

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: June 16, 2026 @ 9:00 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.

ABATEMENT APPEAL HEARINGS:

9:00 a.m.

NOTICE OF TAX ABATEMENT APPEAL HEARING IN THE MATTER OF:
Petitioners Michael Canney and June Locklin v. Respondent Town of Phillips

RECOGNITION:

APPOINTMENTS:

NEW BUSINESS:

1. Administrator's Report
2. Minutes
3. Treasurer's Report
4. Enterprise Rentals – Sheriff's Office
5. Dark Sky Initiative- Nancy Perlson
6. Commit the Taxes for FY2027
7. Facilities – Supervisor Job Description
8. County Administrator – Job Description
9. UT Temporary Bridge
10. Risk Pool Audit Review
11. Summerfest – Use of parking lot on July 25, 2026
12. Sheriff's Office – Vehicle Reserve Account Authorization

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: County AP, UT & Payroll

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
June 16, 2026**

RECOGNITION: None

APPOINTMENTS:

NEW BUSINESS:

Administrator's Report

- Franklin County Deputy, Jeff Brann submitted his resignation. His last day will be June 20th.
- I sent the attorney correspondence to review.
- I have had correspondence with the Attorney about the Caribou Pond Dam TIF Project, and we will have an executive session with the attorney on June 23, 2026.
- There is a sidebar in the works with the NCEU regarding a grievance concerning the construction environment.
- Final interviews were held and I am bringing forward the hiring of Kyle Ellis as Communications Director starting July 6, 2026.

Recommendation: Motion to accept the Administrator's Report.

**Motion to approve the hiring of Kyle Ellis as
Communications Director.**

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

Recommendation: Motion to approve June 2, 2026, and June 8, 2026, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Enterprise Rentals – Sheriff's Office

Comments: Sheriff Nichols will introduce a representative from Enterprise Rentals as a different model of acquiring vehicles.

Recommendation: None at this time.

Dark Sky Initiative- Nancy Perlson

Comments: Nancy Perlson will present the Dark Sky Initiative led by the Rangeley Lakes Heritage Trust.

Recommendation- None at this time

Commit the Taxes for FY2027

Comments: On Wednesday June 11th the Franklin County Advisory Budget Committee held its meeting and rejected the Commissioner's budget, the Budget Committee's vote failed so the budget reverts the Commissioner's budget. Please be advised that Marc, the accountant, was not available on Friday to review the Assessment. He will review it on Monday. Once reviewed, it will be forwarded to you for your review and approval.

Recommendation: Motion to Commit the Taxes for FY2027.

Facilities – Supervisor Job Description

Comments: The job description for the Facilities Supervisor job description is provided in your packet for your review, discussion and approval. We are also requesting authorization to post the position.

Recommendation: Motion to approve the new Facilities Supervisor job description and authorize the position to be posted both internally and externally at the same time.

County Administrator – Job Description

Comments: Two draft job descriptions for the County Administrator have been provided in your packet for your review, discussion and approval. We are also requesting authorization to post the position.

Recommendations: Motion to approve option _____ for the County Administrator job description and authorize the position to be posted.

UT Temporary Bridge

Comments: The Ira Mountain bridge in Carrabassett Valley is failing. Jamie Martin will be present to discuss the possibility of renting/leasing the temporary bridge the county currently owns.

Recommendation: None at this time.

Risk Pool Audit Review

Comments: Commissioner Carlton requested this matter to be put on the agenda.

Recommendation: None at this time.

Summer Fest – Use of parking lot on July 25, 2026

Comments: Susun Terese, requested permission to use the Employees Parking Lot on July 25, 2026, for the Summer Fest vendors. They requested to be able to allow vendors to set up after closing hours on Friday the 24th.

Recommendation: Motion to allow use of the parking lot after hours on July 24, 2026, and on July 25, 2026, for Summer Fest.

Sheriff's Office – Vehicle Reserve Account Authorization

Comments: Marc, the CPA for the County has requested the Board update the process for vehicle sales proceeds.

Recommendation: Motion to approve the proceeds of the sale from the Sheriff's vehicles be allocated to the in the Sheriff's Office – Vehicle Reserve Account.

OLD BUSINESS:

PAM PRODAN, TREASURER – Report June 16, 2026, Franklin County Commissioners mtg.

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

General Fund Operating Cash \$3,355,419.08

General Fund Payroll Cash \$816,051.57

General Fund CDARS \$0.00

ARPA Fund Cash \$386,316.86

UT General Fund Cash \$988,189.75

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$661,739.55

UT TIF CDARS: \$3,529,256.99

Interest rates

General Fund Operating Cash 3.25% as of 4/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.40% as of 4/30/2026 invested w/ Intrafi Cash Service at Frankin Savings

UT General Fund Cash 3.25% as of 4/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 4/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.19845% maturity date of 8/27/2026 invested at Androscoggin Savings

Town Tax Payments

All municipalities made the second payments of County Tax before April 1, 2026.

Warrants

AP Warrants for signatures 6/16/2026 (warrants not finalized at the time of this writing)

AP County Warrant \$214,099.91

AP UT Warrant \$7,308.25

Payroll Warrant \$238,595.44 ck. date 6/11/2026

Franklin County Position Description

Position Title: Facilities Supervisor

Department: Facilities

FLSA Status: Nonexempt

Reports to: County Administrator

Effective Date:

6/11/2026/11/2026/11/2026

Job Summary:

The Facilities Supervisor both supervises and performs maintenance and cleaning tasks and is responsible for the general operations of all County Buildings including the Courthouse, Emergency Operations Center, and Communications Center. This position ensures that the Custodian(s) complete their cleaning and other duties in a thorough and timely manner.

Essential Job Functions:

- Ensures minor maintenance tasks such as painting, light carpentry, plumbing and electrical repairs are completed in a safe and timely manner.
- Inspects facilities and organizes required maintenance work; keeps County Administrator informed of problems and work needing to be done.
- Checks system conditions such as fuel quantity, elevator operation, HVAC controls, lighting equipment, and generator log(s). These must be physically checked for operational problems each week.
- Is responsible for building system maintenance and procedures including controls, fire alarms, door operations, heat sensors, sprinklers, and fire extinguisher maintenance.
- Establishes and monitors operations and maintenance procedures and scheduling.
- Is responsible for key distribution and inventory for all authorized Court personnel as well as staff and elected officials in County buildings.
- Is responsible for building structure and repair issues and building finishes, care and maintenance, including keeping records of products, colors and methods.
- Maintains an up-to-date vendor list and ensures that we have emergency contacts when needed for emergency equipment issues.
- Performs Custodian tasks alongside and in the absence of the Facilities staff.
- Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies and maintaining required Safety Data Sheets (SDS) at each building location with the exception of Corrections.
- Ensures that seasonal tasks such as lawn, grounds and parking lot maintenance work,

including mowing and raking, exterior building upkeep such as washing, are performed in a timely manner.

- Determines vendor service needs such as equipment, and personnel service requirements by conducting periodic physical inspections of workplace(s).
- Works closely with the Commissioner's Office in monitoring of the annual Department Budget, approve invoices for payment processing and, when required, the preparation and issuance of various bid specifications..
- Ensures that staff in the Department can perform necessary tasks in their absence. This includes ensuring staff is familiar with emergency shutoffs for the boiler, elevator, air heating/cooling units and the location of all fuse boxes.
- Communicate with the District Court to gain information about the court schedule and needs of the courtroom space.

Provide status updates on ongoing large-scale maintenance projects to the County Administrator.

Other Duties and Responsibilities:

- Promotes and maintains responsive community relations.
- Performs other duties as required.
- *On Call duties from November 15th to April 15th of each year*

Required Knowledge/Skills/Abilities:

- *Must have a valid driver's license.*
- *Must be able to complete CEGIS training on confidential matters upon hire.*
- *Proficient in the use of Microsoft Office to include Outlook, Word, and Excel.*
- *Knowledge and experience working with budgets and project planning preferred*
- *Must have conflict resolution skills and have the ability to have difficult conversations.*

Education and Experience:

- *High school diploma required.*
- *Preference will be given to individuals with prior supervisor experience*
- *3-5 years' experience in custodial and maintenance related work.*

Physical Requirements:

Percentage of Work Time Spent on Activity

0-24 25-49 50-74 75-100

Seeing: Must be able to read computer screens and reports.

x

Hearing: Must be able to hear well enough to receive calls and phone communication.

x

Standing/Walking: Must be able to move about the department.

x

Fingering/Grasping/Feeling: Must be able to type and use technical sources.

x

Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.

x

Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.

x

Working Conditions: Normal working conditions absent extreme factors.

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

Employee Signature

Date

Supervisor Signature

Date

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

Approval Signatures:

Commissioner Fowler

Commissioner Skolfield

Commissioner Carlton

Commissioner Saviello

Commissioner Gilbert

**Franklin County
Position Description**

Position Title: **County Administrator – Option 1**

Department: Commissioner's Office

Reports To: Board of County Commissioners

Date:

GENERAL SUMMARY:

Under the direction of the County Commissioners, County Administrator is responsible for serving as the County Commissioners' agent for Franklin County, responsible for the effective operation of all administrative functions of Franklin County Government. Under-said direction and in keeping with county policies and the laws of the State of Maine as they relate to county government.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the daily activities of the Commissioner's Office.
- Serves as purchasing agent and safety coordinator, carrying out the duties and responsibilities of those positions as defined in policies.
- Keeps County Commissioners updated as to county departmental activities on a regular basis.
- Develops and implements short and long-term strategies and action plans to best serve the people of Franklin County.
- Prepares the County, Unorganized Territory and TIF annual budgets in conjunction with department heads and elected officials for review by the Board of County Commissioners.
- Schedules and attends Commissioner and Budget meetings, prepares agendas and gathers background materials; and provides staff assistance and counsel.
- Calculates budget figures voted by the Budget Committee and prepares a budget for review by the public; schedules the public hearing for review of the budget, revises the budget as voted by the Committee, and submits the County budget to the State of Maine Department of Audit for filing purposes, after approval.
- Responds to all liability insurance claims, notices of litigation, and summonses as appropriate.
- Represents the county in union negotiations, including scheduling negotiation sessions, preparing proposals, actively participating in negotiations, and preparing the final agreed upon contract.
- Functions as Town Manager for unorganized territories in the County, including budget preparation, bids and contracts for services, issuing of permits, and responding to questions, comments, and complaints; and coordinating TIF administration on behalf of Commissioners.
- Annually reviews County wage plan and submits recommendations to County Commissioners.

- Prepares county service data for bids, mailing or advertising as necessary.
- Directs, manages, and motivates all departments and offices controlled by the Board of County Commissioners; provides guidance to Department Heads and Elected Officials and assists them whenever possible in achieving stated goals, including the effectiveness and efficiency of County operations.
- Calculates the county's mill rate, annually, for review and approval of the County Commissioners; prepares county tax assessments for each municipality, annually, and forwards tax bills to municipalities as voted by the Board of Commissioners.
- Receives all requests for abatement appeals of property taxes; schedules tax abatement appeal hearings of all concerned parties with the County Commissioners; prepares the County Commissioner's decision regarding tax abatement appeal requests.
- Maintains Commissioners' Office files of all pertinent information associated with the County, including grants, leases, County contracts, etc.
- Attend various outside meetings on behalf of the County Commissioners, as requested.
- Responds to questions, comments, and concerns from the public that might have otherwise been routed to the Commissioners.
- Acts as the Freedom of Access officer for the county.
- Anticipates and resolves problems and issues both internally within county departments as well as externally with other government agencies, vendors, and members of the public.

OTHER DUTIES AND RESPONSIBILITIES:

- Keeps abreast of changing/new statutes and alerts the appropriate elected officials and department heads. Meets regularly with department heads to coordinate county operations.
- Attends relevant workshops and seminars to maintain required professional and technical skills, establish personal networks, and participate in professional organization(s) as may be appropriate.
- Promotes and maintains responsive community relations.
- Research and write grants for the County as appropriate.
- Performs other related duties as required by the Board of Commissioners.
- Serves as Human Resources back up when necessary.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Bachelor's degree and five years of related experience, or 7-10 years public administration experience.
- Proficient in use of Microsoft Office including Word, Excel, and Outlook as well as time

clock software, payroll operating systems.

- Active listening skills and ability to accept criticism with tact and professionalism.
- Ability to manage complex financial and personnel matters including contract negotiations.
- Experience with Trio software.
- Knowledge of grant writing and reporting.
- Knowledge of county and/or public administration with a strong background in budget planning and financial management, personnel supervision.
- Commitment to the mission and philosophy of the County with a strong understanding and respect for the goals of County activities.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to County administration.
- Excellent organizational skills and attention to detail.
- Time management skills with proven ability to meet deadlines, multi-task and prioritize.
- Excellent verbal and written communication skills.
- Demonstrate the ability to develop relevant and realistic plans, programs, and goals for the County.
- Identify County-wide priorities and work cooperatively to support their accomplishment.
- Ability to perform all aspects of the job with fairness, equity, patience, discretion, confidentiality and maintain poise in crisis situations.
- Work in harmonious relationship with all County staff, committees, and community.
- Ability to market programs and ideas; establish positive public relations, and interact effectively with a wide variety of people, including employees, government officials, regulatory agencies, and labor unions.

SUPERVISORY RESPONSIBILITY:

- Supervises Bookkeeper, Facilities Supervisor, IT Systems Manager, Human Resources Specialist/Admin., E-911 Addressing Agent, Emergency Management Director, Communications Director, and Commissioner's Administrative Assistant.
- Carries out supervisory responsibilities in accordance with Franklin County's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment. Prolonged periods of sitting or standing at a desk and working on a computer.

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

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by Human Resources on a case-by-case basis.**

Approval

Date

**Franklin County
Position Description**

Position Title: **County Administrator – Option 2**

Department: Commissioner's Office

Reports To: Board of County Commissioners

Date:

GENERAL SUMMARY:

Under the direction of the County Commissioners, the County Administrator is responsible for serving as the County Commissioners' agent for Franklin County, responsible for the effective operation of all administrative functions of Franklin County Government. Under said direction of the County Commissioners and in keeping with county policies and the laws of the State of Maine as they relate to county government perform said duties.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the daily activities of the Commissioner's Office.
- Serves as purchasing agent and safety coordinator, carrying out the duties and responsibilities of those positions as defined in policies.
- Keeps County Commissioners updated as to county departmental activities on a regular basis.
- Develops and implements short and long-term strategies and action plans to best serve the people of Franklin County.
- Prepares the County and TIF annual budgets in conjunction with department heads and elected officials for review by the Board of County Commissioners.
- Schedules and attends Commissioner and Budget meetings, prepares agendas and gathers background materials; and provides staff assistance and counsel.
- Calculates budget figures voted by the Budget Committee and prepares a budget for review by the public; schedules the public hearing for review of the budget, revises the budget as voted by the Committee, and submits the County budget to the State of Maine Department of Audit for filing purposes, after approval.
- Responds to all liability insurance claims, notices of litigation, and summonses as appropriate.
- Represents the county in union negotiations, including scheduling negotiation sessions, preparing proposals, actively participating in negotiations, and preparing the final agreed upon contract.
- Annually reviews County wage plan and submits recommendations to County Commissioners.
- Prepares county service data for bids, mailing or advertising as necessary.
- Directs, manages, and motivates all departments and offices controlled by the Board of County Commissioners; provides guidance to Department Heads and Elected Officials and assists

them whenever possible in achieving stated goals, including the effectiveness and efficiency of County operations.

- Calculates the county's mill rate, annually, for review and approval of the County Commissioners; prepares county tax assessments for each municipality, annually, and forwards tax bills to municipalities as voted by the Board of Commissioners.
- Receives all requests for abatement appeals of property taxes; schedules tax abatement appeal hearings of all concerned parties with the County Commissioners; prepares the County Commissioner's decision regarding tax abatement appeal requests.
- Maintains Commissioners' Office files of all pertinent information associated with the County, including grants, leases, County contracts, etc.
- Attend various outside meetings on behalf of the County Commissioners, as requested.
- Responds to questions, comments, and concerns from the public that might have otherwise been routed to the Commissioners.
- Acts as the Freedom of Access officer for the county.
- Anticipates and resolves problems and issues both internally within county departments as well as externally with other government agencies, vendors, and members of the public.
-

OTHER DUTIES AND RESPONSIBILITIES:

- Keeps abreast of changing/new statutes and alerts the appropriate elected officials and department heads. Meets regularly with department heads to coordinate county operations.
- Attends relevant workshops and seminars to maintain required professional and technical skills and establish personal networks and participate in professional organization(s) as may be appropriate.
- Promotes and maintains responsive community relations.
- Research and write grants for the County as appropriate.
- Performs other related duties as required by the Board of Commissioners.
- Serves as Human Resources back up when necessary.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Bachelor's degree and five years of related experience, or 7-10 years public administration experience.
- Proficient in use of Microsoft Office including Word, Excel, and Outlook as well as time clock software, payroll operating systems.
- Active listening skills and ability to accept criticism with tact and professionalism.

- Ability to manage complex financial and personnel matters including contract negotiations.
- Experience with Trio software.
- Knowledge of grant writing and reporting.
- Knowledge of county and/or public administration with a strong background in budget planning and financial management, personnel supervision.
- Commitment to the mission and philosophy of the County with a strong understanding and respect for the goals of County activities.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to County administration.
- Excellent organizational skills and attention to detail.
- Time management skills with proven ability to meet deadlines, multi-task and prioritize.
- Excellent verbal and written communication skills.
- Demonstrate the ability to develop relevant and realistic plans, programs, and goals for the County.
- Identify County-wide priorities and work cooperatively to support their accomplishment.
- Ability to perform all aspects of the job with fairness, equity, patience, discretion, confidentiality and maintain poise in crisis situations.
- Work in harmonious relationship with all County staff, committees, and community.
- Ability to market programs and ideas; establish positive public relations, and interact effectively with a wide variety of people, including employees, government officials, regulatory agencies, and labor unions.

SUPERVISORY RESPONSIBILITY:

- Supervises Bookkeeper, Facilities Supervisor, IT Systems Manager, Human Resources Specialist/Admin., E-911 Addressing Agent, Emergency Management Director, Communications Director, and Commissioner's Administrative Assistant.
- Carries out supervisory responsibilities in accordance with Franklin County's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment. Prolonged periods of sitting or standing at a desk and working on a computer.

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Approval

Date

Option to add UT Administration

Must include at a minimum:

Prepares the Unorganized Territory annual budgets in conjunction with employees of the UT for review by the Board of County Commissioners.

Functions as Town Manager for unorganized territories in the County, including budget preparation, bids and contracts for services, issuing of permits, and responding to questions, comments, and complaints; and coordinating administration on behalf of Commissioners.

Upload of all required communication with the State administration of the UT.