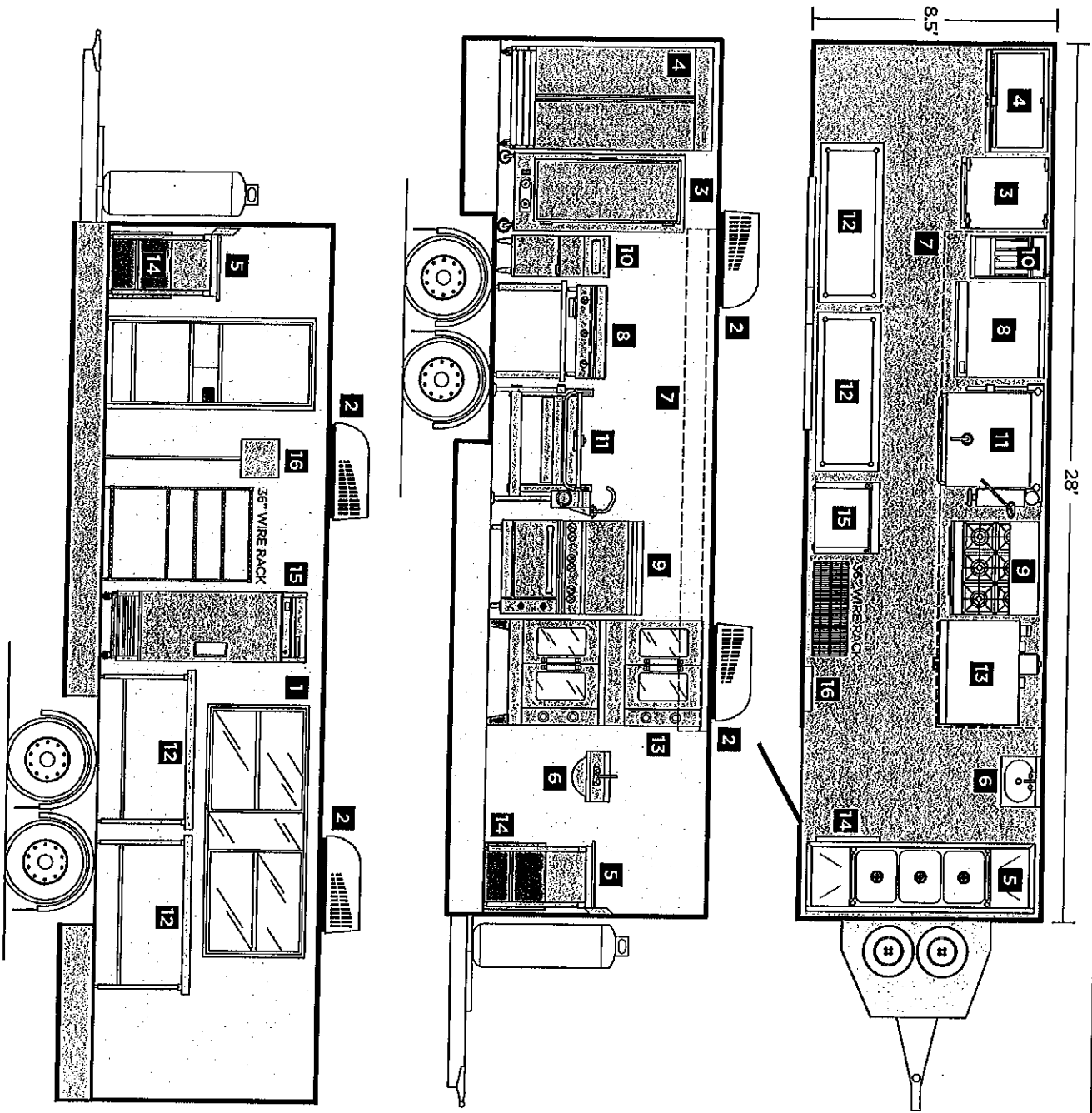
Electric brakes & heavy duty suspension
AXLES - 2 ea 6000lb axles
LOAD DISTRIBUTION equalizer brackets
REAR BOGEY WHEELS
INTERIOR WIDTH - 94"
INTERIOR HEIGHT - 96"
TONGUE - 60" triple tube with 1/2" draw bar connections
WALLS - reinforced and braced
WALL FINISH - Interior and Exterior .303 White Aluminum - Washable
FLOOR UNDERLAYMENT - Advantech laminate subfloor
FLOOR FINISH - Diamond plate floors and cover
INSULATED - walls floor and ceiling
PLUMBING - supply- PEX
PLUMBING - drain - PVC
DOORS 1 ea 36" doors with Integrated screens
Additional electrical receptacles in food preparation areas

U.S. MOBILE KITCHENS
888-211-6636

www.usmobilekitchens.com

NOTE: SOME LAYOUTS VARY FROM TRAILER TO TRAILER

These drawing are the property of U.S. Mobile Kitchens. All Ideas, designs, arrangements, graphic techniques and plans indicated by this drawing are owned by and the property of U.S. Mobile Kitchens, and were developed for our sole use or in connection with this specific project. None of the Ideas, designs or plans shall be used by or disclosed to any person, firm or corporation for any purpose whatsoever without U.S. mobile Kitchens written permission.



28' Mobile Kitchen 28-011

- 1 Concession Window
- 2 Hvac Unit
- 3 Warming Cabinet
- 4 2 Door Refrigerator
- 5 3 Basin Sink
- 6 Hand Sink
- 7 Exhaust Hood w/ Fire Suppression
- 8 36" Flattop Griddle
- 9 Six Burner Range w/Oven
- 10 40 Lb. Fryer
- 11 Tilt Skillet
- 12 Stainless Steel Table w/ Under Shelves
- 13 Double Convection Oven
- 14 Under Counter Dishwasher
- 15 Freezer
- 16 Electrical Panel

Utility Connections

- Electrical: 100 Amps 220 Volt Single Phase
- Supply Water: Standard Hose Bib Connection
- Gray Water: Standard RV Style Hose Connection
- Propane Gas: Approx. 750,000 Btuh of Connected Equipment

Not Shown:

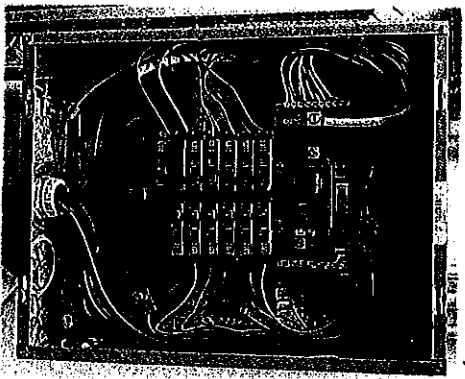
- Lights
- On-Demand Water Heater
- Electric Brakes & Heavy Duty Suspension
- Extra 120 Volt 20 Amp Outlets
- Aluminum Walls & Aluminum Diamond Plate Floor
- Fire Suppression System



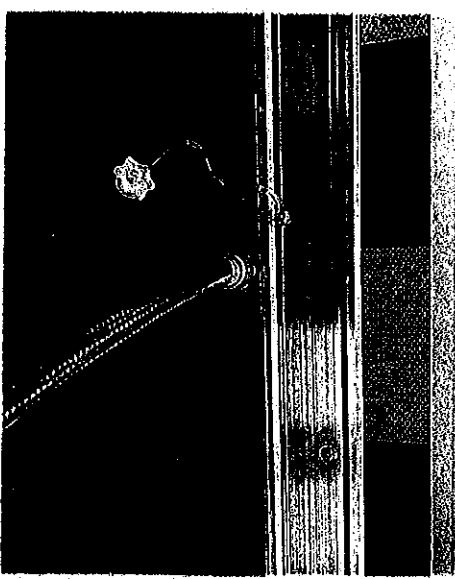


UTILITY CONNECTIONS

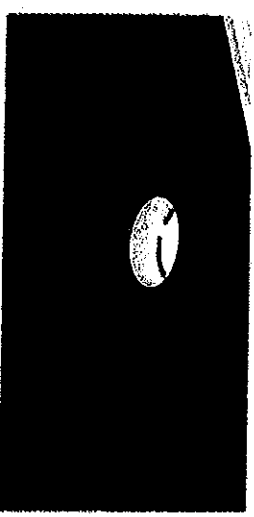
Electrical (Hard-wire)



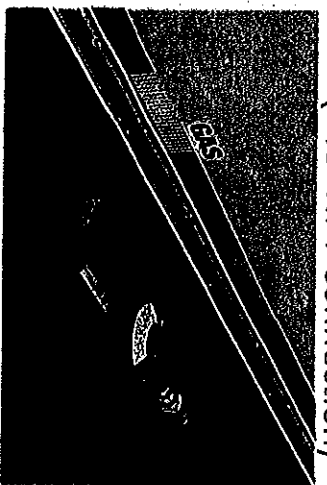
Supply Water (3/4" Connection)



Waste Water (4" PVC Connection)



Gas (1 1/2" NPT Connection)



Board of Visitors

Annual Report

Franklin County Detention Center
Farmington, Maine
January 2026 (Report for Year 2025)



Respectfully Submitted By:

Nancy Allen
Kenneth Charles
Jan Collins
LeeAnna Lavoie
Ashley Perry
Emmanuel Reis
Amanda Ricci

franklin.county.me.bov@gmail.com

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INTRODUCTION

Franklin County Jail Board of Visitors is an oversight and advisory committee of citizens identified by the Sheriff to represent the interests of the people in Franklin County. It is mandated by law (Chapter 13, Title 30-A, 1607). The Board of Visitors (BOV) are chosen for their varied orientations, interests and expertise in the field of corrections and rehabilitation issues. The BOV focus in this capacity will be regarding public safety and security, jail staff safety, as well as inmate health and safety.

-from FCDC Policies and Procedures Manual 10/17

As noted by the MDOC, the mission of corrections is to reduce recidivism while holding the offender accountable. The ultimate goal is to rehabilitate, ensuring that the inmate is able to maintain themselves upon release as part of the outside community. Priority must be given to inmate and staff safety in order to accomplish these goals.

“The goal of the Franklin County Detention Center is to provide a safe, sanitary and secure place of detention for all persons committed to this jurisdiction for detention or correction.”

-from the 2020 [Inmate Handbook, Rules and Regulations](#)

In looking at the words “detention” or “correction” it is important to consider the humane and respectful treatment of all inmates as core values. Basic needs and services consistent with a physically and emotionally healthy environment should be considered essential during their tenure at the Center. Beyond the standard custodial “clean and safe” considerations, we suggest that there are deeper needs to embrace that contribute to the fulfillment of the mission of the FCDC. The concept of “punishment” should not go beyond what the courts have delivered as a sentencing condition.

Previous Board of Visitor Annual Reports can be found here: [2024](#), [2023](#), [2022](#), [2021](#), [2020](#).

STATEMENT FROM THE BOARD OF VISITORS

Each year, the Board of Visitors is tasked with writing a comprehensive report on the status of the county detention center. During the year, we strive to learn what practices, procedures and methods are used at the facility to meet the goals of providing a safe, sanitary, and secure location for our residents. We also try to educate ourselves on new methods, new laws, and the culture of incarceration in Maine and the United States. We want to provide the best services for our residents with the resources available.

Along with our investigatory and research duties, we also strive to provide recommendations and suggestions when there are improvements to be made. Part of this year's report will be reviewing the recommendations from last year's report and providing an update on the status of the recommendation, if applicable.

As a Board, we remain committed to maintaining and improving our current facility and continuing to provide comprehensive services for all of the facility's residents through rehabilitation, including education, expanded mental health treatment, access to medical care and peer recovery, treatment for substance use disorder, re-entry services, and adequate training and education for FCDC staff.

Please note: Throughout this report, we use the terms "resident" and "inmate" interchangeably to refer to the population being detained at FCDC.

EXECUTIVE SUMMARY

The Franklin County Jail Board of Visitors (“BOV”) presents its 2025 Annual Report following a year of active oversight, collaboration, and operational improvement at the Franklin County Detention Center (“FCDC”). The BOV observed measurable progress toward strengthening safety, operational effectiveness, and rehabilitative capacity, while also identifying ongoing infrastructure, staffing, and service needs that warrant continued fiscal consideration.

Key Successes and Progress

Facility Improvements and Infrastructure:

Progress continued on long-planned infrastructure improvements. Construction of the new medical wing began in June 2025 and is approximately 80% complete, with anticipated completion in April 2026. Funded through Franklin County American Rescue Plan Act (ARPA) resources, this project strengthens healthcare capacity and confidentiality. Separately, COSSUP-funded renovations created three office and confidential meeting spaces, improving functionality for programming and case management. Additional improvements included security system upgrades, control room enhancements, a new backup generator, and updates to administrative and library spaces.

Staff Recruitment, Training, and Culture:

Recruitment and retention efforts yielded positive results in 2025. Expanded outreach and advertising strengthened applicant pools, and FCDC anticipates reaching full staffing levels by early 2026. A staff satisfaction survey and a COSSUP-supported training committee helped better align training resources with operational needs, supporting staff safety, performance, and retention.

Healthcare and Substance Use Treatment:

Healthcare operations continued to stabilize and improve regarding Substance Use Disorder treatment. The Medical Advisory Group enhanced coordination with community healthcare partners, and the extended-release buprenorphine program expanded access to treatment for opioid use disorder. Between July and November 2025, 45 injections were administered. This approach supports continuity of care, reduces diversion risk, and contributes to safer facility operations.

Education, Programming, and Re-Entry:

Educational services expanded through Franklin County Adult Education, with increased emphasis on workforce readiness and digital literacy. Re-entry services were strengthened through the full-time Re-Entry Coordinator position, which now serves as the primary mechanism for assessment, planning, and service coordination. In 2025, 56 re-entry plans were completed. The staff is now solution focused in their interactions with residents.

Priority Challenges and Fiscal Considerations

The following areas represent ongoing operational needs with direct budgetary relevance:

- **Aging Facility and Space Constraints:** Continued capital planning is needed to address aging infrastructure, limited recreation space, visitation capacity, and confidential meeting areas. Planned investments may reduce unanticipated maintenance costs and compliance risks over time.
- **Staffing Stability and Overtime:** While staffing levels are improving, overtime and coverage demands remain a cost pressure. Sustaining staffing levels and training investments may help stabilize schedules, reduce overtime reliance, and limit turnover-related costs.
- **Mental Health Capacity:** Mental health services remain constrained by staffing, space, and scheduling limitations. Aligning resources to expand service availability may help mitigate crisis-driven responses, associated medical costs, and operational disruptions.
- **Re-Entry Services:** The Re-Entry Coordinator role has become central to resident stabilization and release planning. Sustaining this capacity should be viewed as a cost-containment strategy, as effective re-entry planning reduces repeat incarceration and supports more efficient use of county resources.

Taken together, these considerations highlight areas where targeted, strategic funding decisions can support operational stability, reduce downstream costs, and manage risk.

Conclusion

The Franklin County Detention Center continues to make progress toward safer operations, improved care coordination, and more effective re-entry planning. The Board of Visitors acknowledges the County's fiscal responsibilities and offers these observations to inform budget deliberations that balance operational needs, risk management, and long-term cost efficiency. Continued attention to staffing, infrastructure, healthcare, and re-entry capacity will be essential to sustaining progress and meeting statutory and community expectations.

FACILITY OPERATIONS

Infrastructure

The age, condition, and space concerns for our over 40-year-old Detention Center continue. Certain areas have been addressed and completed. Nonetheless, it is imperative that incarcerated persons are housed in an environment conducive to rehabilitation and correction throughout the renovation process and beyond. The facility is aging and there is much still to consider. The Tri-County Sheriff’s Departments—consisting of Franklin, Androscoggin, and Oxford Counties—met to discuss the options of a Tri-County Jail collaboration. These discussions are in the early stages.

Construction on the new renovation project started in June of 2025, starting in the medical wing. Currently, the medical wing is 80% completed. The completion date for this first stage of renovations is anticipated for April 1, 2026. After April 1, 2026, “Phase Two” of construction will begin with the space called “P10”, which is the space used for Maine Pretrial Services and remote court operations. The renovations for this “Phase Two” will consist of adding an additional office space and meeting space.

Funds made available through the COSSUP (“Comprehensive Opioid, Stimulant, and Substance Use Program”) grant awarded to Franklin County are funding an additional renovations project in the area known as “S7”. There was a 27-foot-long and three-foot-wide closet. The closet has been expanded to nine feet in width, with walls placed every seven feet to create three 7x9 foot offices. These offices are expected to be used by the Intensive Case Manager, Programming and Re-Entry Coordinator, and an individual meeting space for residents to meet with mental health, case management, or private virtual meetings. The goal of the private meeting space is for a resident to have a virtual meeting with a lawyer, healthcare provider, or any other confidential meeting.

To review prior construction projects that were completed before this annual report, please refer to the [2024 Board of Visitors Report](#). This year’s progress is detailed in the chart below:

<u>Project:</u>	<u>Status:</u>
Minuteman Security and Life Safety has completed the control room switching panel upgrade. Most door lock systems have been replaced. Two remaining doors to be upgraded.	COMPLETE
The new medical wing that was approved by the County Commissioners is in progress as of the date of this report. The new wing adds two new rooms and replaces the existing medical area, which is inadequate in size and design. The scale and scope of the addition exceeded the available funds and required downsizing. Space for individual, confidential treatment/meetings is deferred.	PENDING – In Progress

<p>Grease traps in the kitchen are corroded, prevent effective drainage, and can be problematic for the newly replaced septic tank/leach field. This is a substantial project requiring full replacement.</p>	<p>NOT COMPLETED – REQUIRES FUNDING</p>
<p>The backup generator has been installed and is operational. The former location of the generator now houses two oil tanks, increasing storage capacity for facility heating and requiring less frequent fuel deliveries, especially emergency deliveries. Previous issues with the oil supplier have been addressed and no emergency deliveries have been required since the increased storage capacity.</p>	<p>COMPLETE</p>
<p>Complete replacement of all cameras within the physical plant as well as installation of new cameras to be installed in both control rooms for officer safety purposes.</p>	<p>COMPLETE</p>
<p>The 2024 Report discussed the new electronic record-keeping system. The new computer-aided dispatch system became operational in late June 2025.</p> <p>FCDC records remain primarily in paper format. It has long been the recommendation of the BOV to transition to electronic storage of records. The BOV recommends FCDC utilize the new record-keeping system to convert paper records to electronic records. Electronic storage would free up physical storage space at the jail, and allow a safer, more convenient, and reliable method of storing important records.</p> <p>The BOV recommends that records be inventoried and reviewed according to the current Maine Local Government Record Retention Section C.</p>	<p>ONGOING – PARTIALLY COMPLETE (launch of new computer system), PARTIALLY NOT COMPLETED (records recommendations)</p>
<p>The recreation area is cleared with a snowblower during the winter, but the addition of an overhead canopy above the outdoor recreation area would better allow inmates to recreate outside during adverse weather. This has been a topic of discussion, area of BOV recommendation, and source of ongoing resident complaints for several years.</p>	<p>NOT COMPLETED</p>
<p>FCDC currently does not have adequate indoor recreation equipment for residents to utilize during inclement weather.</p>	<p>NOT COMPLETED</p>
<p>There is no space or adequate staffing to safely facilitate contact visits, which are otherwise required by Statute and <i>Detention and Correctional Standards for Maine</i>. A visitation area that would accommodate contact visits by children and families of minimum and medium custody residents as provided for by state regulations would help maintain the community relationships that facilitate re-entry and ease the trauma and anxiety experienced by children with incarcerated parents.</p>	<p>NOT COMPLETED</p>

The carpeting in the administrative areas, including the library, is decades old and require replacement.	COMPLETE
The library is outdated and inefficient. This area has been improved with repainted walls and new furniture, removal of the old book shelves, and the installation of a wall-mounted television and a whiteboard. Book carts are now being utilized, which bring books from the library to residents with a simple sign out form for tracking. The space in the library is now more inviting, less congested, and is more efficient for meetings and trainings.	COMPLETE
Food storage is accessed by exiting the kitchen to the outdoors, then climbing metal stairs through the boiler area. When the new medical wing is completed, a door will be installed to the former medical room which will be converted to a pantry for efficiency and safety.	PENDING – In Progress

Additional Recommendations:

- The shower in the women’s unit should be stripped and repainted.

Staff Recruitment, Retention, and Training / Education

Recruitment / Retention

Staffing recruitment and retention are always serious concerns. FCDC has engaged several initiatives to address the ongoing recruitment challenge:

1. Participation in local, regional, and statewide job fairs and recruiting events.
2. Increased advertising and promotion of vacancies. Job postings are now listed online via www.indeed.com and other online and print venues.
3. Roadside signage presents a professional and visible representation of the career opportunities at FCDC.
4. Perhaps the most effective means of recruitment is via word of mouth and promotion of opportunities by existing employees, who attract quality applicants to the facility.

As of the date of this report, these recruitment efforts appear to be paying off. It is anticipated that by January 1, 2026, all vacant positions will be filled. The most recent applicant pool includes candidates with significant and relevant job experience. The BOV recognizes that a variety of factors could impact this, but current indications reflect a positive and optimistic disposition.

At present, staff continue to compensate for vacancies and various scheduling issues. The BOV recognizes the burden on existing staff, in covering shifts in times of illnesses, vacations, and trainings, which contributes to staff burnout, fatigue, and turnover. Additionally, understaffing and turnover actually increases costs for the County because of the need to pay for

overtime and the continuous process of hiring and training new staff. Understaffing also presents safety concerns.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendation:</u>	<u>Status:</u>
Review and update the wellness policy to clearly describe what services and programs are available to staff to support mental, physical, and emotional wellbeing.	INCOMPLETE – In progress
Address staff turnover by training some staff members in Interpersonal Communications in the Correctional Setting (“IPC”). There is a five-week program to become an instructor, which would allow the instructor(s) to train all other FCDC staff annually.	INCOMPLETE – In progress
Provide additional, regular, and ongoing hands-on training pertaining to de-escalation and human behavior.	COMPLETE - ONGOING
Provide education regarding the dangers of burnout, recognizing signs and symptoms of burnout, and secondary trauma.	COMPLETE - ONGOING
Implement a peer support program for staff. Previously, two FCDC staff have been trained in the Critical Incident Stress Management (“CISM”) program. However, the BOV recommended the development of a peer support program as a separate and distinct opportunity to provide support to staff before it reaches a crisis level.	COMPLETE - ONGOING
Encourage and invite regular visits by the Board of Visitors, County Commissioners, and other advisory or decision-making entities to meet with Corrections Officers and Administration.	COMPLETE - ONGOING
Develop an employee satisfaction survey to gain insight into employees' needs and levels of satisfaction. It is essential to prioritize employee care by ensuring they feel valued and recognize the importance of their work.	COMPLETE
Track the frequency and reasons why staff are called in on their days off with the goal of understanding what the most common reasons are and to develop strategies to address them. Utilize the information to develop better staffing levels.	INCOMPLETE
Contract for interpreter services for residents who speak a language other than English (Spanish, sign language, Somali, etc.)	INCOMPLETE
Prioritize staff safety.	COMPLETE and ONGOING

Ensure peak performance of the Minuteman control system at all times.	COMPLETE
Ensure that there are two certified officers for every transport.	INCOMPLETE – IN PROGRESS (FCDC looking to hire a second transport officer)

Training / Education

Over the past year, there have been many changes addressing retention and recruitment. Funding from the COSSUP grant provided for the creation of a committee for staff training and education. The committee’s goal is to increase knowledge and skills for supporting residents with substance use disorder and/or any type of mental health disorder. The three main areas of focus are: (1) addressing staff climate and culture, (2) assessing the current state of training and education provided to staff, and (3) developing a robust training program and developing a recruitment strategy.

In 2025, FCDC conducted a staff culture, training, and wellness survey to assess correctional officers’ perceptions of leadership support, workplace expectations, tools and resources, professional development, and wellness. Seventeen staff members participated. Results were used to inform leadership decisions and operational improvements. A summary of findings is described below and the aggregate results of the survey are attached to this report as Appendix A. ([See Appendix A](#)).

Survey Key Findings

- **Leadership and Communication:**
 - Responses reflected mixed perceptions of feeling supported and heard by the chain of command, indicating a need for more consistent supervisory engagement and clearer communication.
- **Clarity of Expectations:**
 - Most staff reported that job expectations were generally clear, though comments suggested inconsistencies across supervisors and shifts.
- **Tools, Resources, and Safety:**
 - Staff feedback identified gaps in access to equipment, safety tools, and workspace resources needed to perform duties effectively and safely.
- **Training, Career Development, and Wellness:**
 - Staff expressed strong interest in expanded training, particularly in de-escalation, mental health, substance use, situational awareness, unarmed self-defense, leadership development, and wellness. Responses also reflected concerns related to burnout and secondary trauma.

Actions Implemented in Response

In response to survey feedback, facility leadership implemented the following actions:

- **Leadership and Supervision:**
 - Increased supervisory meetings, clarified expectations, reinforced the chain of command, emphasized professionalism and leadership by example, and maintained an open-door policy for staff concerns.
- **Training and Career Development:**
 - Expanded in-service training and implemented online training through Dirigo Safety, LLC. Leadership engaged the Maine Department of Corrections, Maine Criminal Justice Academy, and BCTP to expand training opportunities, including leadership development and FBI-LEEDA training for selected staff. A series of training have been completed to increase knowledge about extended-release buprenorphine, de-escalation, stress management and mental health and a deep dive about the COSSUP grant. More trainings and education are being scheduled for 2026 to include stigma and the science of addiction.
- **Tools, Equipment, and Work Environment:**
 - Improved access to safety equipment and resources, including OC spray, tasers, cut-down knives, search gloves, upgraded control room camera monitors, first aid kits, ergonomic workstations, body cameras, protective vests, and facility furnishings. COSSUP-funded renovations added three confidential office and meeting spaces.
- **Recognition and Wellness:**
 - Expanded staff recognition through commendations, Sheriff's Awards, and appreciation events. Delivered trainings on wellness, mental health, de-escalation, stress management, and unarmed self-defense, with additional trainings scheduled for 2026. Leadership intends to seek increased training resources in the FY26–27 budget cycle.

Food and Nutrition

Please see the [2024 BOV Report](#) for a more detailed description of food services at FCDC.

The BOV has previously discussed the common complaint of FCDC residents that the food portions were too small. FCDC has made major changes this year in this regard. Significantly, FCDC recently decided to double the portions of food served for all meals. This decision has been met with great enthusiasm and appreciation.

Due to staffing, two cold dinners are served per week. Residents report a strong preference for hot meals over cold meals. Some residents report saving food from dinner to eat later, due to the long gap of time between dinner (4:45pm) and breakfast (6:45am) the next morning. Finally, some residents report that some cold items, such as milk and yogurt, are placed in the warmer with the hot food so they are also warm when received.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendation:</u>	<u>Status:</u>
Rearrange the freezers in the attic to provide easier access. The current design creates a trip and fall hazard.	PENDING
If food is going to be stored in the attic, cabinets that can be closed should replace the open shelving.	PENDING
Review space availability for potential office and storage space when the medical office is relocated to the new section of the building. Can a reconfiguration of this space provide for the needs of the nutritional program and other programs at the same time?	PENDING
Make adjustments to meal trays based upon body size and caloric needs as determined by a nutritionist and/or dietician at resident's written request for review. Include this process in the handbook.	COMPLETE (food portions have been doubled for all residents)
Provide fresh fruits and vegetables daily.	INCOMPLETE – FCDC has transitioned to frozen fruits and vegetables rather than canned. Providing fresh produce is challenging in this setting.
Add a garden and grow fresh fruits and vegetables for resident consumption as well as for worker status.	INCOMPLETE

Additional Recommendations:

- Consider offering dinner later in the day to shorten the time between dinner and breakfast.
- Develop a summer gardening program as an option for work release, which would provide additional opportunities for physical activity, work credit, and fresh produce for the residents.
- Explore partnership opportunities with local farm(s) for delivery of fresh produce.
- Store cold food items separately from warm food while being delivered.
- FCDC is reviewing options to update/downsize kitchen equipment, such as obtaining a stand-up mixer, to maximize space efficiency. The BOV supports and recommends this action.

RESIDENT SERVICES

Education

The education program at FCDC is contracted to Franklin County Adult Education. Education classes, including literacy, HiSET (High School Equivalency Diploma, formerly referred to as the “GED” program), and college prep programming are available. Academic classes are taught by Cassidy Marsh on Tuesdays and Thursdays during the day in the library. She is also the academic instructor for Somerset County Detention Center. There has been one recent graduate from the HiSET program and there are two additional upcoming graduates.

Although competition for limited useable space remains an issue, since the new Operations Center opened, there have been fewer scheduling conflicts with use of the library space because some administrative meetings are now held at the center.

Based on data from resident interviews, this year’s educational focus has been on providing more digital literacy and workforce training. Every week, Mike Burd from Franklin County Adult Education spends two hours teaching residents digital literacy. There are several additional online courses available, including Serv-Safe, OSHA 10 and 30, North Star digital learning, and multiple free Google training sessions accessed through Central Maine Community College. These classes can be taken whenever a teacher is at FCDC. In the coming months, FCDC expects to also offer a writing class focused on graphic novel development and also intends to acquire additional laptops.

The Franklin County Adult Education program reports that not all residents who participate in FCDC’s educational program transition to Adult Education upon release. The program is trying to problem-solve possible solutions to ease the transition, including providing release programs with promotional literature.

It was recently identified that education courses can qualify as work hours to gain credit for early release, if eligible. This is an extremely valuable opportunity that FCDC should embrace and encourage.

Recommendation:

- Inform residents about the potential to gain work credit for participation in educational programming and ensure that residents have the opportunity to take full advantage of this policy.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendations:</u>	<u>Status:</u>
Provide inmate programming that promotes restorative practices.	IN PROGRESS
The building of the Sheriff’s training center to lessen the use of the educational space in the jail for staff training.	COMPLETE

Reconfiguration of the current space to meet the needs of current programming.	ONGOING – In Progress
Examine the timing of med pass delivery, recreational time, and other factors that are impacting the ability of residents to participate in educational activities.	INCOMPLETE
Conduct regular surveys of residents to gauge their interests and explore whether additional education and or training programs can be added to the educational offerings.	ONGOING – In Progress (one survey of residents has been completed. The BOV recommends continuing this as a regular practice.)
Continue to build the volunteer class list.	ONGOING – In Progress (the volunteer list has increased this year, but finding space and time for added activities is the current challenge.)
Research possible training programs for addition to current offering.	COMPLETE – ONGOING
Research ways to attract and/or incentivize educational programming.	COMPLETE – ONGOING
Offer additional religious services through onsite Chaplin or partnerships with local churches.	INCOMPLETE
Continue to support additional training options for residents.	ONGOING
Support the digital literacy grant offered by the Maine Connectivity Authority to improve digital literacy offerings.	PARTIALLY COMPLETE - The grant has not materialized due to funding cuts, but digital instruction is being offered at the jail on a weekly basis.
Add an art class and provide access to art supplies, especially coloring.	INCOMPLETE
Allow a worker peer to facilitate same-gender self-help groups.	INCOMPLETE

Healthcare

Medical Services

Alternative Correctional Healthcare (“ACH”) is the current health care provider; Sallie Albert is the owner/director of the company. The current medical staff full-time on site is a nurse Karen Campbell, LPN, who has been employed with ACH since 2022. Greg Ellis, PA, and Samantha Doe, NP, are the on-site medical providers at FCDC, who alternate on a rotation basis to be present at FCDC once per week (Thursdays).

The Medical Director of Addiction Medicine is Dr. Alane O’Connor. Dr. O’Connor is one of the leading experts in Maine for addiction medicine in jails, as well as treatment for pregnant and post-partum inmates. She is also the medical director for addiction medicine for Somerset County Jail and she successfully launched their extended-release buprenorphine program. The COSSUP grant funds this contract between the Sheriff’s Department and Dr. O’Connor. Dr. O’Connor leads the COSSUP Medical Advisory Committee, which has cross-sector representation including Franklin Hospital, HealthReach, Wilson Stream, etc. The group meets bi-monthly to discuss inmate transition into the community. The Group has developed new systems and protocols for medication treatment for opioid use disorder (including extended-release buprenorphine), trained medical staff in new workflows and procedures, and secured funding to launch the extended-release buprenorphine (“XRB”) program.

A second nurse, Jen Alexander, LPN, provides coverage on Wednesdays, weekends, and vacation coverage. A medication manager would be a great addition to the medical staff. A med manager could manage the more complex pharmaceutical needs and reduce the opportunity for diversion. Nurse Campbell’s schedule is from 9 a.m. to 6 p.m. with an hour lunch break. Medication pass occurs at 9:00 a.m. and 6:00 p.m.

The schedule makes Nurse Campbell’s schedule more livable but has necessitated schedule adjustments for other staff, and it means that medications are not evenly spaced. There is not enough time for the completion of paperwork in her hectic schedule. An additional two hours—for a total of 10 hours each day—would allow time to do paperwork and would make medication administration closer to the optimum.

As a result of limited space and staffing at the jail, increased communication has been required between medical staff and the control room to allow for smoother operations. A digital spreadsheet with schedules for each resident, made accessible to medical staff and control room personnel, would further facilitate operations.

ACH has expanded use of digital technology and is planning to digitize medical records, but this has not yet occurred. Medical records are currently stored in locked cabinets in the medical room, which complies with HIPAA confidentiality requirements.

The XRB program launched in mid-July 2025 with a rapid induction protocol that allows for a more streamlined induction of treatment, reducing the risk of withdrawal while waiting for treatment. One injected dose of XRB lasts approximately 28 days. This reduces the workload of

the medical personnel, who no longer have to administer daily doses of Suboxone and follow strict protocols to ensure compliance and prevent diversion. Although XRB is a costlier medication than Suboxone, savings may be realized in the reduction of staff time and improved efficacy of treatment, which may contribute to lower recidivism rates. From July through mid-November, 41 XRB shots have been administered.

There have been many meetings with Alternative Correctional Healthcare (“ACH”) and the staff are now working closely together. There is better communication with the medical team, jail staff, and other contracted services, such as Maine Pretrial Services, the DHHS Intensive Case Manager (“ICM”), etc. Several FCDC staff have received additional mental health and substance use training, which has encouraged buy-in for medication assisted treatment (“MAT”) and mental health treatment.

The residents report significant out-of-pocket costs for access to medical care and supplies. For example, a resident is charged \$3 for a sick visit, even if only to request Tylenol. A resident is charged \$12 for a knee brace. Residents should have access to over-the-counter medication as needed, without additional out-of-pocket charge. Residents should also have access to medical supplies, such as knee braces, without additional charge. Costs like these may present significant barriers to wellness.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendations:</u>	<u>Status:</u>
Explore partnership with the local health system to provide additional expertise with co-occurring disorders (mental health and substance use) services.	COMPLETE – ONGOING (the Medical Advisory Group)
Meet with Alternative Correctional Healthcare to discuss concerns and develop a plan to address gaps in care.	COMPLETE (should be repeated annually)
The Board of Visitors to meet with medical providers to better understand how medications are verified, dispensed, and administered.	COMPLETE (should be repeated annually)
Explore the care team model (weekly meetings across sectors, mental health and healthcare provider, ICM, etc.) to work collectively on medical care for inmates to ensure the best care is being provided.	COMPLETE - ONGOING (The cross-sector team meets every other week)
Investigate and monitor medical treatment of the inmates, which is a critical function and responsibility of FCDC even though it is being provided by a contracted agency. Ensure that treatment is based on need of the residents and is not based on subjective or arbitrary factors.	ONGOING
Hire additional medical staff to cover an evening shift of med pass, so medications can be distributed for the exact times they are intended to be taken, to ensure the efficacy of the medications.	INCOMPLETE

Reconsider the protocol for medication administration.	INCOMPLETE
Implement Sublocade treatment for opioid use disorder.	COMPLETE – ONGOING
Repair the heating and cooling system in the current medical offices.	IN PROGRESS – The new medical wing is in the construction process
Replace the exam table which has rips in the upholstery providing a convenient space for the harboring of infectious agents.	IN PROGRESS – The new medical wing is in the construction process
Consider adjusting the methamphetamine withdrawal protocol.	COMPLETE
Consider adding telehealth services.	INCOMPLETE
Begin the process of digitizing medical files and developing digital medical forms.	INCOMPLETE

Recommendations:

- Increase nursing coverage to 10 hours per day so med pass can occur later in the evening.
- Hire an additional medication manager.
- Create a digital spreadsheet with schedules for each resident, accessible to nursing and control room personnel, to increase efficiency and communication.
- Explore providing up to two weeks’ worth of resident medications upon the resident’s release, in alignment with the Maine Department of Corrections practice. This could produce better health outcomes if inmates were released with two weeks of their prescription medications, which would allow the resident time to set up an appointment with their primary care provider.
- Purchase a mobile unit for equipment such as blood pressure cuff, otoscope, etc.
- Consult with medical staff regarding new equipment needed for new medical unit.
- Review what medications can be kept on-person for possible expansion to allow for asthma inhalers.
- Reconsider current practice of medication withdrawal for severe mental health conditions.
- Explore contracting with a local dentist for acute dental care.
- Reconsider policies and costs of medical care and supplies. FCDC/MaineCare should bear the cost of recommended medical treatment and supplies, including over-the-counter medications and supplies.

Mental Health Services

Mental health services continue to evolve. ACH was contracted to provide mental health services and support groups at the jail. There is a current vacancy for the 16-hour per week mental health counseling clinician position. The role is currently being covered by other sites to fill the gap in the interim.

There are some ongoing groups for jail residents. The groups meet in the library, which is truly a multi-purpose room, also used as a conference room and education site. Sometimes groups are not able meet due to competition for meeting space.

It is difficult to maintain privacy during these mental health services, since jail staff can walk through the library at any time. Consistency and privacy are important factors in creating an atmosphere where group members can speak openly and participate fully; these conditions guarantee neither. Space for private interactions is crucial and is a reason for the jail expansion. Additional space for privacy is part of the design, but the additional space will still be limited.

The BOV has previously identified some concerns or potential barriers to effective mental health treatment. Limited time available for mental health staff with individual residents remains a concern. Additionally, if counseling services are not available on the same day as medical services, it is difficult to facilitate in-person conversations between mental health practitioners and medical practitioners regarding their overlapping patients.

The same concerns persist regarding whether the jail environment is conducive to good mental health. Sufficient exercise opportunities and time outside of cells is limited. Additionally, the evening med pass time of 6:00 p.m. might be affecting the ability for residents on certain medications, especially those with drowsiness side effects, to attain quality sleep. There is still limited access to creative opportunities and outlets, which would also benefit residents' mental health. Enhanced access to physical and artistic activity may also benefit residents' quality of sleep.

There is ongoing discussion regarding FCDC's protocols for residents in mental health crisis. FCDC reports that although there is no mobile crisis unit available to service FCDC, FCDC medical providers are on-call 24/7 and may be contacted during a crisis to help determine next steps. When someone is placed on a suicide precaution, they are placed on watch, which can be difficult due to staffing issues and could present safety concerns for both the staff and inmate. A new step-down protocol has been developed and all staff have been trained in the procedure. There are four steps to this objective system; when the resident reaches the fourth step, they are cleared to return to general population.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendations:</u>	<u>Status:</u>
Provide a weekly Narcotics Anonymous group at FCDC.	INCOMPLETE

Increase mental health services from 16 to at least 24 hours per week.	INCOMPLETE
Facilitate the collaboration between mental health and medical services to foster stronger partnership and avoid working in silos.	ONGOING
Explore ways to promote health and wellness for inmates; this could be increased opportunities for creative arts and art materials, ensuring proper sleep hygiene, and increasing physical activity options.	ONGOING
Initiate policy for residents to create their own time outs as needed. Specifically define policy for staff to equally apply time outs throughout all situations, with a focus on de-escalation and minimal segregation. Development of this policy should be paired with additional de-escalation training for staff.	ONGOING
Institute a system that allows residents of the minimum/honor pod access to the bathroom at night and the tv remote with the understanding that the privilege will be lost and the doors will be locked if residents violate the rules by loitering in the dayroom instead of going straight to the bathroom.	INCOMPLETE

Recommendations:

- The BOV recommends against sending individuals charged with sexual offenses to other county jails, where they might not receive the same programming and opportunities for recreation.
- If any resident(s) must be transferred to a different facility, high acuity mental health residents should be placed in facilities with additional mental health resources.
- Expand education, programming and exercise opportunities for female residents and be attentive to possible specialized health needs.

In-House Programming

Various in-house programming has been discussed in prior BOV reports and is still available, including digital literacy and HiSET programming, Alcoholics Anonymous, a creative writing class, parenting classes, and OSHA 10 and 30 online certifications.

Over the past year, the Re-Entry Coordinator has worked to bolster the jail volunteer program. There are currently approximately 20 volunteers who have been trained, which will expand opportunity for additional programming such as peer recovery, additional parent groups, bible and religious studies, art therapy, education by non-profit group Sexual Assault Prevention and Response Services (“SAPARS”), Safe Voices, and Celebrate Recovery. The Re-Entry Coordinator is also looking for someone to run Narcotics Anonymous groups and SMART recovery.

In the Fall of 2025, AA offerings expanded from one session per week to 3-6 sessions, depending on how many residents sign up. This better facilitates the ability for male, female, and segregated residents to participate.

Challenges persist regarding the limited useable space available at FCDC and the ongoing scheduling conflicts for the limited space. Volunteer and community provider interest exists to offer additional programming, but these operational challenges limit implementation of new programming.

The completion of the construction on the medical unit is expected to allow additional recurring programming.

Recommendations:

- The BOV has previously recommended FCDC begin a peer recovery coach training program for residents at FCDC. There are two levels: the first level is an eight-hour training program. The advanced level is a 40-hour training program. Both training programs are provided by Health Acadia. This remains a current recommendation.
- Implement new programming and continue pursuing additional providers.
- Continue to develop and communicate a comprehensive programming schedule to volunteers, which is in progress.
- Add in-person parenting classes.

Recreation

The BOV has recommended changes to the recreation area for several years. A sheltered recreational area remains a priority need, as well as indoor recreation equipment, to accommodate inclement weather and still prioritize recreation time. Additionally, the recreation area should include area/furniture for residents to rest during recreation time.

Recreation is supposed to be offered five days per week. Some residents have reported that they are offered recreation more like three days per week, sometimes for only 30 minutes. Some residents have also reported that the recreation time is sometimes offered at an inconvenient time, such as when other programming is occurring so the residents must choose between options.

Proper, weather-appropriate clothing and footwear should also be available to residents for recreation time. The current footwear provided have holes in the shoes, which is not appropriate for rain and snow. Additionally, residents are current provided only two sets of clothing. If one set gets dirty or wet during recreation time, or one set is unavailable while waiting to be washed, the residents only have the set on their body.

Recommendations:

- Ensure that recreation is offered five times per week for at least one hour.
- Ensure that recreation time is scheduled and considered in relation to other programs, as well as staffing needs.
- Provide residents with a second pair of footwear without holes, for weather-appropriate use.
- Provide residents with a third set of clothing.

Re-Entry Services

Various aspects of re-entry services have been discussed at length in our prior Board of Visitors Reports ([2024 BOV Report](#), [2023 BOV Report](#), [2022 BOV Report](#)) and remain a core component of FCDC's rehabilitative mission. Re-entry services encompass the planning, coordination, and support necessary to assist residents as they transition from incarceration back into the community.

Over the past year, FCDC significantly expanded its re-entry capacity through funding provided by the COSSUP grant, which supported the creation of a full-time Re-Entry Coordinator position. The Re-Entry Coordinator is responsible for all re-entry services at FCDC and serves as the central point of contact for assessment, planning, service connection, and follow-up related to re-entry.

Re-Entry Process and Assessments:

The re-entry process begins as early as booking. The Re-Entry Coordinator conducts standardized screenings to identify resident needs, risks, and strengths. These assessments include:

- PRAPARE (Protocol for Responding to and Assessing Patients' Assets, Risks, and Experiences)
- Drug Abuse Screening Test (DAST)
- Adult Co-Occurring Disorder Screening Tool (AC-OK)
- Alcohol Use Disorders Identification Test (AUDIT)

These screenings enable timely identification of needs related to substance use treatment, mental health services, medical care, housing, benefits, and other critical supports. Based on screening results, the Re-Entry Coordinator develops individualized re-entry plans and facilitates connections to appropriate in-custody and community-based services.

As of early November 2025, 56 re-entry plans had been completed. While the goal is to complete a re-entry plan for every resident, this remains challenging for individuals released within 24–48 hours of booking or during periods of staffing constraints.

During on-site observations, the BOV consistently observed respectful, supportive, and solution-focused interactions between correctional staff, the Re-Entry Coordinator, and residents. This rapport contributes to resident engagement and supports effective re-entry planning.

Coordination and Collaboration:

Bi-weekly coordination meetings are convened to support information-sharing and continuity of care. Participants include:

- Maine Pretrial Services
- Probation
- Sheriff's Department and Jail Administration
- Medical and Mental Health Staff

These meetings have strengthened communication, clarified resident status and needs, supported coordinated problem-solving, and improved transitional planning. While these partners play important roles within their respective systems, the Re-Entry Coordinator retains responsibility for re-entry planning and service coordination at FCDC.

Ongoing challenges identified through this coordination include inconsistent benefit reinstatement timelines, limited notice of releases from other facilities, and barriers to accessing timely court docket information.

Scope of the Re-Entry Coordinator Role:

In practice, the Re-Entry Coordinator meets with all residents to provide assessments, re-entry planning, and transitional support. This broader scope increases caseload volume but ensures equitable access to re-entry services.

The Re-Entry Coordinator's responsibilities include:

- Developing individualized re-entry plans,
- Coordinating referrals and service connections,
- Supporting early stabilization and continuity of care,
- Conducting follow-up with residents post-release, when feasible,
- Maintaining relationships with community providers and partners.

Due to vacant COSSUP-funded correctional officer positions intended to support assessment and programming, the Re-Entry Coordinator currently carries the majority of re-entry-related responsibilities.

Residents have been highly receptive to re-entry services, frequently requesting support and actively engaging in planning, barrier identification, and goal-setting. The Coordinator reports increasing collaboration among staff and residents, though follow-up can be challenging when residents are released without notice or reliable contact information.

Space constraints remain a barrier, however the final COSSUP renovations have been completed in December. Having this space will address the limited confidential meeting space with other providers.

Recommendations:

- Explore coverage for re-entry services across alternate shifts to increase access for residents arriving or being released outside daytime hours.
- Ensure facility renovations provide additional confidential space for individual re-entry meetings and services.
- Continue strengthening coordination with internal and external partners to reduce barriers related to housing, transportation, benefits, and legal access upon release.

Maine Pretrial Services

Maine Pretrial Services continues to operate within the very limited space available for confidential meetings/services at FCDC. As a result, many operations must be done remotely because the space is not available. Once the medical wing is completed, which is slated for Spring of 2026, the secondary construction project will be renovating the pretrial area into offices and meeting space.

Maine Pretrial Services is working with Maine Commission for Public Defense Services for a new project to offer case management services in protective custody cases.

Treatment and Recovery Court

Treatment and Recovery Court is a specialty court that is still combined for Franklin County and Oxford County. The Court operates primarily out of Oxford County but has remote and in-person opportunities for Franklin County residents. Participation by Franklin County residents is still disproportionately low, both in actual participation and in referrals alone.

Recommendation:

- FCDC and the re-entry team should remain in collaboration with Treatment and Recovery Court staff to identify and problem-solve barriers to participation.

Peer Recovery Coaching

Peer recovery coaching is not yet consistently provided, representing a significant gap in re-entry support. Regular, supported, peer coaching for mental health and recovery is essential for continuity of care and connection to community supports.

Recommendation:

- Establish and facilitate regular peer coaching services.

Miscellaneous

Last year's BOV report contained a number of recommendations, which have limited updates. These recommendations and status updates are contained in the miscellaneous table below:

<u>Prior Recommendations:</u>	<u>Status:</u>
Provide clothing to residents re-entering the community upon their release.	COMPLETE – The COSSUP Advisory Committee reported that resources have been collected.
The BOV has previously identified issues with residents being strip-searched upon return from Room P10, which is the room used for remote court and other services. The BOV recommended modification to the strip-search policy so residents are not strip-searched after attending in-building activities, including court, library, groups, case management, etc.	INCOMPLETE – residents are still strip searched after returning from Room P10 for court
Ensure all inmates are receiving the drug overdose prevention first aid kit, that includes Narcan and local treatment and recovery resources.	COMPLETE – Naloxone kits are offered to all residents upon release, in

	partnership with the Healthy Community Coalition.
Work with community partners to implement a program to provide cell phones for residents upon their release from FCDC, to ensure that the individual has a means to communicate with their providers, case manager, pre-trial services, etc. to help eliminate an access barrier to successful re- entry.	IN PROGRESS – Continuing to investigate avenues to consistently provide this service
Allow Zoom training of peer recovery coaches, then utilize these coaches for worker status for 2-for-1s.	ONGOING – residents have access to recovery coach training on tablets, but the training is not live and there is no Zoom access.
Evaluate a clear and concise policy for achieving worker status, and include this in the resident handbook. Behavior during previous stays should not be considered for the current stay. Worker status should be awarded within 30 days, and a clear appeals process with multi-level review should be implemented.	INCOMPLETE – The handbook has not been updated, and there are only a very limited number of jobs available.
Find a system to either combine commissary with Securus or explore the option of online loading of commissary funds that do not include the requirement for money order and the slow mailing process, or to share funds between the two programs.	INCOMPLETE
Allow for the purchase of Velcro sneakers from commissary.	INCOMPLETE
Allow the resident handbook to be uploaded to tablets. Explore whether this will save costs compared to handing out a handbook to each inmate with the potential for the paper forms getting damaged or not returned at discharge. This would also make the materials easier and more streamlined to update.	INCOMPLETE
Residents should be given pillows or mattresses with built in pillows, or in low-risk situations, additional blankets in order to use them as pillows.	INCOMPLETE
Costs of phone access should be reviewed regularly to evaluate the impact on families and re-entry, because high costs can serve as a barrier to an inmate’s ability to communicate outside of the jail.	INCOMPLETE - phone calls are still \$0.21 per minute with no automatic allowance for indigent residents
It has been a recurring recommendation that FCDC should implement a mechanism for inmates to be able to review audio/video files and other discovery received from their attorneys. This could be an external CD player, a laptop with a built-in CD player and disabled internet access, or simply a computer or laptop with flash drive compatibility.	INCOMPLETE
The jail should also broadly facilitate Zoom/remote visitation. Zoom allows video chats to be time-limited and recorded, which could provide a simple solution to the staffing issue. It would also allow greater flexibility for attorneys to meet with their clients, as	INCOMPLETE

many attorneys are not local, which could help with issues related to the statewide attorney shortage.	
Indigent residents should be provided with fifteen free phone call minutes per week, funded by the Inmate Benefit Fund.	INCOMPLETE – phone calls are still \$0.21 per minute with no automatic allowance for indigent residents

Additional Miscellaneous Recommendations:

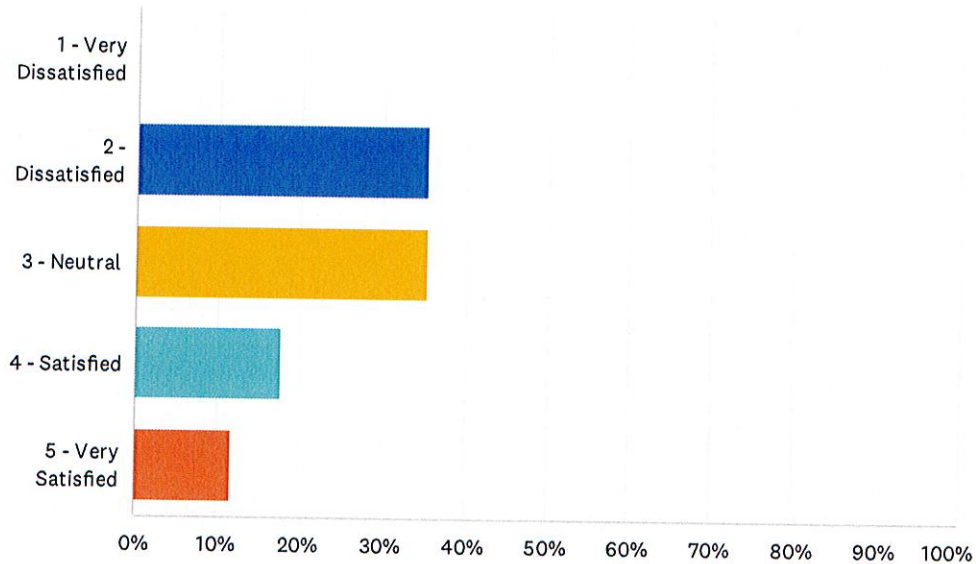
- Explore alternative phone service providers other than Securus, in order to assess costs to inmates and improve service operation. Phone calls made with phones connected to walls continue to have issues crossing over with other phone lines, which is interfering with attorney-client privileged phone calls.
- Expand opportunities for work credit, such as outdoors work (which previously was available), kitchen work, gardeners, painters, library, and other similar jobs. This would greatly expand the opportunity for work credit, assist with jail operations, and allow opportunities for female residents to obtain work credit.
- Consider using bar shampoo instead of liquid as a cost-effective, efficient, environmentally friendly alternative.
- Make a phone consistently available in the booking area to allow inmate to make calls for a ride upon release.
- Ensure that the law library is available to all residents. If a resident losing tablet privileges, they should still be permitted to access the law library.
- If tablets continue to be charged after 10pm each night by staff after the tablets are collected, staff should ensure that all tablets are charged and that every resident’s tablet is returned the next day with a full charge. Consider allowing the residents to charge tablets in the common areas.
- Ensure that residents’ tablet access is not turned off before the 10pm deadline. If Securus is providing inconsistent servicing or turning off access early, FCDC should explore other service providers for the tablets.
- Explore using tablets for video/remote visits. Visits could be arranged after an application/screening process, and video visits could be recorded/monitored, which could address concerns regarding no-contact conditions.
- Grievances and kites should be made through residents’ tablets for adequate tracking. Resident handbook should be updated to include FCDC response time to grievances.
- Expand commissary offerings, including additional feminine hygiene products and additional food items. Allow access to microwaves for additional food offerings, coffee, tea, etc.
- Allow other individuals to drop-off funds for residents’ commissary accounts, or install a kiosk to allow other individuals to deposit funds directly into residents’ commissary accounts. Currently, the only two ways to access funds for commissary are (1) to add funds to a card already in the resident’s possession, then the resident must take the card to the ATM and add cash to their own

commissary account, or (2) someone can mail a check or money order. This causes delay for the inmates to be able to purchase necessities, such as hygiene products, Tylenol, etc., sometimes resulting in residents having to pay for a sick visit (\$3/visit) to obtain over-the-counter medication.

- Resident discipline: Residents are charged \$5 for out-of-pocket fines for write-ups and disciplinary action. This policy should be reviewed and clearly outlined in the resident handbook, including a description of where these funds go and what the funds are used for.
- Resident handbook should include clearly defined policy for disciplinary segregation.
- Expand ability to access bathrooms during nighttime hours without significant delay.

Q1 On a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied, do you feel supported and heard by your chain of command including administration?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	0.00%	0
2 - Dissatisfied	35.29%	6
3 - Neutral	35.29%	6
4 - Satisfied	17.65%	3
5 - Very Satisfied	11.76%	2
TOTAL		17

Appendix A

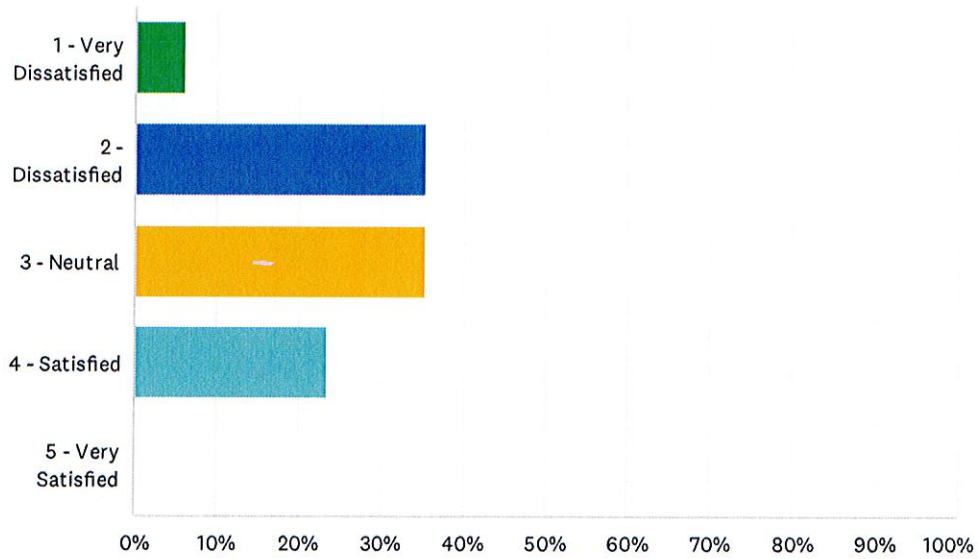
Q2 Please explain your answer

Answered: 12 Skipped: 5

Franklin County Jail Staff Survey

Q3 On a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied, do you have the tools and resources to do your job effectively?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	5.88%	1
2 - Dissatisfied	35.29%	6
3 - Neutral	35.29%	6
4 - Satisfied	23.53%	4
5 - Very Satisfied	0.00%	0
TOTAL		17

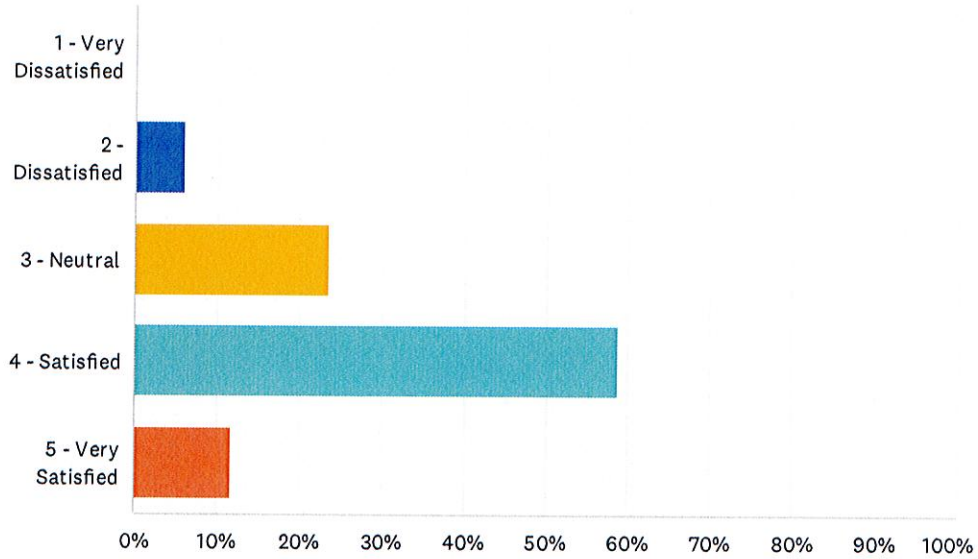
Q4 Please explain your answer

Answered: 11 Skipped: 6

Franklin County Jail Staff Survey

Q5 On a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied, is it clear to you what is expected of you in your roll.

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	0.00%	0
2 - Dissatisfied	5.88%	1
3 - Neutral	23.53%	4
4 - Satisfied	58.82%	10
5 - Very Satisfied	11.76%	2
TOTAL		17

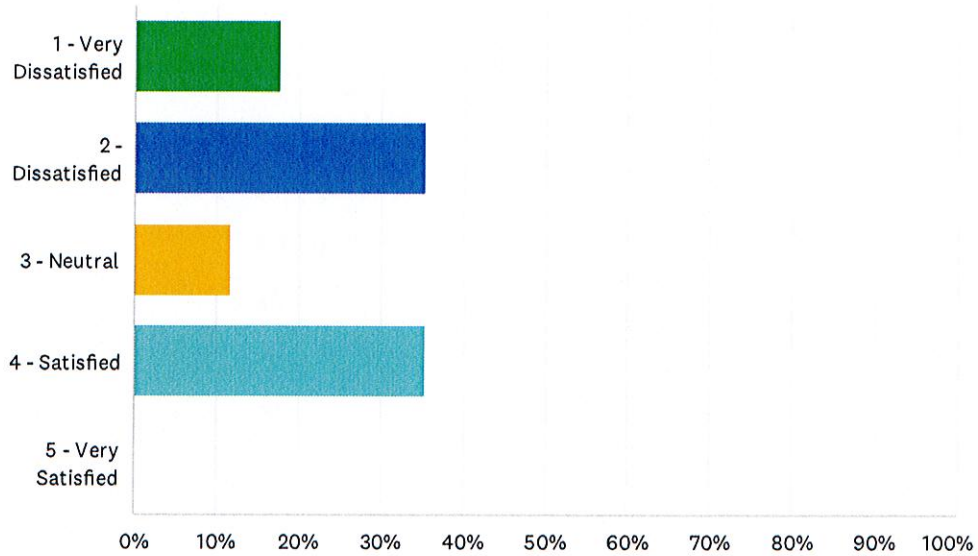
Q6 Please explain your answer

Answered: 11 Skipped: 6

Franklin County Jail Staff Survey

Q7 On a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied, do you have growth opportunities, trainings, education to support your employment goals.?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	17.65%	3
2 - Dissatisfied	35.29%	6
3 - Neutral	11.76%	2
4 - Satisfied	35.29%	6
5 - Very Satisfied	0.00%	0
TOTAL		17

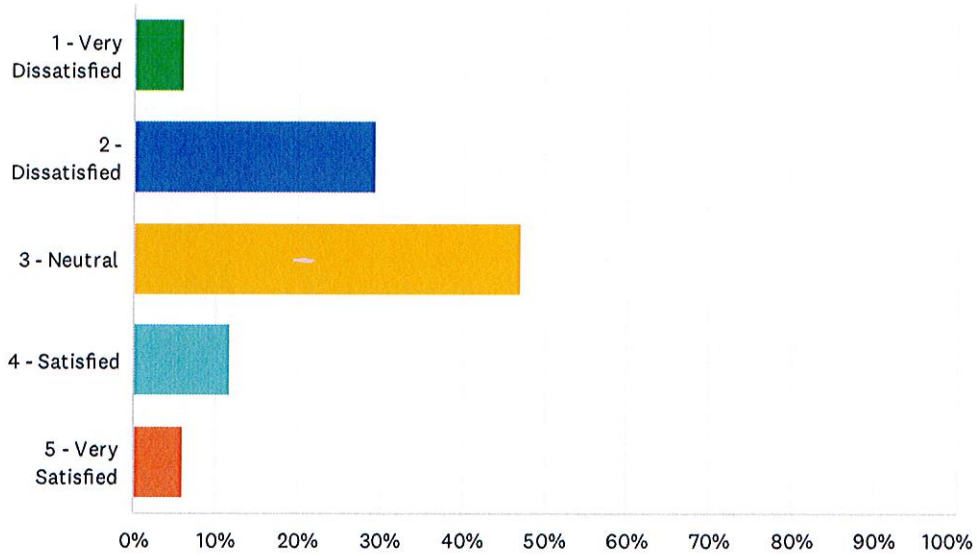
Q8 Please explain your answer

Answered: 11 Skipped: 6

Franklin County Jail Staff Survey

Q9 On a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied, do you feel valued for your contributions?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	5.88%	1
2 - Dissatisfied	29.41%	5
3 - Neutral	47.06%	8
4 - Satisfied	11.76%	2
5 - Very Satisfied	5.88%	1
TOTAL		17

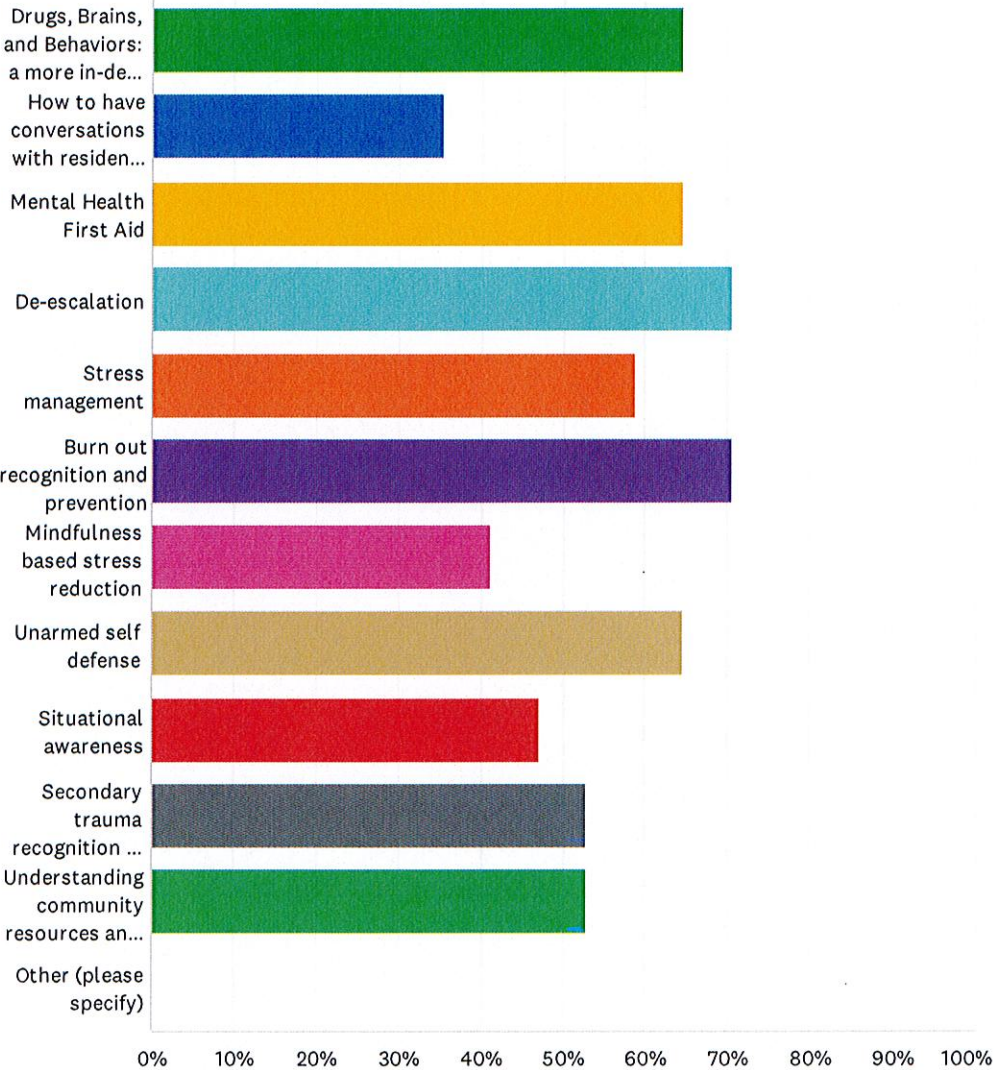
Q10 What suggestions do you have to improve the culture at the Jail?

Answered: 12 Skipped: 5

Franklin County Jail Staff Survey

Q11 Select which education programs you're most interested in (check all that apply)

Answered: 17 Skipped: 0

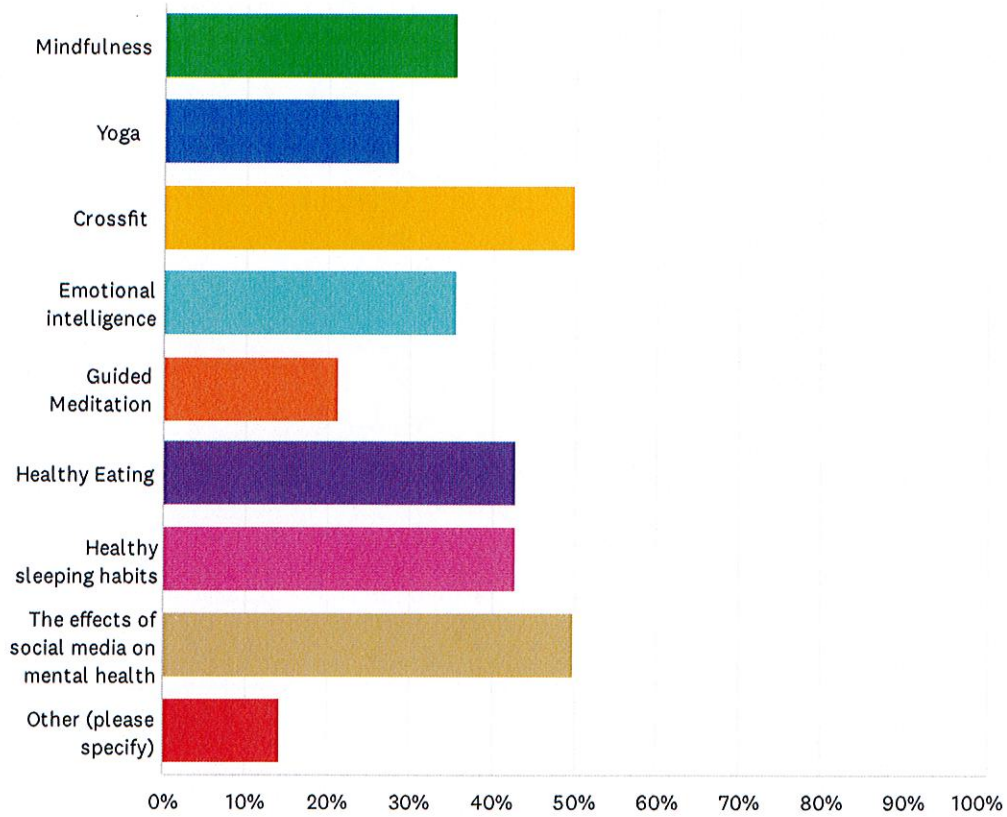


Franklin County Jail Staff Survey

ANSWER CHOICES	RESPONSES	
Drugs, Brains, and Behaviors: a more in-depth understanding of the science behind addiction	64.71%	11
How to have conversations with residents about substance use and mental health (stigma)	35.29%	6
Mental Health First Aid	64.71%	11
De-escalation	70.59%	12
Stress management	58.82%	10
Burn out recognition and prevention	70.59%	12
Mindfulness based stress reduction	41.18%	7
Unarmed self defense	64.71%	11
Situational awareness	47.06%	8
Secondary trauma recognition and coping strategies	52.94%	9
Understanding community resources and how to access them	52.94%	9
Other (please specify)	0.00%	0
Total Respondents: 17		

Q12 Select which Correction Officer Wellness classes you're most interested in (check all that apply)

Answered: 14 Skipped: 3

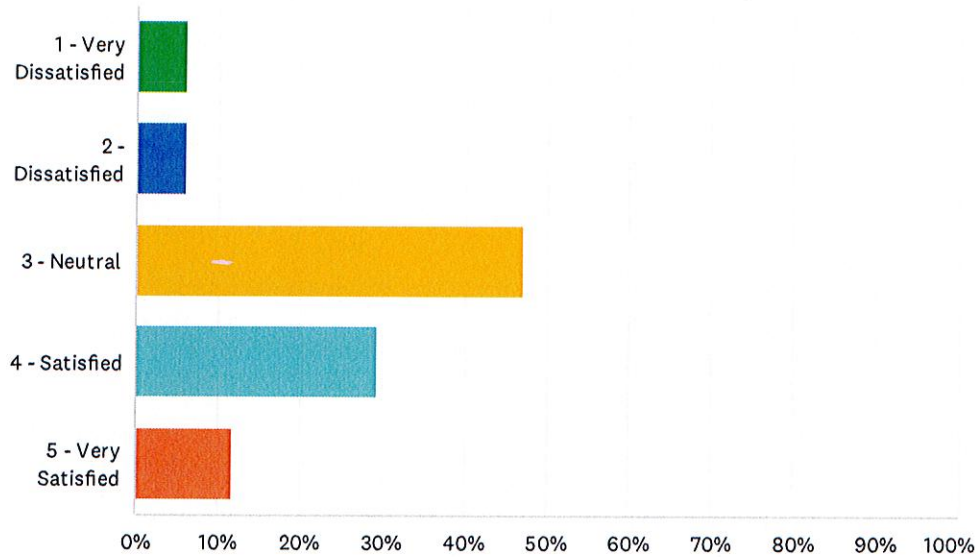


ANSWER CHOICES	RESPONSES	
Mindfulness	35.71%	5
Yoga	28.57%	4
Crossfit	50.00%	7
Emotional intelligence	35.71%	5
Guided Meditation	21.43%	3
Healthy Eating	42.86%	6
Healthy sleeping habits	42.86%	6
The effects of social media on mental health	50.00%	7
Other (please specify)	14.29%	2
Total Respondents: 14		

Franklin County Jail Staff Survey

Q13 On a scale of 1 to 5, where 1 is very unlikely and 5 is very likely, how would you rate your likeliness to participate in officer wellness programs?

Answered: 17 Skipped: 0

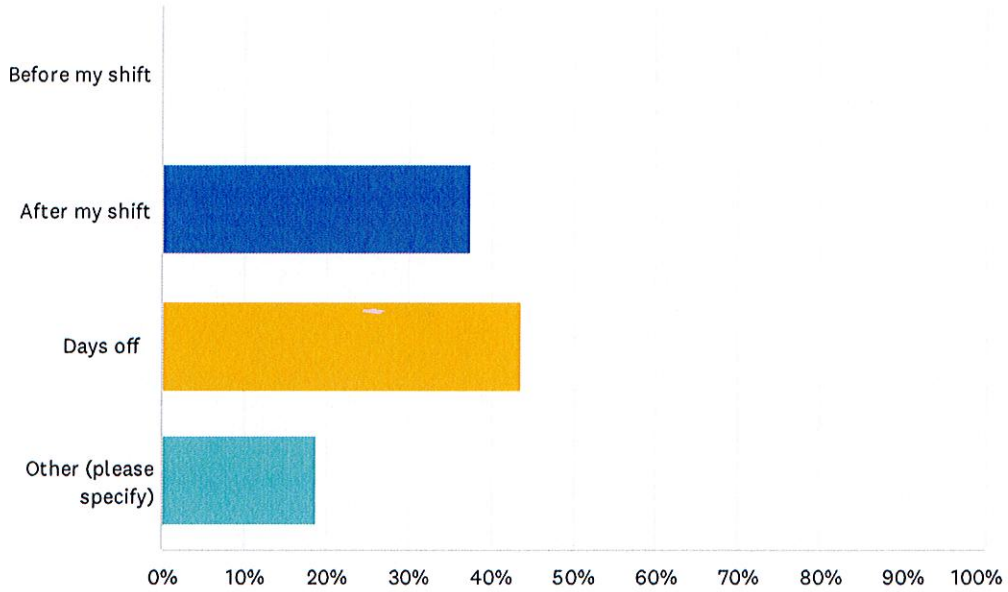


ANSWER CHOICES	RESPONSES	
1 - Very Dissatisfied	5.88%	1
2 - Dissatisfied	5.88%	1
3 - Neutral	47.06%	8
4 - Satisfied	29.41%	5
5 - Very Satisfied	11.76%	2
TOTAL		17

Franklin County Jail Staff Survey

Q14 When would you prefer officer wellness classes to happen?

Answered: 16 Skipped: 1

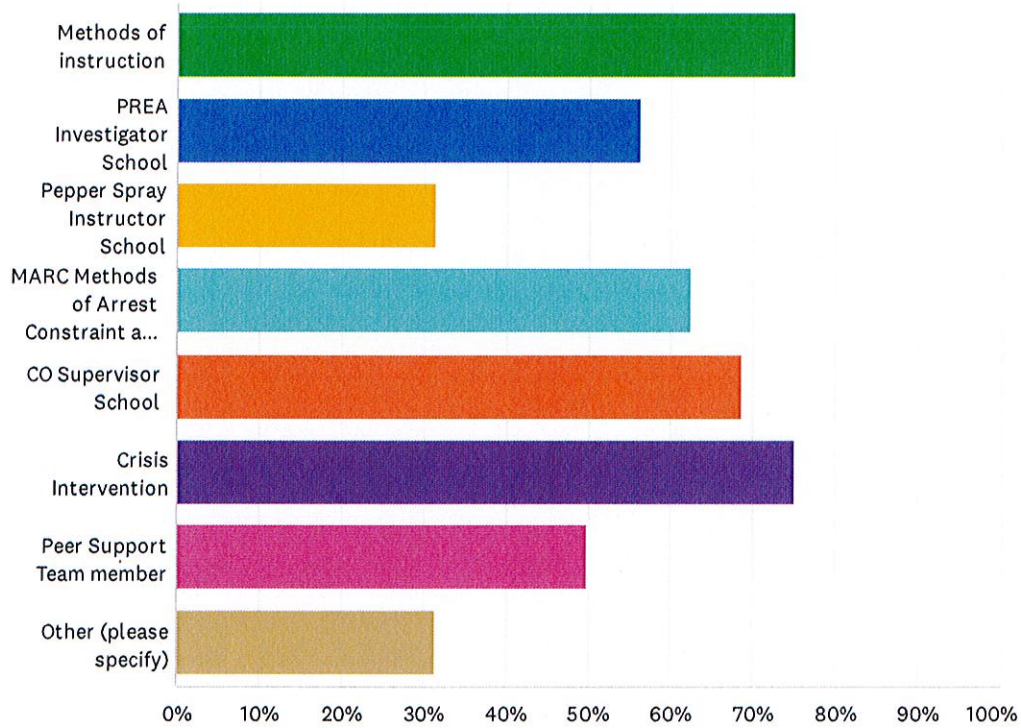


ANSWER CHOICES	RESPONSES	
Before my shift	0.00%	0
After my shift	37.50%	6
Days off	43.75%	7
Other (please specify)	18.75%	3
TOTAL		16

Franklin County Jail Staff Survey

Q15 If offered, which of these elective CO certifications are you interested in (check all that apply)

Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
Methods of instruction	75.00%	12
PREA Investigator School	56.25%	9
Pepper Spray Instructor School	31.25%	5
MARC Methods of Arrest Constraint and Control	62.50%	10
CO Supervisor School	68.75%	11
Crisis Intervention	75.00%	12
Peer Support Team member	50.00%	8
Other (please specify)	31.25%	5
Total Respondents: 16		

Q16 Please share any suggestions you have on CO training schedule

Answered: 9 Skipped: 8

Q17 Is there anything else you'd like to share

Answered: 3 Skipped: 14



FRANKLIN COUNTY
Commissioners' Monthly Financial Review Sign-Off

January 2026

The County Commissioners have reviewed and accepted the following monthly financial reports.

- Cash and CDARS Balances Report
- Bank Reconciliations
 - County General Fund Checking – ASB **4875 and **4904
 - County General Fund Payroll – BSB **3766
 - ARPA Fund – FSB **7016 & **7024
 - Deeds Surcharge – ASB **4752 & **4816
 - Probate Surcharge – ASB **4787 & **4840
 - UT General Fund Checking – ABS **3321 & **3356
 - UT TIF – ASB **6839 & **6898
 - UT TIF CDARS - IntraFi
- Summary Budget-to-Actual Reports
 - General Fund
 - Jail Fund
 - Unorganized Territory
- Reserves Activity Report

District 1	Tom Saviello	_____
District 2	Fen Fowler	_____
District 3	Tom Skolfield	_____
District 4	Bob Carlton	_____
District 5	Jeff Gilbert	_____
Treasurer	Pam Prodan	_____

**Franklin County and Franklin County Unorganized Territory
Cash and CDARS Balances
As of January 31, 2026**

Acct Num	Description	Bank	Bank Acct #	Balance
G 01-1000-00	County Operational Checking	Androscoggin Bank	4875 & 4904	\$ 5,143,808.45
G 01-1001-00	County Payroll Checking	Bangor Savings Bank	3766	479,959.45
G 01-1105-00	County General Fund CDARS	Androscoggin Bank	Varies	-
			TOTAL GENERAL FUND	5,623,767.90
G 11-1001-00	ARPA Checking	Franklin Savings Bank	7016 & 7024	404,121.83
G 72-1000-00	Deeds Surcharge Checking	Androscoggin Bank	4752 & 4816	201,464.23
G 77-1000-00	Probate Surcharge Checking	Androscoggin Bank	4787 & 4840	45,295.67
			TOTAL FRANKLIN COUNTY BANK AND CDARS ACCOUNTS	6,274,649.63
G 15-1010-00	UT General Fund Checking	Androscoggin Bank	3321 & 3356	1,109,228.61
G 15-1051-00	UT General Fund CDARS	Androscoggin Bank	Varies	-
			TOTAL UT GENERAL FUND	1,109,228.61
G 16-1014-00	UT TIF Fund Checking	Androscoggin Bank	6839 & 6898	4,232,012.64
G 16-1053-00	UT TIF Fund CDARS	Androscoggin Bank	Varies	-
			TOTAL UT TIF FUND	4,232,012.64
			TOTAL UNORGANIZED TERRITORY BANK AND CDARS ACCOUNTS	5,341,241.25
			TOTAL ALL BANK AND CDARS ACCOUNTS	\$ 11,615,890.88

Franklin County

Bank Reconciliation

Androscoggin Savings Bank General Fund Operating Accounts **4875 and **4904

January 2026

Balance per Bank

1/31/2026	Gen Fund	ASB 4875 Checking	\$ 150,000.00	
1/31/2026	Gen Fund	ASB 4904 Sweep	<u>5,172,456.31</u>	
				\$ 5,322,456.31

Deposits in Transit

1/31/2026	G 0767	JANUARY ICON	1,154.00	
1/31/2026	G 0767	JANUARY ICON	98.00	
1/31/2026	G 0762	Checks Deposit	<u>1,993.43</u>	
				3,245.43

Outstanding Checks and Withdrawals

12/2/2025	32984	00830 - Treasurer, State of Maine	(350.00)	
12/2/2025	33005	01216 - Elizabeth Wood	(102.20)	
1/6/2026	33090	00330 - Great Works Internet	(2,164.72)	
1/6/2026	33106	00846 - Treasurer, State of Maine Health & I	(1,077.98)	
1/6/2026	33116	00944 - Unique Auto Glass	(565.00)	
1/6/2026	33121	01012 - Yankee Trophy	(106.00)	
1/6/2026	33131	01227 - Berry Fruit Farms	(2,028.30)	
1/6/2026	33133	01236 - Ryker Samson	(203.00)	
1/6/2026	33140	01261 - Jeffery Gilbert	(11.83)	
1/20/2026	33141	00017 - Alternative Correctional Healthcare	(31,253.15)	
1/20/2026	33143	00018 - Amazon Capital Services	(1,236.55)	
1/20/2026	33144	00026 - Archie's Inc	(1,903.70)	
1/20/2026	33145	00029 - AT&T Mobility	(2,502.08)	
1/20/2026	33147	00073 - Carrabassett Valley Outdoor Assoc	(960.00)	
1/20/2026	33152	00119 - Communication Consulting Service	(1,070.00)	
1/20/2026	33153	00128 - Consolidated Communications	(235.22)	
1/20/2026	33154	00169 - Dead River Company	(141.43)	
1/20/2026	33156	00185 - Dirigo Safety LLC	(2,239.80)	
1/20/2026	33160	00312 - Eric Geisman	(76.23)	
1/20/2026	33161	00330 - Great Works Internet	(4,654.05)	
1/20/2026	33166	00498 - Maine EMA Directors Council	(50.00)	
1/20/2026	33171	00520 - Maine Pretrial Services, Inc	(7,400.00)	
1/20/2026	33172	00524 - Maine Registers of Deeds Associati	(200.00)	
1/20/2026	33175	00607 - NFOP Labor Services Division	(1,222.50)	
1/20/2026	33177	00676 - Portland Glass	(74.95)	
1/20/2026	33178	00740 - Riverside Greenhouse	(766.00)	
1/20/2026	33180	00830 - Treasurer, State of Maine Dept Pub	(350.00)	

Franklin County
Bank Reconciliation
Androscoggin Savings Bank General Fund Operating Accounts **4875 and **4904
January 2026

1/20/2026	33190	01027 - Admiral Fire & Safety	(315.22)	
1/20/2026	33193	01047 - Maine Revenue Services, Property 1	(117,981.16)	
1/20/2026	33202	01234 - Spectrum Business	(590.13)	
1/20/2026	33203	01262 - XEROX Business Solutions	(62.09)	
				<u>(181,893.29)</u>
Adjusted Bank Balance				5,143,808.45
Balance per Books				<u>5,143,808.45</u>
Variance				\$ <u>-</u>

Notes

Franklin County
 Bank Reconciliation
 Bangor Savings Bank Operating Account and Repurchase Accounts - **3766
 January 2026

Balance per Bank

1/31/2026	Gen Fund	BSB 3766 Checking	\$	-	
1/31/2026	Gen Fund	BSB 3766 Repurchase		<u>229,959.45</u>	
					\$ 229,959.45

Deposits in Transit

1/30/2026	G 0760	Txfr to BSB Acct		<u>250,000.00</u>	
					250,000.00

Outstanding Checks and Withdrawals

				<u>-</u>	
					-

Adjusted Bank Balance

479,959.45

Balance per Books

479,959.45

Variance

\$ -

Notes

A

**Franklin County
Bank Reconciliation
Franklin Savings Bank ARPA Accounts **7016 and **7024
January 2026**

Balance per Bank			
1/31/2026	ARPA Fund	FSB 7016 Checking	\$ 100,000.00
1/31/2026	ARPA Fund	FSB 7024 Sweep	<u>304,121.83</u>
			\$ 404,121.83
Deposits in Transit			
			<u>-</u>
			-
Outstanding Checks and Withdrawals			
			<u>-</u>
			-
Adjusted Bank Balance			404,121.83
Balance per Books			<u>404,121.83</u>
Variance			\$ <u>-</u>

Notes

A

Franklin County
 Bank Reconciliation
 Androscoggin Savings Bank Deeds Surcharge Accounts **4752 and **4816
 January 2026

Balance per Bank

1/31/2026	Deeds Pres	ASB 4752 Checking	\$	-	
1/31/2026	Deeds Pres	ASB 4816 ICS		<u>201,464.23</u>	
					\$ 201,464.23

Deposits in Transit

<u>-</u>	-
----------	---

Outstanding Checks and Withdrawals

<u>-</u>	-
----------	---

Adjusted Bank Balance

201,464.23

Balance per Books

201,464.23

Variance

\$ -

Notes

A

Franklin County
Bank Reconciliation
Androscoggin Savings Bank Probate Surcharge Accounts **4787 and **4840
January 2026

Balance per Bank			
1/31/2026	Probate Pres	ASB 4787 Checking	\$ -
1/31/2026	Probate Pres	ASB 4840 Sweep	<u>45,295.67</u>
			\$ 45,295.67
 Deposits in Transit			
			<u>-</u>
			-
 Outstanding Checks and Withdrawals			
			<u>-</u>
			-
 Adjusted Bank Balance			
			45,295.67
 Balance per Books			
			<u>45,295.67</u>
 Variance			
			<u>\$ -</u>

Notes

A

**Franklin County Unorganized Territory
Bank Reconciliation
UT General Fund - Operating Checking
January 2026**

Balance per Bank

1/31/2026	Gen Fund	Andro Bank **3321	\$ -	
1/31/2026	Gen Fund	Andro Bank **3356	<u>1,109,412.22</u>	\$ 1,109,412.22

Deposits in Transit

- -

Outstanding Checks and Withdrawals

1/20/2026	50399	00029 - AT&T Mobility	<u>(183.61)</u>	<u>(183.61)</u>
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Adjusted Bank Balance

1,109,228.61

Balance per Books

1,109,228.61

Variance

\$ -

Notes

A

**Franklin County Unorganized Territory
Bank Reconciliation
UT TIF Fund - Operating Checking
January 2026**

Balance per Bank			
1/31/2026	TIF Fund	Andro Bank **6839	\$ -
1/31/2026	TIF Fund	Andro Bank **6898	<u>4,232,012.64</u>
			\$ 4,232,012.64
Deposits in Transit			
			<u>-</u>
			-
Outstanding Checks and Withdrawals			
			<u>-</u>
			-
Adjusted Bank Balance			<u>4,232,012.64</u>
Balance per Books			<u>4,232,012.64</u>
Variance			<u>\$ -</u>

Notes

A

**Franklin County Unorganized Territory
Bank Reconciliation
UT TIF CDARS
January 2026**

Balance per Bank				
1/31/2026	TIF Fund	Andro Bank **8385	\$	-
				\$ -
Deposits in Transit				-
				-
Outstanding Checks and Withdrawals				-
				-
Adjusted Bank Balance				-
Balance per Books				-
Variance			\$	-

Notes

A

Franklin County and Franklin County Unorganized Territory
Summary Budget-to-Actuals
FY2026 through January 31, 2026

% of Year
Remaining
41.7%

	<u>Budget</u>	<u>Actual</u>	<u>Pos (Neg) Variance</u>	<u>% Variance</u>
Franklin County General Fund				
Property taxes	\$ 7,197,048.00	\$ 7,197,048.00	\$ -	0.0%
Other taxes	140,000.00	99,824.37	(40,175.63)	-28.7%
Permits and fees	404,643.00	290,409.18	(114,233.82)	-28.2%
Intergovernmental	177,466.00	45,935.26	(131,530.74)	-74.1%
Other revenues	130,000.00	76,698.21	(53,301.79)	-41.0%
Other financing sources	-	7,100.00	7,100.00	
<i>Total revenues and other financing sources</i>	<u>8,049,157.00</u>	<u>7,717,015.02</u>	<u>(332,141.98)</u>	<u>-4.1%</u>
Emergency management	280,612.00	152,503.21	128,108.79	45.7%
District attorney's office	388,665.00	200,546.82	188,118.18	48.4%
Superior court	3,000.00	98.14	2,901.86	96.7%
Commissioners' office	399,220.00	230,725.15	168,494.85	42.2%
Treasurer's office	259,165.00	119,733.77	139,431.23	53.8%
Technical services	499,717.00	298,410.99	201,306.01	40.3%
Facilities	397,879.00	157,815.82	240,063.18	60.3%
Registry of deeds	250,961.00	124,777.19	126,183.81	50.3%
Registry of probate	329,782.00	163,577.68	166,204.32	50.4%
Sheriff's office	2,964,143.00	1,815,788.02	1,148,354.98	38.7%
Civil process	-	355.55	(355.55)	
Communications	1,384,168.00	739,450.61	644,717.39	46.6%
County-wide	686,645.00	490,355.73	196,289.27	28.6%
Other financing uses	170,200.00	170,200.00	-	0.0%
<i>Total expenditures and other financing uses</i>	<u>8,014,157.00</u>	<u>4,664,338.68</u>	<u>3,349,818.32</u>	<u>41.8%</u>
<i>Net change in fund balance</i>	<u>\$ 35,000.00</u>	<u>\$ 3,052,676.34</u>	<u>\$ 3,017,676.34</u>	<u>8621.9%</u>
Franklin County Jail Fund				
Property taxes	\$ 2,996,649.00	\$ 2,996,649.00	\$ -	0.0%
Intergovernmental	540,000.00	148,844.82	(391,155.18)	-72.4%
Other revenues	-	797.47	797.47	
Other financing sources	-	-	-	
<i>Total revenues and other financing sources</i>	<u>3,536,649.00</u>	<u>3,146,291.29</u>	<u>(390,357.71)</u>	<u>-11.0%</u>
County jail	3,536,649.00	1,981,841.18	1,554,807.82	44.0%
Other financing uses	-	-	-	
<i>Total expenditures and other financing uses</i>	<u>3,536,649.00</u>	<u>1,981,841.18</u>	<u>1,554,807.82</u>	<u>44.0%</u>
<i>Net change in fund balance</i>	<u>\$ -</u>	<u>\$ 1,164,450.11</u>	<u>\$ 1,164,450.11</u>	

**Franklin County and Unorganized Territory
Reserves Activity Report
FY2026 through January 31, 2026**

	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers In (Out)</u>	<u>Ending Balance</u>
70 Benefits	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
71 Facilities	199,672.02	-	(32,558.25)	42,000.00	209,113.77
72 Deeds Pres	188,190.42	16,778.81	(2,011.00)	-	202,958.23
73 Deeds Micro	1,175.00	-	-	-	1,175.00
74 Perambulate	10,261.00	-	-	-	10,261.00
75 Contingency	100,000.00	-	-	-	100,000.00
76 Insurance	-	-	-	-	-
77 Probate Pres	43,255.02	2,300.65	-	-	45,555.67
78 EMA Capital	44,839.00	-	-	10,700.00	55,539.00
79 EMA In-Kind	8,755.20	-	(1,074.95)	-	7,680.25
80 SO Vehicle	282,900.51	-	(13,856.00)	-	269,044.51
81 Parking Lot	60,000.00	-	-	-	60,000.00
82 IT / Server Upgrd	172,705.90	-	(155,267.27)	5,000.00	22,438.63
83 SO Capital	188,029.03	-	(72,305.48)	100,000.00	215,723.55
84 Unemployment	26,870.77	-	-	-	26,870.77
85 Dispatch Radio	374.18	-	-	-	374.18
86 Dispatch Equip	55,215.10	-	(16,694.34)	5,000.00	43,520.76
87 I Am Responding	2,978.00	-	-	7,500.00	10,478.00
88 Jail Capital	141,766.06	-	(17,096.00)	-	124,670.06
89 Jail Building	2,105.00	-	-	-	2,105.00
91 Clerical	1,610.50	-	-	-	1,610.50
92 Prob Equip	1,187.00	-	-	-	1,187.00
TOTAL COUNTY	<u>\$ 1,571,889.71</u>	<u>\$ 19,079.46</u>	<u>\$ (310,863.29)</u>	<u>\$ 170,200.00</u>	<u>\$ 1,450,305.88</u>
Paving	\$ 150,000.00	\$ -	\$ -	\$ 100,000.00	\$ 250,000.00
Vehicle	6,625.88	-	-	20,000.00	26,625.88
E-911	82,050.00	-	-	17,640.00	99,690.00
Roads and Bridges	1,545,965.23	-	(2,014,161.33)	1,100,000.00	631,803.90
Communications	10,000.00	-	-	5,500.00	15,500.00
Contingency	25,000.00	-	-	-	25,000.00
TOTAL UT GENERAL FUND	<u>\$ 1,819,641.11</u>	<u>\$ -</u>	<u>\$ (2,014,161.33)</u>	<u>\$ 1,243,140.00</u>	<u>\$ 1,048,619.78</u>
Communications Study	\$ 10,915.27	\$ -	\$ -	\$ -	\$ 10,915.27
Public Fire Protection	146,182.50	-	-	-	146,182.50
Wireless Study	33,777.23	-	-	-	33,777.23
Environmental Mitigation	68,181.00	-	-	-	68,181.00
Transit	5,000.00	-	-	-	5,000.00
Out-of-District Telecom	295,638.67	-	-	-	295,638.67
Trail improvements	35,149.36	-	-	-	35,149.36
GPS	12,000.00	-	-	-	12,000.00
Scenic Byway	47,419.25	-	-	-	47,419.25
AVCOG Dues	755.37	-	(755.37)	-	-
Business Marketing	34,346.82	-	-	-	34,346.82
GFDC Dues	34,500.00	-	-	-	34,500.00
Revolving Loan Fund	634,146.33	-	-	-	634,146.33
Nature-Based Tourism	26,817.05	-	-	-	26,817.05
TOTAL UT TIF FUND	<u>\$ 1,384,828.85</u>	<u>\$ -</u>	<u>\$ (755.37)</u>	<u>\$ -</u>	<u>\$ 1,384,073.48</u>

**Franklin County and Franklin County Unorganized Territory
 Summary Budget-to-Actuals
 FY2026 through January 31, 2026**

**% of Year
 Remaining**
 41.7%

	<u>Budget</u>	<u>Actual</u>	<u>Pos (Neg) Variance</u>	<u>% Variance</u>
Franklin County Unorganized Territory				
Property taxes	\$ 3,029,129.00	\$ 2,271,846.75	\$ (757,282.25)	-25.0%
Other taxes	200,000.00	218,672.48	18,672.48	9.3%
Intergovernmental	39,086.00	74,820.00	35,734.00	91.4%
Other revenues	100,500.00	35,195.73	(65,304.27)	-65.0%
Other financing sources	-	-	-	
<i>Total revenues and other financing sources</i>	<u>3,368,715.00</u>	<u>2,600,534.96</u>	<u>(768,180.04)</u>	-22.8%
Roads and bridges	380,000.00	353,669.10	26,330.90	6.9%
Snow removal	777,212.00	328,840.80	448,371.20	57.7%
Solid waste	235,389.00	176,541.54	58,847.46	25.0%
Fire protection and public safety	550,963.00	343,062.30	207,900.70	37.7%
Community support and recreation	17,096.00	8,450.15	8,645.85	50.6%
Other services	4,500.00	2,295.00	2,205.00	49.0%
Capital outlay and contingency	2,014,161.53	2,014,161.53	-	0.0%
Administration	160,415.00	78,891.61	81,523.39	50.8%
Other financing uses	-	-	-	
<i>Total expenditures and other financing uses</i>	<u>4,139,736.53</u>	<u>3,305,912.03</u>	<u>833,824.50</u>	20.1%
<i>Net change in fund balance</i>	<u>\$ (771,021.53)</u>	<u>\$ (705,377.07)</u>	<u>\$ 65,644.46</u>	-8.5%

Amy Bernard, MPA

From: alcohol.bablo@maine.gov
Sent: Tuesday, February 24, 2026 10:08 AM
To: Amy Bernard, MPA
Subject: Liquor License Application Review for Pepin's General Store

Categories: 4. Notification

Caution: External (alcohol.bablo@maine.gov)

First-Time Sender [Details](#)



[Safe](#) [Spam](#) [Phish](#) [More...](#)

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

Municipal/County Review

Application Type: Renewal Application

License Type: Off-Premises: Agency Liquor Store

Applicant: Pepin's General Store, Inc.

Premises Name: Pepin's General Store

Address: 6065 THE ARNOLD TRL COBURN GORE ME 04936-3007

File Number: 134520

Submission Date: February 24, 2026

[Click here to review and indicate whether or not your jurisdiction approves of the application.](#)

If you would like to update the person receiving this message or if you have any questions, please contact us.

State of Maine

Liquor Licensing & Enforcement

Phone: (207) 624-7220 Email: alcohol@maine.gov

19 Union St, 3rd Floor, Augusta, ME 04330

STANDARD OPERATING PROCEDURE (SOP)

County Commissioners Meeting Ground Rules

Effective Date:

1. Purpose

The purpose of this SOP is to establish clear and consistent guidelines for conducting County Commissioners' meetings to ensure order, respect, and efficiency in the decision-making process. At a minimum, these rules will be reviewed at the first Commissioner's meeting in January. They can also be modified at anytime during the year.

2. Scope

This SOP applies to all individuals participating in a County Commissioners meeting, including Commissioners, staff, and members of the public.

3. Definitions

- **Chairperson:** The Commissioner presiding over the meeting.
- **Vice Chair:** Elected as the back-up in the Chair cannot chair the meeting.
- **Public Comment Period:** A designated time for members of the public to address the Commissioners on non-agenda items. This will be at the opening of the meeting after the Pledge, Administrator update and approval of the meeting minutes.
- **Agenda Items:** The specific topics or matters that will be discussed during the meeting.
- **Executive Sessions:** Topics that are appropriate to discuss outside of the public forum and allowed by law.

4. Procedure

4.1 Agenda Setting

- Suggested Agenda items shall be presented to the Administrator. The Chair or Vice Chair in his absence shall approve or amend the Agenda by Thursday the week before each meeting.

- Receipt of the suggested Agenda items is to be acknowledged by the Administrator.
- If the Agenda item is not included, a reason will be provided to the member(s) as to why it was not included.

4.2 Respectful Communication

- All participants must communicate respectfully, addressing each other with professionalism.
- When speaking, participants must address the Chairperson and wait to be recognized before making comments.
- Interruptions are prohibited unless directed by the Chairperson.
- Disruptive behavior, including shouting, side conversations, or interfering with the meeting, will not be tolerated.
- Attendees causing disruptions may be asked to leave the meeting at the discretion of the Chairperson.
- Proper decorum is expected to be maintained and will be enforced by the Chair.

4.3 Staying on Topic

- Meetings are to begin with reciting the Pledge of Allegiance.
- All discussions must remain relevant to the agenda items.
- The agenda must be followed unless a specific request is made at the beginning of the meeting. A vote must be taken.
- Any concerns or matters not on the agenda should be addressed during the Public Comment period.
- The miscellaneous Agenda item at the end of the meeting will be the place where Commissioners may bring up items that are not on the agenda.

4.4 Time Management

- Meetings are to begin on time.
- The Chairperson will call for a motion to table or extend discussion if necessary.
- There will be a 15-to-30-minute break if the meetings go over two hours as designated by the Chair, unless there is a unanimous consent to continue.

4.5 Public Comment Procedures

- Members of the public may speak only during the designated Agenda item after the Commissioner and staff complete their discussions.
- Speakers must identify themselves by name and residing town.
- Public comments must remain on-topic and within the designated time limit.
- Personal attacks or inappropriate language are not permitted.

4.6 Decision Making

- Robert's Rules of Order will be used to run the meetings.
- Commissioners will engage in respectful dialogue regarding each agenda item.

4.7 Conflicts of Interest

- Commissioners are required to disclose any potential conflicts of interest or the appearance of a conflict of interest prior to discussion or voting on an agenda item.
- Disclosures will be recorded in the meeting minutes.

4.8 Voting Procedures

- Votes will be taken following the discussion of an agenda item.
- The Chairperson will call for a motion, a second, and a vote.
- The results of the vote will be recorded and included in the meeting minutes.
- Executive sessions will be captured by vote at time of entry, exit, and any actions taken.

4.9 Recording the Meeting

- All meetings will be recorded for the purpose of accurate minutes.
- Attendees must refrain from interrupting the recording process.

4.10 Legal and Ethical Standards

- Commissioners and all meeting participants must comply with applicable laws, ethical standards, and county policies during the meeting.

5. Responsibilities

- **Chairperson/Vice Chair:** Responsible for enforcing these ground rules, managing the agenda, and ensuring that the meeting is conducted respectfully and efficiently.
- **Commissioners:** Responsible for adhering to these ground rules and participating respectfully in the meeting.
- **Staff:** Responsible for adhering to these ground rules and participating respectfully in the meeting.
- **Public:** Responsible for adhering to the time limits and conduct guidelines during public comment periods.

6. Records

- **Meeting Minutes:** All meetings will be documented through official meeting minutes, which will include decisions, votes, and public comments.
- **Agendas and Minutes:** will be available to the public on the county's website and at the Commissioners' Office.
- **Recording:** A recording of the meeting will be made available to the public upon request.

7. Miscellaneous

- Business casual attire will be required at all meetings.
- Time will be set aside at the end of each meeting to provide feedback on what went well, what improvements might be considered and possible Agenda items for the next meeting.
- Staff that are not on the agenda do not need to attend the meetings.

8. Meeting Attendance:

- Commissioners are expected to attend all meetings.
- Commissioners should notify the administration if you anticipate being late or missing a meeting within 24 hours or as soon as reasonably possible.
- The public is welcome to attend.
- Reporters are welcome to attend. The Administrator and Administrative Assistant are expected to attend.
- Other staff members may attend if they are on the agenda.
- Staff members not on the Agenda may attend as citizens.
- Elected county officials may attend, if they desire to do so.

9. Meeting Time and Locations:

- Unless a change is made Meeting will start at 10 on the 1st and 3rd Tuesday of each month?
- Future meetings may be held at different times during the year.
- Future meetings will be at the new Emergency Operations Center or in various towns in Franklin County.
- Proper notifications will be made if the meeting location and/or times change.

This SOP provides a structured approach to ensuring that meetings are conducted professionally and with respect to all participants.

**Acknowledgment of Standard Operating Procedure
County Commissioners Meeting Ground Rules**

We, the undersigned, acknowledge that we have received, read, and understand the Ground/Operations Rules governing the County Commissioners' meetings. We agree to comply with the guidelines and procedures outlined in these rules, attached hereto.


By signing below, we affirm our commitment to conduct the business of the County Commissioners in accordance with these rules to promote efficiency, respect, and transparency.

Date: 3/4/2025



Bob Carlton
Franklin County Commissioner

Date: 3/4/25



Thomas Saviello
Franklin County Commissioner

Date: 3/4/2025



Thomas Skolfield
Franklin County Commissioner

Date: 3/4/25



Jeff Gilbert
Franklin County Commissioner

Date: 3/14/25
Fen Fowler



Fen Fowler
Franklin County Commissioner

Minutes

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

The meeting was held via: Zoom
Franklin County Commissioners' Meeting
April 15, 2025

The meeting was called to order by Commissioner Skolfield at 10:01 a.m.

Pledge of Allegiance

Audience (Present): Jace Poulin, Brad Timberlake, Susan Pratt, Donna Perry, Nathan Hiltz, Louise Hiltz, Jake Ducharme, Robert Lightbody, Steve Govoni, Les Jordan, Johanna Cullenberg, Steve Lowell, Scott Nichols, David Rackliffe, Jake Nichols, Hart Daley, Ryan Close, Beverly Levigne, Pamela Prodan, Mt. Blue T.V., ~~Amy Bernard~~, Tiffany Baker, Jamie Sullivan and Brenda Bittle.

Audience (Zoom): Marc Roy, Amanda Simoneau and Deeds

RECOGNITION:

- A. **Employee of the Quarter** - Johanna Cullenberg was recognized as the first 911 Dispatcher Employee of the Quarter for Franklin County. Brad Timberlake, Director of Communications, praised Johanna for her professionalism, composure under pressure and dedication.
- B. **National Public Safety Telecommunicator's Week** – April 13, 2025, through April 19, 2025, represents National Public Safety Telecommunicator's Week. Brad Timberlake, Director of Communications expressed his appreciation to his dedicated team which consists of: Michelle St.Claire, Jace Poulin, Dawn Tolman, Felicia Floyd, Diane Serino, Hunter Lowell, Johanna Cullenberg, Ashley McDowell, Everett Spaulding, Marin Hainley and Kyle Ellis.

APPOINTMENTS: None

NEW BUSINESS:

1. **Administrator's Report – Motion to accept the Administrator's Report: Tom Saviello/Jeff Gilbert (4/0)**
Motion to approve the appointments and hiring of Lexi Dagget for the Deputy EMA position and Hart Daley for the Jail Administrator: Tom Saviello/Jeff Gilbert (4/0)

2. **Minutes – Motion to accept the Minutes of April 1, 2025: Tom Saviello/Fen Fowler (4/0).**
3. **Treasurer’s Report – Motion to accept the Treasurer’s Report: Tom Saviello/Fen Fowler (4/0).**
4. **Quick Stream Bridge, Reed Road, Salem Township Contract – Steve Govoni, President of Wentworth Partners & Associates along with Les Jordan, owner of Jordan Excavation, who was awarded the contract for the Quick Stream Bridge, Reed Road, Salem Township, were present to sign the contract. Motion for the Vice Chair to sign the Contract with Jordan Excavation: Tom Saviello/Fen Fowler (4/0).**
5. **Oberton Stream Bridge, Reeds Mill Road, Madrid Township Contract – The Commissioners were presented with a contract for the Oberton Stream Bridge, Reeds Mill Road, Madrid Township that was awarded to Wyman and Simpson, Inc. to sign. Motion for the Vice Chair to sign the Contract with Wyman and Simpson, Inc.: Tom Saviello/Jeff Gilbert (4/0).**
6. **UT – Finance Reserves – In order to help compensate for the costs of the bridges that are being rebuilt, it was suggested that we consolidate some of the reserves and the undesignated fund balance so that we have sufficient funds to cover the other costs. Motion to authorize BlueStar Accounting consolidate the Fire Truck Reserve - \$22,000, Perambulation Reserve - \$9,598, Beech Hill Bridge Reserve - \$8,562, GPS Reserve - \$533, Spruce Nubble Crossing Reserve - \$12,000 and \$700,000 from the Unassigned Fund Balance into the Roads and Bridges Reserve for a total of \$752,693: Fen Fowler/Tom Saviello (4/0).**
7. **Sheriff’s Office**
 - A. **State of Maine Grant for XRB Shots – During the March 18, 2025, Commissioner’s Meeting, the Commissioner’s authorized the Sheriff’s Office to apply for a grant through the State of Maine for Extended-Release Buprenorphine shots for the jail. The Sheriff’s office was awarded the grant and are looking for permission to accept the grant. Motion to approve the acceptance of the State of Maine Grant for XRB Shots: Fen Fowler/Tom Saviello (4/0).**
 - B. **Firearms Trade-In – The Sheriff’s Office is looking for permission to trade in five AR-15 rifles towards the purchase of five new Ruger AR-556 patrol rifles. The trade-in price is \$2,000, the purchase price for the new rifles is \$4,425 for a difference of \$2,425. The Sheriff was also seeking permission to move \$2,425 from his Fuel and Oil Account to his Weapons and Body Armor Account. Motion to trade in the old weapons for \$2,000, purchase the new Ruger patrol rifles for \$4,425, and pay the difference by transferring from the Fuel and Oil Account to the Weapons and Body Armor Account for a total of \$2,425: Tom Saviello/Jeff Gilbert (4/0).**
8. **Cochran Property – Sponsorship for Emergency Watershed Protection Program – Sue Ann Cochran requested the commissioners for sponsorship for the Emergency Watershed Protection Program to assist with the protection of her home that is located on the Sandy River due to the erosion of the riverbanks caused by the most recent floods. Commissioner Skolfield had suggested a site visit of the premises as well as reviewing past circumstances to see how they were addressed by the county. Motion to Table Tom Saviello/Jeff Gilbert (4/0).**

9. **Legal RFP** – The Counties legal services are due to end in May. We had gone out to bid for services, however we did not receive any bids. **Motion to send RFP directly to attorney offices and law firms: Tom Saviello/Fen Fowler (4/0).**
10. **Maine Department of Agriculture, Conservation & Forestry – Letter of Support – Motion to sign letter of Support: Fen Fowler/Jeff Gilbert.** Commissioner Saviello wanted to be reassured that if the state money was going to be used to repair these bridges that the public was going to have access to the roads. **With a friendly amendment to clarify that Commissioner Saviello receives assurance that the public will have access to the roads. The Vice Chair and Commissioner Saviello will contact the Maine Department of Agriculture, Conservation & Forestry to make sure the public will have access to the roads before the letter in support is signed by the Vice Chair on behalf of the County Commissioners. The Motion is contingent upon answers from the Maine Department of Agriculture, Conservation & Forestry: (4/0).**

OLD BUSINESS:

1. **Budget Committee Mileage Reimbursement Policy – Motion to accept the policy Fen Fowler/Tom Saviello with friendly amendment that we change that the committee member must reside more than ten (10) miles one way from 120 County Way, Farmington, Maine (4/0).**

MISCELLANEOUS:

1. Commissioner Saviello reminded the public of the Public Meeting Workshop with Judy Meyer
2. The Vietnam War Memorial Wall will be in coming to Farmington from July 2, 2025, through July 6, 2025. They will be looking for volunteers for setting up and taking down the wall. It also needs to be personally manned and open around the clock. Multiple jobs are available. For additional information, please follow the Facebook link: The wall that heals 2025.
3. Commissioner Saviello requested that the May 20, 2025 Commissioner Meeting begin at 9:00 a.m.

WARRANTS: UT, County AP, and ARPA: Motion to sign Warrants: Jeff Gilbert/Fen Fowler (4/0)

ADJOURNMENT: Motion to adjourn at 11:41 a.m.: Jeff Gilbert/Fen Fowler (4/0).

MEMORANDUM

To: Franklin County Commissioners

From: Amy L. Bernard

Date: February 27, 2016

Re: Budget Committee Statute – Agreed Items and Outstanding Concerns

The purpose of this memorandum is to summarize the items the Commissioners agreed upon regarding proposed revisions to the Budget Committee Statute, as well as to outline the areas where there remain disagreement or concern.

Items Agreed Upon

The Commissioners agreed that the rotating member of the Budget Committee should be a member of the Unorganized Territory (UT).

The Commissioners also agreed that municipalities should be made aware of the suggested statutory changes and that a dialogue with municipal officials should occur prior to the submission of any Legislative Document (LD), in order to allow for transparency and feedback.

Items Not Agreed Upon / Outstanding Concerns

The Commissioners do not have consensus on the following matters:

County-Wide Caucus – There is disagreement regarding the establishment or use of a County-Wide Caucus as part of the process.

Replacement of a Committee Member No Longer Holding Office – There is no agreement on how to address situations where a committee member no longer holds the qualifying office during their term.

Term Expiration Dates – Concerns remain regarding how term expiration dates should be structured and implemented.

Public Notice for District Caucus – There is disagreement as to whether a public notice requirement should be mandated for a district caucus.

Election of Members and Contingency Plan – There is not agreement on requiring members to be elected and what the appropriate backup plan should be if no candidate runs for the position.