

Minutes

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

The meeting was held via: Zoom

Franklin County Commissioners' Meeting

June 2, 2026

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

AUDIENCE: Mt. Blue T.V, Nathan Hiltz, Robert Lightbody, David Rackliff, Lee Ireland, Susan Black, Hart Daley, Brandon Gray, Dawson Tolman, Ryker Sampson, Jake Ducharme, Shawn O'Leary, Scott Nichols, Steve Lowell, Pamela Prodan, Jake Nichols, Susan Pratt, Karen Rea and Jamie Sullivan.

ZOOM: Heather Hunter and Donna Perry.

RECOGNITION: Console Project – Communications, Facilities and IT – Major Daley thanked Dawson Tolman and Ryker Sampson for their professionalism, patience and dedication for working through the disruption during the console project at the Regional Communication Center. He also thanked Brandon Gray, facilities, for stepping in and providing valuable assistance during the project, and a special thank you to Jake Nichols, IT Director, for overseeing the entire project. Thank you for your teamwork during this project.

APPOINTMENTS: None

NEW BUSINESS:

- 1. Administrator's Report – Motion to accept the Administrator's Report: Tom Skolfield/Tom Saviello (5/0).**
- 2. Minutes – Motion to approve the May 19, 2026, and May 27, 2026, Minutes as presented: Tom Skolfield/Tom Saviello (5/0).**
- 3. Treasurer's Report – Motion to accept the Treasurer's Reports: Tom Saviello/Tom Skolfield (5/0).**
- 4. RHR Smith – Audit Review** – Heather Hunter, Director of Audit from RHR Smith, was available to review and answer questions of the 2025 Federal Compliance Audit. Of note, RHR Smith was pleased to say there were no suggested best practice improvements recommended for Franklin County. **No Action Required.**
- 5. Topher Hunt – Salem Township 4-Wheeler Club – Fish Hatchery Road Access** – No one appeared from the Salem Township 4-Wheeler Club to discuss this matter. **No Action Taken.**
- 6. Communications Center – Console disposal** – The consoles at the dispatch center have been replaced and the project has now been completed. Administration requested to dispose of the old consoles either by donation or disposal at the dump. The former Communications

Director promised a desk to the law enforcement program at Mt. Blue High School. **Motion to donate one desk (the odd ball desk) to the school: Tom Skolfield/Tom Saviello (5/0).** **Motion to authorize the disposal of the former Communications Center, either through donation or selling, to an interested organization or by disposal at the dump if no suitable recipient is identified: Fen Fowler/Tom Saviello (5/0).**

7. **On-Call Stipend** – Jake Nichols, IT Director discussed options for receiving an on-call stipend for IT and EMA salaried positions. He proposed a \$25.00 per day stipend when on call, with no additional compensation for hours worked. Concerns were discussed regarding EMA and the Deputy EMA position being hourly. The board requested additional information before making any decisions. **No Action Taken.**
8. **4th of July Parade** – Staff requested authorization to participate in the 4th of July Parade. **Motion to allow staff to participate in the 4th of July parade: Tom Saviello/Jeff Gilbert (5/0).**
9. **Policy Review**
 - A. **Cash Handling Policy** – A discussion was held regarding the cash handling within the departments. It was requested that departments that handle cash review and send additions and/or changes to the policy to administration to revise before bringing it to the Commissioners for consideration. **Motion to Table: Tom Skolfield/Tom Saviello (5/0).**
 - B. **Personal Workspace Cleaning Policy** – A discussion was held regarding employees taking care of their own personal workspace. More discussion would need to be held with the people that would be affected by the policy before the commissioners would consider. It was recommended that this becomes standard instead of a policy. **Motion to Table: Tom Saviello/Tom Skolfield (5/0).**
10. **Personnel Policy Handbook** – A discussion was held regarding reviewing each of the policies in the handbook, several suggestions were made, hold a workshop, break it down into parts at several meetings, put together a committee to review and bring forth any changes to the Commissioners for approval. A discussion was also held about whether a Commissioner should be a member of the committee. **Motion to form a committee to review the Franklin County Policy Handbook to include all sections of the county: Tom Saviello/Tom Skolfield (3/2) Bob Carlton and Jeff Gilbert oppose.**

Recess: 11:51 to 12:01

Executive Session in accordance with 1 MRS § 405(6)(A) – Personnel Matter

Motion to enter Executive Session in accordance with 1 MRS § 405(6)(A) - Personnel Matter at 12:01 p.m.: Bob Carlton/Tom Saviello (5/0).

Motion to end Executive Session in accordance with 1 MRS § 405(6)(A) – Personnel Matter at 12:30 p.m.

11. **Facilities – Open Position** – The Commissioners were presented with several scenarios for custodian options for the facilities department: 1. Hire another custodian, the facilities would then consist of two custodians with no management. All supervision of the facilities department, along with county inspections, permitting, and compliance matters would fall

on the County Administrator. 2. Hire a working facilities supervisor, the supervisor would be responsible for permitting and obtaining inspections and would work closely with the County Administrator 3. Continue with one custodian and outsourcing other functions of facilities including cleaning at the courthouse, lawn mowing and shoveling and snow removal services, and 4. Remain the same with hiring a new Facilities Manager, with the understanding that the job description would need to be revised. **Motion to consider the supervisor and other custodian opportunity that has been presented and ask the Administrator to present it to the budget committee: Tom Saviello/Tom Skolfield (5/0).**

- 12. County Administrator – Job Description** – It was discussed that a new County Administrator job description be developed for the Commissioner’s review for the next meeting. **No Action Taken.**

OLD BUSINESS: None

MISCELLANEOUS:


1. HR requested permission from the Commissioners for Farmington Police Department to have access to the Courthouse at any time through the keycard/fob system. Permissions would be added to each of the cruiser’s key fob. **Motion to allow the Farmington Police Department to have access to the Courthouse at any time through the keycard/fob system: Tom Skolfield/Tom Saviello (5/0).**
2. HR is working with the Sheriff’s office to organize active shooter training.
3. With Major Rackliff retiring, HR revised the current job description. **Motion to approve the job description and post the job: Tom Saviello/Tom Skolfield (5/0).**
4. A second round of interviews will take place for the hiring of the Communications Director.
5. Reminder: June 16, 2026, Commissioner meeting will begin at 9:00 a.m. for an Abatement Appeal Hearing.
6. Schedule a Commissioner Meeting for Monday, June 8, 2026, at 3:00 p.m. to vote on the budget.
7. Sergeant Close requested the Commissioner’s change their meeting date due to a two-day CTI training to be held at the EOC. This will be the only training in Maine this year. The Commissioner’s agreed to hold their meeting at 6:00 p.m. on October 6, 2026.
8. Sergeant Close along with other nonprofit agencies are working together to have a centralized point of communication for citizens to reach out for resources. Jake will be working towards obtaining an e-mail address for this: outreach@franklincounty.gov. The initial recipients will be five employees at the Sheriff’s Office.
9. Major Hart Daley gave an update on the grease trap project that is currently underway at the jail.
10. Major Daley, with assistance from the Sheriff, sent a letter to Senator Collins for money to assist the jails. He indicated that the jail is utilized as a mental health facility and the burden that is put on the staff. He requested that money be spent on mental health, and money be diverted to the State of Mainer for a northern, central and southern psychiatric facility for these individuals to receive the treatment that they need rather than putting them in a

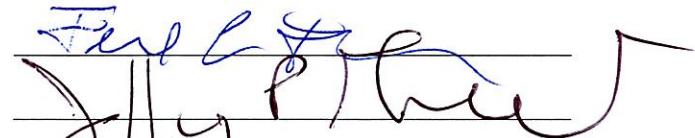
maximum facility setting at the jail. He listed a multitude of reasons why it would be beneficial for the state. Commissioner Carlton suggested Major Daley reach out to the Motion to write a letter of support on behalf of Major Daley's letter: Tom Saviello/Tom Skolfield (5/0).

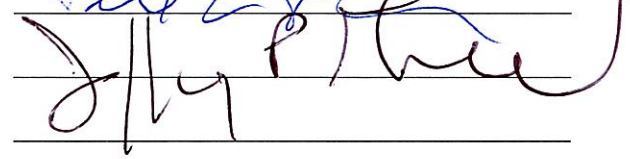
WARRANTS: County AP, Payroll & UT – Motion to sign Warrants: Tom Skolfield/Jeff Gilbert (5/0).

ADJOURNMENT: Motion to adjourn at 1:19 p.m.: Tom Saviello/Tom Skolfield (5/0).

A recording is available for this meeting.







FRANKLIN COUNTY COMMISSIONERS
ATTEST:  CLERK