

STATE OF MAINE

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the fifth day of July 2023 by adjournment from the twentieth day of June 2023.

Present: Hamilton W. Meserve
William Blodgett

Absent: Mary Trescot (medical leave)

Minutes

June 20, 2023 - Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Sheriff's Department

Jail Count – Sheriff Todd Brackett reported the jail count as follows: Lincoln 17, Sagadahoc 28, Knox 29, Penobscot 68, Waldo 26, Cumberland 01, Hancock 01, and Federal 06 for a total of 176.

Deputy of the Year Award – Sheriff Brackett presented the 2022 Deputy of the Year Award to Deputy Jerold Winslow. Deputy Winslow's family was in attendance to hear of his many accomplishments and the high praise of his performance. The Commissioners offered their thanks and congratulations.

Finance Department

Warrants

Finance Director Michelle Richardson presented for approval accounts payable warrant #62 for \$195,183.52. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Payroll warrant #2023-13 for \$225,641.62 was presented for approval. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Communications

Job Description Update – Communications Director Tara Doe presented an update to the job description for the position of Communications Supervisor. Changes reflect an update to the responsibilities of the vacant position. Commissioner Meserve moved to approve the update as presented; second by Commissioner Blodgett; 2-0 vote approved.

Communication Supervisor Job Posting – Director Doe recommends posting the vacant Communications Supervisor position – both internally and externally. The staffing level of certified Communications Officers has reached a sufficient level to support the hiring process. Commissioner Meserve moved to approve posting the vacancy, second by Commissioner Blodgett; 2-0 vote approved.

Proposal to Relocate Radio Tower Equipment – A Tower Lease Agreement was presented that would relocate radio tower equipment from the Blinn Hill CMP tower to a different tower on Blinn Hill. Relocation would greatly decrease the level of interference that currently exists from a competing weather antenna located near the equipment. Administrator

Kipfer requests permission to explore moving the equipment and indicates this may be an allowable expense using Homeland Security funds. Commissioner Meserve moves to approve exploring the costs and negotiating a lease agreement, second by Commissioner Blodgett; 2-0 vote approved.

Payment Authorization – Administrator Kipfer presented a payment authorization for approval for \$585,319.19 for the contract with Central Square for the software upgrade that was approved on June 6, 2023. Interim payments will be required soon to begin the conversion process. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Emergency Management

New Staff Introduction - EMA Director Maury Prentiss presented newly-hired EMA Deputy Director, Emily Huber of Jefferson, along with Student Intern, Bryanna Prentiss. Both started in the EMA office the previous week. Commissioners welcomed both onboard and thanked them for their service.

LCRPC

Assistant County Planner, Laura Graziano, presented the annual contract with the Department of Agriculture, Conservation and Forestry. This \$13,920.07 grant provides funding for the county to issue a monthly newsletter series on climate change as well as participation in the Coastal Hazard Study. Commissioner Meserve moved to approve the contract; second by Commissioner Blodgett; 2-0 vote approved.

Administrator Kipfer received an update on the Community Development Block Grant application that was submitted on behalf of the National Digital Equity Center (NDEC). The \$100,000 grant would provide funding for NDEC to supply digital devices and training to citizens in Lincoln County. There are additional approvals needed before the grant is awarded, but the application has moved through the most recent phase.

Administrator

Introduction of County Maintenance Supervisor – Jason Lorrain, of Boothbay, was introduced to the Board as the recently hired Maintenance Department Supervisor. Mr. Lorrain was welcomed by the Commissioners.

Purchase Authorization – A purchase of four “Toughbook” computers was presented by Administrator Kipfer. The mobile data units are used in the Sheriff’s cruisers by deputies and are on a scheduled replacement cycle. The total cost is \$11,532.68. Commissioner Meserve moved to approve the purchase, second by Commissioner Blodgett; 2-0 vote approved.

Policy Update - A draft update of the County Vehicle Policy was presented. After reviewing the changes, Commissioner Meserve moved to approve the policy as presented; second by Commissioner Blodgett; 2-0 vote approved.

Executive Session: Discussion of Legal-1MRSA 405 (6) (E)

Commissioner Meserve moved to enter into Executive Session, second by Commissioner Blodgett; 2-0 vote approved. Out of Executive Session, no votes were taken.

Sheriff Brackett returned to the meeting to give the Commissioners an update on the status of the Memorandum of Agreement with Boothbay Harbor for police services. A discussion about shift coverage and the impact on the Lincoln County Sheriff's Office staff was had amongst the attendees. Commissioner Meserve moved to authorize the payment of any LCSO Law Enforcement staff covering shifts in Boothbay Harbor, including exempt employees, at the employee's appropriate rate of pay (either straight time or overtime). An invoice will be forwarded to Boothbay Harbor as agreed in the MOU. Commissioner Blodgett seconded; 2-0 vote approved.

There being no further business, the meeting was adjourned to the 18th day of July, 2023 A.D.

ATTEST: 
County Administrator