

STATE OF MAINE

At a meeting of the County Commissioners, begun and holden in Wiscasset, within and for the County of Lincoln, on the nineteenth day of December 2023 by adjournment from the fifth day of December 2023.

Present:	Hamilton W. Meserve Mary Trescot
Medical Leave:	William B. Blodgett

Minutes

December 5, 2023- Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Finance Department

Warrants

Bookkeeper Caitlin Tardif presented for approval accounts payable warrant #92 for \$544,512.90. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Accounts payable warrant #94 for \$52,239.21 was presented for approval. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Payroll warrant #2023-25 for \$210,414.36 was presented for approval. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Policy Reviews – A draft **Capital Improvement Plan Policy** was reviewed. Commissioner Meserve moved to approve as presented, second by Commissioner Trescot; 2-0 vote approved.

A draft **Forfeiture Funds Policy** was reviewed. Commissioner Meserve moved to approve as presented, second by Commissioner Trescot; 2-0 vote approved.

A draft **Allowable Costs Policy** was reviewed. Commissioner Meserve moved to approve as presented, second by Commissioner Trescot; 2-0 vote approved.

A draft **Federal Procurement Policy** was reviewed. Commissioner Trescot moved to approve as presented, second by Commissioner Meserve; 2-0 vote approved.

Sheriff's Department

Jail Count – Sheriff Todd Brackett reported the jail count as follows: Lincoln 19, Sagadahoc 16, Knox 15, Penobscot 59, Waldo 31, Oxford 02, and Federal 05 for a total of 175.

Payment Authorization – Sheriff Brackett presents a payment request in the amount of \$2,522.52 from LexisNexis for TRAX software (cell phone mapping). Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Payment Authorization – Sheriff Brackett presents a payment request in the amount of \$3,600 from Tip411 for the annual subscription renewal. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Payment Authorization – A payment request in the amount of \$3,240 from Coastal Car Wash for fleet vehicle car wash access cards for the winter months was presented. All SO vehicles will be eligible to use the service from December 19, 2023 through April 30, 2024. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Purchase Authorization – Chief Deputy Rand Maker presents an invoice from North Country H-D for the purchase of a 2023 Can-Am Defender Max HD7 UTV in the amount of \$17,054.23. Homeland Security funds from the FY21 grant are available to cover the cost. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Sale of Surplus Property – Sheriff Brackett requests permission to accept bids through an online process for the sale of a 2016 Ford Explorer SUV that is being replaced with a new vehicle. Commissioner Meserve moved to approve, second by Commissioner Trescot; 2-0 vote approved.

Renewal of Court Security Contract - Sheriff Brackett recommends renewing the Court Security contract with the State Judicial Marshal Office in the amount of \$240,980.00 (total 2-year contract amount). The proposed new agreement will be effective January 1, 2024 - December 31, 2025. Commissioner Meserve moved to approve the contract as presented and authorize Sheriff Brackett to sign on their behalf, second by Commissioner Trescot; 2-0 vote approved.

Lincoln County Regional Planning Commission

16 Mills Road Newcastle ARPA Affordable Housing – Executive Director Mary Ellen Barnes presents a recommendation to provide \$48,000 of ARPA funding towards the Affordable Housing project in Newcastle at 16 Mills Road. The review committee unanimously conditionally recommends approval, pending successful funding from the Maine Housing Rural Affordable Rental Housing Program. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Program Update – ARPA Housing Investment Process- A summary report of the ARPA Housing Grant funding to date was presented and discussed by the Board. A total of 221 long-term affordable units are planned for construction throughout Lincoln County. To date, \$573,000 grant dollars have been committed by Lincoln County to a variety of projects, with anticipated support of additional projects in 2024.

MOU In-Kind Lease of Office Space – An updated Memorandum of Understanding for use of office space in the lower level of the Planning Commission building at 297 Bath Road, Wiscasset by the National Digital Equity Center (NDEC) was presented. The agreement will facilitate the provision of digital skills by NDEC to citizens of Lincoln County, while working with partner agencies. The space will be provided from October 1, 2023 through September 30, 2024 at no cost to NDEC and will be reviewed annually. Commissioner Trescot moved to approve the MOU as presented and authorize Administrator Kipfer to sign on their behalf, second by Commissioner Meserve; 2-0 vote approved.

Communications

Payment Authorization - Communications Director Tara Doe made an unplanned request of the Commissioners to authorize spending \$5,163.00 to make repairs to the generators at the Jefferson, Huntoon Hill and Boothbay Harbor tower locations. A failure of the Huntoon generator led to discussions with our vendor, Mid-Coast Energy Systems, about the condition of the control boards. They had previously identified issues at those three locations during the fall maintenance, but had not acted on the findings. Director Doe told the Board that the Huntoon location was inoperable until this repair was completed and the other locations were at risk of the same fate. Commissioner Trescot moved to approve the repairs, second by Commissioner Meserve; 2-0 vote approved.

Administrator

December 18th Windstorm update – County Administrator Carrie Kipfer recounted the effects the recent windstorm had on county operations and the response by county departments. The Emergency Operations Center was activated and assistance to first responders has been provided. This multi-day event will continue to be supported as the recovery and restoration efforts continue.

Payment Authorization – A payment request in the amount of \$10,497.14 to Siemens for repairs to the Courthouse boiler on November 15-16. The repair invoice has been submitted to the Rick Pool for coverage under the Boiler Insurance policy. If covered, the cost of repairs, less a \$1,500 deductible will be reimbursed. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

MOU Maine CDC Public Health – A Memorandum of Understanding was presented from MCD Global Health, the fiscal agent for Maine CDC in administering the Public Health grant of \$80,400 to be used to add an EMS radio channel to our Communications system. Commissioner Trescot moved to approve the MOU as presented and authorize Administrator Kipfer to sign on their behalf, second by Commissioner Meserve; 2-0 vote approved.

Contract Renewal – Recycling Services– Recycling contracts for the period of July 1, 2024-June 30, 2025, for Pittston, Tri-County, Georgetown, Windsor and Warren were discussed. Administrator Kipfer recommends a 13.31% increase to each contract to reflect the FY2024 departmental budget increase. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

Contract Renewal – PSAP Services– Dispatch contracts for the period of July 1, 2024-June 30, 2025, for West Gardiner, Randolph, Pittston and Farmingdale were discussed. Administrator Kipfer recommends a 1.93% decrease to each contract to reflect the FY2024 departmental budget increase. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

HVAC/AC Upgrade Comm Center – A proposal from Siemens to upgrade/replace the HVAC/AC system at the Comm Center was reviewed. The total cost, including engineering costs for the new system, is \$213,774. This project would replace one failed AC unit and one aged AC unit, adapt the existing ductwork and piping to fit the new system, improve the ventilation and install heating coils in the Administrative Offices in the building. The installation date would be in Spring 2024. Commissioner Trescot moved to approve the proposal as presented and

authorize Administrator Kipfer to sign on their behalf, second by Commissioner Meserve; 2-0 vote approved.

Payment Authorization – Recycling Truck Repairs – Administrator Kipfer presented invoices from New England Kenworth for repairs to two Recycling trucks. The 2018 Kenworth cost of \$3,131.85 for one rear spring replacement. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

The 2019 Kenworth cost of \$5,431.20 for two rear spring replacements. Commissioner Trescot moved to approve, second by Commissioner Meserve; 2-0 vote approved.

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

Commissioner Trescot moved to enter into Executive Session, second by Commissioner Meserve; 2-0 vote approved. Out of Executive Session, no votes taken.

There being no further business, the meeting was adjourned to the 2nd day of January, 2024 A.D.

ATTEST: 
County Administrator