

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 seventh day of April, by adjournment from the seventeenth day of March

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. Two members of the press participated, in addition, several County departments and representatives from bid vendors were on the call.

Commissioner Meserve moved to approve minutes from the March 3, 2020 meeting; second by Commissioner Blodgett; 3 – 0 vote approved. Commissioner Meserve moved to approve minutes from the March 17, 2020 meeting; second by Commissioner Blodgett; 3 – 0 vote approved.

From the Finance Department, Finance Director, Michelle Cearbaugh, presented for approval:

Warrant #16	\$114,142.66
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Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved.

Warrant # 21	\$ 49,426.44
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Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Warrant #22	\$196,412.72
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Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved.

Warrant # 24	\$ 176,811.12
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Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.
All warrants will be signed at a later date.

Two (2) Payroll Warrants were presented for approval:

Payroll Warrant #2020-6	\$191,697.99
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Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Payroll Warrant #2020-7	\$184,535.81
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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 17 inmates at TBRJ; Federal 1; Oxford 23; Penobscot 34; Hancock 1; and Androscoggin 1 for a total of 83. An additional 35 are being diverted by the Lincoln County Sheriff's Office; 28 are diverted by Maine Pretrial and 129 by the Addiction Resource Center. 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 purchase order request was presented for \$5,611.92 to purchase equipment for a new 2020 Ford SUV. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

A purchase order request was presented for \$4,906.74 to purchase equipment for a new 2020 Dodge Charger. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

A purchase order request was presented for \$27,842.00 to purchase a new 2020 Dodge Durango SUV. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

All purchase orders will be signed at a later date.

Sheriff Brackett presented a resignation from Deputy Caleb Fortin, who was still in his probationary term. The effective date of the resignation is 4/6/2020. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

Sheriff Brackett presented a retirement notification from Deputy First Class Brian Collamore. The effective date of the resignation is 4/6/2020. Sheriff Brackett thanked Brian for his many years of service to Lincoln County. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3-0 vote approved. An active hiring process has been implemented to fill both positions.

A change in employment status request was made for Deputy Jerold Winslow. Deputy Winslow was hired as a part-time Reserve Deputy while he was completing college. Now that he has finished college, he will become a full-time Deputy effective 4/4/2020. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

An updated schedule for Special Detail Billing Rates was presented. The new rates are reflective of the Collective Bargaining Agreements in place and include the cost of fringe benefits. These rates are used when outside agencies contract for services from the Sheriff's Office or the Communication Center. The effective date of the new rates are retroactive to March 28, 2020. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

Communications Director Tom Nelson presented a promotion recommendation for the Dispatch Supervisor position that has been vacant for several months. ECO Tara Doe has been serving as an Interim Supervisor during this time and was selected by the interview panel for the permanent position effective March 21, 2020. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

Director Nelson presented a purchase order in the amount of \$8,750.00 for the 2020 annual service plan on the Zetron console system in the Communications Center. Motion to approve by Commissioner Trescot; second by Commissioner Meserve; 3-0 vote approved.

ECO Brendan Parker has submitted his resignation effective April 20, 2020. He will remain in an on-call status after that date. A posting of the full-time vacancy will be made to fill the position. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3-0 vote approved.

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 primary focus at this point is mitigation – what can we do right now to lessen the effect later on? Many working groups have been formed to address the PPE supply needs of first responders, coordinating food pantry needs and home delivery to quarantined individuals and organizing a centralized location of information for community members to access. Weekly conference calls are being held with each group and daily response to each need is organized.

A conference call was held on April 3rd to proactively address the possible need for funding to purchase food or supplies for Lincoln County food pantries. The specific need has not yet arisen, but County Administrator Carrie Kipfer requested the Commissioners approve allocating \$10,000.00 from the 2020 Contingency account for such needs if they arise. The pantries will be required to submit their

request to the Food Resource Group who will review and make the allocations directly. Additional funds may be needed if the entire \$10,000 is used. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3-0 vote approved.

The Commissioners took a short break and reconvened at 10am.

Vendors were solicited for *A Joint Request for Proposals-Conversion of Town Street Lights to LED Fixtures*. Two bids were received by the due date and the sealed bids were opened by Administrator Kipfer. One proposal was received by RealTerm Energy and one proposal was received by Affinity Lighting. The bids are for streetlight conversion in the towns of Boothbay, Bristol, Damariscotta, Newcastle, Somerville and Wiscasset. There are many technical components of both bids that will be evaluated individually by the town boards. The bids will be distributed to each town and all future activity on the bids will be determined individually by each town.

Administrator Kipfer provided the Commissioners with an updated job description for the Bookkeeper position. Motion to approve as presented by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. The position will be posted internally and externally in the near future. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3-0 vote approved.

Administrator Kipfer presented a purchase order on behalf of Regional Planning Director, Mary Ellen Barnes, payable to Ransom Consulting, Inc., in the amount of \$2,920.25, 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.

An amendment to the Retiree Health Insurance policy was presented reflecting the change in the contribution rate by the county. Lincoln County will pay 85% of the cost of the retiree health insurance coverage for eligible retirees. This rate change was made in the 2020 budget and the policy has been updated to reflect this change. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved.

A letter was received from Sagadahoc County Administrator, Pamela Hile in reference to the shared Juvenile Victim Witness Advocate position that is partially funded by Lincoln County. Sagadahoc County has made the decision to discontinue this arrangement and the employee will become a full-time Sagadahoc County employee effective April 1, 2020. Letter accepted by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. Administrator Kipfer will contact District Attorney Natasha Irving to evaluate how to proceed with the vacancy.

The Maine Arts Commission approved a Bicentennial Project Grant in the amount of \$4,500.00 for a project that Lincoln County will provide fiscal oversight. The Lincoln County Historical Association plans to organize and host events across Lincoln County in August 2020. The funds will go towards the preparation and printing of a program booklet and advertising surrounding these events. Motion to accept and oversee the usage of the funds by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. Administrator Kipfer will sign the Agreement on behalf of Lincoln County.

At 10:14 a.m., Commissioner William Blodgett 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 Meserve; 3 – 0 vote approved. Out of executive session at 10:46 a.m.

On the recommendation of the County Administrator, the Commissioners approved the termination of employment of Recycling employee, Robert Gryspeerd effective March 26, 2020. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. The position of

Mechanic/Truck Driver will be posted for replacement in the near future. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved.

Two HR policies were presented for approval. The *Emergency Family Medical Leave Act* and the *Emergency Paid Sick Leave* policies are reflective of the requirements under the *Families First Coronavirus Response Act* recently enacted by the Federal Government. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. Administrator Kipfer will prepare a draft pay plan for employee absences related to the Coronavirus for the next meeting.

Additional preparedness actions were identified including maintaining an appropriate cash balance. Although the cash on hand level is anticipated to be sufficient through May, permission to solicit Tax Anticipation Note bids was given to Finance Director Michelle Cearbaugh. Bids will be opened and reviewed at a future Commissioners meeting. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved.

Meeting adjourned at 11:01 a.m.

Lincoln, ss.

December Term, 2019

There being no further business, the Commissioners adjourned to meet on the twenty-first day of April A.D. 2020.

ATTEST: _____
County Administrator