

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Rangeley Lakes Regional School, 43 Mendolia Road, Rangeley

DATE AND TIME: August 18, 2026 @ 6:00 P.M.

The Franklin County Commissioners' meetings are open to the public. This meeting is also available virtually via [Video Conferencing](#), [Cloud Phone](#), [Webinars](#), [Chat](#), [Virtual Events](#) | [Zoom](#). Here is the meeting ID# 492 510 0482 passcode 030621.

RECOGNITION: Ruthie Gusler – Miss Maine

Public Comments:

APPOINTMENTS:

NEW BUSINESS:

1. Administrator's Report
2. Minutes
3. Treasurer's Report
4. Sue Ann Cochran - Emergency Watershed Protection Program
5. Sheriff's Office - Patrol Sergeant Job Description Approval
6. Sheriff's Office - Bureau of Highway Safety Grant
7. Sheriff's Office – Sergeant Assessment Center
8. Snow Removal Contracts – Open Bids

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: County AP, TIF, 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
August 18, 2026**

RECOGNITION: Ruthie Gusler – Miss Maine

APPOINTMENTS:

NEW BUSINESS:

Administrator's Report

- We held our Employee Appreciation BBQ on August 13, 2026, many employees were recognized for various achievements and accomplishments.
- Sergeant Brandon Sholan has submitted his resignation with the Sheriff's Office, his last day will be August 25, 2026.
- Stephen Lancaster has accepted the Maintenance position in the Facilities Department. His first day will be August 24, 2026.
- Cultural Assessment Steering Committee: The Committee met for an organization meeting on August 14th and have an action plan to implement the strategies referenced in the Cultural Survey Action Plan. Minutes of the meeting were sent to all employees.
- Legal- Have had communication with Attorney Libby about next steps with the Caribou Dam Project. The two attorneys are communicating but no next step at this point.
- The Town of Farmington is in the process of taking the large pine tree down on the Anson Street side of the Courthouse.
- Preparation for the FY2026 Audit has begun. The Auditor are expected to be onsite beginning September 28, 2026, through October 2, 2026.

Recommendation: Motion to accept the Administrator's Report.

Motion to approve the hiring of Stephen Lancaster for the Maintenance Position in the Facilities department.

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

Recommendation: Motion to approve August 4, 2026, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Sue Ann Cochran - Emergency Watershed Protection Program

Comments: One June 17, 2025, the Commissioners along with Adam Cattrell from the NRCS met at 2709 Rangeley Road, Madrid Township to view to property and discuss the potential sponsorship for the Emergency Watershed Protection Program. The homeowner, Sue Ann Cochran, would like this matter to be revisited. A copy of Ms. Cochran's request is provided in your packet.

Recommendation: None at this time.

Sheriff's Office - Patrol Sergeant Job Description Approval

Comments: The Sheriff's Office is requesting approval of the updated Patrol Sergeant Job Description. The position description outlines the supervisory responsibilities, essential duties, qualifications, and expectations associated with the Patrol Sergeant role. Approval is recommended to ensure the job description accurately reflects the responsibilities and operational needs of the Sheriff's Office.

Recommendation: Motion to approve the revised Patrol Sergeant Job Description.

Sheriff's Office – Bureau of Highway Safety Grant

Comments: The Sheriff's Office is requesting approval to submit a grant application to the Bureau of Highway Safety (BHS) for approximately \$67,000 with no local match required. The application includes three funding areas supported by NHTSA federal funding: Crash Reconstructionist training and equipment, Speed Enforcement Details, and Impaired Driving Details, including the purchase of two new speed radars. If awarded, the Sheriff's Office will return to the Commissioners with the specific award details and seek approval to accept the funding. The Sheriff's Office Grants Team will be managed by Sergeant Austin Couture and overseen by Major Ryan Close.

Recommendation: Motion to approve the Sheriff's Office submit an application for the Bureau of Highway Safety (BHS) grant.

Sheriff's Office – Sergeant Assessment Center

Comments: The Sheriff's Office will be conducting an Assessment Center within the next several weeks as part of the promotional process for the rank of Sergeant. The Sheriff's Office would like to extend an invitation to a County Commissioner to participate in the process as an Evaluator. Commissioner participation would provide additional perspective and involvement in the assessment of candidates for this supervisory position.

Recommendation: Motion to appoint Commissioner _____ as an Evaluator in the Sheriff's Office Assessment Center for the upcoming Sergeant promotional process.

Snow Removal Contracts – Open Bids

Comments: The County went out to bid for snow removal for Freeman and Salem Townships and Madrid Township. We received one bid for the Freeman and Salem Townships, and one bid for Madrid Township.

Recommendation: Motion to Award Freeman and Salem Townships snow removal contact to _____.

Motion to Madrid Township snow removal contact to _____.

OLD BUSINESS:

PAM PRODAN, TREASURER – Report August 18, 2026, Franklin County Commissioners mtg.

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

General Fund Operating Cash \$2,492,843.80

General Fund Payroll Cash \$78,151.78

ARPA Fund Cash \$227,777.15

UT General Fund Cash \$950,360.34

UT TIF Fund Cash \$652,959.78

UT TIF CDARS: \$3,538,546.72

Interest rates

General Fund Operating Cash 3.25% as of 6/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.40% as of 6/30/2026 invested w/ Intrafi Cash Service at Frankin Savings

UT General Fund Cash 3.25% as of 6/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 6/30/2026 invested w/Intrafi Cash Service at Androscoggin Savings

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

Warrants

Warrants for signatures 8/18/2026 not all finalized at the time of this writing (8/13/2026)

AP County Warrant FY27 \$173,729.17

AP UT Warrant FY27 \$5,235.50

AP UT TIF Warrant FY27 \$141,000.00

Payroll Warrant \$272,168.97 ck. date 8/6/2026

Subject: Request for Franklin County Sponsorship – NRCS Emergency Watershed Protection Program – 2709 Rangeley Road, Madrid Township

Dear Ms. Pratt and Franklin County Commissioners,

Thank you for the opportunity to provide additional information regarding my request. I am writing to formally request that **Franklin County serve as the local sponsor for my property at 2709 Rangeley Road in Madrid Township under the USDA Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program.** I respectfully ask that this request be placed on the agenda for the August 18, 2026, Commissioners' meeting in Rangeley.

I purchased my home along the Sandy River in 2021. At that time, the river was a safe distance from my home, and the property was not considered to be in a flood zone. That changed dramatically following the **December 18, 2023, flood.**

During that flood, water rose approximately three feet in my basement and caused significant erosion along the northern and northeastern sides of my property. The riverbank that previously provided separation between the Sandy River and my home was substantially washed away. Before the flood, there was lawn outside my daughter's bedroom window, providing both a buffer from the river and a safe landing area if she ever needed to use the window as an emergency fire exit. That area is now gone because of erosion.

The northeastern corner of my home is also a serious concern. The Sandy River now pools much closer to its foundation in an area where there was previously bank and sand separating the river from the house. Based on the amount of land already lost, I am extremely concerned that another significant flooding, potentially even more moderate flooding, could cause further bank failure, damage the foundation, or threaten the home itself.

I have photographs documenting December 18, 2023, flood and the resulting erosion, including the area outside my daughter's bedroom window and the northeastern corner of the home where the river has moved closer to the foundation. Additional photographs are available and can be provided to the County and NRCS.

Based on the examples identified in the **NRCS Emergency Watershed Protection Program**, I believe the property should be evaluated for **unstable streambank and severe erosion stabilization.** The purpose of the requested work would be to reduce the continuing threat to life and property by stabilizing the affected riverbank and preventing additional erosion toward the residence.

I am **not asking Franklin County to determine the engineering solution or undertake construction on my behalf at this time.** I am asking the County to serve as the governmental sponsor required for NRCS to evaluate the site, determine whether the damage qualifies for EWP

assistance, and determine what type of stabilization or other corrective measures would be technically appropriate.

I understand that any proposed work must reduce threats to life and property and be economically, environmentally, and socially defensible and technically sound. I believe an NRCS evaluation is especially important for these reasons. The Sandy River is an important natural resource, and any corrective work should be designed by qualified professionals so that protecting my home does not unnecessarily harm the river, shift the erosion problem elsewhere, or create unintended environmental consequences.

Addressing the erosion before additional land is lost may also be considerably more economical than waiting until another flood damages the home's foundation or structure. Most importantly, stabilizing the area would help protect an occupied residence and address the safety concern created by the loss of land immediately adjacent to my daughter's bedroom emergency exit.

I originally pursued this request in March 2025 after communicating with **Adam Cattrell, P.E., State Conservation Engineer with NRCS in Maine**. Mr. Cattrell specifically advised me that because I live in an unincorporated township, **Franklin County would need to serve as the sponsor and submit the request to NRCS**. He recommended that I contact the County Commissioners and request that the matter be placed on an upcoming agenda.

I followed that recommendation and contacted Commissioner Thomas Skolfield, who forwarded my request to the County Administrator and Commissioner Bob Carlton. I appreciate that the County has now created a file containing the previous correspondence so that we can continue the process.

Therefore, my specific request to the Commissioners is:

I respectfully request that Franklin County agree to serve as the local governmental sponsor for an NRCS Emergency Watershed Protection Program request for the severe erosion and unstable streambank affecting my property at 2709 Rangeley Road, Madrid Township, and authorize the appropriate County representative to submit the necessary Request for Assistance and coordinate with NRCS for an evaluation of the property.

I understand that County sponsorship does not guarantee that NRCS will determine my property eligible for EWP assistance or approve a particular project. My request is for the County to provide the sponsorship necessary for NRCS to formally evaluate the site, determine eligibility, and identify an appropriate course of action.

I am prepared to provide photographs, documentation of the December 18, 2023 flood, previous correspondence, access to the property for inspection, and any additional information requested by Franklin County or NRCS.

Thank you, Ms. Pratt, for your assistance and for creating a file for this matter. I also appreciate the Commissioners taking the time to consider my request. The continued erosion along the Sandy River is a serious concern, and my hope is to address the problem before another flood causes irreversible damage to my home or creates an even greater threat to the people living there.

Please include this letter and the supporting documentation with the materials provided to the Commissioners for the August 18 meeting. I look forward to attending the meeting and answering any questions the Commissioners may have.

Sue Ann Cochran
2709 Rangeley Road
Madrid Township, Maine
207-639-2158
sueanncochran@yahoo.com

Franklin County Position Description

Position Title: Patrol Sergeant

Department: Sheriff's Office

Reports to: Patrol Major

FLSA Status: Nonexempt

Effective Date: 08-18-2026

Job Summary:

The Patrol Sergeant's primary responsibility is to ensure the proper performance of professional duties by the employees assigned within the area subject to his/her supervision. The Sergeant is charged with ensuring employee compliance with the Department's rules and regulations. The Sergeant handles administrative responsibilities as assigned.

Essential Job Functions:

- Mentors, leads (By Example), supervises, directs, and controls the activities of the men and women assigned to him/her.
- Actively patrols an assigned sector of the County when staffing levels require. Otherwise, s/he actively patrols County-wide, supervising employees as necessary.
- Responds without unnecessary delay to situations where field supervision is necessary, providing the appropriate supervision required of the circumstances.
- Reviews and signs all reports completed by employees, ensuring accurate, thorough, and concise reporting with appropriate spelling, grammar, and punctuation.
- Advises, consults, and informs the Patrol Major as to all job-related matters.
- Informs, directs, and trains employees regarding any new policies, procedures, and laws.
- Evaluates and documents the performance of employees assigned to him/her in accordance with Departmental procedures.
- Recognizes exemplary performance, informally or formally, through Departmental procedures.
- Notes misconduct by employees and takes appropriate action. S/he handles infractions; reports all violations; and forwards any counseling record action taken, or disciplinary recommendations, to the Patrol Major.
- Responds to citizens' complaints in a professional and courteous manner, forwarding pertinent information up the chain of command as appropriate.
- Mentors, counsels and assists employees regarding job related matters or personal matters that affect job performance.
- Communicates items related to vehicle and equipment maintenance to the appropriate individual(s).
- Works pro-actively and cooperatively with internal partners, community members, and other service providers to problem solve quality of life issues within the County and investigate criminal activity.
- Performs related tasks as assigned by the Sheriff's Administration.
- Performs other related duties and projects as assigned.

Required Knowledge/Skills/Abilities:

- Commitment to providing excellent public service in a courteous, professional, and timely manner.
- Treats others with respect, equity, and empathy.
- Demonstrates ethical behavior and integrity in all aspects of work.
- Demonstrates emotional intelligence, including self-awareness, empathy, and the ability to manage one's own reactions in situations.
- Takes accountability for actions and decisions and seeks constructive feedback to improve performance.
- Ability to communicate effectively, both verbally and in writing, with colleagues, supervisors, and the public.
- Skilled in active listening, following instructions, and presenting information clearly and respectfully.
- Ability to work effectively as part of a team, contributing to a positive and respectful work environment.
- Willingness to collaborate across divisions, departments, and organizations; take initiative in support of shared goals.
- Punctual and reliable; maintains a consistent attendance record.
- Ability to adapt to changing priorities, procedures, and technology.
- Shows willingness to learn new tasks and skills as job duties evolve.
- Uses good judgment and seeks guidance when appropriate.

Education and Experience:

- Must have a minimum of three years experience as a law enforcement officer.
- Must be loyal to management's lawful interests and needs; comply in word and spirit with the professional code of ethics.
- Must use work time in a productive, efficient, and effective manner.
- Must be competent, adaptable, responsible, respectful, and available for work as scheduled on a regular and predictable basis.
- Must possess emotional maturity, intelligence, empathy, and a high degree of honesty.
- Must possess the desire to participate in the mentoring, leading, supervising, counseling, and when necessary, the disciplining, of his/her employees.
- Must demonstrate an allegiance to the Department's rules, regulations, policies, and procedures
- Must have excellent verbal, written, and listening communication skills.
- Must have the ability to communicate up the chain of command any possible problem areas concerning personnel, assignments, and equipment; and make recommendations for corrective or remedial action.
- Must possess the ability to carry out assignments and follow orders, as well as give orders.
- Must demonstrate the ability to process information quickly, make decisions, and act quickly in order to problem solve situations as they arise.
- Must possess the ability to maintain self-control and work calmly under conditions of high stress, and physical and emotional fatigue.
- Must demonstrate a high level of professionalism in all aspects of his/her job and assignments.

- Must display a high level of self-initiative as it relates to his/her job.

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.

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

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

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

Lifting/Pulling/Pushing: Must be able to lift up to 50 pounds.

Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up tools and equipment.

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 Carlton

Commissioner Skolfield

Commissioner Saviello

Commissioner Gilbert

Commissioner Fowler



Franklin County Emergency Management Agency

140 Main Street, Suite 1, Farmington Maine 04938

Office: 207.778.5892 Fax: 207.778.5894

Amanda Simoneau, *Director*

asimoneau@franklincountymaine.gov

Lexi Daggett, *Deputy Director*

ldaggett@franklincountymaine.gov

8/14/2026

Franklin County EMA is continuing to work with local partners with the radio infrastructure update. We are still moving forward with the RFP to get a communications study done and determine what needs to be done to improve communications.

Franklin County EMA has set a deadline for the end of August 2026 to get this project finalized. Franklin RCC is working diligently to wrap up some of the other mapping needs for the map layer for the CAD system.

The Maine Appalachian Trail Club (MATC) helicopter lift in August was successful. The meeting went well, and the full mission was executed without any issues or first responder needs. They will be doing another project in 2028.

St. Josephs Church with partnership with the Recovery Center was able to open their first Cooling Center Friday, Saturday and Sunday in August. We are looking to see the stats on how successful this was.

Franklin County EMA is continuing to work with other County EMA's to develop a resource manual, where the counties will input their resources that are deployable for other counties to know what can be requested during emergencies. This will help broaden our resource capabilities locally and allow us to better pre-plan knowing the distance (time) to receive requested items.

Franklin County EMA is preparing for the Farmington Fire and AG Day. This event allows us the opportunity for public outreach and education.

July/August 2026 I.T. Recap

Key Activities and Highlights

- **CAD/RMS Administration:** Continued addressing configuration, workflow, and support issues within the County's CentralSquare CAD/RMS environment. The volume of ongoing work continues to demonstrate the need for dedicated CAD administration rather than relying on the County's two-person I.T. department to absorb these responsibilities alongside countywide support.
- **CAD Vendor Support Challenges:** I.T. has averaged approximately **five hours per week on hold waiting for CentralSquare support**, representing roughly 20 staff hours per month before troubleshooting and resolution work begins.
- **Dispatch Security System:** Completed a review and walkthrough with A3 Communications in preparation for the Regional Communications Center's new security system, tentatively scheduled for installation in early October.
- **Maine Law & CJIS Compliance:** Implemented a new computer login notice across County systems to meet Maine's electronic monitoring notification requirements and strengthen CJIS system-use notification compliance.

Project Updates

- **Need for Dedicated CAD Administration:** The CAD/RMS system has become a mission-critical platform requiring substantial administration, coordination, configuration, troubleshooting, and vendor management. Numerous outstanding items could improve efficiency for Dispatch and participating agencies, but the current two-person I.T. team does not have enough dedicated time to address them while maintaining County operations.
- **Network & Telephone Planning:** Met with a senior account executive from Fidium to review the County's current network and telephone setup and discuss future changes. Several opportunities were identified to improve reliability, simplify the environment, and potentially provide better long-term value.
- **Dispatch Security Upgrade:** Worked with A3 Communications to review the planned security system upgrade and prepare for installation while minimizing disruption to 24/7 Dispatch operations.
- **CAD Training Environment:** Continued working through performance concerns affecting the CAD training environment so training and testing can occur without impacting the live public safety system.

Budget & Fiscal Stewardship

- **Jail Network Infrastructure:** Began the process of replacing an aging Adtran network switch at the Franklin County Jail before equipment failure results in a service interruption.
- **Network & Telephone Services:** Began evaluating potential Fidium network and telephone changes with an emphasis on reliability, simplification, and long-term value.
- **CAD/RMS Resource Needs:** Current support demands, vendor delays, and the backlog of optimization work continue to support the need for dedicated CAD administration as part of long-term public safety technology planning.

Upcoming Priorities

- Continue evaluating options for dedicated CAD administration.
- Continue working with CentralSquare and public safety agencies on outstanding CAD/RMS issues.
- Continue planning with A3 Communications for the Dispatch security system installation.
- Further evaluate potential network and telephone changes with Fidium.
- Move forward with replacement of the aging jail network switch.
- Continue cybersecurity and CJIS compliance initiatives.

Department Update

The demands associated with the County's CAD/RMS environment are increasingly difficult to absorb within a two-person I.T. department responsible for technology operations across the County. In addition to the technical work itself, approximately five staff hours per week are currently spent simply waiting for CentralSquare support.

A dedicated CAD administrator would provide focused ownership of this mission-critical public safety system, allow outstanding inefficiencies to be addressed more systematically, and free County I.T. staff to focus on broader infrastructure, cybersecurity, and operational responsibilities.

Franklin County, Maine

Facilities Maintenance Department

Monthly Report to the County Commissioners

Submitted by: Brandon Gray, Facilities Supervisor

Reporting Period: ____August____

Executive Summary

The Facilities Maintenance Department continued to maintain County buildings and grounds through preventive maintenance, repairs, inspections, and support services. During this reporting period, staff focused on maintaining safe, reliable, and efficient facilities while responding promptly to operational needs.

Maintenance Activities

Completed routine preventive maintenance on HVAC, electrical, plumbing, and mechanical systems.

Responded to maintenance requests from County departments.

Performed building inspections to identify maintenance and safety concerns.

Completed scheduled repairs to County facilities and equipment.

Maintained grounds, parking areas, sidewalks, and exterior building components as needed.

Completed Projects at the county courthouse include.

The bottom of the ramp to the main entrance had been dug up and replaced with a 4000lb concrete mix and a broom finish applied to elevate slipping.

The sill plate to the employee entrance has been trimmed to stop the door from hanging up. Door closes great now!

1st floor sink hardware all replaced. Sink draining great!

Shelving unit completed in sheriffs' office closet. Space for uniforms.

Upcoming projects at the courthouse include....

Painting all walls and trim for Margot Joly court room space.

Pressure wash county dispatch building.

Wash windows of dispatch building.

Preventive Maintenance

HVAC systems inspected/ Filters cleaned

Emergency lighting and exit signs tested.

Fire extinguishers and life safety equipment were inspected.

Generator(s) exercised and inspected.

Plumbing fixtures and water systems checked.

Building security systems inspected. Identify additional opportunities to improve building efficiency and reliability.

Respectfully Submitted,

Brandon Gray

Facilities Supervisor

Franklin County, Maine

BOARD OF COMMISSIONERS

Dear Sirs:

I herewith respectfully submit my official report as Register of Deeds for Franklin, Maine, for the month of July 2026

	Recorded	E-Recorded	Total
INSTRUMENTS RECORDED:	139	320	459
PLANS RECORDED:	8	1	9
RECORDING FEES (NOT INCLUDING COPIES, MISCELLANEOUS FEES)	19,230.00	15,215.00	34,445.00
COPIES			3,594.99
9.2% REAL ESTATE TRANSFER TAX	670.35	10,447.72	11,118.07
9.2% CONTROLLING INTEREST TRANSFER TAX	0.00	0.00	0.00
TOTAL PAID TO COUNTY			49,158.06
90.8% REAL ESTATE TRANSFER TAX	6,616.05	103,114.48	109,730.53
TOTAL PAID TO STATE			109,730.53
SURCHARGE COLLECTED	795.00	2,170.00	2,965.00

Susan A Black
Registrar of Deeds

August 12, 2026

Date

MAINE REVENUE SERVICES
REAL ESTATE, CONTROLLING INTEREST & FORECLOSED PROPERTY
TRANSFER TAX REPORT

COUNTY OF FRANKLIN ME
Susan A. Black County Register of Deeds

Recording Period Month: July Year: 2026

1) Total Real Estate Transfer Tax Collected:	120,848.60
2) Total Controlling Interest Transfer Tax Collected	0.00
3) Total Foreclosed Property Transfer Tax Collected	0.00
4) Total	120,848.60
5) County's 9.2% Commission	11,118.07
6) Remittance to State (4 minus 5)	109,730.53

I CERTIFY THAT THE FOREGOING IS A TRUE ACCOUNT OF ALL REAL ESTATE TRANSFER TAX,
CONTROLLING INTEREST TRANSFER TAX AND FORECLOSED PROPERTY TRANSFER TAX RECEIPTS
WHICH HAVE BEEN RECEIVED BY ME IN MY OFFICIAL CAPACITY FOR **July, 2026**

Susan A Black
Registrar of Deeds

Aug. 12, 2026
Date

The Registrar or County Treasurer is to make payment directly to the State of Maine. Please make check payable to the State Treasurer in the amount noted on Line #6, and forward with this report no later than the tenth of the month to:

MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
P.O. BOX 9106
AUGUSTA, MAINE 04332-9106



Franklin County Probate Court

Margot Joly
JUDGE

Heidi P. Jordan
REGISTER

Sheri L. Lopez
DEPUTY REGISTER

Date: August 11, 2026

To: Franklin County Commissioners

From: Heidi Jordan, Register of Probate

Re: Report

The following are statistics for July 2026.

Income:

\$9,149 was received in fees.

Estates:

14 informal estates were processed.

Hearings:

8 hearings were held.

Records preservation:

27 files (622 pages) were preserved.

Passports:

33 new applications for a passport were processed.

Passport photos:

23 passport photos were taken.

Franklin County Regional Communications Center

Monthly Report | August 2026

Director's Update

During my first month as Director, I focused on updating login information; reviewing and revising policies and procedures; and preparing the meeting and training room for use. This room was the final space completed as part of the console project.

I also attended meetings for several committees on which I serve, as well as the county fire association and a department heads meeting.

Key Figures and Dates

Measure	Reported status
Staffing level	12 staff members, including 3 in training
New full-time hire	1 employee; began August 4
Outstanding one-on-one meetings	1 team member
Scheduled August meetings	August 18, 20, and 26

Staffing

- The current staffing level is 12, including three employees in training.
- The newest full-time employee began on August 4.
- Weekly supervisors' meetings have improved coordination and helped keep the leadership team aligned.
- One employee one-on-one remains. The meeting will provide an opportunity to discuss mutual expectations, along with the employee's professional goals and aspirations as an Emergency Communications Specialist at FRCC.

Operational Challenges

- Maintaining adequate coverage during vacations and vacancies remains a significant challenge. Team members have stepped up to fill coverage gaps, and additional part-time staff should provide further support once trained.
- The CAD training module has been difficult to keep operational. Jake from IT has worked with the vendor nearly every day to resolve this critical issue. The module is an important tool for helping new hires learn the functions and features of the CAD system before working in the live environment.
- A dedicated CAD administrator would benefit the communications center and all users of the Pro Suite software.
- Communications infrastructure remains an ongoing challenge. A well-planned improvement project should strengthen communications throughout the county.

Committees and Upcoming Meetings

- August 18 — After-Action Review at the communications center for the major incident on Tumbledown, with all responding agencies invited.
- August 20 — Second meeting of the Radio Infrastructure Committee to advance the major infrastructure project.
- August 26 — Dispatch Advisory Board meeting.

Franklin County Detention Center – Monthly Report

- Staffing is exceptional. We are hiring (1) full-time and (3) part-time Corrections Officers. We will need approval for (1) CO – Gage Broadway and (3) part-time CO's – Trent Tibbetts / Chasya Silvestre / Ciara Pelkey
- (2) week A&B Training for new hires will begin on August 31st.
- Officers Clark Kendrick & Thomas Robinson will graduate from the MCJA – BCTP on August 25th.
- Victoria Parker and Sgt. Michael Pratt will be attending Methods of Instruction at the MCJA starting August 31st.
- Mandatory monthly trainings are ongoing. Dirigo Safety online training is working excellent for the staff.
- MARC (Mechanics of Arrest, Restraint & Control) will be conducted next month by Lt. Donald and our NEW certified Instructor, Officer Xavier Ocasio!
- Taser certification and re-certification training is scheduled and will be conducted by our (2) NEW certified Instructors, Sgt. Thomas Courtney and Officer Joshua Meservey!
- Preparing for the lobby tile renovation project to give the facility a new, professional, inviting, modern look for people entering the facility.
- All projects from 2025 – 2026 have been successfully completed.
- Maine VINE implementation is in progress. (VINE) is the Victim Information & Notification Exchange. (**Commissioner Saviello's answer** re: VINE - The VINE notifications are completely automated. If a call is not answered, the system will leave a voicemail (provided the phone service distinguishes it as a voicemail) and will continue to retry until a PIN confirmation is entered. In Maine, the retry interval is every 180 minutes (3 hours) for a duration of 24 hours. If a voicemail is functional, a message will be left during each attempt. After 24 hours without confirmation, the call will be marked as unconfirmed.
- Current Population is at (20 – 21)