

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Superior Courtroom

DATE AND TIME: January 7, 2025, at 10 AM

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:

- **Vote on a Chair**
- **Maine County Commissioner Association & Risk Pool Representative and Proxy**
- **Opioid Committee Representative**
- **Central Western Maine Workforce Development Board Representative**
- **Androscoggin Valley Council of Government (AVCOG)**
- **NorthStar Advisory Committee**

NEW BUSINESS:

1. **Clerk's Report**
2. **Treasurer's Report**
3. **Policy for On-Call (Facilities Department)**
4. **Flex Schedule Policy Review**
5. **Union MOU for approval and signatures**
 - **FOP – Holiday**
 - **NCEU – Paid Leave**
6. **K-9 Sheriffs Department purchase**
7. **Programing/ re-entry Coordinator Job description & Pay**
8. **RFQ for Jail renovations through COSSUP Grant**
9. **Compact Grant MOU**
10. **Budget Committee Legislative Draft**

OLD BUSINESS:

1. **Part-time Probate Clerk**
2. **Approve purchase and sale agreement with Russ Bassett Corp for the Dispatch consoles**
3. **Byron Road**

MISCELLANEOUS:

WARRANTS: UT, County AP

ADJOURNMENT:

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

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

**County Commissioner's Meeting
Agenda Discussion and Analysis
January 7, 2025**

Appointments: None

Agenda Item: Clerk's Report

Comments: Minutes from December 17, 2024, meeting

- William Holt has submitted his resignation, his last day in fulltime status is December 31, 2024. He will remain a part-time employee at the Corrections Facility.
- The Sheriff's office had a deer strike a cruiser on December 26, 2024. A claim is in process.
- MCCA Risk Pool has finalized the 2025 premiums and Franklin County's premium is increasing by 10.8% for 2025, and the deductible for auto accidents is increased to \$2,500.
- MCCA is holding its annual meeting on January 8th in Augusta. If a majority of the Commissioners are in attendance, we will need to post a notice.
- The Auditor has done its audit entrance conference with staff for the County Audit to start. They have scheduled on site work for January 28, 29,30th.

Recommendation: Motion to approve and sign the December 17, 2024, minutes.

Treasurer's Report: Included in the packet

Recommendation: Motion to approve the Treasurers report.

Policy for On-Call (Facilities Department)

Comments: In November, the county negotiated on-call pay for one of the unions. We recognized that nonexempt employees who are required to be on-call for a period is disruptive to their personal time, and therefore need to be compensated. We have drafted a policy for on-call during the winter months for the Facilities Department and sent it to the county attorney for review. Our recommendation is to pay facilities employees who are on-call between the period of November 15-April 30 a per shift rate of \$25.00 for weekdays including Monday-Friday; and a rate of 1.5x their regular hourly rate for one hour on each Saturday, Sunday, and county recognized holidays. If an employee of facilities is called in to respond to an emergency or snow removal, we also recommend they be compensated at 1.5x their regular hourly rate at a minimum of one hour.

Recommendations: Motion to implement on-call pay for facilities during the period of November 15-April 30, effective immediately.

Flex Schedule Policy Review

Comments: On March 7, 2023, the county adopted a Flexible Work Schedule policy. The policy was then revised on August 6, 2024, to include clarity on restrictions for weeks that include a holiday, vacation, and sick days. The county and IT worked to develop a calendar for tracking and approving time, beginning with the use of Microsoft Office. It became cumbersome to view normal appointments alongside approximately 15 employees flex schedule, so we decided we needed a separate tracking mechanism, which you will see in the packet. Currently we have three known employees still using the benefit. Attached you will find the policy and fillable schedule for reference.

Recommendation: None at this time.

Union MOU for approval and signatures

- **FOP – Holiday**
- **NCEU- Paid Leave**

Comments: The FOP Union (Sheriff's) requested to clarify the language in the contract surrounding holidays which are not worked. Currently, the county is considering holidays not worked to be calculated into the total hours which can position an employee to earn overtime. The union would like the holiday time not worked to be excluded as hours worked in computing overtime. This MOU clarifies the language. The employer, through the bargaining process (union) can determine what hours that are not worked are counted as hours worked in the calculation of overtime.

Comments: The NCEU (Jail) has agreed to split the 1% contribution to the new Maine Paid Medical and Family Leave fund as of January 1, 2025. This will be the final negotiation for the Maine Paid Family and Medical Leave contributions which will begin deduction on January 9, 2025. All employees of Franklin County will contribute 0.5% of their earnings to this fund.

Recommendations: (Two separate motions)

- I. Motion to sign the MOU with the Fraternal Order of Police Union to not pay holidays as hours worked.**
- II. Motion to sign the MOU from the NCEU regarding the Maine Paid Family and Medical Leave contributions.**

K-9 Sheriff's Department purchase

Comments: The Sheriff's Office recently retired one of its K-9's and needs a replacement. Sergeant Bean did some work obtaining quotes from K-9 vendors before his departure. Attached in your packet you will find information.

Recommendations: None at this time.

Programing/ re-entry Coordinator Job description & Pay

Comments: Part of the COSSUP grant includes funding for a Programming/Reentry Coordinator position. This position will be responsible for the creation, implementation, and record keeping of the program while providing internal and external resources to our clients with the goal of reducing recidivism. The job description is included in your packet. Sergeant Close will be present to answer questions.

Recommendations: Motion to approve the Programming/Reentry Coordinator job description.

RFQ for Jail renovations through COSSUP Grant

Comments: The County accepted the COSSUP grant which will provide additional services. A part of this grant is roughly \$100,000 for renovation to the Jail. The Sheriff is seeking approval to go out to bid for the qualifications of contractors to take a wall down and create additional office spaces. This space is for treatment and programing for residents.

Recommendations: Motion: Authorize the Sheriff to go out to bid for contactors for renovations to the jail with COSSUP grant funds.

Compact Grant MOU

Comments: The county has been participating in the Harold Alford Compact Grant since January of 2023. This program allows us to submit for reimbursement of 50% of the cost for professional development and necessary trainings. Since inception, we have submitted approximately 35 reimbursement requests, some with multiple employees in attendance.

Recommendations: Motion to approve the HR Director sign the MOU for 2025.

Budget Committee Legislative Draft

Comments: Commissioner Saviello has requested this be on the agenda, for the commissioners to discuss drafting changes to the budget committee statute before closure for the 2025 legislative session. I have enclosed the current statute.

Recommendations: None at this time

Old Business

Part-time Probate Clerk

Comments: Enclosed please see the write-up from probate with prior meeting minutes. I have enclosed the expense summary report showing the remaining amount in the part-time line for the Commissioners to consider. To date, we have expended \$3,725 out of the part-time Clerk line.

Recommendation: Motion: None at this time.

Approve the purchase and sale agreement with Russ Bassett Corp for the Dispatch consoles

Comments: This project has been approved for funding through ARPA and Reserve funds. The Communications Director sought 2 quotes and the lowest cost for the desk consoles. However, the Director needs authorization to sign the purchase and sales agreement that was funded last month.

Recommendations: Motion: Authorize the Communications director to sign the purchase and sales agreement.

Byron Road

Comments: Commissioner Saviello has requested this be on the agenda, for the commissioners to discuss drafting a law so the State can take over the Byron Road before cloture for the 2025 legislative session. However, Road law is not that straight forward, and we have not done any research on this item.

Recommendations: Motion: None at this time

PAM PRODAN, TREASURER – Report for January 7, 2025, meeting

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

General Fund Operating Cash \$2,851,329.62

General Fund Payroll Cash \$132,466.37

General Fund CDARS \$1,005,092.48

ARPA Fund Cash \$869,078.39

ARPA Fund CDARS \$1,505,569.08

UT General Fund Cash \$373,579.54

UT General Fund CDARS \$1,105,601.73

UT TIF Fund Cash \$234,740.58

UT TIF CDARS: \$3,708,321.15

Interest rates - NOTE: Recently, Cash account rates for General Fund, UT General Fund, TIF Fund went from 3.75% to 3.5%; ARPA Fund Cash account rate went from 3.5% to 3.0%.

General Fund Operating Cash 3.5% 11/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

General Fund CDARS 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

ARPA Fund Cash 3.0% 11/30/2024 All invested with Intrafi Cash Service at Franklin Savings Bank

ARPA Fund CDARS 3.5% 12/26/2024 All invested at Franklin Savings Bank

UT General Fund Cash 3.5% 11/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

UT General Fund CDARS 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

UT TIF Fund Cash 3.5% 11/30/2024 All invested with Intrafi Cash Service at Androscoggin Savings Bank

UT TIF CDARS: 4.9% 12/17/2024 All invested at Androscoggin Savings Bank

Town Tax Payments

For municipalities, the due date is February 1, 2025, for the second of the two county tax payments for the fiscal year ending June 30, 2025, with a grace period until interest begins on April 1, 2025.

Warrants

AP Warrants expected for signatures at 1/7/2024 meeting:

AP County Warrant

AP UT Warrant

AP TIF Warrant

On-Call Policy (Facilities)

Purpose

This policy outlines the requirements, expectations, and compensation for employees who are designated to be "on-call." On-call employees must remain available to respond to work-related needs outside their normal working hours of 8:00 am to 4:00 pm, including evenings, weekends, and holidays during the period of November 15 to April 30.

Scope

This policy applies to all employees who work within the Facilities Department.

Definition of On-Call

On-call duty refers to the period during which an employee is not actively working at the workplace but must be available to respond to work-related needs or emergencies. On-call employees may be required to:

- Answer phone calls, emails, or other forms of communication.
- Report to work or take action within a reasonable timeframe if needed.
- Perform work remotely or via phone, depending on the situation.

On-Call Shifts and Hours

Rotation: On-call duties will typically be assigned on a rotating basis to ensure that no one employee is overburdened. The rotation schedule will be communicated to all Facilities department employees at a minimum of two weeks in advance of scheduled shift.

Shift Duration: On-call employees will be assigned shifts beginning at 4:00 PM and ending at 8:00 AM on weekdays, weekends will consist of a 24-hour period for each Saturday and Sunday. On-call will also include county recognized holidays. Each on-call shift will be clearly defined and communicated in advance.

Availability: On-call employees must be reachable by phone via verbal communication and/or text messaging. Employees are expected to remain in close proximity to their workplace or within 30 miles to respond quickly to emergencies or requests.

Response Time: Employees must be able to respond or report to work within 45 minutes of being contacted during on-call hours.

Compensation for On-Call Duty

On-Call Pay: Employees assigned to on-call duty will receive a flat-rate on-call pay for the hours they are on call, regardless of whether they are called into work. The on-call pay rate will be \$25.00 per shift Monday-Friday, and one (1) hour at 1.5x the employees' regular hourly rate for Saturday, Sunday, and holidays.

Call-Out Pay: If an employee is required to take action during an on-call period, such as coming to work, performing a task, or providing immediate support, they will receive call-out pay in addition to the on-call pay. Employees who are called to work will be compensated at 1.5x their hourly rate at a minimum of one hour.

Overtime Pay: If an employee's regular schedule and Call-Out work combined exceed 40 hours per week, they will be eligible for overtime pay at 1.5x their hourly rate.

Non-Payment for Inactivity: If an employee is on-call but not required to perform any work, no further compensation will be provided beyond the on-call pay.

Expectations and Responsibilities

Communication: On-call employees are expected to be easily reachable at all times during their scheduled on-call shifts. This may include responding promptly to phone calls, messages, or emails from supervisors or colleagues.

Preparedness: On-call employees must be in a position to respond to work demands, whether that means coming to the workplace, responding remotely, or providing support via phone or online.

Adherence to Timeframes: Employees must be prepared to act quickly if called in, adhering to the expected response time outlined in this policy. Failure to respond within the designated time may result in disciplinary action.

Work-Life Balance: Employees should ensure they maintain a healthy work-life balance while on-call. Supervisors should work to schedule on-call shifts in a way that minimizes disruptions to personal time.

Rest Periods and Fatigue Management

Rest Between Shifts: Employees should receive a minimum of 16 hours between consecutive on-call shifts, unless otherwise agreed upon.

Fatigue Considerations: On-call employees should notify their supervisor if they feel fatigued or unable to perform their duties safely due to excessive on-call hours. The county will make accommodations as needed to ensure employee well-being.

Employee Rights

Opting Out: In some circumstances, employees may request to opt out of on-call duty if it conflicts with personal or family obligations, subject to approval by their supervisor. However, employees may be required to find an alternative arrangement or cover their shift.

Declining Calls: Employees are expected to respond promptly to calls during on-call periods. Failure to respond or refusing to work without a valid reason may result in disciplinary action.

Equal Distribution: On-call duties will be distributed fairly among eligible employees. Supervisors will ensure no one employee is disproportionately assigned on-call shifts without consent.

Health and Safety

Workplace Safety: On-call employees should ensure they follow all health and safety guidelines when responding to an emergency or coming into the workplace. This includes wearing appropriate personal protective equipment (PPE) and following safety protocols.

Mental Health and Well-Being: Employees who experience stress or mental health challenges due to on-call work are encouraged to seek support. The county will provide resources for mental health support if necessary.

Procedure for Scheduling On-Call Shifts

Advance Scheduling: On-call shifts will be scheduled one month in advance and communicated to all affected employees with sufficient notice (e.g., at least two weeks prior to the first shift).

Emergency Situations: In cases of emergency, employees may be called to be on-call with little to no notice. In these situations, the employee will be compensated appropriately, and every effort will be made to minimize the impact on their personal time.

Trade or Swap of Shifts: Employees may request to swap or trade on-call shifts with colleagues, provided the supervisor approves the changes and there is no disruption to essential services.

Reporting and Documentation

Tracking On-Call Hours: Employees must maintain a log of their on-call hours, including the duration of calls and tasks performed. Time worked when responding to a call for service while on-call will be recorded in the timekeeping system. This information will be used for payroll and ensuring proper compensation.

Dispute Resolution: Any disputes regarding on-call hours, compensation, or call-out requirements should be addressed with the County Administrator.

Policy Review

This on-call policy will be reviewed periodically and updated as needed to ensure it remains compliant with labor laws and meets the needs of both the organization and employees.

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 the appropriate hours to make up your department's regular weekly schedule per Section 3.

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.

March

Department	Sa	Su	M	T	W	Th	Fr	Sa	Su	M	T	W	Th	Fr	Sa	Su	21	22	23	24	25	26	27	28	29	30	31	Approved?												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
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W	Working
F	Flex Day
V	Vacation Day
H	Holiday
O	On call
S	Sick
R	Remote

SIDEBAR AGREEMENT

BY AND BETWEEN

FRANKLIN COUNTY

AND

THE FRATERNAL ORDER OF POLICE, LODGE 400

FRANKLIN COUNTY SHERIFF'S DEPARTMENT (PATROL UNIT)



WHEREAS, the Fraternal Order of Police is the exclusive bargaining agent for the Franklin County Sheriff's Department Bargaining Unit (the "Union") elected by the membership of the Union and certified by the Maine Labor Relations Board; and

WHEREAS, Franklin County (the "County") and the Union (collectively the "Parties") are parties to a collective bargaining agreement effective July 1, 2022 – June 30, 2025, as amended December 16, 2024 (the "CBA"); and

WHEREAS, the Parties desire to amend Article 14, Section D of the CBA to include certain additional terms related to holiday not worked in the calculation of overtime for a two week period; and

WHEREAS, the Parties wish to implement these changes prior to the expiration of the CBA, effective December 20, 2024.

NOW THEREFORE, the Parties hereby agree to the following additional language:

3. For the purpose of calculating overtime within a bi-weekly pay period, a county recognized holiday within this contract, which is not worked, will not be included in the calculation of overtime hours.

COUNTY:

Commissioner Fenwick Fowler

Date

Commissioner Thomas Skolfield

Date

Commissioner Robert Carlton

Date

ME



Commissioner Jeffrey Gilbert

Date

Commissioner Thomas Saviello

Date

UNION:

Michael J Edes

Michael Edes, Fraternal Order of Police, Lodge 400

12/27/24

Date

Austin Couture

Austin Couture, Patrol Unit Steward

12/27/2024

Date

MEMORANDUM OF UNDERSTANDING

Between

FRANKLIN COUNTY

&

National Correctional Employees Union (NCEU)

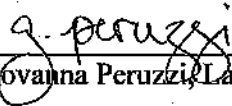
Whereas Franklin County (the "County") and National Correctional Employees Union (NCEU), representing bargaining unit employees in the Correctional Facility Department (the "Union"), have agreed that certain provisions of the Collective Bargaining Agreement (the "Agreement") between the parties shall be revised to reflect changes in Maine state law regarding Maine's Paid Family and Medical Leave program:

Now, therefore, the parties agree as follows:


Effective January 1, 2025, the parties agree that Section G of Article 14 of the Agreement shall be added as follows:

- G. The Maine Paid Family and Medical Leave (PFML) Law rules and payroll withholdings will begin on January 1st, 2025. The contribution per employee is 1% of an individual's wage rate, split equally between the County and the Employee. Benefits become available on May 1st, 2026.

Union Signatures:



 Giovanna Peruzzi, Labor Representative

Signed by:


 CAABFD5CAEBD4ED
 John Coleman, Union Steward

County Signatures:

Commissioner Carlton

Commissioner Gilbert

Commissioner Fowler

Commissioner Saviello

Commissioner Skolfield



Franklin County Sheriff's Office

Scott R. Nichols, Sheriff

Steven Lowell, Chief Deputy

Business Office: (207) 778-2680

Toll Free: (800) 773-2680

Fax: (207) 778-9064

123 County Way

Farmington, ME 04938

January 3, 2025

To whom it may concern:

As the Sheriff's Office moves forward in the retiring of K-9 Bain I have been tasked as lead K-9 Trainer in finding a replacement.

Over the past few weeks I have been on the hunt in locating, testing, and pricing suitable K-9 candidates.

The following information is what I have obtained.

1. Prospect Canine out of New Hampshire: German Shephard for \$7000.00.
2. Noble German Shepherds of Maine: German Shepherd for \$4000.00 **(SOLD)**
3. Robbyfarms Kennels of Florida: German Shepherd for \$8500.00
4. Von Woden Kennels of Maine: German Shepherd for \$5000.00

It is my opinion that the German Shepherd from Von Woden Kennels should be purchased as the new K-9 for Franklin County. Sheriff Nichols has budgeted for this, and should not be an issue.

Sgt. Nathan Bean K-9 Trainer
Franklin County

On behalf of Prospect Canine I am proposing Aryk, a 3 year old health tested male German Shepherd (DOB April 29, 2021) to the Franklin County Maine Sheriff's office for \$7500.00.

Aryk has passing hip/elbow radiographs rated A-normal through Germany and will come with a 1 year health guarantee from the date of purchase.

Aryk has foundations in tracking, obedience and protection. Prospect Canine will offer full refund or replacement if dog does not complete training and certification at the fault of the dog.

Prospect Canine will handle all transportation for Aryk to/from the Franklin County Maine Sheriff's office for testing.

Nick Hodgen



VON WODEN KENNELS

Sales Proposal

Health & Workability Guarantee

Dual Purpose Police K9

Call Name: Atlas

Intact male German Shepherd Dog

Color: Black & Tan

Date Whelped: June 12, 2022

Microchip # 9560000013998862

Sales Proposal

Von Woden Kennels is a recognized source and provider of quality working German Shepherd Dogs. This proposal is for the sale of a two year-five month old intact male German Shepherd Dog, call name Atlas, to Franklin County as a prospective dual purpose police K9 for the sum of \$5,000.00 (Five Thousand Dollars). Von Woden Kennels agrees to provide this animal with the following guarantees and conditions. No other guarantees or conditions either expressed or implied shall apply.

Health Guarantee

Von Woden Kennels offers a one (1) year guarantee that your dog will be free from skeletal diseases of the hips, elbows, and spine. Von Woden Kennels, offers a one (1) year guarantee on genetic diseases preventing the purchased dog from performing their duties as a dual purpose K9. This guarantee does not apply to injury or damages suffered during training or deployment. This one year period begins the day you take possession of the dog.

This dog is up to date on all vaccinations. This dog is free of parasites. If this dog is returned to Von Woden Kennels for any reason, the dog must be up to date on all vaccinations and free of parasites. Any costs for vaccinations, flea/tick treatments and any vet costs due to neglect or mistreatment will be deducted from any refund.

Workability Guarantee

This dog has been evaluated for suitability as a dual-purpose police K9 and successfully passed that evaluation. If this dog fails to successfully complete K9 certification the dog shall be returned to Von Woden Kennels and a refund of the full purchase price shall be issued. This does not apply if the dog was abused or neglected while under the care of you, your agency, or any of its representatives or injured during training or deployment.

Liability

Von Woden Kennels and its agents shall not be held liable for any property damage or personal injury caused by this animal after the buyer takes possession. Purchaser assumes sole responsibility for the care and welfare of the dog describe herein, as well as the welfare of those who may come in contact with the dog once received.

If this sales proposal is accepted, a sales contract with the same conditions shall be rendered between Franklin County and Von Woden Kennels.

Please accept this sales proposal by signing below:

Purchasing Agent print name clearly _____

Purchasing Agent Signature: _____

Date: _____

Franklin County Position Description

Position Title: Programming/Reentry Coordinator

Department: Corrections

FLSA Status: Nonexempt

Reports to: Sheriff

Effective Date: 03/21/2023

Job Summary:

The purpose of the Programming/Reentry Coordinator position is to develop and implement comprehensive reentry programs for individuals transitioning from incarceration back into the community. You will work collaboratively with various stakeholders to ensure seamless coordination of services and resources to support successful reintegration and reduce recidivism rates. Work is performed under supervision and support of the Sheriff's Office

Essential Job Functions:

- **Program Development:** Design, implement, and evaluate reentry programs and initiatives aimed at addressing the needs of individuals returning from jail to the community. Develop strategies to promote successful reintegration, enhance public safety, and reduce the risk of reoffending.
- **Stakeholder Collaboration:** Build and maintain effective partnerships with jail staff, probation/parole officers, law enforcement agencies, social service providers, community organizations, and other relevant stakeholders. Coordinate efforts to streamline communication, facilitate information sharing, and enhance collaboration in supporting reentry efforts.
- **Assessment and Planning:** Conduct comprehensive assessments of individuals' needs, strengths, and risk factors during the reentry process. Collaborate with clients, case managers, and other professionals to develop individualized reentry plans that address housing, employment, education, healthcare, substance abuse treatment, mental health services, and other essential needs.
- **Resource Coordination:** Facilitate access to a wide range of services and resources to support successful reentry, including housing assistance, job training, vocational rehabilitation, healthcare services, counseling, peer support, and legal assistance. Connect clients with community-based programs and support networks to promote stability and self-sufficiency.
- **Monitoring and Support:** Provide ongoing support, guidance, and advocacy to individuals throughout the reentry process. Monitor progress, address challenges and barriers, and provide crisis intervention as needed. Offer encouragement, motivation, and empowerment to help clients achieve their reintegration goals and maintain positive momentum. Attend weekly and monthly meetings as assigned.

- **6. Data Management and Reporting:** Maintain accurate and up-to-date records of client interactions, program activities, outcomes, and performance metrics. Prepare regular reports and documentation for funders, stakeholders, regulatory agencies, and organizational purposes. Use data to assess program effectiveness, identify areas for improvement, and inform decision-making.
- Performs other duties as required.

Required Knowledge/Skills/Abilities:

- *Complete training in suicide prevention, detection and procedures annually.*
- *Ability to follow oral and written directions.*
- *Ability to seek out new methods and principles and be willing to incorporate them into existing practices.*
- *Ability to work harmoniously within a team environment with both, internal and external partners.*
- *Be committed to the mission of the Sheriff's Office*
- *Be punctual for scheduled work and use time appropriately.*
- *Perform duties in a conscientious, cooperative manner.*
- *Perform required amount of work in a timely fashion with a minimum of errors.*
- *Be neat and maintain a professional appearance.*
- *Possess a valid Driver's license.*
- *To accept shared responsibility with other team members to successfully accomplish goal of each team which he or she is a member.*
- *To assure quality in work performed and the delivery of services.*
- *Maintain confidential information concerning clients and Sheriff Office operations.*

Education and Experience:

- *Minimum of a High School Diploma or equivalent required.*
- *Bachelor's or Master's degree in social work, criminal justice, public administration, or a related field preferred.*
- *Licensed Clinician preferred.*
- *Previous experience working with individuals involved in the criminal justice system, preferably in a reentry or corrections setting is preferred.*
- *Knowledge of reentry principles, evidence-based practices, and best practices in criminal justice and social services is preferred.*
- *Strong organizational, planning, and project management skills.*
- *Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.*
- *Ability to work independently, prioritize tasks, and manage multiple responsibilities in a fast-paced environment.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>	X			
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>		X		
<i>Standing/Walking: Must be able to move about the department.</i>				X
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				X
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	X			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	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 Carlton

Commissioner Fowler

Commissioner Saviello

Commissioner Skolfield

Commissioner Gilbert

DRAFT

ADVERTISEMENT FOR BID

Separate sealed Bids for the construction of the **FRANKLIN COUNTY DETENTION CENTER REMODEL** will be received by the **FRANKLIN COUNTY COMMISSIONERS** at **140 MAIN STREET SUITE 3, FARMINGTON, ME 04938**, until **TUESDAY, FEBRUARY 6, 2026, 10:00 a.m.**

Bids can be submitted by email to jsullivan@franklincountymaine.gov or delivered to Franklin County Commissioner's Office.

A non-mandatory Prebid conference has been scheduled for **TUESDAY, JANUARY 23, 2025, at 1:00 p.m.** on site at 121 County Way, Farmington, Maine.

INFORMATION FOR BIDDERS

Separate sealed Bids for the construction of the **FRANKLIN COUNTY DETENTION CENTER REMODEL** will be received by the **FRANKLIN COUNTY COMMISSIONERS** at **140 MAIN STREET, FARMINGTON, ME 04938**, until **TUESDAY FEBRUARY 6, 2025, 10:00 a.m.**

Bids can be submitted by email to jsullivan@franklincountymaine.gov or delivered to Franklin County Commissioner's Office.

A non-mandatory Prebid conference has been scheduled for **TUESDAY, JANUARY 23, 2025, at 1:00 p.m.** on site at 121 County Way, Farmington, Maine.

Each Bid must be submitted in a sealed envelope, addressed to the **FRANKLIN COUNTY COMMISSIONERS** at the above address. Each sealed envelope containing a BID must be plainly marked on the outside as **BID FOR THE FRANKLIN COUNTY DETENTION CENTER REMODEL** and the envelope should bear on the outside the BIDDER'S name, address, and license number if applicable, and the name of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER at the above address.

DESCRIPTION:

The Franklin County Detention Center is looking to remove a load bearing wall inside of the jail and reconstruct the wall approximately 9 feet over. Then there would be a remodel of the space to include converting one large space into three smaller office spaces.



THE MAINE WORKFORCE DEVELOPMENT COMPACT

Memorandum of Agreement

Between

Harold Alfond Center for the Advancement of Maine's Workforce
A division of the Maine Community College System

&

Company/Organization Name

Purpose and Background

Maine is facing, and is projected to continue to face, a skilled worker shortage. The Maine Workforce Development Compact (MWDC) offers a coordinated and comprehensive approach to ensure investments are made in Maine's workforce. The goals of the MWDC are to improve frontline workers' skills so they may find employment, upgrade their skills while employed, and/or enroll in community college courses to earn a degree.

MWDC will benefit workers looking to advance their careers and wanting greater job security while also assisting businesses to succeed in a competitive marketplace. The MWDC will target Maine's frontline workers, who represent 86% of Maine's workforce. Frontline workers are defined as those directly involved in or supporting production or services of an organization, including part-time supervisors engaged in such tasks. However, Executive-level staff, elected officials, and board members are not eligible. National research shows that only 19% of non-managerial personnel receive professional development opportunities, a gap this program aims to address.

Eligible Funding Requests

Professional development provides frontline workers with opportunities to enhance their skills and advance their careers. Eligible training can occur through Maine's community college, in-house training programs, or with third-party training vendors. The goal is to upskill workers in their current roles, making them more effective and prepared for future advancement, while ensuring that businesses remain competitive in a rapidly changing market.

Ineligible funding requests include but are not limited to the following: reimbursement for travel expenses (airfare, hotels, food, mileage), employee wages, publication subscriptions, and non-professional development training.

Memorandum of Agreement

This Memorandum of Agreement (MOA) is not intended to be a legally binding agreement, but rather a document explaining a collaborative arrangement that is mutually beneficial for both parties.

Funding is based on availability. The Center reserves the right to limit or adjust the allocation of training funds based on its annual projections and training goals. An annual cap of \$250,000 will apply to each Compact Member. All data collected is for the use of the grant and reported only in aggregate. To view MCCC's data policy, please visit <https://www.mccs.me.edu/privacy-policy/>.

Terms and Conditions

The Center agrees to:

1. Online Application Process:

- Offer an online application process allowing employers to submit a request for training.

2. Financial Support:

- Support 50% of MWDC members' training program expenses up to \$1,200 per trainee per calendar year, including up to 10% in administrative fees, while funding is available (1/1/2025 – 6/30/2030).
- All funding requests must be submitted before the start of training.

3. Scholarship Opportunities:

- Offer scholarships of up to \$212 per course (max of two scholarships per semester and six classes per year) for frontline employees toward Maine community college courses. Eligibility requirements apply. Compact funding cannot be used to pay for the remainder of the course.

4. Training and College Course Management:

- Create and manage a website that posts details of available training and scholarships.
- Maintain a comprehensive learner record for trainees and records of compact-member funding requests for employers.

5. Evaluation and Feedback:

- Evaluate the training offered and provide feedback to both training providers and employers.

6. Disbursement of Payments:

- Disburse payments, based on the approved funding amount, to Compact Members at the end of training pending the submission of required documentation, including student demographics, registration, course completion data, and exit surveys.

7. Communication:

- Communicate with employers and employees about grant benefits, changes, and additional regional or industry opportunities.

8. Support:

- Workforce coordinators will provide regional support to Compact Members.
- Registration and finance teams will provide support for funding requests and payments.

_____ agrees to:

Company/Organization

1. Company Liaisons:

- Appoint an organization official to communicate with the Center on all matters related to this MOA and a billing contact for approved training.

2. Funding Requests:

- Submit funding and requests before the start of training or course enrollment.
- Revisions to funding requests must be submitted via the funding request portal.
- Completion information must be submitted within 45 days of the last day of training. Failure to provide information within 45 days will result in nonpayment of training, and the program will be considered unfunded and closed.



3. Participant Information:

- Provide The Center with required demographic information, contact details, course completion documentation, and participation in exit and follow-up surveys.

4. Employee Communication:

- Inform employees that funding is provided by The Center and ensure that they complete exit surveys and follow-up surveys three to six months after training.

5. Records Maintenance:

- Maintain records of each approved training program for three years after completion.

6. Billing and Match Requirements:

- Authorize invoicing for approved community college training courses that require an employer match when an outstanding balance exists.

Agreement

The Center and the Company/Organization agree to explore best practices to enhance the professional and skill development of new hires and incumbent workers. The terms and conditions accepted by the Company/Organization in the program application are incorporated into this agreement. Any modifications to this agreement must be made in writing between the parties.

This MOA will remain in effect until the grant expires or either party wishes to terminate the agreement.

For The Center:

Print Name: **Dan Belyea**

Signature: 

Title: **Chief Workforce Development Officer**

Date: _____

For

Signature: _____

Name: _____

Title: _____

Date: _____

Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES

Chapter 3: COUNTY BUDGET AND FINANCES

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 9: FRANKLIN COUNTY BUDGET

§873. Advisory committee

(CONTAINS TEXT WITH VARYING EFFECTIVE DATES)

There is established a Franklin County Budget Advisory Committee comprised as follows. [PL 1991, c. 495 (NEW) .]

1. (TEXT EFFECTIVE UNTIL 11/5/24) Municipal officers. Municipal officers within each commissioner district shall caucus and shall elect municipal officers from that district to fill vacancies as they arise, for terms as provided in paragraph A ([../30-A/title30-Asec873.html](#)).

A. Members shall serve for 3-year terms, except that initially each district caucus shall select one member for a one-year term, one member for a 2-year term and one member for a 3-year term. There must be 3 members from each commissioner district. If a committee member ceases to be a municipal officer during the term of membership, the committee member shall resign the membership and the next district caucus shall elect a qualified municipal officer to fill the membership for the remainder of the unexpired term. [PL 1991, c. 495 (NEW) .]

[PL 1991, c. 495 (NEW) .]

1. (TEXT EFFECTIVE 11/5/24) Municipal officers. By April 1st of each year, municipal officers within each commissioner district shall caucus and shall elect municipal officers from that district to fill vacancies for terms as provided in paragraph B ([../30-A/title30-Asec873.html](#)).

A. [PL 2023, c. 262, §1 (RP); PL 2023, c. 262, §5 (AFF) .]

B. Each commissioner district has 2 permanent members. Members serve for 3-year terms. There is a rotating member who serves a one-year term, selected in 2025 by commissioner district one, selected in 2026 by commissioner district 2, selected in 2027 by commissioner district 3, selected in 2028 by commissioner district 4, selected in 2029 by commissioner district 5 and selected in 2030 and succeeding years in the same order as the first 5 years under this paragraph. If a committee member ceases to be a municipal officer during the term of membership, the committee member shall resign the membership and the next district caucus shall elect a qualified municipal officer to fill the membership for the remainder of the unexpired term. [PL 2023, c. 262, §1 (NEW); PL 2023, c. 262, §5 (AFF) .]

[PL 2023, c. 262, §1 (AMD); PL 2023, c. 262, §5 (AFF) .]

2. Legislative member. The Franklin County legislative delegation shall select one of the delegation's members to serve as a nonvoting member on the committee.

[PL 1991, c. 495 (NEW).]

3. Committee chair. The committee shall select its own chair each year.

[PL 1991, c. 495 (NEW).]

SECTION HISTORY

RR 1991, c. 1, §39 (COR). PL 1991, c. 204, §2 (NEW). PL 1991, c. 495 (NEW). PL 2023, c. 262, §1 (AMD). PL 2023, c. 262, §5 (AFF).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes (mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 10B · Augusta, Maine 04333-0007

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Probate part-time position

This position would assist in the overall operations of probate. Her primary role would be the compilation of data from the last 25 years to be bound in a single volume.

Request: Give final approval to hiring a part-time probate clerk (22.5 hours/week)

Spring 2023 Budget committee approved \$23, 246 for a probate training period

August 6, 2024 Commissioners unanimously authorize Human Resources to post for a probate part-time position

September 5, 2024 Interviews were completed and the interview panel agreed on a candidate. Negotiations followed and the candidate accepted the position pending final approval from the commissioners.

September 17, 2024 Commissioners tabled the hiring of the candidate and stated they would revisit it in a couple of months.

Attached:

August 6, 2024 Commissioners' Meeting Agenda and Minutes

September 17, 2024 Commissioners' Meeting Agenda; Agenda Discussion and Analysis (partial) and Minutes

Respectfully submitted,

Heidi P. Jordan, Register of Probate

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)

Minutes

PRESENT: Commissioner Harvell, Commissioner Carlton, Commissioner Brann

The meeting was held via: Zoom

Franklin County Commissioners Meeting

August 6, 2024

The meeting was called to order by Commissioner Harvell at 10:00 a.m.

Pledge of Allegiance

Audience (Present): Sandy Wilbur, David Davol, Brandon Sholan, David Rackliffe, David St. Laurent, William Gilmore, Jim Desjardins, Jake Nichols, Heidi Jordan, Louise Hiltz, Nathan Hiltz, Robert Lightbody, Susan Black, Susan Pratt, Charlie Woodworth, Mt. Blue T.V., Amy Bernard, Tiffany Baker, Jamie Sullivan, and Brenda Bitle.

Audience (Zoom): Amanda Simoneau, Jessica Brown, Brad Timberlake, and Fenwick Fowler.

APPOINTMENTS: None

NEW BUSINESS:

- 1. Clerk's Report - Motion to accept the Clerk's Report: Bob/Terry (3/0)**
- 2. Treasurer's Report - Motion to accept the Treasurer Report: Terry/Bob (3/0)**
- 3. Probate Part-time Position -** The Probate Register is looking to restore the part-time position in the probate department. Over the last four years, revenues have increased over 50%. With the increase in caseload and the lack of Attorneys in Franklin County, causing an additional increase in the workload and time spent with community members explaining the probate process and procedures, as well as assisting with passports, the Register feels the department would benefit from restoring the part-time position. Additionally, Probate Code requires all of probate documents scanned into one volume. At this time, 90 years still need to be scanned. Nothing has been scanned in the last four years. The County Administrator indicated that there is enough money in the budget to hire a part-time position. Commissioner Carlton indicated that he would like to see a longer workday, a 40-hour work week verses a 32.5-hour work week. Commissioner Harvell would like to see a time study completed. **Motion to authorize Human Resources to post for a probate part-time position: Bob/Terry (3/0)**
- 4. Sheriff's Department Tasers and Camera Maintenance -** The Sheriff's Department is currently down to 14 tasers for 18 employees. The current tasers being used are no longer being made and their warranty expires in September. The Sheriff's Department would like to purchase 18 new tasers for the purchase price of \$14,316.12 (price included trade-ins) per year for a period of five years. The Taser 10 contract includes 18 Tasers all cartridges, holsters, probes, batteries, training aids, targets software and a 5-year warranty. The Sheriff's Department also inadvertently failed to budget for the cost of body and dash camera maintenance, which is roughly \$8,000, and is requesting to use funds from their

equipment reserve to cover the cost this year. They also acknowledge that they will have to add a maintenance line to next year's budget to cover for these costs. **Motion to approve the use of the Sheriff Office Equipment Reserve Fund to purchase new tasers and for camera maintenance not to exceed \$22,316.12: Bob/Lance (3/0).**

5. **Award Snow Removal Contract** – Franklin County went out to bid for snow removal for Church Street/County Way and West Freeman Township for a 3-year contract. Two bids were received for Church Street/County Way. Cousineau, Inc.'s bids were: 2024/2025 - \$19,500, 2025/2026 - \$20,085, and 2026/2027 - \$20,688. E.L. Vining & Son's bids were: 2024/2025 - \$22,715, 2025/2026 - \$22,977, and 2026/2027 - \$23,085. **Motion to award the Church Street/County Way Snow Contract to E.L. Vining & Son for 2024/2025 - \$22,715, 2025/2026 - \$22,977, and 2026/2027 - \$23,085: Bob/Terry (3/0).** Two bids were received for West Freeman Township, Hayden York, d/b/a York Tree Harvesting's bids were: 2024/2025 - \$66,000, 2025/2026 - \$66,000, and 2026/2027 - \$66,000. Fenwick Construction, LLC's bids were: 2024/2025 - \$84,125, 2025/2026 - \$84,125, and 2026/2027 - \$84,125. **Motion to award the West Freeman Township Snow Contract to Fenwick Construction, LLC for the amount of \$84,125 each year for three years: Bob/Terry (3/0).**
6. **TIF Projects** – Charlie Woodworth, TIF Coordinator, discussed the how the TIF Committee follows an evaluation process that was established for projects and scholarships he also indicated that the TIF Committee has received 4 Applications for TIF funds. They have recommended funding 3 projects:
 - A. Flagstaff Area Business Associates for marketing and maps in the amount of \$15,700;
 - B. Greater Franklin Economic and Community Development for the County to invest in their work \$125,000; and
 - C. United Methodist Economic Ministry for a warming center and kitchen in the amount of \$19,480.

Bill Gilmore discussed not having enough information to approve the Franklin County Project for the new Emergency Operations Center and felt that the money requested to fund the EOC should come from all Towns in Franklin County equally rather than using TIF funds. The County Administrator discussed how unhappy she was because Franklin County was the only applicant that filled out the application in its entirety and the application was as made out as clear as it possibly could be. The application was submitted to the TIF Committee on May 20, 2024. The County received questions from the committee regarding the Counties application on Friday, two months after the application was submitted. She indicated that the few questions pertaining to EOC were answered within the application, and the other questions pertained to the jail and its operations which has nothing to do with the EOC. Amy further indicated that we were not spending enough month out of the TIF Fund, and it will continue to be replenished until approximately 2039. **Motion to fund all 4 projects, Flagstaff Area Business Associates, Greater Franklin Economic Development, United Methodist Economic Ministry and Franklin County. Bob/Lance (No Vote). Amended Motion to fund all projects except Greater Franklin in the amount of \$735,580: Bob/Terry (3/0). Motion to fund Greater Franklin Economic Development in the amount of \$125,000: Bob/Lance (2/1) Terry opposed.**

7. **ARPA Update** – Sue Pratt indicated that the ARPA funds must be committed (not spent) by December 31, 2024. There are open projects that have been committed but not

completed. There are still funds available. She would like to open applications for funding to utilize the remaining ARPA funds, which is approximately \$700,000. She will reach out to the applicants that were rejected in the past to see if they are still in need of funding. Additionally, the Teague Memorial received ARPA funding in the amount of \$20,000. They have submissions for some smaller projects, one being an additional cleaning of the arches which is approximately \$2,600. They would also like to be a Blue Star Marker which is a national program that recognized places that celebrate Veterans that served in the United States Armed Services. There are also maps that can be purchased that showcases blue star marker locations. To become a Blue Star Marker costs \$2,650. They will still be within their \$20,000 award. They indicated that whatever is left over, will be returned to the County. **Motion to open the bidding process for ARPA funds: Bob/Terry (3/0). Motion to allow Teague Memorial to issue funds to become a Blue Star Marker and an additional cleaning of the arches: Bob/Terry (3/0).**

OLD BUSINESS:

- 1. Annual Flexible Work Schedule Policy** - Within the policy it indicates that the policy can be reviewed annually to have the opportunity to make changes. Additional language was added to clear of some confusion within the policy. **Motion to amend Flexible Work Schedule Policy: Bob/Terry (3/0). Amended Motion to amend Flexible Work Schedule to include additional language to include "deduct the appropriate hours to make up the weekly schedule": Bob/Terry (3/0).**
- 2. UT Roads Update** – The road supervisor gave a rundown of what he has been working on up to this point: Reeds Mills Road – shoulder repair and grading; Beech Hill Road – culvert replacement, on hold, waiting for response from LUPC, Reeds Mills Road – speed limit sign needed, locks and keys made up for the County gravel pit, Commissioner Brann requested a county line signs put up to show town/county lines. The road supervisor would like to attend supervisor training and seminars.

MISCELLANEOUS:

1. Commissioner Carlton thanked Amanda Simoneau and Sarah Bickford from the EMA Department on the tabletop exercise with the National Weather Service they had. He stated it was really great, well attended, it really brought to light how the county works together in an emergency situation.
2. After August 20, 2024, Commissioner Meetings will resume to the 3:30 pm schedule.

WARRANTS: AP, ARPA, TIF, UT, and Payroll – Motion to sign Warrants: Terry/Bob (3/0)

ADJOURNMENT: Motion to adjourn at 11:45 a.m. Bob/Terry (3/0)

A recording is available for this meeting.

Bob Terry

[Signature]

Terry Brown

FRANKLIN COUNTY COMMISSIONERS

ATTEST: Amy R. Bell, CLERK

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Superior Courtroom

DATE AND TIME: September 17, 2024 @ 3:30 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.

APPOINTMENTS: None

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Open UT Road Bids**
- 4. Parttime Probate Clerk**
- 5. Policy review:**
 - a. Limited Access Policy**
 - b. Policy on Artificial Intelligence Usage**
- 6. Authorize EMA to apply for grant**
- 7. Discuss authorizing an official for the USDA Award documents**

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: County AP, TIF, ARPA, UT, 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)

**County Commissioner's Meeting
Agenda Discussion and Analysis
September 17, 2024**

Appointments: None at this time.

Agenda Item: Clerk's Report

Comments: Minutes from the September 3, 2024, meeting

- We are obtaining quotes for Builders risk insurance for the EOC Building project.
- The Municipal taxes percentage pie chart is in the flower folder as requested.
- USDA/ Natural Resource Conservation Service sent a letter to the commissioners thank them for the letter of intent for the watershed emergency grant for the Plog homestead.
- Gray Owen House is requesting a donation of \$300. There is a letter in the flower folder
- Charter Communication has informed the commissioners of a rebranding of the northeast region. Please see in the flower folder
- The 3rd requisition document is in the flower folder for Commissioner Harvell to sign the ARPA warrant has a check in the amount of \$132,244.86 to JF Scott.

Recommended: Motion to approve and sign the September 3, 2024, Minutes.

Treasurer's Report: Included In Commissioners Packet

Recommendation:

Open UT Road Bids:

Comments: We have 2 Road bids that are ready to be opened one for shoulder grading of reeds mill road and West Freeman Road Ditching.

3. Parttime Probate Clerk

Comments: The interviews for the part-time Probate position were done on September 5th and the panel of interviewers agreed that the best hire was Heidi Knight. She was sent a conditional offer pending Commissioner approval. She has agreed to the offer, and

we are now requesting Commissioner approve Heidi Knight's hire for September 25th start date.

Recommendation: Motion: Authorize hiring Heidi Knight as a part time Probate Clerk.

4. Limited Access Policy

Comments: I attended the Maine Town City County Manager Association Conference where I attended a 1st Amendment Audit Training. This is where YouTubers will come to your office or place of work and go through offices stating that it is the people's office. To restrict access to the public in certain areas/forums the governing board must place signage and have a policy stating what areas or forum of the building are not for the public to gain access without permission.

Recommendation: Motion: Approve the Limited Public Access Policy for Franklin County Buildings.

5. Policy on Artificial Intelligence Usage

Comments: IT Department went to a conference this Spring and has brought back this policy. The conference was on AI use in government and the risks of using free AI, and then they can use that data entered to better their model. Please review the policy enclosed and give feedback or please approve.

Motion: approve a version of the AI Usage Policy

Recommendation: Motion:

6. Authorize EMA to apply grant

Comments: Franklin County Emergency Management Agency seeks approval to apply for funding through the Hazard Mitigation Grant Program (HMGP) to fund the installation of two river gauges. This project aims to improve flood monitoring and response capabilities within

Minutes

PRESENT: Commissioner Harvell, Commissioner Carlton, Commissioner Brann

The meeting was held via: Zoom

Franklin County Commissioners Meeting

September 17, 2024

The meeting was called to order by Commissioner Harvell at 3:30 p.m.

Pledge of Allegiance

Audience (Present): Jim Desjardins, Jake Nichols, Nathan Hiltz, Robert Lightbody, Susan Black, Fenwick Fowler, Sara Bickford, Amanda Simoneau, Heidi Jordan, Margot Joly, Donna Perry, Mt. Blue T.V., Amy Bernard, Tiffany Baker, Jamie Sullivan, and Brenda Bittle.

Audience (Zoom): Charlie Woodworth

APPOINTMENTS: None

NEW BUSINESS:

- 1. Clerk's Report - Motion to accept the Clerk's Report: Terry/Bob (3/0)**
- 2. Treasurer's Report – Motion to accept the Treasurer Report: Bob/Lance (2/1) Terry Opposed**
- 3. Open UT Road Bids –** We received a bid from Harris Kubricky, LLC with regard to the grading and shoulder restoration – Reeds Mill Road in the amount of \$208,000, and a bid from Harris Kubricky, LLC with regard to the shoulder grading and ditch restoration – West Freeman Road in the amount of 158,000. **Motion to table upon further review of bids: Lance/Bob (3/0)**
- 4. Parttime Probate Clerk –** Interviews were conducted for the parttime probate position, and the committee felt that Heidi Knight was the best candidate to fill the position pending approval from the Commissioners. The Commissioners questioned the Probate Register, Heidi Jordan, where she was with the training of the new hire hired approximately 5 weeks ago. Heidi stated that the new hire was doing great. She also indicated that it was too early for her to know everything in Probate. She is training her on a topic-by-topic basis and when she is comfortable with one topic, they move onto the next. There is no specific timeframe as to when her training will be complete nor is there is a formal plan for training moving forward as she stated it took her three (3) years to really understand how to do all of the functions of probate. Commissioner Carlton questioned the why the new hire has not been deputized. Heidi indicated that when the new hire was able to do all of the functions of probate, she would be deputized. Heidi indicated that it's a decision each office that has deputies has to make based on the Register's judgment. Commissioner Carlton argued that the new hire was approved and hired on as a Deputy, and in order for the Probate Department to run in the Register's absence, that a Deputy is needed. He also indicated that each employee is on probation for six (6) months, if after six (6) months they don't work out then, they don't work out. Commissioner Carlton is concerned with the fact that Probate cannot run "legally" when the Register is absent without a Deputy. Sue

Black, Register of Deeds, incited that you do not hire a Deputy, you appoint a Deputy. Treasurer, Pam Prodan, indicated that as an elected official she believes it should be left to the elected officers to make the appointment as they see fit as it is a part of their job. Amy Bernard, County Administrator, read Statute Title 30-A § 102 County Commissioners' Authority "The county commissioners have final authority over the operation of all county offices by elected or appointed county officials, except in circumstances for which a County Personnel Board has been established under subchapter VII, article 2 with the powers and duties set forth in that article and in section 501. The county commissioners must act as a board and not on an individual basis in exercising this authority. [PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. A, §3 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§A3,C8,10 (AMD)." In question, the Commissioners were looking for a better understanding as to what it would look like in the Probate office training two people at the same time.

Motion to table hiring parttime probate clerk for a couple months until the current staff member is up to speed: Bob/Terry (3/0)

5. Policy Review –

a. **Limited Access Policy** – Amy Bernard, County Administrator and Tiffany Baker, HR Director/Deputy Administrator attended the MTCMA Conference in August where the First Amendment Audit was discussed. Members of the public, more specifically, YouTubers, enter public spaces, such as, Municipal Buildings, County Courthouses, Superintendent Office, etc. . . and test the staff's constitutional rights. If staff reacts to them in an unfavorable manner, they will continue to video the interaction and post it on their website. The County employees attended at training on how to handle interactions if approached by them. Tiffany discussed the need to establish areas that are public and private and have a policy in place that is transparent with the public. **Motion to approve Limited Access Policy: Bob/Lance (No Vote). Motion withdrawn, Motion to table the matter: Terry/Lance (3/0).**

b. **Policy on Artificial Intelligence** – The IT Department attended a conference this past Spring concerning AI use in the government and the risks. Jake Nichols indicated that AI is used to accomplish a number of tasks, however, a lot of the free AI programs are not safe. This policy would prevent the staff from using AI. The County can purchase an AI Program that will protect our information. A risk assessment form would need to be completed and reviewed by IT to make sure it was not malicious. **Motion to approve Policy on Artificial Intelligence: Bob/Terry (3/0).**

6. **Authorize EMA to Apply for a Grant** - Emergency Management Agency is requesting to apply for a grant through the Hazard Mitigation Program (HMGP) to fund the installation of river gauges. Director Amanda Simoneau and Deputy Director Sara Bickford indicated that the project would involve installing two river gauges. One would be located on the Sandy River at the Fairbank's Bridge in Farmington and the other on the South Branch of the Carrabassett River in Carrabassett Valley. The purpose of the gauges would be to monitor the river levels and flow to better prepare for floods. This data is sent to the National Weather Service accurate information to be able to relay resources to areas

that are at risk. The cost of the project is \$151,400. The HMGP would pay \$113,550 (75%) and the County would be responsible for \$37,850 (25%). Amy indicated that she believed that we could apply for TIF funding for up to 50% of the match as the unorganized territories represent 50% of the land in Franklin County. The grant is for three years, including two years of maintenance. **Motion to authorize EMA to apply for grant: Bob/Lance (2/1) Terry opposed.**

7. **Discuss authorizing an official for the USDA Award Documents – USDA Award for the Emergency Operation Center is underway and should be processed on September 20, 2024. Lance needs to be authorized to sign documents in order to be in compliance with the USDA and are able to move forward with the project. Motion to allow Lance to sign USDA Award documents: Bob/Terry (3/0).**

OLD BUSINESS:

None

MISCELLANEOUS:

1. **Spirit of America Award – Bruce Flaherty would like the County to participate in the Spirit of America Award. Commission Carlton was in favor of participating. Commissioner Brann was also in favor of participating, however, his concern was that the recognition consumed a lot of time at the Commissioner's meeting. Amy did not disagree that it did take up a lot of time, however, recognizing volunteers throughout the county is never going to be a bad thing to do. Motion to Participate in the Spirit of America Award: Bob/Lance (3/0)**

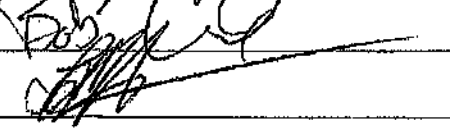
WARRANTS: AP, ARPA, UT, and Payroll – Motion to sign Warrants: Terry/Bob (3/0)

Executive Session 1 MRSA 405(6)(A) Personnel Matter: Discussion with Probate Register Heidi Jordan waived her right to an executive session. Due to it not only involving her but another employee as well, Amy recommended to the Commissioners that this matter not be discussed in public because the other employee had not been notified. Motion to table matter pending a conversation with our legal representative: Lance/Bob (3/0)

ADJOURNMENT: Motion to adjourn at 5:05 p.m.: Bob/Terry (3/0)

A recording is available for this meeting.





FRANKLIN COUNTY COMMISSIONERS

ATTEST:  CLERK

PROJECT / ORDER DETAILS

BUYER: Franklin County RCC
PROJECT NAME: Franklin County RCC
PROJECT NUMBER: PN-10449-01 Option 2 Rev B
BUYER PURCHASE ORDER NO: _____

Thank you for your order! To make sure both parties agree on their individual responsibilities, we have prepared the following "Sales Agreement" to cover items relating to your order.

1. GENERAL

The terms outlined herein represent the complete agreement between the seller, Russ Bassett Corp. ("RBC") and Franklin County RCC ("BUYER"). This Sales Agreement supersedes any other prior conversations, understandings, and agreements, written or verbal.

2. SCOPE OF WORK

RBC agrees to provide product,(specifically built-to-order for this project), delivery, and installation as detailed in the attached drawings, renderings, and quotation / proposal, collectively referred to as "Attachment A".

3. INVESTMENT

BUYER shall pay RBC **\$91,401.80** in U.S. currency in return for the products and services outlined in Attachment A, per the milestone payment schedule below.

4. MILESTONE PAYMENT SCHEDULE

RBC milestone payment term schedule for this project are as follows:

MILESTONE	PROGRESS PAYMENT INVOICED
1. SUBMITTAL OF ORDER TO RBC	25% Due: Net 30 Days
2. ORDER SHIPMENT	50% Due: Net 30 Days
3. SUBSTANTIAL COMPLETION OF THE PROJECT	25% Due: Net 30 Days*

**10% retainage can be held back if there are minor punch list items delaying final completion.*

5. BONDS

No bonds are included as part of this order.

6. TAXES

BUYER shall be responsible for all sales and use taxes beyond what is collected on this order.

7. FINAL ORDER APPROVAL

Receipt of BUYER's purchase order, signed copy of this Sales Agreement, and receipt of 25% milestone payment #1 constitutes final approval of all attachments and conveys to RBC clear approval and authority to move forward with manufacturing to meet your firm delivery requirements.

8. SCHEDULE

RBC shall coordinate with BUYER's Designated Contact to establish a firm shipment and delivery schedule to meet BUYER's desired installation requirements. This schedule will then be published and made part of this Agreement.

9. CHANGES

Any REQUEST for changes to the design, scope of work or schedule shall be made in writing. RBC will notify BUYER if it is possible to accommodate the requested change and, if so, what costs and schedule impacts would apply. No change will be made without sign-off of the updated quote and drawing by BUYER and prepayment of additional costs. Once a confirmed order is within 4 WEEKS of the scheduled ship date, it is NOT AVAILABLE FOR CHANGES.

10. DELAYS

If BUYER is unable to take delivery per the agreed upon schedule, RBC will, as a courtesy, warehouse the product at no charge for up to 30 days. After 45 days, 100% of the Product Total will be invoiced, less any prior progress payments already received. At that time STORAGE FEES OF 1% PER MONTH, of the product total will apply and be billed monthly. Freight and Installation fees will be billed at time of shipment and due upon substantial completion of the installation. A 10% retainage may be held back to cover resolution of any outstanding punch list items.

11. SHIPPING

Freight and delivery charges include inside delivery and removal of packaging debris. If damage occurred during shipping, RBC would rush a replacement item to the installation site and remove the damaged item at no cost to BUYER. If BUYER modifies the schedule, requests additional shipments, expedited shipments, or off-site storage beyond the original scope of work, any resulting additional costs shall be the sole responsibility of BUYER.

12. SITE CONDITIONS

To ensure a successful installation, the delivery and installation site must be 100% ready. This includes clean and free access to allow delivery, movement, staging and installation of the product as agreed at the time of order, including elevator access if not a "ground floor" installation. All flooring, walls, painting, carpeting, ceiling, and electrical work should be complete prior to the arrival of the RBC product. BUYER shall appoint an on-site representative that will be available to RBC's installation team for security, site safety and product placement coordination. Unless otherwise arranged, RBC is not responsible for professional architectural, electrical, mechanical, structural or floor loading analysis. These services may be available on a fee basis upon request.

13. INSTALLATION

RBC installations are performed by RBC authorized, factory trained, non-union furniture installers during normal, uninterrupted, business hours. Overtime, evening, weekend, and holiday work is available at an additional charge. The installation charge includes the placement, installation, clean-up and training on the use, service and maintenance of the products supplied. Any existing materials subject to relocation by RBC that were not included in the original scope of work may be subject to additional charges. RBC assumes that the site is prepared to allow RBC installers to receive the product and complete the installation in a single installation activity unless it is already quoted otherwise under the scope of work. If multiple site visits are required at the request of BUYER, RBC will provide a revised quotation for any resulting additional costs.

14. ACCEPTANCE

To ensure BUYER's complete satisfaction, BUYER shall have a representative join an RBC representative for a walk through after final installation. At this time, RBC will turn over the product to BUYER, provide a product demonstration and training session outlining its proper use and maintenance. BUYER will be requested to sign-off on the installation or create a "punch list" of all incomplete or unsatisfactory items. All "non punch list" items will be considered complete and accepted. Once all agreed punch list items are corrected, BUYER shall sign-off on the project and will be invited to comment on the Installation Survey form.

15. CANCELLATION / RETURNS

As stated above, orders are BUILT TO ORDER and therefore, once started, it is not subject to cancellation or return. Any requests for consideration of cancellation must be submitted in writing and approved by an officer of RBC. Requests received and approved within two weeks of receipt of order will be accommodated at no charge.

If the request is received after two weeks, it will be subject to a cancellation charge. The cancellation charge will be between 25% and 100% of the contract amount depending on how far the order has progressed through the system. RBC will deliver a Cancellation Quote with supporting documentation. If BUYER decides to proceed with the cancellation, BUYER agrees to pay RBC within 30 days of cancellation invoice.

16. WARRANTY

RBC warrants, to the original BUYER, that all products will be free from defects in material and workmanship for 10 full years.

In mission critical, 24/7/365 environments, quickly resolving a product issue is of top priority for both the BUYER and RBC. Prompt execution of this warranty requires cooperation. With guidance from RBC, BUYER agrees to perform basic troubleshooting tasks to determine the nature of the defect and to self-correct before on-site assistance can be provided.

For simple replacements, the part will be quickly shipped directly to BUYER. If the problem requires on-site assistance, RBC will come out during normal work hours to resolve the issue. If the defect is found to have resulted from circumstances outside of the warranty coverage, and/or BUYER imposes conditions or restrictions that increases the service cost, BUYER agrees to reimburse RBC for any resulting additional expense. BUYER also agrees to properly dispose of the old parts and packing material. The few circumstances where this warranty against defects would not apply include normal wear and tear, damage, misuse, modifications, consumable items, or product shipped outside the U.S.

Repairs, substitute products or replacements, of equal or higher value, used to resolve a warranty claim will in no way extend the warranty period applied to the original product. Product repair or replacement is BUYER's exclusive remedy for all product defects covered under this non-transferable warranty. RBC makes no other express or implied warranties on any product except as stated above and makes no warranty of RBC product fitness except for use as standard console furniture.

17. LIABILITY

RBC shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond RBC's control. RBC shall not be liable for any liquidated, consequential, or incurred damages, nor penalties of any kind for delays in the completion of work. Acceptance of final payment under this agreement shall be conclusive evidence that RBC

SALES AGREEMENT



has performed all its obligations under this agreement and shall release RBC from all claims by BUYER.

18. NON-DISCLOSURE

All engineering, drawings, specifications, or other written materials provided shall represent an RBC investment and shall remain the property of RBC. Such items are submitted with the understanding and agreement that the information will not be disclosed to any third party without the written consent of RBC.

19. FORCE MAJEURE

In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than a payment obligation) due to any act of God, acts or decrees of governmental or military bodies, fire, casualty, flood, earthquake, war, strike, lockout, epidemic, destruction of production facilities, riot, civil unrest, insurrection, materials unavailability, or any other cause beyond the reasonable control of the party invoking this section (collectively, a "Force Majeure"), and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences. Regardless of the excuse of Force Majeure, if such party is not able to perform within ninety (90) days after such event, the other party may terminate the Agreement.

20. NOTICES

All notices, requests, demands, and other communications given under this agreement shall be in writing and shall be deemed to have been duly given if delivered personally, via e-mail with receipt confirmed, or sent by Federal Express (or other overnight courier).

For BUYER send to:

Brad Timberlake

Franklin County RCC
124 County Way
Farmington, ME 04938
btimberlake@franklincountymaine.gov

For Seller send to:

Daniel Nonaka
Controller

Russ Bassett Corp.
8189 Byron Road
Whittier, CA 90606
dnonaka@russbassett.com

SIGNATURE PAGE

SALES AGREEMENT



Please sign and return this page to RBC with your order.

PROJECT / ORDER DETAILS

BUYER: Franklin County RCC

PROJECT: Franklin County RCC

PROJECT NUMBER: PN-10449-01 Option 2 Rev B

BUYER ORDER NO: _____

ATTACHMENTS PART OF THIS AGREEMENT

- RBC Proposal Package (Attachment A)
- Buyer Purchase Order or Letter of Intent (Provided by Buyer)

APPROVAL OF AGREEMENT

Upon signature below by designated BUYER, this Sales Agreement, and all attachments for the purchase of product and related services is immediately in effect.

SIGNATURE

BUYER

Name (printed): Brad K. Timberlake Title: Communications Director

Company: Franklin County Regional Communications Center

Address: 124 County Way

City: Farmington State: Maine Zip: 04938

Phone: 207-860-4180 Email: btimberlake@franklincountymaine.gov

Signature: *Brad K. Timberlake* Date: 01/02/2025

QUOTATION

russbassett

Russ Bassett Corporation
8189 Byron Road, Whittier, CA 90606
Tel: 800.350.2445 Fax: 562.698.8972
www.russbassett.com

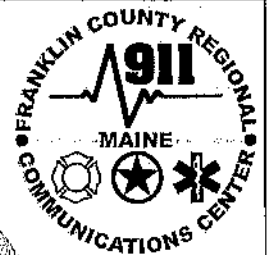
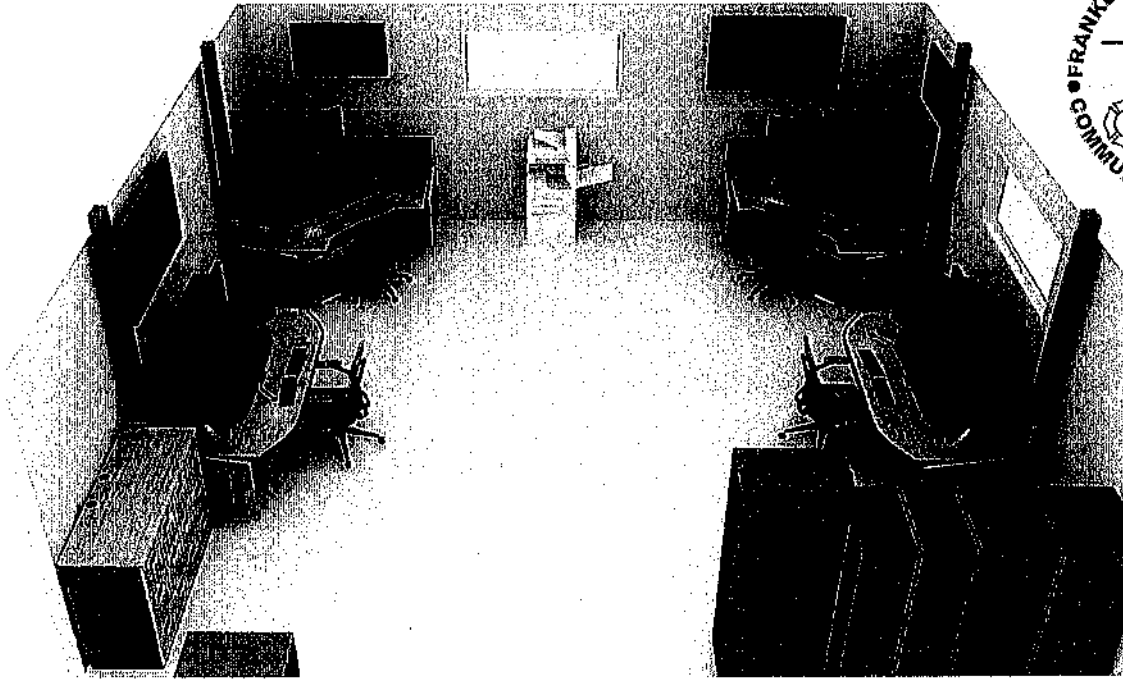
PROJECT #: PN-10449-01
OPTION: 2 **REVISION:** B
PROJECT NAME: FRANKLIN COUNTY RCC

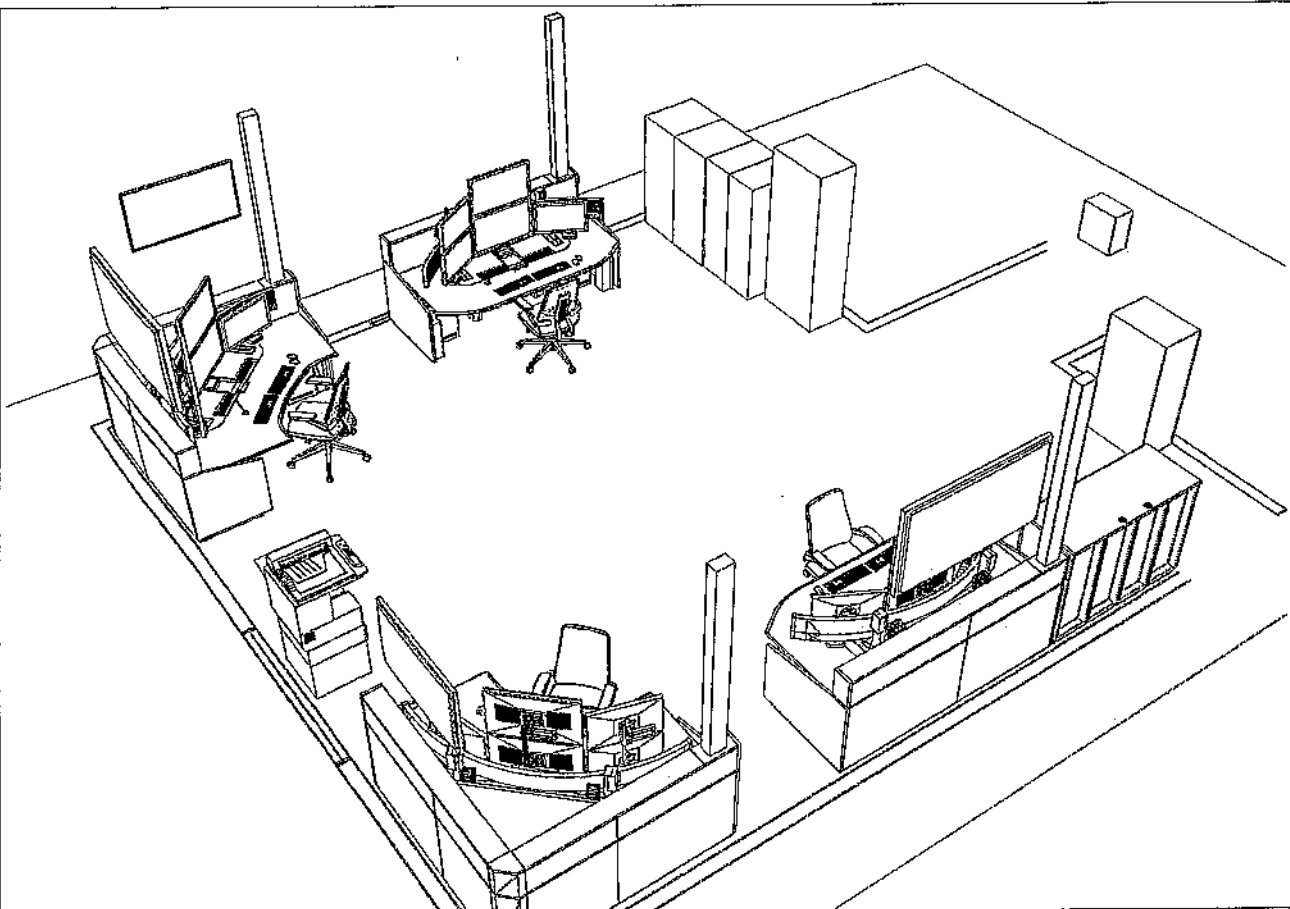
QUOTE DATE: 12/26/2024
EXPIRATION DATE: 3/25/2025

SALES EXECUTIVE: JOHN WEGLEY
ADDRESS: 8189 BYRON RD.
WHITTIER, CA 90606

CUSTOMER: FRANKLIN COUNTY RCC
CONTACT: BRAD TIMBERLAKE
ADDRESS: 124 COUNTY WAY
FARMINGTON ME 04938
PHONE: 207-860-4180
EMAIL: BTIMBERLAKE@FRANKLINCOUNTY

PHONE: Cell (814) 528-4459
EMAIL: jwegley@russbassett.com





russett
 8180 Byona Rd, Whittier, CA 90604 (562) 550-2245

CUSTOMER
 CUSTOMER: FRANKLIN COUNTY RCC
 PROJECT ADDRESS: 124 COUNTY WAY
 HEWINGTON IAE 04318
PROJECT
 PROJECT NAME: FRANKLIN COUNTY RCC
 PROJECT ESTIMATE DATE: 4/23/2016
 CONTROL TYPE: FLEX NUMBER OF POSITIONS: 4
 SCALE: NTS

SALES EXECUTIVE: JOHN WEDLEY
 DESIGNER: TASH CASSELLA

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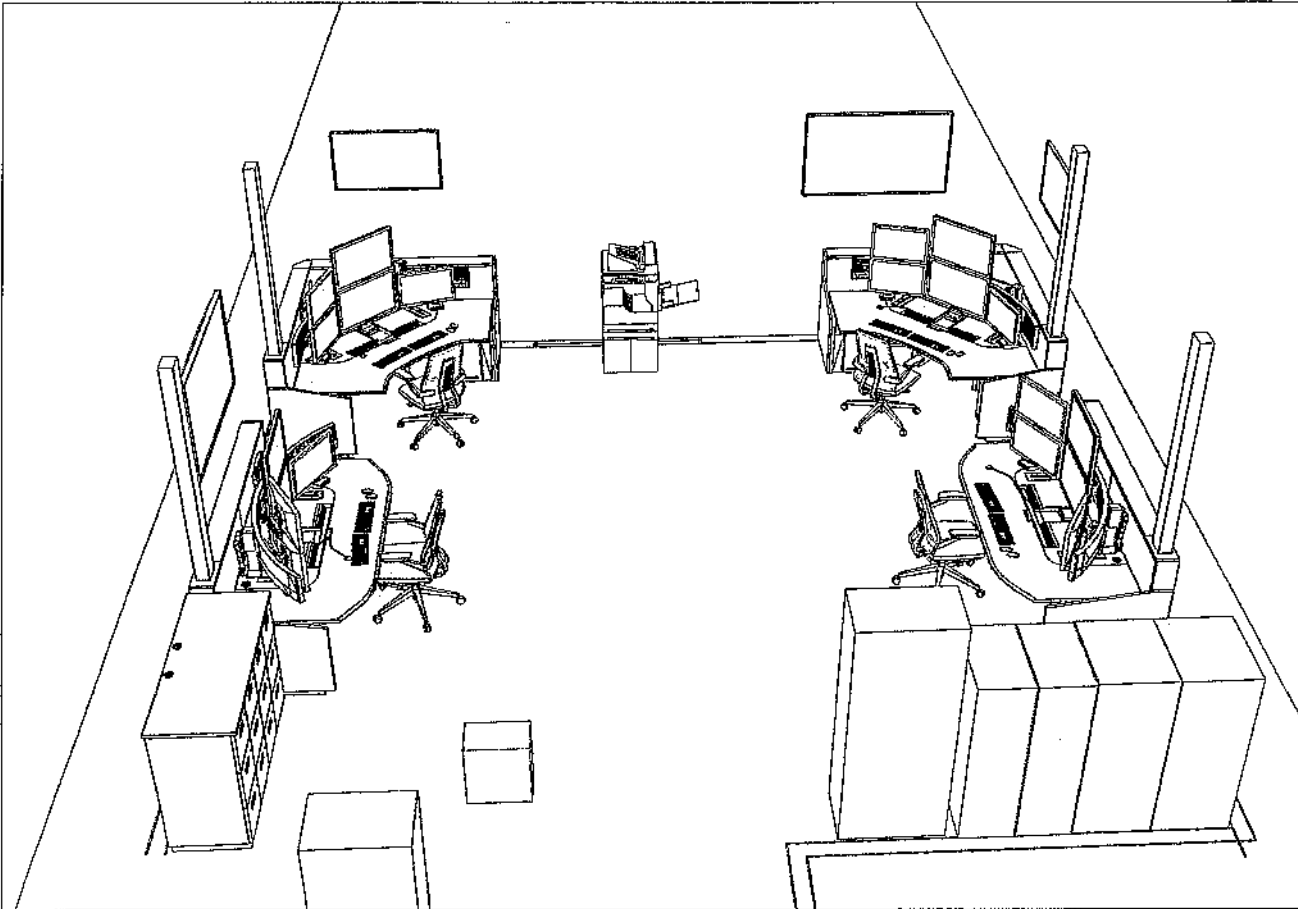
REVISIONS

REV	DATE	DESCRIPTION	BY
A	4/23/16	3D & 3D PERSPECTIVE	JC
B	4/23/16	SPLIT CONSOLES	JC

SHEET DESCRIPTION
 3D VIEW 1

DRAWING #	QTY	REV	SHEET
PN-10449-01	2	B	2 / 10

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rus sbassett
 8180 Symm Rd, Whittier, CA 90606 (800) 350-2445

CUSTOMER

CUSTOMER: **FRANKLIN COUNTY RCC**
 PROJECT ADDRESS: 124 COUNTY WAY
 FARMINGTON ME 04935

PROJECT

PROJECT NAME: **FRANKLIN COUNTY RCC**
 PROJECT INITIATION DATE: 4/20/24
 CONFIGURE TYPE: FLEX NUMBER OF POSITIONS: 4
 SCALE: NTS

SALES EXECUTIVE: JOHN WEGLEY
 DESIGNER: TRISH CASSELLA

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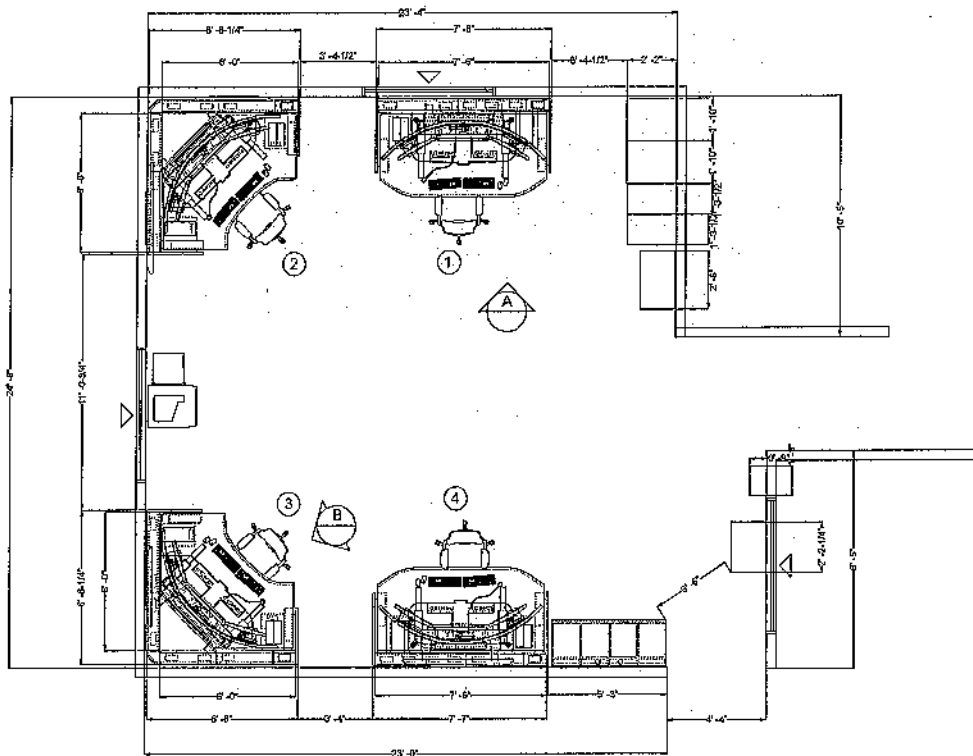
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REV	DATE	DESCRIPTION	BY
A	06/01/24	3D & 3D PRELIMINARY	TC
B	5/10/24	UNIT CONSOLES	TC

SHEET DESCRIPTION
 3D VIEW 2

DRAWING #	DATE	REV	SHEET
PN-10449-01	2	B	3 / 10

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russett
 8189 Byron Rd, Whiteley, CA 94062 (800) 550-2445

CUSTOMER

CUSTOMER: FRANKLIN COUNTY RCC
 PROJECT ADDRESS: 134 COUNTY HWY
 FARMINGTON ME 04838

PROJECT

PROJECT NAME: FRANKLIN COUNTY RCC
 PROJECT INITIATION DATE: 4/30/2004
 CONSOLE TYPE: NUMBER OF POSITIONS: 4
 SCALE: 1/2" = 1'-0"

SALES EXECUTIVE: JOHN WEGLEY
 DESIGNER: TRISH CABELLA

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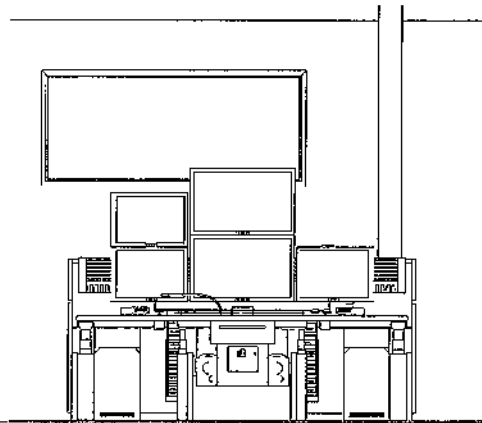
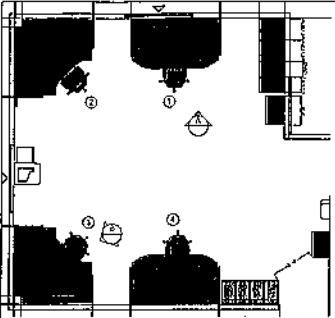
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A	06/01/04	AS B TO PRELIMINARY	TC
B	07/02/04	SPILT CONSOLES	TC

SHEET DESCRIPTION

PLAN VIEW

DRAWING #	DATE	BY	SHEET
PN-10449-01	2	B	4 / 10

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russett
6158 Byers Rd, Windsor, CA 95894 (916) 239-2415

CUSTOMER

CUSTOMER: FRANKLIN COUNTY RCC
PROJECT ADDRESS: 124 COUNTRYWAY
ADMINISTRATOR: AET D4938

PROJECT

PROJECT NAME: FRANKLIN COUNTY RCC
PROJECT INITIATION DATE: 4/20/2024
CONSOLE TYPE: FLEX NUMBER OF POSITIONS: 4
SCALE: 1/2" = 1'-0"
SALES EXECUTIVE: JOHN WEGLEY
DESIGNER: TRISH GABELLA

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NO.	DATE	DESCRIPTION	BY
A	05/01/24	3D & 2D PRELIMINARY	TC
B	5/28/24	SPLIN CONSOLES	TC

SHEET DESCRIPTION
ELEVATION A

DRAWING #	QTY	REV	SHEET
PN-10449-01	2	B	5 / 10

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russett
 8189 Byron Rd, Whittier, CA 90602 (800) 350-2445

CUSTOMER

CUSTOMER:
FRANKLIN COUNTY RCC
 PROJECT ADDRESS:
 124 COUNTY WAY
 FARMINGTON, MAE 01938

PROJECT

PROJECT NAME:
FRANKLIN COUNTY RCC
 PROJECT INITIATION DATE:
 4/30/2004
 CONSOLE TYPE: NUMBER OF POSITIONS:
 FLEX 4
 SCALE:
 1/2" = 1'-0"

SALES EXECUTIVE
 JOHN WEDLEY
 DESIGNER
 TRIS-I CASABELLA

SHEET INDEX

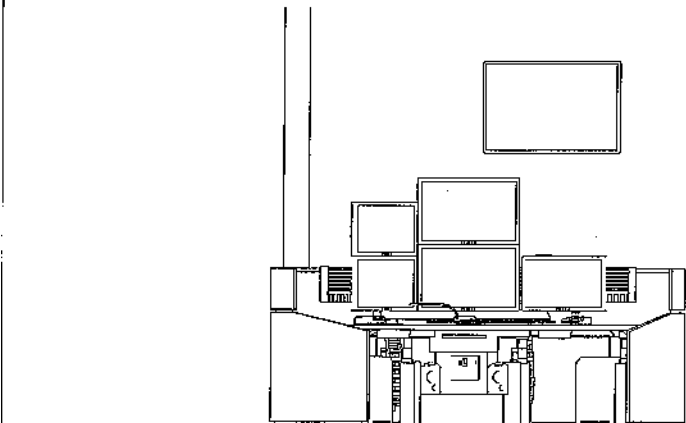
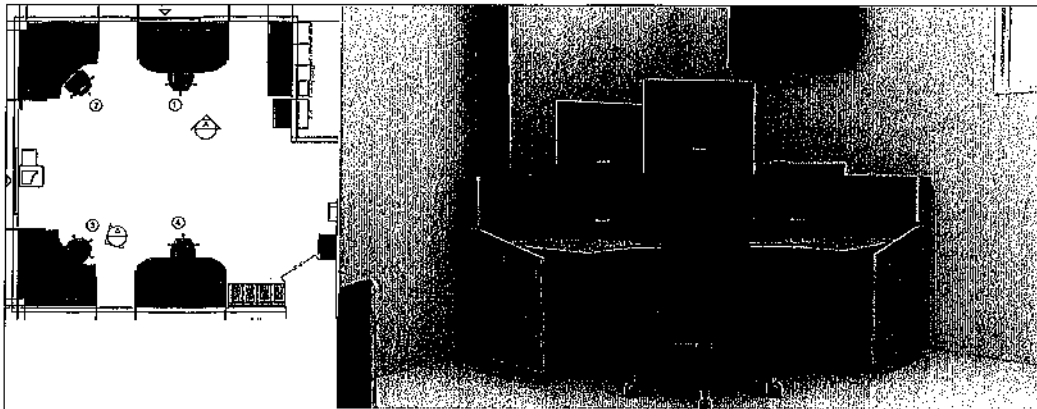
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REV	DATE	DESCRIPTION	BY
A	05/01/04	20 & 30 PRELIMINARY	TC
B	5/24/04	SPLIT CONSOLES	TC

SHEET DESCRIPTION
ELEVATION B

DRAWING #	QTY.	REV.	SHEET
PN-10449-01	2	B	6 / 10



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rus sbassett
 6189 Byron Rd., White Plains, CA 90608 (909) 310-2145

CUSTOMER

CUSTOMER: FRANKLIN COUNTY RCC
 PROJECT ADDRESS: 324 COUNTY HWY
 BETHUNINGTON, ME 04933

PROJECT

PROJECT NAME: FRANKLIN COUNTY RCC
 PROJECT INITIATION DATE: 4/30/2024

CONSULT TYPE: NUMBER OF POSITIONS: 4
 FLEX

SCALE: 1/2" = 1'-0"

SALTS EXECUTIVE

JOHN VEGOLEY
 DESIGNER
 TASH CASSELLA

SHEET INDEX




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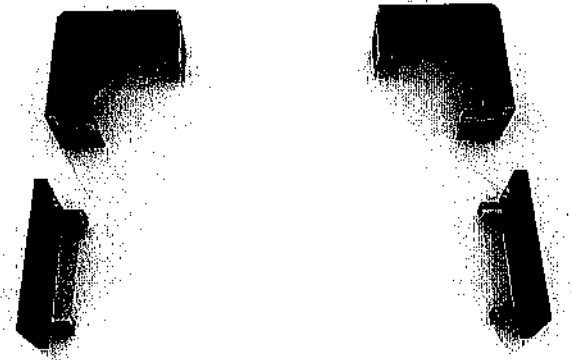
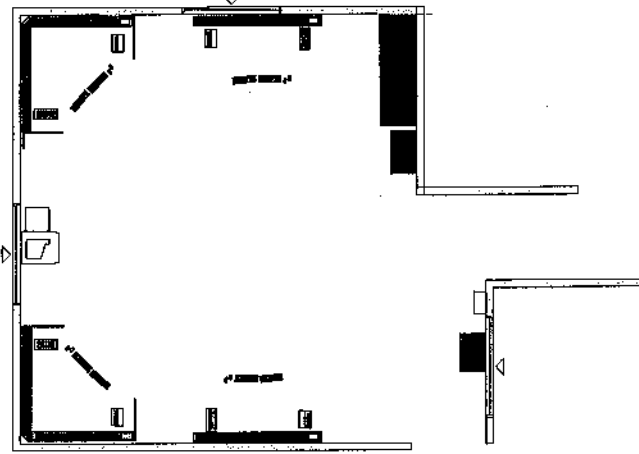
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B	5/10/24	SPILT CONCRETES	EC

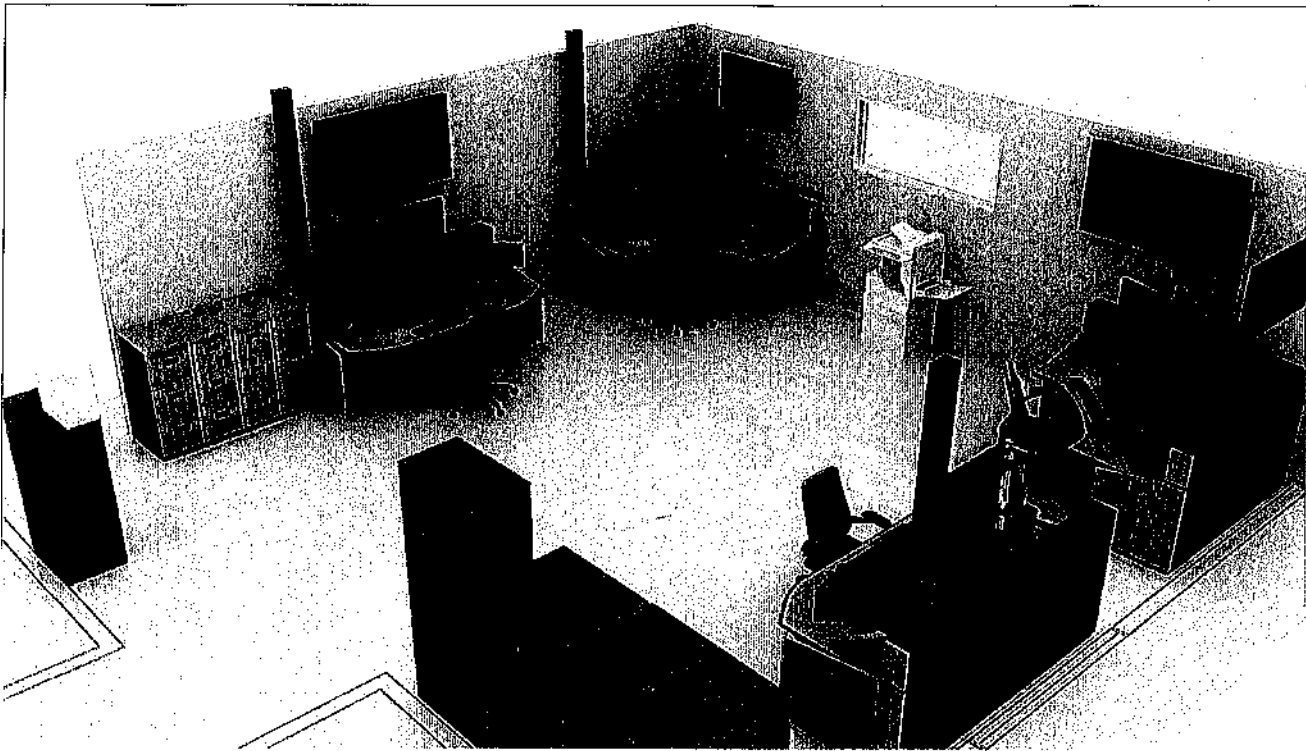
SHEET DESCRIPTION
EQUIPMENT FIT

DRAWING #	DPL	REV	SHEET
PN-10449-01	2	B	7 / 10

EQUIP.	DESCRIPTION
	OPTI PLEX TOWER 14.50Hx7.7Wx18.50D
	OPTI PLEX 3070 12Hx4Wx12D
	OPTI PLEX TOWER MINI 12Fh4Wx12D



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rus sbassett
 8189 Ryan Rd, Willing, CA 95068 (916) 550-2445

CUSTOMER
 CUSTOMER: FRANKLIN COUNTY RCC
 PROJECT ADDRESS: 124 COUNTY WAY
 FARMINGTON ME 04928

PROJECT
 PROJECT NAME: FRANKLIN COUNTY RCC
 PROJECT INITIATION DATE: 4/26/2024

CONSOLE TYPE: NUMBER OF POSITIONS:
 FLEX 4

SCALE: NTS
 SALES ENGINEER: JOHN WHEELLEY
 DESIGNER: TRISH CASSELLA

SHEET INDEX

NO.	
2	3D VIEW 1
3	3D VIEW 2
4	PLAN VIEW
5	ELEVATION VIEW A
6	ELEVATION VIEW B
7	EQUIPMENT FIT
8	CONSIDERING
9	RENDERING 2
10	
11	
12	
13	
14	
15	
16	

REVISIONS

REV	DATE	DESCRIPTION	BY
A	05/01/24	2D & 3D PRELIMINARY	TC
B	5/17/24	SPRINT CONSOLES	TC

SHEET DESCRIPTION
 RENDERING 1

DRAWING #	QTY	REV	SHEET
PN-10449-01	2	B	8 / 10

COLOR SCHEME: STANDARD

POWDER:	
LAMINATE:	VERANDA TEAK
POWDER COAT:	CHARCOAL

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rus sbassett
 8149 Byron Rd, Williston, CA 95699 (916) 936-2415

CUSTOMER

CUSTOMER: FRANKLIN COUNTY RCC
 PROJECT ADDRESS: 124 COUNTY HWY
 FARMINGTON, NE 68028

PROJECT

PROJECT NAME: FRANKLIN COUNTY RCC
 PROJECT INflation DATE: 4/02/2004
 CONSOLE TYPE: FLEX NUMBER OF POSITIONS: 4
 SCALE: NTS

SALES EXECUTIVE

JOHN WAGLEY

DESIGNER

TUSH CASILLA

SHEET INDEX

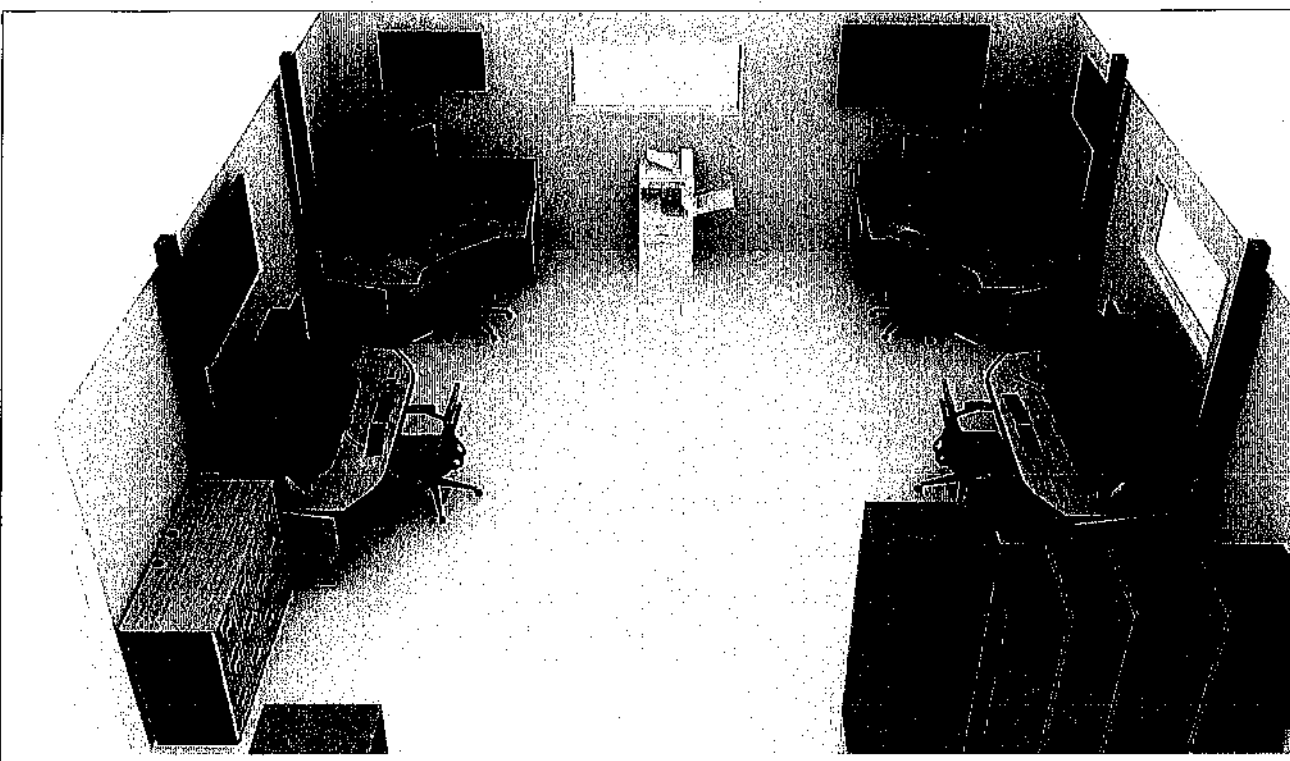
NO.	DESCRIPTION
1	3D VIEW 1
2	3D VIEW 2
3	PLAN VIEW
4	ELEVATION VIEW A
5	ELEVATION VIEW B
6	EQUIPMENT FIT
7	RENDERING 1
8	RENDERING 2
9	
10	
11	
12	
13	
14	
15	
16	

REVISIONS

REV	DATE	DESCRIPTION	BY
A	06/17/04	3D & 3D PRELIMINARY	TC
B	07/06/04	SPUT CONSOLES	TC

SHEET DESCRIPTION
 RENDERING 2

DRAWING #	DPT	REV	SHEET
PN-10449-01	2	B	9
			10



COLOR SCHEME:	STANDARD
POWDER:	
LAMINATE:	VERANDA TEAK
POWDER COAT:	CHARCOAL

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QUOTATION

Project: FRANKLIN COUNTY RCC



#	Qty	Part Number	Description	Sell	Ext. Sell
1	2	FSA-CS-72	Flex Sit-Stand, 90Deg Corner, 72W, Single Lift, Adj. Array	\$5,564.40	\$11,128.80
2	2	FSA-LS-90	Flex Sit-Stand, Linear, 90W, Single Lift, Adj. Array	\$5,276.40	\$10,552.80
3	4	FSW-07-3042-EMT-EMT	Flex Wall, 07D, 30L x 42H, Empty Side A, Empty Side B	\$292.20	\$1,168.80
4	6	FSW-07-4242-SSP-EMT	Flex Wall, 07D, 42L x 42H, Sit-Stand Powder Side A, Empty Side B	\$451.20	\$2,707.20
5	2	FSW-07-4842-SSP-EMT	Flex Wall, 07D, 48L x 42H, Sit-Stand Powder Side A, Empty Side B	\$465.60	\$931.20
6	4	FBP-3042-SPS	Flex Back Panel, 30W x 42H, Solid, Powder, Square	\$241.20	\$964.80
7	6	FBP-4242-SPS	Flex Back Panel, 42W x 42H, Solid, Powder, Square	\$255.60	\$1,533.60
8	2	FBP-4842-SPS	Flex Back Panel, 48W x 42H, Solid, Powder, Square	\$262.80	\$525.60
9	4	FTP-0712-PP-S	Flex Top Cap, 7D x 12W, Power Pole Receiver, Square	\$216.60	\$866.40
10	2	FTC-0760-S-S	Flex Top Cap, 7D x 60W, Solid, Square	\$188.40	\$376.80
11	2	FTC-0772-S-S	Flex Top Cap, 7D x 72W, Solid, Square	\$202.80	\$405.60
12	2	FTC-0778-S-S	Flex Top Cap, 7D x 78W, Solid, Square	\$210.00	\$420.00
13	2	FCF-42-T-SSP	Flex Sit-Stand Corner Filler, 42H, Tech Storage, Powder	\$648.00	\$1,296.00
14	2	FWS-SCA-3672-N-W	Work Surface, 90Deg Corner Sit-Stand, Single Lift Array, 36D x 72L	\$1,135.80	\$2,271.60
15	2	FWS-SLA-3690-N-W	Work Surface, Linear Sit-Stand, Single Lift Array, 36D x 90L	\$1,194.00	\$2,388.00
16	2	FCC-07L-9042-EPS	Flex Corner Connector, 7D, 90° L-Type, 42H, Exterior, Powder, Square	\$331.80	\$663.60
17	8	FTP-12-N	Under Surface Tech Pod, 12"W	\$286.20	\$2,289.60
18	2	FEC-AAL-0742-L-L	Flex Left End Cap, Linear Array Sit-Stand, 7" Wall, 42"H, Lam	\$465.60	\$931.20
19	2	FEC-AAL-0742-R-L	Flex Right End Cap, Linear Array Sit-Stand, 7" Wall, 42"H, Lam	\$465.60	\$931.20
20	2	FEC-AAN-0742-L-L	Flex Left End Cap, Corner, Array Sit-Stand, 7" Wall, 42"H, Lam	\$450.60	\$901.20
21	2	FEC-AAN-0742-R-L	Flex Right End Cap, Corner, Array Sit-Stand, 7" Wall, 42"H, Lam	\$450.60	\$901.20
22	4	WAC-PWR-POLE-TC-72	Power Pole, Top Cap Mount, 72"	\$187.80	\$751.20
23	4	DAC-AMB-PWR	Ambient Light Power Supply W/ Splitter	\$58.20	\$232.80
24	4	DAC-AMB-SW-12	Ambient Light, Slatwall, 12", Blue	\$108.60	\$434.40
25	4	DAC-AMB-SW-72	Ambient Light, Slatwall, 72", Blue	\$288.00	\$1,152.00
26	32	DAC-CO-USB	USB-A 3.0 Keystone - Coupler (Includes 15' Extension)	\$43.80	\$1,401.60
27	12	DAC-DASH-BLANK	Dash Plate, Blank	\$33.00	\$396.00
28	4	DAC-DASH-CHRG-AC	Dash Plate, Device Charging, USB A-C	\$171.00	\$684.00
29	4	DAC-DASH-DIMMER	Dash Plate, Ambient Dimmer	\$99.00	\$396.00
30	4	DAC-DASH-LIGHT	Dash Plate, Gooseneck Light	\$213.60	\$854.40
31	4	DAC-DASH-USB-X2	Dash Plate, 2 USB Keystones W/ Cables	\$121.80	\$487.20
32	4	DAC-MM-01-SW-PM	Monitor Mount, Slatwall, Pole Mount, Ext	\$378.00	\$1,512.00
33	4	DAC-MM-11-SW-PM	Monitor Mount, 1-Over-1, Slatwall, Pole Mount, Ext	\$612.00	\$2,448.00
34	4	DAC-MM-11-SW-PM	Monitor Mount, 1-Over-1, Slatwall, Pole Mount, Ext	\$612.00	\$2,448.00
35	4	DAC-PCS-FLX-A	Flex Personal Comfort System, Heat & Air, Array Console	\$1,565.40	\$6,261.60
36	1	DEF-STG-TOP-2460-G-S	Storage Top, 24"D x 60"W, Grommet	\$648.00	\$648.00
37	4	DEF-PSD-2415-3H-SD	Personal Storage Drawer, 24"D x 15"W x 42"H, 3 High Unit, Solid Drawer, Locking	\$975.00	\$3,900.00
38	2	DEF-PSD-BSE-0230	Drawer Base, 2 Wide, 24"D x 30"W x 2"H	\$157.20	\$314.40
				Total -	\$68,476.80

Russ Bassett Product \$68,476.80
 Freight Services: \$9,800.00
 Russ Bassett Installation Services: \$13,125.00
Total **\$91,401.80**

