

STATE OF MAINE

Lincoln, ss.

December Term, 2019

January 21, 2020

Present: Mary R. Trescot, Chairperson
William B. Blodgett

Commissioner Trescot opened the meeting by leading in the Pledge of Allegiance.

Commissioner Hamilton Meserve was not present and will be away until the next Commissioners' meeting on February 4, 2020.

Commissioner Blodgett moved to approve minutes from the January 7, 2020 meeting; second by Commissioner Trescot; 2 – 0 vote approved.

From the Finance Department, Finance Director, Michelle Cearbaugh, presented for approval:
Warrant #712 \$178,935.00

Commissioner Blodgett; moved to approve; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

Presented for approval:
Payroll Warrant #2 \$176,948.17

Motion to approve, by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

Sheriff Todd Brackett and Chief Deputy, Rand Maker, reported a current Jail count of 25 Lincoln County inmates being held at Two Bridges Regional Jail (TBRJ); 28 Sagadahoc inmates are at TBRJ; 1 Federal; 34 Oxford; 44 Penobscot; 1 Hancock; 1 Knox; for a total of 134 at TBRJ. An additional 26 are being diverted by the Lincoln County Sheriff's Office; 24 are diverted by Maine Pretrial; 129 are being diverted by the Addiction Resource Center.

A job description for the full-time Animal Control Officer -Special Services Technician was presented by Sheriff Brackett for Commissioner approval; Commissioner Blodgett moved to approve; second by Commissioner Trescot; 2 – 0 vote approved.

Sheriff Brackett presented information on the "RUOK Program." This is a new service offering a daily phone call to Lincoln County residents enrolled in the program to check on their wellbeing. If the RUOK call is not answered or is answered "no," then either a local law enforcement officer or community volunteer will check on the person. This type of program is offered in other locations in Maine and will be funded by a concerned citizens group in Lincoln County.

A purchase order in the amount of \$31,488.75 was presented for the annual subscription and maintenance of our Tritech software. This is the IMC program that is used by all the law enforcement agencies and the Communications Center. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

In celebration of Maine's Bicentennial Celebration in 2020, Sheriff Brackett displayed a commemorative license plate and badge. He would like to purchase plates for all the department's vehicles to display until the end of the year and then all the employee assigned the vehicle to keep as a token of

appreciation. Motion to approve by Commissioner Trescot; second by Commissioner Blodgett; 2-0 vote approved.

Additionally, Sheriff Brackett sought permission to purchase in bulk, commemorative badges for any law enforcement officers in the department interested and each employee can reimburse the county for the cost of the badge directly or have the amount deducted from their paycheck. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Sheriff Brackett is also considering participation in the Maine State Parade in May.

Communications Director, Tom Nelson, sought approval for a purchase order to replace two existing analog base radios with digital (DMR) capable base radios. This conversion will support the switch of law enforcement radios from analog to digital frequencies being completed by Radio Communications Management, our radio vendor. The total cost is \$2,506.10. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

A purchase order was presented in the amount of \$5,319.50 to upgrade the Zetron communications console in order for the DMR interface to connect to the law channel. This is also part of the DMR conversion. The total cost is \$5,319.50. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

Director Nelson, sought approval for a purchase order for the third year of three *I Am Responding* contract subscriptions for an “early alert” system that notifies emergency personnel of other emergency personnel who are responding. The total cost is \$14,113.00 with the Kennebec towns contributing \$2,323.00 of that cost. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

The Communications Center employees are discussing different design elements in a memorial garden to be planted in front of the Communications Center in memory of long-time Lincoln County employee, Kathy Blagdon, who recently passed away. The goal is to have a plan in place, and possibly construction started in time for Telecommunicators’ Week in April. Kathy really enjoyed the bird feeders outside the Comm Center, so a memorial plaque may be attached to a birdfeeder in the garden.

Emergency Management Agency (EMA) Director, Casey Stevens, presented a purchase order for reimbursement to Newcastle Fire for their assistance in a HazMat incident on November 15, 2019. A propane truck rollover resulted in an all-day response of multiple agencies. This reimbursement was paid directly to the county from the company who owns the truck. The portion forwarded to Newcastle Fire is \$9,789.19. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

Director Stevens presented a purchase order for D4H Incident Management Software, for a one-year service, in the amount of \$3,500.00, budgeted monies. This software will assist in organizing events, such as windstorms, floods, etc., and to calculate damages for reimbursement. The towns can also access, add to or retrieve information. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

A request to table two agenda items, Drone Usage for Search and Rescue and EMA Legislation proposal was approved by Commissioner Blodgett; seconded by Commissioner Trescot; 2-0 vote approved.

County Administrator, Carrie Kipfer, informed the Board that Two Bridges Regional Jail Administrator, Colonel James Bailey, contacted Boothbay Harbor Police Chief Robert Hasch to inquire in his interest in serving on the Jail Authority Board. Chief Hasch is interested, but needs to check with the Boothbay Harbor town representatives about potential conflicts. Commissioner Mary Trescot contacted

Attorney Peter Drum of Bristol and he is also interested. Commissioner Blodgett moved to appoint Chief Robert Hasch as a full member of the Jail Authority and Attorney Peter Drum as an alternate member of the Jail Authority; seconded by Commissioner Trescot; 2-0 approved. Administrator Kipfer will notify Colonel Bailey of the appointments.

Administrator Kipfer brought a purchase order in the amount of \$17,050.00 for snow plowing service from Steele's Landscaping. \$13,500 is attributed to the Courthouse lots and \$3,300 is for the Lincoln County Regional Planning Commission building. An additional charge of \$250 was added because we requested the vendor to remove large snowbanks at the parking lot entrances and this was not included in the contract. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

A purchase order request was brought before the Board, with a request to renew the HVAC (Heating, Ventilation, Air-Conditioning) Maintenance contract with Siemen's, in the amount of \$34,746.00. The contract will cover the period of January 1, 2020 through December 31, 2020. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. Both Commissioners signed.

Administrator Kipfer presented a draft job description for the newly created position of Office Supervisor in the District Attorney's Office. The draft was previously reviewed with the DA and Deputy DA to identify the most appropriate combination of job duties. The Commissioners reviewed the draft and approved the concept draft, with a final draft to be presented at the next meeting. Motion to approve the draft and post the position internally by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved.

A notice received from Central Maine Power that summarizes upcoming tree trimming work to be performed in Lincoln County was acknowledged by the Commissioners.

The Commissioners voted to table the renewal of Recycling contracts for the Towns of Pittston and Warren, pending the final 2019 cost tabulation. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved

The amount of \$1,205.22 has been received from the State of Maine from fines and surcharges. The Administrator recommends using the monies for our programs. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved. It is also recommended that in the future, fines and surcharges received should be treated in the same manner. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved

Commissioners recessed until 10:30 a.m.

At 10:33 a.m., Commissioner Blodgett moved to enter into executive session with the County Administrator, Sheriff Brackett and Chief Deputy Maker to discuss a Legal issue, according to 1 MRSA 405 (6) (E); second by Commissioner Trescot; 2 – 0 vote approved.

Out of executive session at 10:50 a.m., there were no votes taken.

Lincoln, ss.

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There being no further business, the Commissioners adjourned to meet on the fourth day of February A.D. 2020.

ATTEST: _____
County Administrator