

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 seventeenth day of March, by adjournment from the third day of March 2020,

Present: Mary Trescot, Chair  
William B. Blodgett

Commissioner Hamilton Meserve participated by telephone, with the advance approval of the Board.

Commissioner Trescot called the meeting to order at 9:00 a.m. Commissioner Blodgett moved to enter into executive session with County Administrator Carrie Kipfer, Sheriff Todd Brackett, Chief Deputy Rand Maker and Emergency Management Director Casey Stevens to discuss a personnel matter, according to 1 MRSA 405 (6) (A); second by Commissioner Trescot; 3 – 0 vote approved.

Out of executive session at 9:35 a.m.

A request was made to allow Sheriff Brackett to appoint Special Deputy Sheriffs for use as Reserve Deputies in the event the County experienced a severe staffing shortage as a result of the Corona Virus outbreak. It is anticipated that Police Officers from Lincoln County municipalities could be asked to serve in this role. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 3 – 0 vote approved.

In the event that these appointments are made, the Commissioners authorize Sheriff Brackett and Administrator Kipfer to hire the individuals as Lincoln County employees and report such action to the Board Chair. An official vote will occur at the next regular meeting of the Board. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 3 – 0 vote approved.

A request was made to allow the establishment of a self-quarantine location be established for Lincoln County employees and First Responders in the event an isolation is required for an individual exposed to Corona Virus. EMA Director Stevens will contact local motels to assess availability. In addition, the Lincoln County Regional Planning Commission building may be used for this purpose. Motion to approve by Commissioner Trescot; second by Commissioner Meserve; 3 – 0 vote approved.

At 9:40 a.m., Commissioner Trescot moved to return into executive session with County Administrator, Carrie Kipfer, Sheriff Todd Brackett, Chief Deputy Rand Maker and Emergency Management Director, Casey Stevens 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 10:07 a.m.

A request was made by Administrator Kipfer to close all County buildings to public access until further notice to reduce the exposure risk of employees to Corona Virus. Employees will continue to perform duties of the office and interact with the public by phone and electronic methods. The Courthouse will remain open for public access to the Clerk of Court's office, but County offices within the Courthouse will close to the public. A drop box will be available at the courthouse security screening post at the front door for the receipt of paper filings. The Registry of Probate will temporarily suspend processing Passport applications. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 3 – 0 vote approved.

Commissioner Meserve could no longer be heard on the telephone, so his votes were not recorded.\*\*

Administrator Kipfer requested permission to relax the County's paid time off policy for sick time accruals for employees affected by Corona Virus illness or quarantine. Lincoln County will make allowances for those employees who are unable to report to work. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved.

Permission was requested to allow non-essential employees to work from home, when allowed, to limit the number of persons in each office at any given time. Administrator Kipfer will consult with each Department Manager to determine the minimum staffing requirements to provide County services. Any non-essential employee who is requested not to report to a worksite will be placed on paid administrative leave. Motion to approve by Commissioner Trescot; second by Commissioner Blodgett; 2 – 0 vote approved.

While under a State Civil Emergency, purchasing needs may be required that exceed the current purchasing policy limits. Administrator Kipfer requested permission to act immediately on any purchases that are needed to maintain a safe environment for County employees and First Responders. Any purchase would only be in response to an emergency need and will be communicated to the Board Chair as soon as practical. An official vote to authorize the purchase will occur at the next regular meeting of the Board. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved.

Administrator Kipfer requested permission from the Board to act immediately on behalf of the Board if delaying action would be detrimental to the health or safety of the County or its employees. Such action would be reported to the entire Board as soon as practical. Motion to approve by Commissioner Trescot; second by Commissioner Blodgett; 2 – 0 vote approved

The next regular meeting of the Board is scheduled for April 7, 2020. If social isolation is still required because of the Corona Virus, the Commissioners will meet virtually by using a conference call platform. The Administrator will make arrangements for the public to listen to this meeting and notify the press of the arrangements. Public comment will be suspended for any such meetings. Additional meetings may be scheduled if the State Civil Emergency demands official action by the Board and proper notification of such meetings will be made. Motion to approve by Commissioner Blodgett; second by Commissioner Trescot; 2 – 0 vote approved.

Commissioners adjourned at 10:22 a.m.

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

ATTEST: \_\_\_\_\_  
County Administrator

\*\* Subsequent to the meeting, Commissioner Meserve verified that he could hear the entirety of the meeting even though those in attendance could not hear him. He verified that he was supportive of all actions taken by the remainder of the Board.