

## 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 February 2024 by adjournment from the sixth day of February 2024.

Present: Hamilton W. Meserve  
Mary Trescot  
William B. Blodgett

### Minutes

**February 6, 2024-** Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

### Finance Department

#### Warrants

Finance Director Michelle Richardson presented for approval accounts payable warrant #40 for \$386,053.19. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2024-03 for \$222,571.16 was presented for approval. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

### Sheriff's Department

**Jail Count** – Sheriff Todd Brackett reported the jail count as follows: Lincoln 19, Sagadahoc 20, Knox 30, Penobscot 60, Waldo 42, Oxford 02, and Federal 05 for a total of 178.

**Job Description** – A job description for a Community Resource Deputy was presented and discussed. Sheriff Brackett proposes transferring a full-time position from the Special Services Division to the Patrol Division and creating a Community Resource Deputy. One Full-time Transport Deputy position (currently vacant) will be eliminated. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Hiring Incentive & Recruitment Incentive for Special Services** – Sheriff Brackett presents a recommendation to extend the current Hiring Incentive and Recruitment Incentive in place for the Patrol Division to include the Special Services Division. A total Recruitment of \$1,000 (\$500 + \$500) and a total Hiring Incentive of \$3,000 (\$1,500 + \$1,500) is recommended. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** – Sheriff Brackett presents a payment request in the amount of \$7,937.47 from PowerDMS for annual digital management software with training and MLEAP standards. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Sale Of Surplus Property** – Sheriff Brackett requests permission to solicit bids for a surplus minivan, most recently used by the Animal Control Officer. The bids will be solicited through an online auction service, and the winning bid will be brought to a future meeting for acceptance. Commissioner Blodgett moved to approve accepting bids, second by Commissioner Trescot; 3-0 vote approved.

**Bid Opening** – Two sealed bids were received for the advertised *County Vehicle Maintenance* – one from Wiscasset Ford and one from Hillside Collision. The bids were opened by the Commissioners. Commissioner Blodgett moved to table, pending review and recommendation by Sheriff Brackett, second by Commissioner Trescot; 3-0 vote approved.

### **Communications**

**Employee Resignation Recommendation** – Following advice of legal counsel, County Administrator Carrie Kipfer requests permission to amend the end of employment of Curtis Bigelow from the position of full-time Emergency Communications Officer effective January 26, 2024 to a resignation. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** - Communications Director Tara Doe presents a payment request in the amount of \$2,948.50 to Eaton Corporation for an emergency service call for the UPS serving the Communication Center computer consoles, following a recent power outage. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** - Communications Director Tara Doe presents a payment request in the amount of \$404,240.97 to Radio Communications Management for the addition of an EMS channel to seven Lincoln County radio tower locations, including the equipment, installation and FCC licensing. A grant from Maine CDC in the amount of \$80,400 will be used to offset some of the cost of the project, which is expected to be completed by June 30, 2024. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

### **Lincoln County Regional Planning Commission**

**Job Description Review** – Executive Director Emily Rabbe and Administrator Kipfer present an updated job description for the Executive Director position. Both recommend updating the essential duties of the position to support a proposed organizational structure of the LCRPC staffing. Commissioner Trescot moved to approve the job description as presented, second by Commissioner Blodgett; 3-0 vote approved.

A second job description for the newly created *Community Resilience Planner* was presented. This position will replace the vacant County Planner position. Commissioner Trescot moved to approve the job description as presented, second by Commissioner Blodgett; 3-0 vote approved.

Director Rabbe recommends reassigning the current Assistant County Planner, Laura Graziano, to the position *Community Resilience Planner* effective February 17, 2024. Commissioner Trescot moved to approve the reclassification as presented, second by Commissioner Blodgett; 3-0 vote approved.

A third job description for the newly created *Land Use and Transportation Planner* was presented. This position will replace the Assistant County Planner position. Commissioner Trescot moved to approve the job description as presented and to advertise the position, second by Commissioner Blodgett; 3-0 vote approved.

## Administrator

**Community Navigator** – Administrator Kipfer presents a quarterly report on the Central Lincoln County YMCA Community Navigator partnership with Lincoln County. A summary of the number of clients engaged, the towns represented by those clients and the types of services provided was reviewed.

**Courthouse Exterior Painting** – Maintenance Supervisor Phyllis Soule discussed some exterior areas on the Courthouse that need to be repainted. The height of the areas prohibit our maintenance staff to perform this work, so painting contractors have been contacted to provide estimates on the cost. Several estimates have been received and more are still expected. Administrator Kipfer asks permission to move forward with accepting one of the bids, not to exceed \$18,235, with a contract to be presented at a future meeting. Commissioner Blodgett moved to approve authorizing the expenditure, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** – Administrator Kipfer seeks permission to add three purchase authorization requests to the meeting agenda. The first is a new CCTV system at the Courthouse to replace an outdated system. Guardian Systems of Maine proposes a cost of \$30,608.00, which will include exterior cameras, interior cameras, software, storage and other hardware. Funding has been secured for the project through a FY23 Homeland Security grant. Commissioner Trescot moved to approve the project, second by Commissioner Blodgett; 3-0 vote approved.

The second is the replacement of two security cameras at the Communication Center. Seacoast Security proposes a cost of \$2,700.81, which will include two exterior cameras and supporting hardware. Funding has been secured for the project through a FY23 Homeland Security grant. Commissioner Trescot moved to approve the project, second by Commissioner Blodgett; 3-0 vote approved.

The third is a new Security Access System at the Communication Center to replace an outdated system. Seacoast Security proposes a cost of \$11,160.50, which will include new readers at five existing locations, plus the addition of readers at the elevator doors. Funding has been secured for the project through a FY23 Homeland Security grant. Commissioner Blodgett moved to approve the project, second by Commissioner Trescot; 3-0 vote approved.

### **Executive Session: Discussion of Personnel-1MRSA 405 (6) (A)**

Commissioner Meserve moved to enter into Executive Session, second by Commissioner Blodgett; 3-0 vote approved. Out of Executive Session, no votes taken.

There being no further business, the meeting was adjourned to the 5th day of March, 2024 A.D.

ATTEST:   
County Administrator