

## STATE OF MAINE

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the seventh day of November 2023 by adjournment from the seventeenth day of October 2023.

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

### Minutes

**October 17, 2023-** Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

### Finance Department

#### Warrants

Finance Director Michelle Richardson presented for approval accounts payable warrant #84 for \$235,287.57. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Presented for approval, accounts payable warrant #85 for \$16,047.49. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Presented for approval, accounts payable warrant #87 for \$671,630.75. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2023-21 for \$205,326.01 was presented for approval. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2023-22 for \$224,082.84 was presented for approval. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

**Diesel Fuel Contract Renewal** – A renewal of the diesel fuel contract for the Recycling Center was reviewed. Dead River Company, the current vendor proposes a rate of \$3.55/gallon for up to 14,000 gallons. Commissioner Trescot moved to approve the renewal, second by Commissioner Meserve; 3-0 vote approved.

**HVAC Contract Renewal** – A renewal of the HVAC contract with Siemens was reviewed. The contract will be for three years (1/1/24-12/31/26) and covers the three buildings at the Courthouse campus. The contract amount for year one will be \$40,056.00, an increase of 5% over the 2023 contract amount. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

### Sheriff's Department

**Jail Count** – Sheriff Todd Brackett reported the jail count as follows: Lincoln 20, Sagadahoc 26, Knox 13, Penobscot 65, Waldo 26, and Federal 07 for a total of 157.

**SO Hiring and Recruitment Incentive-** Sheriff Brackett recommends reauthorizing the policy that expired December 31, 2022. Commissioner Meserve moves to approve the Hiring and Recruitment Incentive Policy retroactive to December 31, 2022 through December 31, 2024; second by Commissioner Trescot; 3-0 vote approved.

**Hiring Recommendation** – Sheriff Brackett recommends hiring Nathaniel Aronson to the position of Deputy Sheriff, pending a successful background check. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

**Alternative Sentencing Program** – Chief Deputy Rand Maker reviewed a report on the October 20-27, 2023 ASP at Wavus Camp in Jefferson. 32 participants completed the program; the next session is scheduled for April 2024.

**Payment Authorization** – Chief Deputy Maker presents an invoice in the amount of \$7,668.85 from Coastal Electronics for equipment installation in a new cruiser. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

A second invoice in the amount of \$13,915.63 from Coastal Electronics for equipment installation in a new Tahoe. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

**Payment Authorization** – Chief Deputy Maker presents an invoice in the amount of \$4,564.00 from Lee’s Tire for tires for eight vehicles. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

### **Emergency Management**

**FY2024 EMPG Grant Award** – EMA Director Maury Prentiss presents the FY2024 Emergency Management Performance Grant Award from Maine Emergency Management in the amount of \$68,837.35. Commissioner Meserve moved to accept the award and authorize Director Prentiss to sign on behalf of the Board; second by Commissioner Trescot; 3-0 vote approved.

**FY2024 HSGP Grant Award** – Director Prentiss presents the Homeland Security Grant Award from Maine Emergency Management in the amount of \$111,382.72. Commissioner Meserve moved to accept the award and authorize Director Prentiss to sign on behalf of the Board; second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** – Director Prentiss presents an invoice in the amount of \$16,340.08 from Safe Life Defense for the purchase of body armor for emergency response personnel. Funding from previous Homeland Security grants have been secured and approved for the purchase. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** – Director Prentiss presents an invoice in the amount of \$18,440.24 from AED Store for the purchase of “Stop the Bleed” equipment and supplies for emergency response training. Funding from previous Homeland Security grants have been secured and approved for the purchase. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

### **District Attorney**

**Request for Budget Addition – RJP** – District Attorney Natasha Irving requests adding \$50,000 to the DA departmental budget for FY 2024 as a contractual service for Restorative Justice Project. Executive Director Kathy Durgin-Leighton, Project Manager Drew Himmelstein, and two other staff members presented information about their program and the work they have done in Lincoln County. This funding would provide the ability to offer adult referral services to their program and would be used exclusively for Lincoln County cases. The Board

asked for statistical data to support the appeal and will take the request into consideration as they finalize their budget for next year.

**Employee Promotion** – DA Irving recommends that Legal Secretary Nicole Gilbert be promoted to the vacant position of Paralegal effective October 23, 2023. The interview panel unanimously supports this recommendation. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved. Permission requested to post the successive vacancy of the Legal Secretary position. Commissioner Meserve moved to approve posting both internally and externally, second by Commissioner Trescot; 3-0 vote approved.

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

**EPA Brownfield Assessment Grant** – Executive Director Mary Ellen Barnes presents a grant application recommendation to the Environmental Protection Agency for FY 2024 Brownfields Assessment Grant in the amount of \$500,000. If awarded, the grant period will be for four years and work will begin in Fall 2024. Commissioner Trescot moved to approve applying for the grant, second by Commissioner Meserve; 3-0 vote approved.

**Housing Grant Recommendation** – Director Barnes presents a recommendation to approve an ARPA Housing Fund grant application from Ledgewood Senior Housing Development in Damariscotta in the amount of \$96,000. The development is planned to be constructed adjacent to the existing Ledgewood Development and would include the building of an additional 32 units dedicated to affordable senior rental units. The review committee unanimously recommends the full funding request. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

### **Administrator**

**Unorganized Territory Budget 2024** - A draft budget in the amount of \$84,892.50 for the Unorganized Territory in Hibbert's Gore was presented for approval by County Administrator Carrie Kipfer. Commissioner Meserve moved to approve submitting the draft to the State for approval, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization- Road Maintenance for Hibberts Gore** - Administrator Kipfer requests authorization for the payment of the road maintenance contract for the 2022-2023 season at \$6,000.00. (Plowing, sanding and salting: \$4,500.00, Grading: \$1,000.00) to the Town of Palermo. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

For the 2023-202 season the contract would be for \$7,500.00 (\$6,000.00 for Plowing, salting, sanding and \$1,500.00 for grading). Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

**Purchase Authorization – Multipurpose Room Chairs** – Register of Probate Catherine Moore and Administrator Kipfer presents a purchase authorization request in the amount of \$3,329.00 to purchase 15 new chairs for the Multipurpose Room. This purchase was previously approved in the FY2023 budget process. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

**Personnel Policy Update Recommendation** – Administrator Kipfer recommends a comprehensive update to the Lincoln County Personnel Policy (Employee Handbook). The most recent complete update was in 2015, and many changes to Employment Law have occurred since that time. A vendor has been located and will be presenting a project quote with a cost

estimate. Commissioner Meserve moved to accept the recommendation to seek a quote, second by Commissioner Trescot; 3-0 vote approved.

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

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

There being no further business, the meeting was adjourned to the 21st day of November, 2023 A.D.

ATTEST:   
County Administrator