Minutes

PRESENT: Commissioner Carlton, Commissioner Skolfield, Commissioner Saviello, Commissioner Gilbert, and Commissioner Fowler
The meeting was held via: Zoom
Franklin County Commissioners' Meeting
October 6, 2026

The meeting was called to order by Commissioner Carlton at 6:00 p.m.

AUDIENCE: Mt. Blue T.V, Jake Nichols, Scott Nichols, Ryan Close, Steve Lancaster, Hart Daley, Kyle Ellis, Brandon Gray, Hunter Lowell, Ryker Sampson, Ashley Palmer, Dawn Tolman, Harley Corson, Shawn O'Leary, and Jamie Sullivan.
ZOOM: iPhone

RECOGNITION: The Communications Director recognized Ashley Palmer, Harley Corson, Dawn Tolman, and Ryker Samson with Citations for Notorious Service for their exceptional professionalism, resilience, and composure under pressure during their response to the Tumbledown Mountain drowning tragedy and the fatal ATV accident in Chesterville. Their dedication, leadership, compassion, and commitment to excellence in public service were commended. Thank you!

PUBLIC COMMENTS: None

APPOINTMENTS: None

NEW BUSINESS:

1. **Administrator's Report – Motion to Accept the Administrator's Report: Tom Skolfield/Tom Saviello (5/0).**
   A discussion was held regarding the Coburn Gore Border Crossing project. **Motion to send a letter to the government in support in moving forward with the Coburn Gore Border Crossing: Tom Saviello/Tom Skolfield (5/0).**
2. **Minutes – Motion to accept the Minutes as provided: Tom Saviello/Tom Skolfield (5/0).**
3. **Treasurer's Report – Motion to Table: Tom Saviello/Tom Skolfield (5/0).**
4. **UT Roads/Project Update –** This matter was moved to the October 20, 2026, Commissioner's Meeting.
5. **Courthouse Fan Project –** The Commissioners previously discussed installing ceiling fans in rooms equipped with heat pumps to help circulate warm air in areas with high ceilings. Brandon Gray, Facilities Supervisor, presented three quotes for the project: Adrenaline Electric - $12,346 (excluding the cost of the fans), IEC, Inc. - $7,921, and Simpson Electric 207 LLC - $7,200. Brandon noted that $14,000 in ARPA funds has been

allocated for the project and recommended proceeding with IEC, Inc. **Motion to hire IEC based upon Brandon's recommendation for $7,921: Tom Saviello/Tom Skolfield (5/0).**

6. **Jail Lobby Renovations** – Major Daley provided an update on the ongoing jail renovations, noting that the project includes replacing the tile flooring in the jail lobby. He presented three quotes for the work: Innova Flooring & Tile at $11,498.74, Capozza Floor Covering Center at $19,297.00, and Konopka & Sons at $21,190.54. After reviewing the proposals, Major Daley recommended awarding the project to Innova Flooring & Tile, the lowest bidder, at a cost of $11,498.74. **Motion to accept the recommendation of Innova Flooring & Tile at the amount of $11,498.74 for the lobby tile renovation project: Tom Saville/Tom Skolfield (5/0).**
7. **Jail Septic Matter** – Although this matter had already been addressed, Major Daley provided the Commissioners with an update. Central Maine Septic investigated the recurring sewer backups in the jail's administrative area and determined that the plumbing connecting the Administration area to the septic system includes buried elbows beneath the jail, where the pipe pitch may be incorrect. This issue has resulted in annual sewer backups, requiring the drains to be snaked through the sally port and administrative offices. To address the issue, Central Maine Septic excavated near the new medical center at the rear of the jail to access the existing piping. During the excavation, they discovered a broken coupling, which was replaced with new PVC piping, and a cleanout was installed. Major Daley noted that this repair may not eliminate the problem entirely but will provide easier access for future maintenance, allowing the sewer line to be cleared through the cleanout at the rear of the building. **No Action Required.**
8. **Civil Process – Postage** – Sheriff Nichols requested the Commissioners' approval to direct postage revenue collected through Civil Process into the Sheriff's Office Capital Reserve. He explained that the Sheriff's Office now pays for and manages its own postage and proposed handling the revenue in the same manner as Civil Process mileage revenue. He indicated that in order for this to occur, it must be approved by the Commissioners. **Motion to allow postage revenue collected through the Civil Process to be put into a reserve account, but we need to figure out what revenue account that would be: Tom Saviello/Tom Skolfield.** Commissioner Saviello questioned whether the funds could be deposited into an existing reserve account. The Commissioners discussed whether Marc could establish an appropriate account for these funds. Commissioner Saviello withdrew his motion, and Commissioner Skolfield withdrew his second. **Motion to authorize Marc establish an appropriate reserve account for postage revenue collected through Civil Process: Fen Fowler/Tom Skolfield (5/0).**
9. **On-Call Policy** – Jake Nichols, IT Director, presented the proposed IT On-Call Policy and supporting documentation for the Commissioners' review and consideration. Discussion included the frequency and nature of after-hours calls, the departments and agencies requesting assistance, and the importance of maintaining reliable IT support outside regular business hours. Jake provided a breakdown of after-hours service calls for September 2026, reporting 12 incidents primarily involving VPN connectivity, login issues, and other technical support needs. He noted that the IT Department currently supports approximately 94 County Government users and 100 users across six outside law enforcement agencies. The Commissioners discussed the importance of maintaining after-hours IT availability, particularly for law enforcement agencies that depend on critical systems, including Computer-Aided Dispatch (CAD). The proposed policy establishes expectations,

responsibilities, scheduling procedures, and compensation practices for IT personnel providing after-hours coverage. Discussion also included the possibility of allocating on-call costs among the County and participating municipalities. Commissioner Saviello emphasized the importance of providing the Budget Committee with supporting information to ensure a clear understanding of the need for and justification of the policy. **Motion to approve the on-call policy as presented, notify the Budget Committee that we are implementing an IT on-call policy: Tom Saviello/Tom Skolfield (5/0).**

10. **Department Presentation** – Jake Nichols, IT Director, provided the Commissioners with an update on recently completed projects, ongoing initiatives, and upcoming priorities within the IT Department. Jake reported that the new access control and security camera system at the Communications Center was completed in September, with additional security enhancements underway. He also reported the successful migration of the County's remote-access VPN system to a cloud-based environment, improving remote connectivity for outside law enforcement agencies. Discussion included ongoing cybersecurity improvements, network infrastructure upgrades at the Detention Center, and coordination with Fidium regarding future telephone services, network reliability, and connectivity between County facilities. Jake also addressed the increasing demands associated with maintaining the County's Computer-Aided Dispatch (CAD) system, which supports the Communications Center, Sheriff's Office, Detention Center, and outside law enforcement agencies. He emphasized the need to continue evaluating long-term CAD administration and support. Additional priorities include cybersecurity and CJIS compliance, modernization of the County's Citrix environment, improvements to Dispatch security, and establishing a sustainable process for after-hours IT support. Jake noted that the IT Department currently supports approximately 94 County employees and 100 users from outside law enforcement agencies. He emphasized the importance of maintaining reliable and secure technology systems while proactively addressing aging infrastructure and planning for future needs.
11. **Franklin County Chamber of Commerce – Chester Greenwood Day Tree Lighting Event – Motion to allow the Franklin County Chamber of Commerce use the** parking area for the event and light the Christmas tree Chester Greenwood Day Tree Lighting event: Tom Savillo/Tom Skolfield (5/0).
12. **Monthly Financial Review – Motion to sign the monthly financial review: Tom Saviello/Tom Skolfield (5/0).**
13. **Job Descriptions – HR –** As part of the organizational cultural assessment, one of the recommendations outlined in the final report was to review and update employee job descriptions and develop performance evaluations based on the responsibilities and expectations of each position. Shawn informed the Commissioners that he has initiated this process and outlined the steps being taken to ensure that both department heads and employees have an opportunity to review the job descriptions and provide feedback regarding their accuracy and completeness. Shawn indicated that his goal is to present two to three job descriptions at a time for the Commissioners' review and consideration. Commissioner Carlton requested that department heads review and approve their respective job descriptions prior to submitting the final drafts to the Commissioners. **Motion to Table: Tom Saviello/Tom Skolfield (5/0).**
14. **Radio RFP – Open Bids –** Four bids were received for the Radio project. V-COMM Telecommunications Engineering – Phase 1, $136,900, Phase 2, $40,700, for a total of

$177,600, Televate – Phase 1, $37,935, Phase 2 36,236 for a total of $74,171, Adcomm Engineering LLC – Phase 1, 126,440, Phase 2, $36,400 for a total of $162,840 and Communications Design Consulting Group, LLC – Phase 1, 35,234, Phase 2, $32,365 for a total of $67,599. **Motion to give to the bids Kyle to work with the committee to look them over: Tom Saviello/Tom Skolfield (5/0).**

OLD BUSINESS: None

MISCELLANEOUS:

1. Commissioner Skolfield indicated that he received an invitation from University of Maine at Farmington to attend a forum with health professionals, elected officials, and business and community leaders from Western Maine to discuss the challenges and opportunities of aging in place in the region. He expressed his intention to attend and encouraged the other Commissioners to participate. All Commissioners indicated that they would attend. As a quorum of the Board would be present, it was noted that public notice would need to be sent out.
2. Commissioner Carlton discussed the upcoming ribbon-cutting ceremony for the Emergency Operations Center, scheduled for October 20, 2026, at 11:15 a.m. U.S. Senator Susan Collins and members of her staff are expected to attend the ceremony. To accommodate the event, Commissioner Carlton proposed rescheduling the regularly scheduled Commissioners' Meeting to 1:00 p.m. that afternoon. **Motion to change the meeting: Bob Carlton/Tom Skolfield (5/0).**
3. Jake Nichols presented the Commissioners with a letter dated October 6, 2026, signed by Amanda Simoneau, Jake Nichols, and Kyle Ellis requesting the formal termination of the CAD Administrator Committee. The committee was established to explore funding options for the proposed CAD Administrator position. Following further review, it was determined that the anticipated grant funding could not be used for the position. With no alternative funding source currently available, the subcommittee requested that it be dissolved. The County may revisit the position should future funding opportunities become available. **Motion to terminate the CAD Administrator Committee: Tom Saviello/Tom Skolfield (5/0).**
4. The Commissioners were provided with an update regarding the installation of two river gauges in Franklin County. Following delays in the original FEMA grant application process, the State of Maine secured funding and assumed responsibility for the project. The first gauge has been installed along the Sandy River near the Fairbanks Bridge, with a second gauge along the Carrabassett River expected to be installed soon. These gauges will provide valuable data to the National Weather Service and USGS to assist with river monitoring and flood forecasting.

WARRANTS: County AP, TIF, UT & Payroll - Motion to sign Warrants: Tom Saviello/Tom Skolfield (5/0).

Executive Session: 1 M.R.S. § 405(6)(A) – Personnel Matter – Teamsters Grievance

Motion to enter Executive Session in accordance with 1 M.R.S. § 405(6)(A) – Personnel Matter – Teamsters Grievance at 8:06 p.m.: Tom Saviello/Tom Skolfield (5/0).

Motion to exit Executive Session in accordance with 1 M.R.S. § 405(6)(A) – Personnel Matter – Teamsters Grievance at 8:26 p.m.: Tom Skolfield/Tom Saviello (5/0).

Motion to deny the grievance: Tom Savillo/Tom Skolfield (4/1) Commissioner Fowler opposed.

ADJOURNMENT: Motion to adjourn at 8:27 p.m.: Tom Saviello/Tom Skolfield (5/0).

A recording is available for this meeting.

FRANKLIN COUNTY COMMISSIONERS

ATTEST: _____, CLERK