

STATE OF MAINE

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

Present: William Blodgett
Hamilton W. Meserve
Mary Trescot

Minutes

September 5, 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 #77 for \$654,508.46. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2023-18 for \$205,451.41 was presented for approval. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payment Authorization – Director Richardson discussed the Site and Structural Analysis for the Sheriff's Office building. Gale Associates and their partner agencies have begun the contracted work and anticipate a completed report by early spring. Commissioner Meserve moved to approve the total contract price of \$112,650, with incremental payments to be made during the process, second by Commissioner Trescot; 3-0 vote approved.

A second approval for up to \$6,000.00 for the mapping of utilities on the campus. Centerline Utility Service will provide a GIS map showing all electrical, water, sewer and drainage lines on site. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Purchase Authorization – TRIO Software – Director Richardson presented a payment authorization request to TRIO in the amount of \$4,595.00 to purchase a software upgrade for the financial system. The current version of TRIO will no longer be supported and TRIO Web will be required for future use. A January 1, 2024 “go live” date is anticipated. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

UT Audited Financial Statements - The audited financial statements for the Unorganized Territory of Hibberts Gore has been received from RHR Smith, CPA. An unqualified opinion has been offered with a recommendation to create a bank account specifically for the UT funds. Director Richardson has already taken this step and the funds have been transferred to the new account. Commissioner Meserve moved to accept the audit and place on record, second by Commissioner Trescot; 3-0 vote approved.

2024 Budget Caucus – A reminder was offered that the 2024 Budget Caucus has been scheduled at the Courthouse on Thursday, September 21st at 3pm. All Lincoln County towns have been notified and encouraged to attend.

Recycling Sallyport Bid Opening - Two sealed bids were received for the Sallyport project at Recycling. This construction is needed to respond to the newly enacted legislation that prohibits snow to accumulate on tractor trailers that will be hauled on public roadways. One bid received from Zander Lee, of Newcastle, in the amount of \$86,428 and one bid received from Dale A. Reno, of Woolwich, in the amount of \$60,850. Director Richardson asked to table a decision pending review. Commissioner Trescot moved to table, second by Commissioner Meserve; 3-0 vote approved.

Sheriff's Department

Jail Count – Sheriff Todd Brackett reported the jail count as follows: Lincoln 18, Sagadahoc 27, Knox 13, Penobscot 55, Waldo 33, and Federal 04 for a total of 150.

Hiring Recommendation – Sheriff Brackett recommends offering Nathan Yeaton a conditional offer of employment as a Deputy Sheriff, pending successful background check and testing. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payment Authorization – Entry Tool Kits – Sheriff Brackett presented a payment authorization to Louis Doe Home Center in the amount of \$8,288.85 for the purchase of thirteen entry tool kits. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payment Authorization – Duty Ammunition – Sheriff Brackett presented a payment authorization to AAA Police Supply in the amount of \$4,012.00 for the purchase of duty ammunition. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payment Authorization – Cruiser Tires – Sheriff Brackett presented a payment authorization to Lee's Tire & Service totaling \$2,926.70 for the purchase of cruiser tires. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payment Authorization – Vehicle Radio Repairs– Sheriff Brackett presented a payment authorization to Radio Communications Management in the amount of \$2,343.36 for repairs to radios in multiple cruisers. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Boothbay Harbor Police Contract Extension – Sheriff Brackett presented an extension to the MOU with Boothbay Harbor to provide contracted Law Enforcement services. The extension will be in effect from October 1, 2023 through December 31, 2023. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved. Commissioner Meserve also voiced his concerns about a long-term dependence and the ability of the county to meet these demands.

Communications

Purchase Request – Battery System for CH Tower Equipment – On behalf of Communications Director Tara Doe, County Administrator Carrie Kipfer presents a purchase request for a battery string system and installation on the Courthouse radio tower. Radio Communications Management has quoted a system for \$6,258.65 and recommends installation

to eliminate power disruptions in the 9-1-1 radio system. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Purchase Request – Central Square Network Upgrade – The Central Square software upgrade planning continues and hardware updates have been identified. Our IT vendor recommends installing a new Ethernet Switch and a new Battery Backup system to accommodate the server that has been ordered. The total cost is \$6,505.34. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Blinn Hill Tower Lease Agreement – A revised lease agreement for the secondary Blinn Hill tower location was presented. This site will accommodate the radio tower equipment that is currently installed on the primary Blinn Hill tower location. The primary location experiences interference from the NOAA radio equipment at the top of the tower, so an alternate site has been researched. Homeland Security grant funds have been approved to pay for the movement of the equipment, but a new monthly lease arrangement will be required for the tower access. The tower owner is Litchfield Tower Co. and the beginning monthly lease cost will be \$600.00. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Lincoln County Regional Planning Commission

Town of Boothbay Planning Services – County Planner Emily Rabbe presents a limited term contract with the Town of Boothbay to assist with planning services related to the implementation of L.D. 2003. A Scope of Work was reviewed with a total project estimate of \$3,510. Towns are able to apply to the State to be reimbursed for the costs to implement these changes. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

DECD Housing Opportunity Program Service Provider Grant – A conditional contract award notification has been received on our grant application. A formalized contract is forthcoming.

Land Use Specialist Job Description – Administrator Kipfer presents a draft job description for the Land Use Specialist, limited term position. Permission to advertise for the position is also requested. Commissioner Trescot moved to approve the job description and post the vacancy, second by Commissioner Meserve; 3-0 vote approved.

District Attorney

Employee Resignation – Office Supervisor, Amanda Charlton, presents an employee resignation for Betty Cheff, effective September 29, 2023 from the Paralegal position. Permission to post the vacancy internally requested. Commissioner Meserve moved to accept the resignation with regret, second by Commissioner Trescot; 3-0 vote approved. Commissioner Meserve moved to authorize posting the vacancy internally, second by Commissioner Trescot; 3-0 vote approved.

Administrator

Payment Authorization – ARPA Funds, Monhegan Broadband – Administrator Kipfer presents a payment authorization request to Monhegan Plantation in the amount of \$20,000.00 for costs associated with their Broadband Project. Previous approval for use of

ARPA funds has been given by the Board. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Payment Authorization – laptop computers – Administrator Kipfer presents a payment authorization request to Dell Computer in the amount of \$3,051.02 for the purchase of two laptop computers for the Dispatch Supervisors. These are planned replacements of obsolete equipment. Commissioner Meserve moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Communications Center A/C Unit Failure – Administrator Kipfer advises the Board a meeting with the HVAC account representatives occurred and several options were discussed. The A/C unit that has failed is one year older than the operational unit and they have a similar life expectancy. The contractor advises replacing both units at the same time and to have a detailed engineering audit done in advance of making any commitments. A Letter of Intent has been proposed that will ensure the costs of such audit will either be covered by Lincoln County through a future project contract or separately through an invoiced service. Commissioner Meserve moved to accept the audit recommendation and authorize Administrator Kipfer to sign a Letter of Intent on behalf of the Board, second by Commissioner Trescot; 3-0 vote approved.

Siemens has also submitted a proposal to replace the Rooftop Unit at the Sheriff's Office. Currently, the second A/C unit is being used as the first unit will not hold a charge with refrigerant. The cost of \$33,479 is based on the cost of current inventory and does not require replacement of ductwork or wiring. The Board took no action on this proposal.

Spirit of America – The list of 2023 awardees has been received from the Spirit of America Foundation. Eleven Lincoln County towns have submitted nominations. The Board would like to contact the remaining eight towns to determine if they will also be submitting nominations before scheduling a countywide award event. Administrator Kipfer will contact the eight towns and report the results at a future meeting.

Patten Library Grant Award - Coastal Maine Regional Broadband offered a letter of support to Patten Library in Bath for a grant application that was successful. The library will receive \$100,000 towards a Remote Work through Libraries initiative. CMRB is a broadband regional partner of the Maine Connectivity Authority and is led by the Lincoln County Regional Planning Commission.

MCCA Risk Pool Safe Driving Award - An award of \$1,500 was recently received by the Maine County Commissioners Association Risk Pool as part of their annual "Safe Driving Awards." The awardees are determined by number of miles driven on county vehicles annually and the amount of auto claims reported.

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

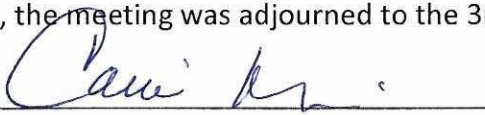
Commissioner Meserve moved to enter into Executive Session, second by Commissioner Blodgett; 3-0 vote approved. Out of Executive Session, no votes were taken.

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 were taken.

Interest Revenue on Fund Balance - Finance Director Richardson returned to the meeting to discuss a larger than expected interest revenue from Fund Balance. Over \$200,000 has been received YTD and a consideration on how to invest these funds as well as the FY 2022 interest revenue was discussed. The recommendation is to transfer \$300,000 from Fund Balance into a High-Yield Money Market account with First National, as well as a transfer of future monthly interest revenue in this account. Commissioner Meserve moved to authorize the transfer of \$300,000 from Fund Balance to a Money Market account, second by Commissioner Blodgett; 3-0 vote approved. Commissioner Meserve moved to transfer future interest revenue to the same Money Market account, second by Commissioner Blodgett; 3-0 vote approved.

There being no further business, the meeting was adjourned to the 3rd day of October, 2023 A.D.

ATTEST: 
County Administrator