

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 third day of March, by adjournment from the eighteenth day of February

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

Commissioner Trescot opened the meeting by leading in the Pledge of Allegiance.

There was no one present for Public Forum.

Commissioner Meserve moved to approve minutes from the February 18, 2020 meeting; second by Commissioner Blodgett; 3 – 0 vote approved.

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

Warrant #13 \$146,267.72

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

Warrant #15 \$ 28,422.97

Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved  
All three Commissioners signed the two warrants.

One (1) Payroll Warrant was presented for approval:

Payroll Warrant #2020-5 \$181,255.89

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

Sheriff Todd Brackett reported a current Jail count at Two Bridges Regional Jail (TBRJ): 22 Lincoln County inmates; Sagadahoc County holds 33 inmates at TBRJ; Federal 1; Oxford 36; Penobscot 51; Hancock 1; Knox 1; and Androscoggin 1 for a total of 156. An additional 26 are being diverted by the Lincoln County Sheriff's Office; 24 are diverted by Maine Pretrial and 129 by the Addiction Resource Center.

Sheriff Brackett gave the Commissioners an update on LD 973 and other proposed legislation affecting law enforcement and jails.

Chief Deputy Rand Maker requested authorization to accept a criminal forfeiture funds in the amount of \$861.75. These funds were seized during a drug arrest that Lincoln County assisted with. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. Funds to be deposited to the forfeiture account.

A purchase order request was presented for \$2,690 to send 11 members of the Sheriff's Office to the MSA annual training conference and banquet in Bangor, to be held March 25-26, 2020. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed.

From the Emergency Management Agency (EMA), Director Casey Stevens presented a purchase order for \$27,032.00 for the payment of a previously approved 2020 Ram 1500 Crew Cab pickup. This amount reflects a trade-in credit of \$4,500 for a 2011 Toyota Rav-4 previously used by the department. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed.

Director Stevens updated the Commissioners on the Centers for Disease Control's local response to the Coronavirus outbreak. A conference call with statewide EMA Directors is scheduled later in the day. Lincoln County has been reviewing its protocols and taking the identified employer precautions.

County Administrator Carrie Kipfer brought a letter of retirement from Deborah Tibbetts, Administrative Assistant to the Administration Department. The effective date of her retirement will be March 31, 2020. Ms. Tibbetts has worked for Lincoln County for nearly 26 years. Motion to approve, with regret, by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. The Commissioners and Administrator thank Deb for her many years of service to Lincoln County. A celebration is being planned at a future date.

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

A draft Unorganized Territory Budget was presented for consideration to be submitted to the Office of the State Auditor. The budget includes snow plowing, winter grading, road materials, capital infrastructure and administrative costs totaling \$19,425. These expenses are directly related to the care and maintenance of Gore Road and bridge in the Unorganized Territory of Hibbert's Gore. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. The Fiscal Administrator of the Unorganized Territory, Shayne White, has been contacted to notify the State of Lincoln County's intent to submit a budget for inclusion in the State Budget.

As an action of passing this budget, the Lincoln County Commissioners would like to designate that this budget only be taxed to the property owners in Hibbert's Gore. No other Unorganized Territories in Lincoln County benefit from these services and the property owners in other locations should not bear the costs. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 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 \$5,770.00, for professional services for Brownfields Site Assessment, Phase 2 at A.D. Gray School in Waldoboro. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed.

Administrator Kipfer presented a purchase order in the amount of \$3,772.42, payable to Dell Computer for two laptop computers and related accessories for the District Attorney's office, using the State pricing contract. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. All Commissioners signed.

Administrator Kipfer presented a purchase order in the amount of \$9,000.00, payable to Sagadahoc County for a portion of the 2019 funding of a Juvenile Victim Witness Advocate that works part-time in the District Attorney's Office. Three invoices were received at the end of February 2020 for the following amounts: 2017 \$8,887.66; 2018 \$15,424.90; 2019 \$26,762.98; totaling \$51,075.54. In all three budget years, the previous District Attorneys budgeted \$9,000 for these expenses, but Lincoln County did not receive an invoice until recently. Prior to the closing of the 2019 financial statements, \$9,000 was allocated to accounts payable for the payment of the 2019 invoice. Funding has not be reserved for 2017

or 2018 changes. Motion to approve payment of the \$9,000 budgeted in 2019 by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. All Commissioners signed.

A job description for Legal Secretary in the District Attorney's Office was presented. Administrator Kipfer is recommending the Receptionist position be reclassified as Legal Secretary at Grade 9 on the Position Classification and Salary Scale effective retroactively to January 1, 2020. The incumbent in the position has assumed many of the duties since the Legal Secretary position became vacant in 2019 in addition to other duties that were assigned to her earlier in 2019. Motion to approve the job description and the position reclassification by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Administrator Kipfer presented a purchase order in the amount of \$3,250.00, for legal fees related to the recent tax abatement hearing. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed.

A refund in the amount of \$1,166.28 was received from the Maine Workers' Compensation Residual Market Pool for prior year surcharge fees being reimbursed to members that contributed to the Pool. Motion to accept by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

A refund in the amount of \$1,446.00 was received from Maine Municipal Association for an overpayment of Workers' Compensation Insurance premiums. This amount will be used to decrease the liability already recorded. Motion to accept by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

Administrator Kipfer presented a proposal to participate in the Maine Municipal Association Workers' Compensation Fund *Safety Incentive Program*. This is a new program designed to incentivize employers to provide a safe working environment for their employees, citizens and visiting public. Three Tiers of qualifications are required to receive the maximum benefit. Additionally, a *Resolve to Participate in the MMA Workers' Compensation Safety Incentive Program* must be adopted to participate. Motion to participate by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. The Resolve was read by Administrator Kipfer and all Commissioners signed.

The SafetyWorks SHAPE Certification Inspection is scheduled for March 9-11, 2020. Following the inspection, Lincoln County may be eligible to be recognized by the Maine Department of Labor as being SHAPE certified.

Maine County Government Day at the State House is scheduled on Tuesday, April 14<sup>th</sup> from 1-4pm. Lincoln County will have a display and all Commissioners and staff are encouraged to attend.

A purchase order for \$4,500.00 was presented on behalf of Lincoln County Recycling for the replacement of a bulk diesel fuel tank. The current tank on-site has degraded to the point that it is no longer safe to fill. Our diesel fuel vendor has identified a hole in the tank and has been working with us to find an alternative solution. The most cost-effective solution identified was a complete removal and replacement of the tank. Dead River Company was able to expedite the installation process, which is scheduled for March 4, 2020. Motion to approve by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed.

A contract for #2 Heating Oil was presented for approval. The contract is in effect from July 1, 2020 through June 30, 2021 for 21,000 gallons at a fixed price of \$1.849 per gallon. The rate was locked in while the fuel oil prices took an unusually low price decrease. Motion to approve by Commissioner Blodgett; second by Commissioner Meserve; 3 – 0 vote approved. Administrator Kipfer was authorize to sign the contract.

Information about the recent public hearing on LD 2104 – An Act to Support and Increase the Recycling of Packaging was presented. Administrator Kipfer attended the hearing along with Finance Director Michelle Cearbaugh on behalf of Lincoln County Recycling and the program that they run

countywide. Testimony was submitted in support of this legislation and the progress of the bill will be monitored.

Following a short break, at 10:42 a.m., Commissioner Hamilton Meserve moved to enter into executive session with the County Administrator and Two Bridges Regional Jail Administrator, James Bailey, to discuss a Real Property matter, according to 1 MRSA 405 (6) (C); second by Commissioner Blodgett; 3 – 0 vote approved.

Out of executive session at 11:24 a.m., there were no votes taken and Colonel Bailey left the meeting.

The Commissioners requested the Finance Director join the meeting to discuss the pending tax commitment following the next executive session.

At 11:30 a.m., Commissioner Meserve moved to enter into executive session with the County Administrator to discuss a Legal matter, according to 1 MRSA 405 (6) (E); second by Commissioner Blodgett; 3 – 0 vote approved.

Out of executive session at 11:42 a.m., there were no votes taken.

The Commissioners reviewed the most recent version of the 2020 Lincoln County budget. Additions to this budget totaling \$22,694 were reviewed and an amended budget in the amount of \$10,818,877 was proposed. Motion to accept the amendment by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved.

A draft 2020 Tax Commitment was presented by Finance Director Cearbaugh and a discussion about the impact on Lincoln County towns took place. A total commitment of \$10,706,534, using \$200,000 of surplus from 2019 plus \$87,657 overlay was suggested. Motion to accept the amount by Commissioner Meserve; second by Commissioner Blodgett; 3 – 0 vote approved. All Commissioners signed the Tax Commitment and Director Cearbaugh will distribute to all Lincoln County towns.

At 12:13 p.m., Commissioner 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 12:35 p.m., there were no votes taken.

Meeting adjourned at 12:36 p.m.

Lincoln, ss.

December Term, 2019

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

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