

## STATE OF MAINE

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the twenty-third day of January 2024 by adjournment from the second day of January 2024.

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

### Minutes

**January 2, 2024-** Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

### Finance Department

#### Warrants

Finance Director Michelle Richardson presented for approval accounts payable warrant #97 (2023) for \$244,326.42. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Accounts payable warrant #35 (2024) for \$739,932.81. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2024-01 for \$269,281.95 was presented for approval. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** – Director Richardson presents an invoice in the amount of \$6,027.88 for the annual software and maintenance contract for TRIO financial software. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Purchase Authorization** – A proposal for Actuarial Services from Menard Consulting in the amount of \$4,600 was recommended. The contract provides services for 2023-2026. Commissioner Blodgett 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 21, Sagadahoc 19, Knox 33, Penobscot 57, Waldo 38, Oxford 02, and Federal 05 for a total of 175.

**Payment Authorization** – Chief Deputy Rand Maker presents a payment request in the amount of \$3,376.56 from Lee's Tires for the purchase of replacement tires for fleet vehicles. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** – Chief Deputy Maker presents a payment request in the amount of \$10,048.19 from OnSolve LLC for the annual CodeRed subscription renewal. This invoice is split equally between the Sheriff's Office and Emergency Management Office. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Contract Renewal** – Sheriff Brackett recommends a contract renewal with MidCoast Hospital’s Addiction Resource Center for annual Recovery Coaching and Counseling. The contract renewal is for the calendar year 2024 and totals \$191,591. Commissioner Blodgett moved to approve the extension, second by Commissioner Trescot; 3-0 vote approved.

**Request for Proposal** – Chief Deputy Maker seeks permission to issue a Request for Proposal for Annual Vehicle Maintenance. The current contract expires soon and a new contract is required for fleet vehicles. Commissioner Meserve moved to approve issuing a Request, with bids to be received and opened at a future Commissioners meeting, second by Commissioner Blodgett; 3-0 vote approved.

**Employee Rehire Recommendation** – Sheriff Brackett recommends rehiring Bruce Skehan as an on-call Reserve Deputy effective January 4, 2024. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

## **Communications**

**Out of State Travel Request-** Communications Director Tara Doe requests permission to travel to Washington DC in April 2024 to attend the IAED Navigator Conference and Training at a total cost of up to \$4,000. Training grant funds will be sought to offset a portion of the cost. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** - Director Doe requests approval of the annual maintenance agreement for the radio dispatch system with Radio Communications Mgmt. in the amount of \$29,943.81. This reflects a 5% discount for paying the entire amount in advance. Commissioner Blodgett moved to approve the payment, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization** - Director Doe requests approval of the annual tower rental on Blinn Hill tower in Dresden in the amount of \$7,200.00. This is a replacement tower location and the cost of the lease has been included in the 2024 budget. Commissioner Blodgett moved to approve the payment, second by Commissioner Trescot; 3-0 vote approved.

## **Emergency Management Agency**

**BRIC Grant Application** - EMA Director Maury Prentiss presented a request to apply for a BRIC (Building Resilient Infrastructure and Communities) Grant from FEMA in the total amount of \$40,000. The funds would be used to provide staff time to update the Lincoln County Hazard Mitigation Plan that will become obsolete in 2025. If approved, Lincoln County would provide \$10,000 in-kind and FEMA would provide \$30,000. Commissioner Trescot moved to approve applying for the funding, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** - Director Prentiss requests approval of the annual D4H Incident Management software (used to manage EOC activities during storms and emergencies) in the amount of \$4,160.00. Commissioner Blodgett moved to approve the payment, second by Commissioner Trescot; 3-0 vote approved.

**Payment Authorization Update** - Director Prentiss requests approval to amend a previous purchase amount. The training equipment and supplies purchased for the Rescue Task Force was approved at \$18,440.24, but the actual cost is \$20,961.00. Commissioner Trescot moved to approve the updated amount, second by Commissioner Blodgett; 3-0 vote approved.

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

**Grant Application GOPIF** – Assistant County Planner Laura Graziano presents a Community Resilience Partnership Service Provider Grant application representing the Towns of Bristol and Newcastle in the amount of \$25,000 total (\$12,500 per town). LCRPC and Coastal Rivers Conservation Trust will assist in the implementation if awarded. Commissioner Blodgett moved to approve applying for the grant, second by Commissioner Trescot; 3-0 vote approved.

**USDOT Thriving Communities Grant** – Executive Director Emily Rabbe requests permission to submit a Letter of Commitment for LCRPC to work with Midcoast Council of Governments and Midcoast Public Transportation as part of an application for a Thriving Communities grant with US DOT. If awarded, the grant would fund a Transportation Engineer to study the opportunities in the region for vehicle, pedestrian, bicycle and rail transportation. Commissioner Trescot moved to approve submitting the Letter of Commitment, second by Commissioner Blodgett; 3-0 vote approved.

#### **Administrator**

**Recycling Center Sallyport Lighting and Electrical** – Recycling Supervisor Tim Richardson presents a purchase request to DiMauro Electric in the amount of \$4,101.23 for lighting and other electrical needs in the new sallyport at the Recycling Center. Lights will allow the drop-off and pick-up of trailers to be completed in a more efficient and safer manner. Commissioner Trescot moved to approve the recommendation, second by Commissioner Blodgett; 3-0 vote approved.

**Recycling Sallyport collision** – On January 3, 2024, a trailer driver had a collision with one of the side walls of the Recycling sallyport resulting in damage to the building. The driver's contact information was collected and photos taken of the damage. The builder, Reno Construction was contacted and will be completing repairs to the wall in the upcoming days.

**Recycling Paving Request** – Supervisor Richardson seeks permission to request bids for repairs and rebuilding of the Recycling Center parking lot entrances. An RFP will be issued to solicit bids from area contractors to complete the work. Commissioner Trescot moved to approve issuing an RFP and to open sealed bids at an upcoming Commissioners meeting, second by Commissioner Blodgett; 3-0 vote approved.

**Consultant Agreements – Regional Broadband Partnership** – County Administrator Carrie Kipfer presents consultant agreements for broadband services with Evan Goodkowsky, Julie Casson and Mary Ellen Barnes for the 2024 contract with Maine Connectivity Authority. The consultants will work as Community Digital Planners and Infrastructure Consultants to support the Digital Equity goals outlined in the MCA contract with Lincoln County. Commissioner Trescot moved to approve the three agreements as presented, second by Commissioner Blodgett; 3-0 vote approved.

**Consultant Agreement – Economic and Community Development – County**  
Administrator Carrie Kipfer presents a consultant agreement for Economic and Community Development services with Mary Ellen Barnes for 2024. Ms. Barnes will work with the Lincoln County Regional Planning Commission to support their work with Lincoln County towns. Commissioner Trescot moved to approve the agreement as presented, second by Commissioner Blodgett; 3-0 vote approved.

**Room Lease Department of Corrections** - The agreement with the State of Maine to provide office space in the lower level of the Sheriff's Office for the DOC Probation and Parole division was reviewed. The current agreement expires on April 30, 2024. Administrator Kipfer reviewed the previous renewal and seeks permission to negotiate the terms of an extension for two years. Commissioner Trescot moved to approve moving forward with a renewal, pending a successful rate agreement, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** – Administrator Kipfer requests approval of the purchase of 4 desktop computers from Dell Premier in the amount of \$6,529.24. These are a scheduled replacement of 4 existing desktop computers that will be reassigned to another user. Commissioner Trescot moved to approve the purchase, second by Commissioner Blodgett; 3-0 vote approved.

**Payment Authorization** – The annual Building Automation (HVAC) contract with Siemens was presented for payment in the amount of \$40,056.00. Commissioner Trescot moved to approve the payment, second by Commissioner Blodgett; 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. Joined by Two Bridges Regional Jail Administrator James Bailey. Out of Executive Session.

On behalf of Sheriff Brackett, Administrator Kipfer recommends a reassignment of positions in the Court Security budget to the Sheriff Patrol division and the Sheriff Administration division. A proposal will be prepared to be reviewed at a future Commissioners meeting. In addition, Sheriff Brackett requests permission to advertise for bidders to provide contracted Mental Health Liaison services to the Sheriff's Office. The Board welcomes the opportunity to consider both recommendations in further detail at their next meeting.

There being no further business, the meeting was adjourned to the 6th day of February, 2024 A.D.

ATTEST:   
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County Administrator