

STATE OF MAINE

Lincoln, ss.

December Term, 2019

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the twenty-first day of April, by adjournment from the seventh day of April

Present: Mary R. Trescot, Chair
William B. Blodgett
Hamilton W. Meserve

In response to the Executive Order from the Governor's Office, the meeting was held by Conference Call to limit the physical interaction of the individuals participating. The meeting agenda reflects this change in protocol. One member of the press participated, in addition, several County departments were on the call.

Commissioner Blodgett moved to approve minutes from the April 7, 2020 meeting; second by Commissioner Meserve; 3 – 0 vote approved.

County Administrator, Carrie Kipfer, presented for approval:

Warrant #27 \$111,761.28

Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All warrants will be signed at a later date.

One (1) Payroll Warrant was presented for approval:

Payroll Warrant #2020-8 \$207,833.76

Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Sheriff Todd Brackett reported a current Jail count at Two Bridges Regional Jail (TBRJ): 6 Lincoln County inmates; Sagadahoc County holds 14 inmates at TBRJ; Federal 1; Oxford 21; Penobscot 27; Hancock 1; and Androscoggin 1 for a total of 71. The jail population is significantly reduced because an effort has been made to home release as many inmates as possible in response to the COVID-19 pandemic.

A request was made to apply for a Department of Justice *Coronavirus Emergency Supplemental Grant* in the amount of \$34,565.00. Funding would be retroactive to cover supplies purchased since 1/1/2020, specifically preventing, preparing and responding to Coronavirus in a Law Enforcement context. Motion to approve the grant application by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Sheriff Brackett announced Deputy Jonathan Colby as Lincoln County's Deputy of the Year for 2019. The Sheriff will present Deputy Colby with a plaque at a ceremony later this year. Commissioners congratulated Deputy Colby.

From the Emergency Management Agency (EMA), Director Casey Stevens updated the Commissioners on Lincoln County EMA's efforts to assist local agencies to combat the Coronavirus outbreak. The Lincoln County cases have been holding steady, with 12 confirmed positives and 8 of them fully recovered. EMA continues to receive and disseminate information from Maine EMA and Maine CDC to local EMA Directors and other agencies. A coordination of PPE donations, resource requests and distribution to agencies continues, with a priority to dire needs addressed immediately.

A draft Memorandum of Understanding (MOU) with Non-Profits and/or other Government Agencies was discussed for procuring and distributing supplies needed for COVID-19 response. The first application identified is the need to purchase food and supplies for local food pantries. The MOU must be in place before any expenses are incurred in order for reimbursement to be approved by State and Federal funding sources. Commissioners approved the draft document and authorized EMA Director Casey Stevens to sign on behalf of Lincoln County. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

The TBRJ Lease arrangement on the agenda is still under review, so the discussion will be tabled until a future meeting.

Administrator Kipfer presented a purchase order on behalf of Regional Planning Director, Mary Ellen Barnes, payable to Ransom Consulting, Inc., in the amount of \$4,209.22, for professional services for Brownfields Site Assessment, Phase 1 at Wotton Wharf in New Harbor. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. All purchase orders will be signed at a later date.

A promotion recommendation was presented on behalf of Recycling Supervisor, Tim Richardson for the vacant position of Mechanic & Truck Driver. Current employee Brian McLaughlin was interviewed last week and received the unanimous support of the interview panel for the promotion. The effective date of his promotion will be April 18, 2020. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. This promotion creates a vacancy with Mr. McLaughlin's Truck Driver position and it will be advertised internally and externally.

A hiring recommendation was presented on behalf of DA Office Supervisor, Cheryl Murray for the vacant position of Victim Witness Advocate. Many applicants were interviewed and the panel unanimously recommend Ronda Randall of Brunswick for the position. The effective date of hire is April 22, 2020. A verbal approval was received in advance of the meeting and Ms. Randall has accepted the position, pending a successful background check. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Administrator Kipfer provided the Commissioners with an updated job description for the Victim Witness Advocate position. Motion to approve as presented by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. Additionally, an updated job description for the Paralegal position was presented. Motion to approve as presented by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

At 9:35 a.m., Commissioner William Meserve moved to enter into executive session with the County Administrator to discuss a Personnel matter, according to 1 MRSA 405 (6) (A); second by Commissioner Blodgett; 3 – 0 vote approved. Out of executive session at 9:45 a.m. No votes were taken.

Meeting adjourned at 9:46 a.m.

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

ATTEST: _____
County Administrator