

STATE OF MAINE

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

Present: Hamilton W. Meserve

William Blodgett

Absent: Mary Trescot (medical leave)

Minutes

June 6, 2023 - Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Finance Department

Warrants

Finance Director Michelle Richardson presented for approval accounts payable warrant #59 for \$413,976.20. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Accounts Payable warrant #60 for \$41,154.09 was presented. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Payroll warrant #2023-12 for \$221,211.91 was presented for approval. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Bid Award – Site and Structural Assessment of the LC Sheriff’s Office Building

County Administrator Carrie Kipfer made the recommendation to accept the proposal received from Gale Associates, Inc. for Portland in the amount of \$112,650.00. The entire proposal has been reviewed and it contains all of the components required in the RFP. Funding is available in a reserve account specific for the project. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

2024 Budget - The budget process has started for 2024, with initial worksheets being distributed to Department Managers. A mid-July deadline has been established and a full budget calendar will be developed in the coming months.

2022 Financial Audit – Auditor Ron Smith, of RHR Smith & Co. joined the meeting by videoconference. He presented an overview of the 2022 Annual Financial Statements and informed the Board that his firm has issued an Unqualified (clean) Opinion. The County has a good financial position, with adequate reserve assets and no concerns were indicated. Commissioner Meserve moved to accept the audit and place it on record; second by Commissioner Blodgett; 2-0 vote approved. The Board expressed their thanks and appreciation to Finance Director Richardson for her efforts and leadership in guiding the County to this position.

Sheriff’s Department

Jail Count – Administrator Kipfer reported the jail count as follows: Lincoln 12, Sagadahoc 28, Knox 16, Penobscot 64, Waldo 28, Cumberland 01, Hancock 01, and Federal 07 for a total of 157.

Payment Authorization – Radio Maintenance Checks & Repairs – A payment authorization in the amount of \$3,950.64 from Radio Communication Mgmt.(RCM) was presented for mobile and portable radio maintenance checks and minor repairs. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Payment Authorization – Firearms Training Ammunition – A payment authorization in the amount of \$4,079.13 from TJ Morris & Sons was presented for firearms training ammunition. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Communications

Employee Resignation – Communications Director Tara Doe presented a resignation from Emergency Communications Officer trainee, Nicholas Rioux effective June 8, 2023. Commissioner Meserve moved to accept the resignation; second by Commissioner Blodgett; 2-0 vote approved.

Payment Authorization - Director Doe presented a payment authorization for approval for \$3,250.00 for the annual Eventide Recorder contract with RCM. Commissioner Meserve moved to approve, second by Commissioner Blodgett; 2-0 vote approved.

Purchase Authorization - Administrator Kipfer presented a proposal from Mid Maine Generator to install a 20KW standby generator at the Planning Office. This location has been identified as the most suitable location for an alternate PSAP site in case of an emergency at the Regional Communication Center. Without a reliable power source, using this site in an emergency action plan was less than desirable. Administrator Kipfer indicated that there may be funding available through Homeland Security Grants. Commissioner Meserve moved to approve the acceptance of the bid, second by Commissioner Blodgett; 2-0 vote approved.

Emergency Management

Hiring Recommendation - EMA Director Maury Prentiss presented a hiring recommendation for the vacant EMA Deputy Director position. Emily Huber of Jefferson has been selected from a pool of applicants and is available to start on June 27, 2023. Commissioner Meserve moved to approve hiring Ms. Huber, second by Commissioner Blodgett; 2-0 vote approved.

Administrator

Update from Boothbay Harbor Sewer District ARPA funded project – A final report from BHSD was received regarding the seawall project they have undertaken. ARPA funds were made available to assist with the project.

Probate Fee Increase – Register of Probate, Catherine Moore, joined the meeting to request an increase in Probate fees. Her recommendation is to increase the Probate Notice fee to \$40 and to increase the Certified Mail fee to \$40, with both increases effective July 1, 2023. Commissioner Meserve moved to accept the recommendation and to increase both fees, second by Commissioner Blodgett; 2-0 vote approved.

Fuel Oil Contract Renewal- The current Fuel Oil contract with MW Sewall expires on June 30, 2023. The rate is \$3.857 per gallon for up to 16,000 gallons. Administrator Kipfer recommends renewing with MW Sewall at a rate not to exceed \$2.99 per gallon. Commissioner Meserve moved to authorize Administrator Kipfer to renew the contract as recommended; second by Commissioner Blodgett; 2-0 vote approved.

Lincoln County Historical Association (LCHA) Funding Request –Administrator Kipfer reports of a conversation she had with LCHA Executive Director Shannon Gilmore regarding repairs needed at the Old Jail. The estimated cost to stabilize 11 cracks in the granite slabs on the second floor is \$22,500 and will include a strapping and anchor system. Currently, the second floor of the Old Jail is closed to visitors because of the concern of the structural threat. The Commissioners recognize the immediate need of the funding and the responsibility to maintain a safe structure for visitors. Administrator Kipfer advised that funds are available in the Contingency account. Commissioner Meserve moved to authorize payment of \$22,500 from the Contingency account to the Lincoln County Historical Association for needed repairs, second by Commissioner Blodgett; 2-0 vote approved.

Correspondence Received – St. Philip’s Church in Wiscasset sent a request to allow usage of the Courthouse parking lot for overflow parking during the Strawberry Festival on June 24th. Administrator Kipfer contacted the Church to advise that the County had no objections.

Hiring Recommendation – Administrator Kipfer recommends the hiring of Jason Lorrain of Boothbay for the vacant position of Maintenance Department Supervisor. Mr. Lorrain is available to start working on June 28, 2023. Commissioner Meserve moved to approve hiring Mr. Lorrain; second by Commissioner Blodgett; 2-0 vote approved.

Position Revaluation - A recommendation to reclassify the Custodian position (grade 5) to Maintenance Technician (grade 9) was made. A review of the job duties and responsibilities was recently made by Administrator Kipfer. Commissioner Meserve moved to reclassify the position effective May 29, 2023, second by Commissioner Blodgett; 2-0 vote approved.

Fire Alarm System Quote Update – A previously approved quote for a replacement fire alarm system at the Courthouse was discussed. The vendor has incurred additional costs associated with the replacement and has requested a consideration for an update to the quote. Administrator Kipfer has worked with the vendor to review the quote and recommends the new amount of \$34,729.00. Budgeted funds are available for this total cost. Commissioner Meserve moved to accept the new amount; second by Commissioner Blodgett; 2-0 approved. The current system has multiple failures and Guardian Systems of Maine has been working to patch the existing system with the available parts of the new system. Additional replacement parts are still on order and are expected to be received and installed in the next few weeks.

Opioid Settlement Funds – A payment of \$28,429.57 was received from the Opioid Settlement as “Janssen Payment 3” and placed in the Opioid Settlement Reserve Account. The total of this account is now \$120,386.94. Commissioner Meserve moved to accept the funds; second by Commissioner Blodgett; 2-0 approved.

LCRPC

Executive Director Mary Ellen Barnes introduced Katie Simmons to the Board. Katie is the 2023 LCRPC Margaret Chase Smith Policy Center Intern and is eager to learn about issues that will support her education. The Commissioners welcomed Katie aboard.

Assistant County Planner, Laura Graziano, presented a Community Resilience Partnership Service Grant opportunity that would allow us to assist up to five Lincoln County towns with enrollment and application for future grants. Commissioner Meserve moved to accept the recommendation to enroll, second by Commissioner Blodgett; 2-0 vote approved.

LeaAnna Libby, Wastewater Manager for Great Salt Bay (GSB) Sanitary District joined the meeting to present the District's application for ARPA funding. The Board previously allocated \$200,000 per Wastewater District and GSB presents a request for replacement pumps for 4 pump stations, replacement backboard support for control panels, and a diesel generator to replace an aging gasoline generator. The total cost of the projects is estimated to be \$231,180 and the district will obtain funding for the excess over the grant award. Director Barnes has offered support for the application, as the projects fulfill the required uses as determined by the Commissioners. Commissioner Meserve moved to approve the application, second by Commissioner Blodgett; 2-0 vote approved.

County Planner, Emily Rabbe, presented a recommendation for ARPA Affordable Housing Investment. The total recommended allocation of \$1.5 Million would be available through a grant application process. Ms. Rabbe presented a draft copy of the application that had been reviewed and recommended by the planning committee. Affordable Housing opportunities that might receive ARPA funding will directly support the needs identified in the recently published Lincoln County Housing Study. Commissioner Meserve moved to accept the recommendation to allocate \$1.5M of remaining ARPA funds towards Affordable Housing developments within Lincoln County and to approve the grant application as presented; second by Commissioner Blodgett; 2-0 vote approved.

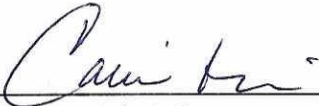
A second recommendation to allocate \$300,000 to hire a Land Use Specialist for a limited three-year term was proposed. This position would support the efforts of the ARPA grant that was approved, in addition to assisting municipalities with recent changes to land use laws as affected by L.D. 2003 and the additional work needed to act on recommendations of the Lincoln County Housing Study. Commissioner Meserve moved to accept the recommendation to allocate \$300,000 towards the hiring of a limited term Land Use Specialist, second by Commissioner Blodgett; 2-0 vote approved. Ms. Rabbe and Ms. Barnes will develop a job description for the position in collaboration with Administrator Kipfer, to be approved at a future Commissioners meeting.

A final request by Administrator Kipfer, in collaboration with the Planning staff, is to hire a part-time Administrative Assistant to work jointly with the Administration department and the Planning department. A remote work schedule is being considered and a revised job description will be presented for consideration. Funding is available in the Administration budget for wages and any benefit costs. Commissioner Meserve moved to approve adding the position and advertising for applicants, 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.

There being no further business, the meeting was adjourned to the 5th day of July, 2023
A.D.

ATTEST: 
County Administrator