

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Superior Courtroom

DATE AND TIME: August 6, 2024 @ 10:00 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.

APPOINTMENTS: None

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Probate Parttime Position**
- 4. Sheriff Department Tasers and Camera Maintenance**
- 5. Award Snow Removal Contract**
- 6. TIF Projects**
- 7. ARPA Update**

OLD BUSINESS:

MISCELLANEOUS:

- 1. Annual Flexible Work Schedule Policy**
- 2. UT Roads Update**

WARRANTS: County AP, ARPA, UT, TIF and Payroll

ADJOURNMENT:

Meeting Packets are available to view by clicking on the link below:

[Agendas & Minutes - Franklin County, Maine \(franklincountymaine.gov\)](https://www.franklincountymaine.gov/agendas-minutes)

**County Commissioner's Meeting
Agenda Discussion and Analysis
August 6, 2024**

Appointments: None at this time.

Agenda Item: Clerk's Report

Comments: Minutes from the July 18, 2024, meeting

- The Farmington Historical Society has shown interest in the Riverside Cemetery Book. The Registry of Deeds has scanned the book into archives and gave the original book to the Farmington Historical Society for preservation.
- We have received three Applications for the Opioid Settlement Committee. We are in the process of reaching you to the applicant for interviews to be conducted the week of August 19, 2024.
- Strategic Planning update has been emailed to the Commissioners and a hard copy is in the flower folder

Recommended: Motion to approve and sign the July 18, 2024, Minutes.

Treasurer's Report: Included in Commissioners Packet

Recommendation:

3. Probate Parttime Position

Comments: The Probate Register has submitted the graphed change in case load over the last 4 years and it shows the increased case load over that time. The Probate code requires that a bound book is developed of every case over the last 25 years which requires a review of the over 300 case per year and key documents copied for the book; that requires a review of the roughly 7,500 cases and scanning the documents for the book maker. With this additional task on an otherwise heavy case load it will be difficult for probate to continue to take on non-essential tasks like passport services. The Register is asking to post a part-time position using the funds set aside for cross training in the budget to pay for this person.

Recommendation: Authorize HR to post a part time position.

4. Sheriff's Department Tasers and Camera Maintenance

Comments: In your packet you will find a power point of the newest version of the tasers the Sheriff Office would like to buy. The tasers they are using now are no longer being maintained by the vendor nor are parts being produced. The SO is down 4 tasers now and have no ability to repair them. The proposal is for a cost of \$14,316.12 per year for five years.

The SO forgot to budget for the maintenance costs for the Body and Dash cameras, and that cost is roughly \$8,000.

The S.O. is asking that the Commissioners use the SO equipment reserve to cover the cost for this fiscal year, knowing a maintenance line be added to the budget for the FY 26 year.

Recommendation: Motion: approve the use of the SO Equipment reserve fund for these unforeseen expenses in the amount not to exceed \$22,316.12

5. Award Snow Removal Contract

Comments: Driveway Snow Removal

Cousineau, Inc.

2024-2025 - \$19,500;

2025-2026 - \$20,085;

2026-2027 - \$20,688.

E.L. Vining & Son

2024-2025 - \$22,715;

2025-2026 - \$22,977;

2026-2027 - \$23,085.

Two bids were received for West Freeman Township:

Hayden York, dba York Tree Harvesting

2024-2025 - \$66,000.00;

2025-2026 - \$66,000.00;

2026-2027 - \$66,000.00.

Fenwick Construction, LLC

2024-2025 - \$84,125;

2025-2026 - \$84,125;

2026-2027 - \$84,125.

York Tree Harvesting does not have the appropriate equipment to fulfill the contract and has indicated that they plan to acquire the equipment after they are awarded the bid. They do have a potential lease agreement on the site for the UT purchased salt. The references he sent provided good reviews and stated that York Tree Harvesting responded in a timely manner, however, none of the references had experience in plowing roads. As York is the lowest bidder it is difficult to overlook the lower costs, but with that comes the lack of public road plowing experience and helping a company establish commercial plowing is a risk.

Both Plowing contractors for the driveways have good references. The cost difference is roughly 3,000 between proposals.

Recommendation: None

6. TIF Projects

Comments: The TIF Committee has recommended three projects for funding. Please review the projects in your packet.

Recommendation: None

ARPA Update

Comments: The Commissioner's must obligate the ARPA funds to projects by the end on the year. We should reopen the application process for new projects.

Recommendations: Motion open the process for new ARPA Projects

PAM PRODAN, TREASURER - August 6, 2024

Current cash and investment (CDARS) balances

General Fund Operating Cash \$1,821,284.01
General Fund Payroll Cash \$22,947.17
General Fund CDARS \$504,542.25
ARPA Fund Cash \$548,253.90
ARPA Fund CDARS \$2,575,920.44
UT General Fund Cash \$836,554.71
UT General Fund CDARS \$1,009,084.49
UT TIF Fund Cash \$500,377.03
UT TIF CDARS: \$3,632,704.22

Interest rates (each rate is current as of the date indicated on the most recent bank statement)

General Fund Operating Cash 4.00% 6/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank
General Fund Payroll Cash 3.00% 6/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank
General Fund CDARS 4.92698% 7/25/2024 All invested at Androscoggin Savings Bank
ARPA Fund Cash 3.50% 7/11/2024 All invested with Intrafi Cash Service at Franklin Savings Bank
ARPA Fund CDARS 3.70% 7/11/2024 All invested at Franklin Savings Bank
UT General Fund Cash \$4.00% 6/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank
UT General Fund CDARS 4.92698% 7/25/2024 All invested at Androscoggin Savings Bank
UT TIF Fund Cash 4.00% 6/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank
UT TIF CDARS: 4.92698% 7/25/2024 All invested at Androscoggin Savings Bank

Town Tax Payments

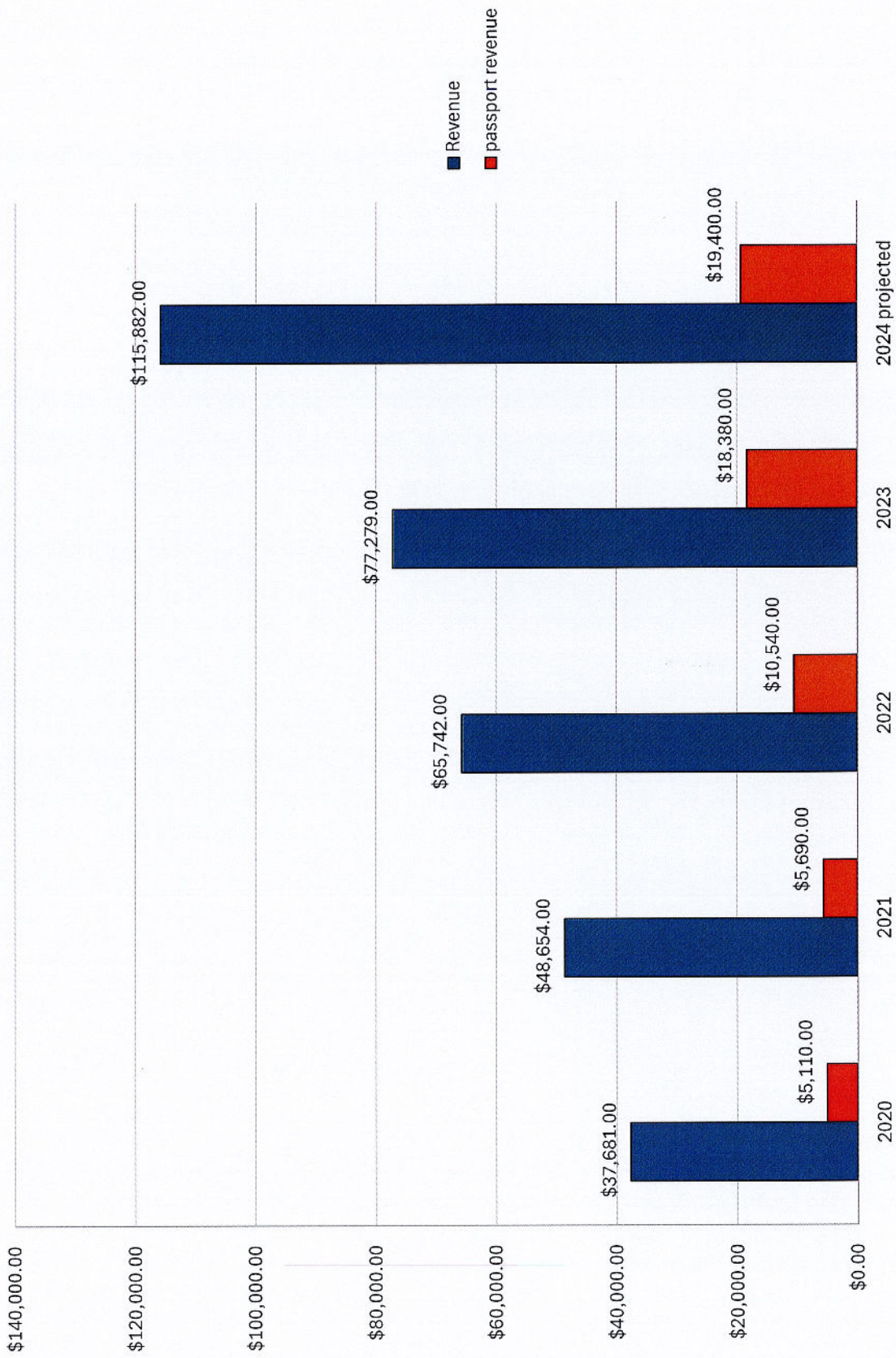
The due date for the first of two payments is September 1, with a grace period until interest starts on November 1. A Town Tax Payment report is coming in September

Warrants

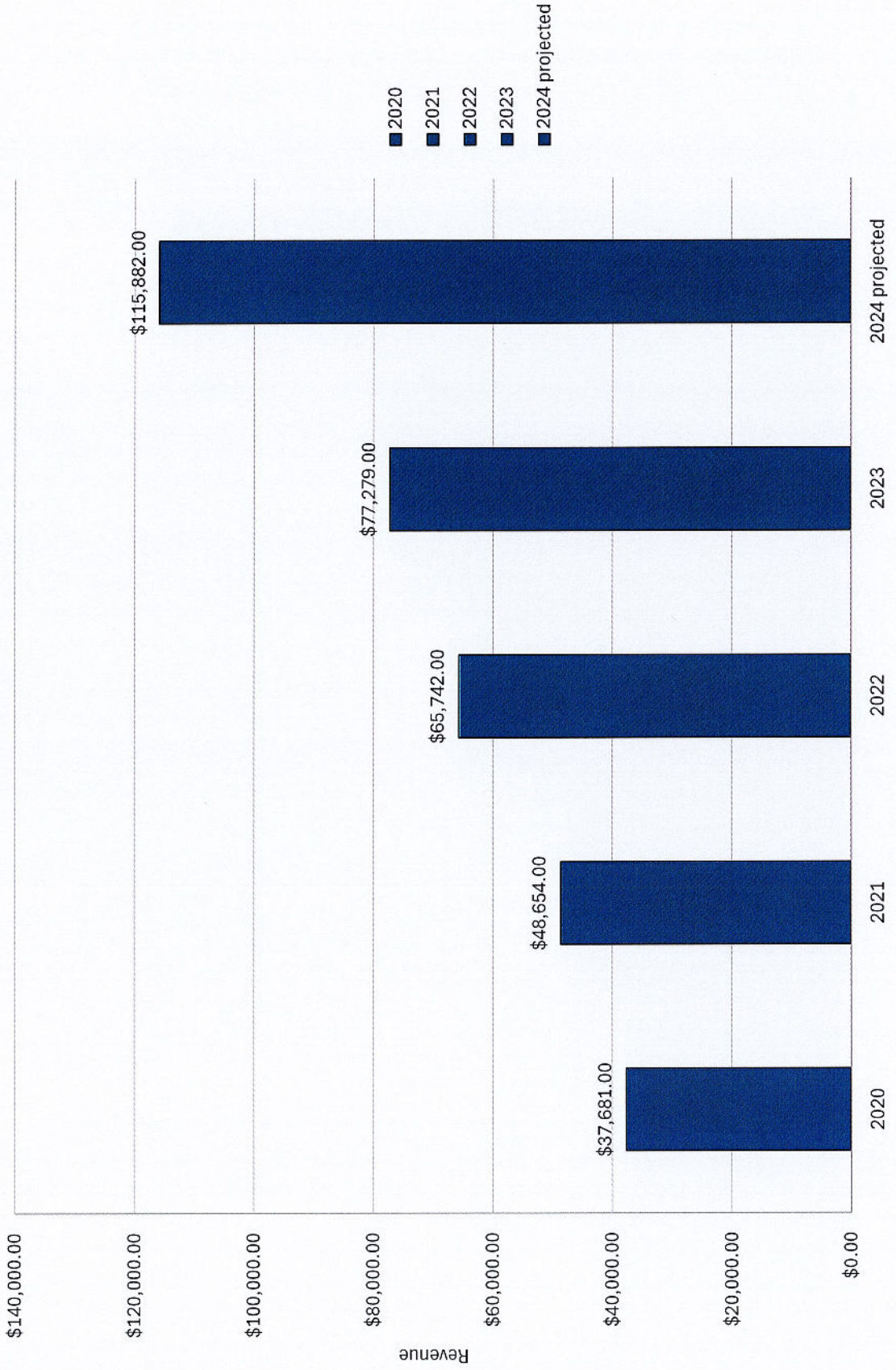
AP Warrants for signatures 08/06/2024 (Amounts are as of noon Friday before the meeting and may change):

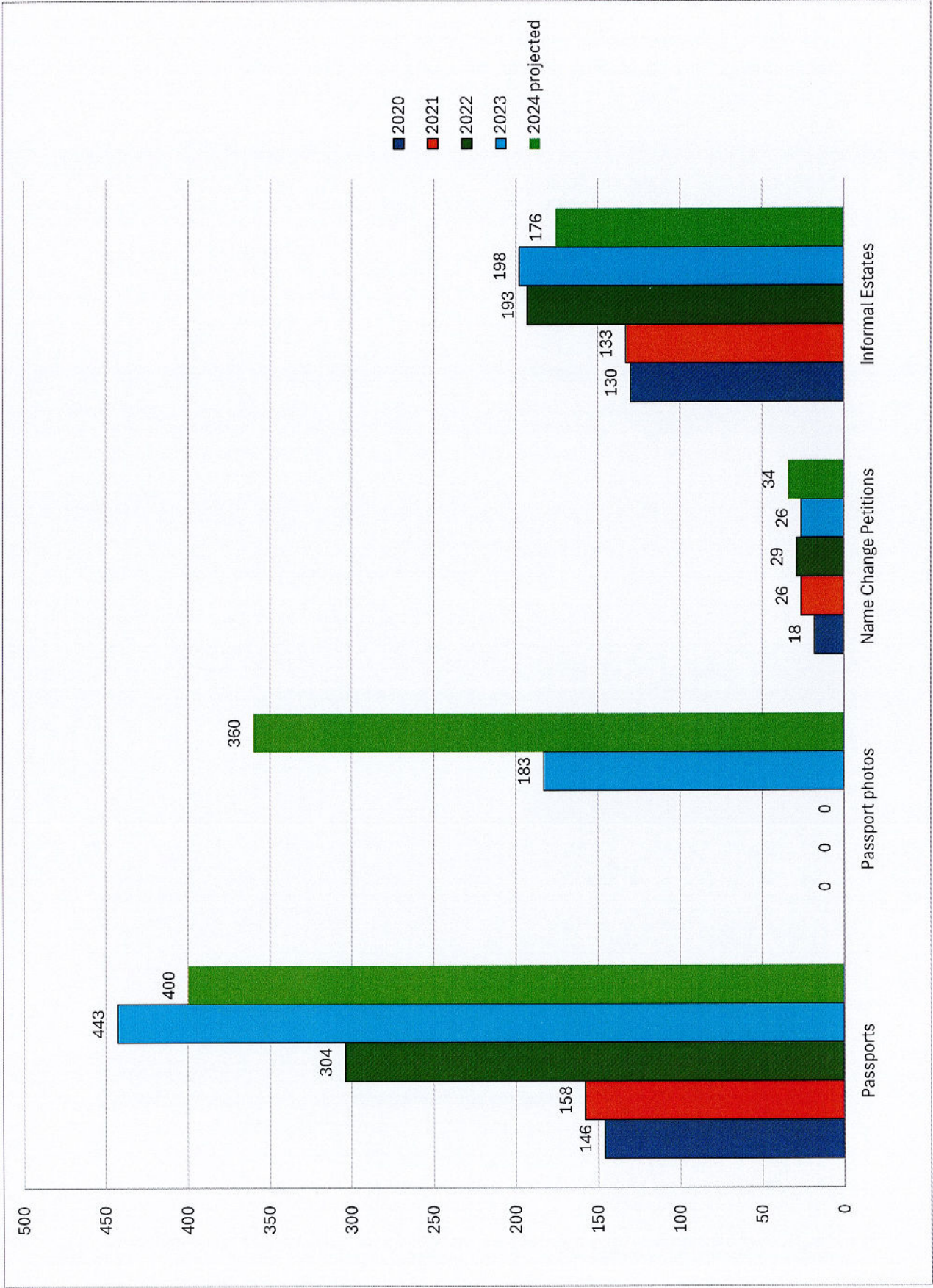
AP County Warrant \$523,785.08
AP ARPA Warrant \$49,446.03
AP UT Warrant \$7,879.74
AP UT TIF Warrant \$13,958.85
AP Nonprofit Warrant \$46,250.00
Payroll Warrant
Pay period from 7/7/2024 to 7/20/2024 \$216,471.94

Revenue and passport revenue



Revenue





	2019	2020	2021	2022	2023	2024 1/1-6/30	2024 projected
Revenue							
passport revenue	\$37,681.00	\$48,654.00	\$65,742.00	\$77,279.00	\$57,941.00	\$115,882.00	
Guardianship							
Conservatorship	15	34	33	54	14		
Passports	146	158	304	443	200	400	
Passport photos				183	180	360	
Name Change Petitions	18	26	29	26	17	34	
Informal Estates	130	133	193	198	88	176	
testate	86	80	143	109	62	124	
intestate	39	46	34	40	26	52	
Formal Petitions							
adoptions, tpr							
elective, complete							
reopen							

<u>passports in the second half of the year</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
	22	116	168	214

AXON TASER PROPOSAL



TASER X2

Current Taser issued by Sheriff's Office

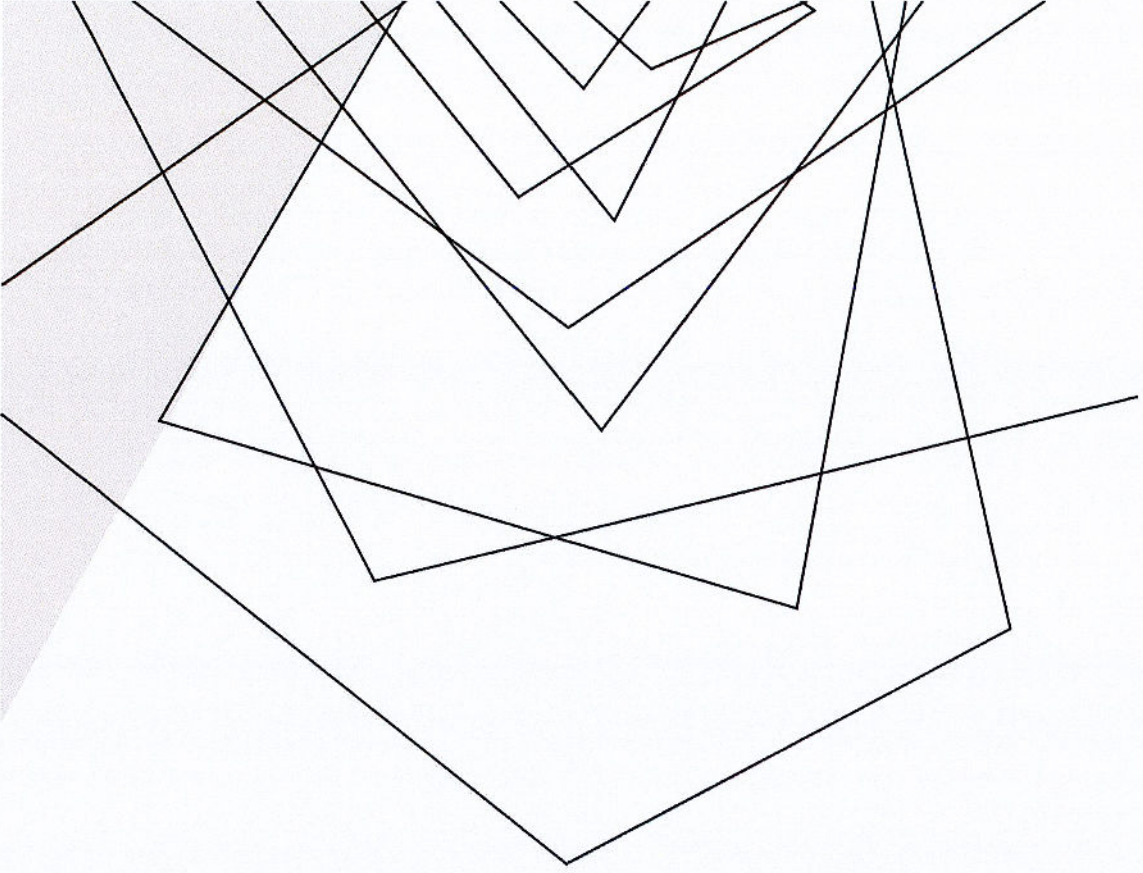
18 employees

14 Taser X2s

Axon no longer makes Taser X2

Warranty expires in September 2024

Sent 3 Taser X2s back to Axon for malfunctions



• Taser X2

- 2 cartridges
- 2 probes per cartridge
- 2 chances at NMI
- About 90 fps
- 25 foot range

• Taser 10

- 10 individual probes
- Single shot
- 9 chances at NMI
- 205 fps
- 45 foot range
- Records training time

TASER 10 CONTRACT

- Five year contract
 - Includes
 - 18 Taser 10s
 - All cartridges training and live over 5 years
 - Holsters
 - Batteries
 - Training aids
 - Targets
 - Required software
 - **5 year warranty**
- \$14,316.12 per year

Franklin County Flexible Work Schedule Policy

Franklin County is committed to helping employees face the demands of juggling work, family and personal obligations by offering flexible work schedules. These schedules provide employees with increased flexibility while allowing Franklin County to retain a productive work environment.

Available Flexible Work Schedule Options

Employees may be eligible for a flexible work schedule as follows:

- Flextime: Eligible employees must be regularly scheduled to work (6.5-8) hours per day but may alter their start and end times to provide alignment with their personal obligations.
- Compressed workweek: Eligible employees may choose to work up to 10-hour workdays, four days per week.
- Hybrid: Eligible employees may work in the office a set number of hours per day or days per week and telework the remainder of the time.
- Meal breaks: Meal breaks will follow the language in Section 3.9 in the Handbook.

Eligibility for a Flexible Work Schedule

Employees will be eligible for flexible work schedules on a case-by-case basis. Every employee requesting flexible work must demonstrate they can accomplish their core duties within the altered schedule, at the same or higher level of performance, without a reduction in the quality of work. To be eligible, an employee must be an employee in good standing whose core job duties won't be affected by the difference in the schedule.

An employee requesting a flexible work schedule must meet with their manager to discuss and identify their individual eligibility requirements. Considerations for eligibility may include the impact on the department, whether the employee's duties require their presence in the office during certain hours, and the employee's historical performance, among other factors to be determined by the supervisor and/or County Administrator.

A flexible work schedule cannot interfere with day-to-day services provided to the public. The department must have coverage and be open to the public during their regular business hours each week. Additionally, an employee may not flex their work schedule within a week that falls on a county-recognized holiday, or when taking a vacation day or planned sick day. If you utilize a flex day and need to use unplanned sick time later in the same week, you must deduct 10 hours of sick time for that day.

The County Administrator must approve all requests for flexible work schedules. Once an employee has met with his/her supervisor to discuss eligibility for a flexible work schedule and the employee's supervisor has determined the impact of the request on the

department, the employee's performance, requirements for office hours and office coverage, the request shall be submitted to the County Administrator for final approval. The County Administrator may approve the request with or without additional conditions, propose a modification to the requested flexible work schedule or deny the request. Employees shall not be permitted to begin working a flexible work schedule until the County Administrator has issued written approval of the same.

Conditions for Flexible Work Schedule

An employee who is approved to work a flexible work schedule shall remain subject to all terms and conditions of employment and shall be responsible to report to his/her/their supervisor at times and in the manner required by the supervisor or County Administrator regardless of the employee's physical presence in the office. Non-exempt employees may be required to track and report hours worked remotely for purposes of monitoring work productivity and overtime. The County reserves the right to prohibit employees from working remotely at certain times or without prior approval.

Flexible Work Schedule Probationary and Renewal Process and Revocation

Upon approval of the employee's flexible work schedule request, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the flexible work schedule shall be reviewed at least annually to ensure continued success. The employee's manager must request and approve any changes to the approved flexible work schedule in writing. Franklin County is not required to allow an employee, or continue to allow an employee, to utilize a flexible work schedule if the arrangement is found to be ineffective. The County Administrator retains the discretion to revoke an employee's eligibility for a flexible work schedule at any time effective immediately upon notice to the employee.

Disclaimer

Flexible work schedules are not possible for all positions at Franklin County. We do not intend the flexible work schedule options under this policy to be a universal employee benefit. The nature of the employee's core duties and responsibilities must be conducive to a flexible work schedule without causing significant disruption to Franklin County. Franklin County reserves the right to discontinue a flexible work schedule for employees at any time.