

STATE OF MAINE

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the sixth day of December 2022 by adjournment from the fifteenth day of November 2022.

Present: Hamilton W. Meserve, Chair
William Blodgett (remote)
Mary Trescot

Minutes

November 15, 2022 - Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

Finance Department

A/P Warrant

Bookkeeper, Caitlin Tardif, presented for approval warrant #75 in the amount of \$211,274.80. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Also presented for approval was warrant #77 in the amount of \$538,630.10. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll Warrant

Payroll warrant #2022-23 was presented for \$362,207.63. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Payroll warrant #2022-24 was presented for \$202,897.89. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

FY 2023 Budget – County Administrator Carrie Kipfer presented the V3 Draft of FY2023 Budget in the amount of \$12,609,500.00 for approval. 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 14, Sagadahoc 21, Knox/Waldo 27, Penobscot 77, Cumberland 01, York 1, and Federal 5 for a total of 146.

Animal Control Contracts – Chief Deputy Rand Maker presented Animal Control Contracts for the towns of Westport Island, Bremen, Nobleboro, Damariscotta, Whitefield, and Wiscasset for the term of January – December 2023. Commissioner Blodgett moved to approve each contract, seconded by Commissioner Trescot on each; 3-0 vote approved.

Employee Retirement Notice – Detective Terry Michaud has submitted a notice of his intent to retire from the Sheriff's Office effective February 1, 2023. The Commissioners offer their thanks for his service to Lincoln County and accept his resignation with regrets. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Employee Change of Status – Sgt. Jared Mitkus is voluntarily leaving the classification of Sergeant. He is returning to his last classification prior to his promotion, as a Detective effective December 3, 2022. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Purchase Authorizations – Chief Deputy Maker presented invoices from Dell Computers and Amazon for remote meeting equipment totaling \$3,084.15 to be purchased with Byrne grant funding. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

An invoice from Coastal Electronics in the amount of \$12,214.08 for emergency equipment for two vehicles was presented. Commissioner Trescot moved to approve, second by Commissioner Blodgett; 3-0 vote approved.

An invoice from Quirk Ford in the amount of \$34,749.00 for a 2022 Ford Explorer was presented. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

An invoice from EmpireDrone in the amount of \$3,542.85 for three mini drones to be paid using the forfeiture account was presented. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

An invoice from Hillside Collision in the amount of \$6,803.03 for repairs to a 2020 Dodge Durango was presented. These repairs were submitted to the MCCA Risk Pool as part of a claim and reimbursement has been received, less a \$1,000 deductible. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Communications

Employee Resignations – Communications Director, Tara Doe presented two employee resignations. Reserve Communications Officer, Kyle Greene, has resigned effective November 16, 2022. Resignation accepted with regrets. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Reserve Communications Officer, Jennifer Gosselin, resigned effective July 14, 2022. Resignation accepted with regrets. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Director Doe also gave the Board an update on the Tower upgrades. The Battery Plants have all been installed at all seven tower locations and are operational. No power outages were detected during the wind storm last week. The Microwave replacement project should begin in the next couple of weeks and be complete by the end of January.

Emergency Management

Emergency Management Director, Casey Stevens, presented recommendation to discontinue the EMA HazMat Team effective December 1, 2022. The team has experienced a decrease in membership recently that makes it ineffective to maintain. A letter has been distributed to all Fire Chiefs in Lincoln County alerting them of the change and to assure them that EMA would continue to provide HazMat training to the Fire Department membership. Commissioner Blodgett moved to approve the recommendation, second by Commissioner Trescot; 3-0 vote approved.

Lincoln County Regional Planning Commission

Regional Broadband Partners Grant Award – Executive Director, Mary Ellen Barnes, shared news that the grant application that was submitted in the amount of \$234,000 has been tentatively awarded. A formal award announcement will be made later in the week at the *Maine Broadband Summit*.

ARPA Broadband Grant Applications - Three grant applications have been received to supplement town applications to the *Maine Connectivity Authority* “Reach ME” grants. South Bristol is requesting \$80,000; Nobleboro is requesting \$50,000; and Newcastle is requesting \$60,000. All three applications were reviewed by the Grant Review Committee and have received the unanimous recommendation of approving the funding, pending successful approval of the “Reach ME” grants. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

DACF Contract Update – County Planner, Emily Rabbe, presented an update to the contract with the Dept. of Agriculture, Conservation and Forestry. The amendment will extend the contract through June 30, 2023 and adds \$10,539.03 to the allowable funding. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Electric Vehicle Charging Rebate Program – A discussion about the status of the rebate program to add EV charging stations occurred. The current application process closes in January 2024 to add Level 2 chargers. The balance of the Strategic Plan Reserve Account is not sufficient to cover the cost of the chargers, less rebate reimbursements. County Administrator Carrie Kipfer recommends tabling the project until a future date when additional funding can be identified. Commissioner Blodgett moved to table, second by Commissioner Trescot; 3-0 vote approved.

Interim Housing Study Report – Director Barnes updated the Board on the Housing Study commissioned by Camoin Associates. Meetings have been scheduled with stakeholders to gather information and a preliminary report will be issued later this week. The final report is expected in February.

Administrator

Fuel Oil Contract Renewal – A heating oil contract with M.W. Sewall was presented. The period is November 29, 2022 through June 30, 2023 for a fixed price of \$3.857 per gallon for 16,000 gallons. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Elevator Service Contract Renewal – Elevator Service Contracts with Pine State Elevator Company for the Courthouse and the Communications Center were reviewed. The agreements are in effect from November 2022 through October 2025 and provide six service visits per year each. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved. Administrator Kipfer authorized to sign the renewals.

Purchase Authorization – VOIP Phone System – A quote for new phone hardware and installation at the Sheriff’s Office from Business Communications in the amount of \$6,100.00 was presented. This is the second phase of a switch in phone service and equipment. The installation is expected the second week of December. Commissioner Blodgett moved to approve, second by Commissioner Trescot; 3-0 vote approved.

Opioid Settlement Payment Received – A second payment in the amount of \$34,375.54 has been received through the Opioid Settlement process. This payment has been recorded in the Reserve Account specifically assigned to these settlement funds. Additional payments are expected and advisory documents on the appropriate usage of the funds are pending. Commissioner Blodgett moved to accept the funds, second by Commissioner Trescot; 3-0 vote approved.

MidCoast EAP Contract Discontinuation – Notice has been received from MidCoast Hospital that they intend to discontinue offering EAP services to employers effective June 30, 2023. Administrator Kipfer has notified Department Managers and asked them to survey their employees for input on alternatives. Once a recommendation is ready, it will be presented to the Board.

Job Description updates to include PPE requirements – Revised job descriptions from several departments were presented for approval. Changes to each specifically address the employees' participation in PPE annual training and the physical requirement to wear PPE when required as a function of a job duty. Commissioner Meserve moved to approve the updates, second by Commissioner Blodgett; 3-0 vote approved.

Lockout-Tagout Policy Update – An update to a Recycling Department policy was presented for consideration. The change to the previous policy is to include the new Baler that was installed earlier this year. Appropriate training and signage have also been updated. Commissioner Blodgett moved to approve the updates, second by Commissioner Trescot; 3-0 vote approved.

Maine County Commissioners Association & Risk Pool – The Board voted to elect Commissioner Blodgett as their representative to the MCCA Board of Directors and the Risk Pool BOD. Administrator Kipfer will be Commissioner Blodgett's proxy if need. Commissioner Trescot moved to approve, second by Commissioner Meserve; 3-0 vote approved.

Executive Session: Discussion of Personnel-1MRSA 405 (6) (A)

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

There being no further business, the meeting was adjourned to the 20th day of December, 2022 A.D.

ATTEST: 
County Administrator