Minutes

PRESENT: Commissioner Carlton, Commissioner Skolfield, Commissioner Saviello, Commissioner Gilbert, and Commissioner Fowler
The meeting was held via: Zoom
Franklin County Commissioners' Meeting
October 20, 2026

The meeting was called to order by Commissioner Carlton at 1:00 p.m.

AUDIENCE: Mt. Blue T.V, Jake Nichols, Scott Nichols, Ryan Close, Earl Martin, Pam Prodan, Robert Lightbody, Susan Pratt, and Jamie Sullivan.
ZOOM: Michelle St. Clair

RECOGNITION: Commissioner Carlton expressed his appreciation to County staff for their hard work and efforts throughout the recent audit process. He also acknowledged the recent passing of former Franklin County Commissioner Melvin Gilmore, recognizing his nine years of dedicated service to the County.

Commissioner Saviello commended the Communications Center staff for going above and beyond in assisting with a matter involving his place of business. He also recognized two 16-year-old young men for their honesty and integrity, noting that despite the negative attention often directed toward today's youth, these individuals demonstrated the positive character and values of the younger generation.

PUBLIC COMMENTS: None

APPOINTMENTS: None

NEW BUSINESS:

1. **Administrator's Report – Motion to Accept the Administrator's Report: Tom Saviello/Jeff Gilbert (4/0).**
   The next Commissioner's meeting was changed to November 4, 2026, at 10:00 a.m.
   A short discussion was held regarding the proposed letter to the DOT that was discussed at the October 6, 2026, Commissioner Meeting.
   Motion to send the letter as amended: Tom Saviello/Tom Skolfield (5/0).
2. **Minutes – Motion to accept the Minutes as provided: Tom Saviello/Fen Fowler (4/0).**
3. **Treasurer's Report – Motion to accept the Treasurer's Report: Fen Fowler/Tom Saviello (5/0).**
   Motion to accept the October 6, 2026, Treasurer's Report: Tom Saviello/Tom Skolfield (5/0).
4. **UT Roads/Project Update –** Robert Lightbody, UT Road Supervisor, provided an update on ongoing projects, current projects and future projects in the UT, to include paving road

aprons, grading, gravel repair, culvert replacement, ditching, the use of magnesium chloride for road treatment and bridge maintenance. A discussion was held regarding the use of magnesium chloride on the roads verses calcium chloride for summer road maintenance and dust control. Paris Farmer's Union was identified as the vendor for the Magnesium Chloride. Bob also updated the Commissioners on the Plog Bank Stabilization Project. **No Action Required.**

5. **Sheriff's Office Presentation -** Sheriff Scott Nichols provided the Commissioners with an annual overview of the Sheriff's Office, highlighting staffing, departmental accomplishments, ongoing initiatives, and future challenges. He reported that two deputy positions remain vacant, with candidates selected to begin the hiring process. He discussed improvements in employee involvement, equipment management, and fiscal responsibility, along with continued efforts to secure grant funding for training and equipment. Sheriff Nichols also highlighted the Department's investigative efforts, including approximately 15 significant drug-related search warrants, and emphasized the importance of partnerships with other law enforcement agencies. He concluded by expressing confidence in the Department's personnel, leadership, and continued commitment to public safety, professionalism, and responsible use of taxpayer funds.
6. **Jail – Taser Discussion –** This matter was moved to the November 4, 2026, Commissioner Meeting.
7. **Board of Assessment Review – Discussion –** The Commissioners were provided with the applicable statutes governing the establishment of a County Board of Assessment Review. Sue Pratt recommended initiating the process of establishing a Board due to the number of abatement requests received by the County this year, as well as the increasing number of municipalities undergoing property revaluations. She explained that the Board must consist of five to seven members, including at least one licensed real estate appraiser and one member of the general public, serving staggered terms of at least three years. Commissioner Saviello indicated that Paul Bennett had expressed interest in serving on the Board, while Commissioner Carlton identified Bill Gilmore as another potential member. It was suggested that a proposed application and selection process, along with a public advertisement seeking interested individuals, be developed and presented at the next Commissioners' meeting for review and consideration. **Motion to move forward with a Board of Assessment: Tom Skolfield/Tom Saviello (5/0).**
8. **Application for new Opioid Committee Member –** The Opioid Settlement Committee is in need of new members for assessing applications. Holly Richards, Program Manager for Risk Reduction with the Health Community Coalition, provided a letter of intent and application for consideration to serve on the Franklin County Opioid Settlement Committee. **Motion to Accept Holly Richards as a member of the Franklin County Opioid Committee effective immediately: Fen Fowler/Tom Saviello (5/0).**
9. **Legal Services RFP –** Commissioner Carlton requested that this matter be placed on the agenda to discuss the possibility of soliciting bids for legal services. It was also suggested that Administration review other existing County contracts approaching expiration to determine whether those services should be put out to bid. Commissioner Fowler expressed an interest in meeting with the County's current legal counsel to discuss areas of satisfaction, as well as concerns and areas where improvements may be needed. **Motion to authorize administration to put out an RFP for legal services: Tom Saviello/Tom Skolfield.**

Amend Motion to prepare the Legal Services RFP but do not send it out until discussions with attorney: Tom Saviello/Tom Skolfield (5/0).

10. **Coburn Gore Land Port of Entry Project – Update** – A discussion was held regarding the need for additional information and data prior to signing the Temporary Construction Easement have requested that we invite GSA and the DOT to the November 4, 2026, Commissioner's meeting discuss this matter and hear the Commissioner's concerns. **Motion to Table: Tom Saviello/Tom Skolfield (5/0).**
11. **Monthly Financial Review – Motion to sign the monthly financial review: Tom Saviello/Tom Skolfield (5/0).**
    Motion to move the reserve account funds: Fund 34 – MMA Grant Fund - $2,184.15 to the General Fund, Fund 38 – WW1 Monument Reserve - $1,060.66 to the General Fund, Fund 85 – Dispatch Radio Reserve - $374.18 to the Dispatch Equipment Reserve and Fund 74 – Perambulation Reserve - $10,261.00 to the General Fund and create a Boundary Line Dispute Reserve in the UT by allocating $10,000 of the UT's General Fund's unassigned fund balance as a committed reserve, as suggested by Blue Star Accounting: Tom Saviello/Tom Skolfield: A discussion was held regarding the consolidation of the WW1 Monument Reserve.
    Amend Motion to not consolidate the WW1 Monument Reserve Account: Tom Saviello/Tom Skolfield (5/0).
    Vote on main Motion as Amended (5/0).

OLD BUSINESS:

1. **Radio Communications RFP – Status update** – Amanda Simoneau, EMA Director, provided the Commissioners with an update on the status of the Radio Communications RFP. She reported that all submitted proposals had been reviewed and compared. As part of the evaluation process, the proposals were uploaded into ChatGPT for analysis against the RFP requirements. This review identified several areas requiring additional clarification, and follow-up questions were developed and forwarded to the respective vendors. A deadline was established for vendors to submit their responses to assist with the continued evaluation of the proposals.

MISCELLANEOUS:

1. Commissioner Fowler questions the Personnel Policy, specifically the vacation policy. He indicated that a conversation occurred as to whether we would front load the vacation time at the beginning of the year, instead it would be prorated per month, and would accrue per pay period. He asked where we were at in reviewing this policy.
2. During the August 18, 2026, Commissioner's Meeting the Commissioner's approved the Sheriff's Office submit an application for the Bureau of Highway Safety (BHS) grant. Major Close informed the Commissioners that the Sheriff's Office was awarded the grant. **Motion to accept the Bureau of Highway Safety (BHS) grant: Tom Skolfield/Tom Saviello (5/0).**

3. Commissioner Gilbert inquired as to the School Recourses Officer Grant. Major Close indicated that the Sheriff's Office has not yet heard if they were awarded yet.
4. Sue Pratt discussed the Sandy River Watershed Grant. She indicated that the County's responsibility would be the fiscal agent for the grant. She also indicated that between the two grants, there is approximately $5,000 in administrative fees available. She believed that it appears that funding will be through contracted services.
5. Sue Pratt requested a special warrant be signed today in the amount of $15,007.05 for the opioid prevention shots at the jail. **Motion to sign a special warrant in the amount of $15,007.05: Tom Skolfield/Tom Saviello (5/0).**

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

ADJOURNMENT: Motion to adjourn at 3:18 p.m.: Jeff Gilbert/Tom Skolfield (5/0).

A recording is available for this meeting.

FRANKLIN COUNTY COMMISSIONERS

ATTEST: Carrie Castonguay, CLERK