

**Regular Meeting  
Lincoln and Sagadahoc Multicounty Jail Authority  
September 13, 2023 @ 4:00 PM**

Held In-Person and Remote  
Two Bridges Regional Jail  
522 Bath Road, Wiscasset  
Wednesday, September 13, 2023, @ 4:00 PM

**MINUTES**

**Members Present:**

Hamilton Meserve  
Rand Maker  
Joel Merry (Remote)  
Todd Brackett (Out:16:13, In  
16:20)  
Peter Lepari  
Pam Hile (Remote)  
Mark Waltz (Remote)  
Brett Strout

**Unexcused Absences:**

**Excused Absences:**

Peter Drum  
Charles Crosby  
Amber Jones  
William Blodgett  
Carrie Kipfer  
Todd McPhee

**Staff:**

Colonel James Bailey  
Major William Frith  
Officer Derek Maroon  
Ray Curit – Facilities Manager TBRJ

**Others Present:**

None

Chair Joel Merry opened the meeting at 16:09 with the Pledge of Allegiance.

- 1) Public Comment – None
- 2) Report of the Chair – None, at this time. Joel will refer to James Bailey later in the meeting.
- 3) Approval of Minutes

**On a motion made by Peter Lepari, seconded by Peter Hamilton Meserve, it was VOTED: to approve the Regular Meeting minutes July 12th, 2023 as read (or amended).**

**Roll Call Vote: Yes – One Abstain**

Joel Merry	Pam Hile	Peter Lepari
Rand Maker	Hamilton Meserve	Brett Strout (Abstain)
Mark Waltz	Todd Brackett	

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- 4) Committee Reports-
- a) Finance Committee – Peter Lepari – James Bailey reports that the updates in policies will be provided to the Authority via email.

Peter reports that we are looking good so far two months into the new fiscal year with revenues of \$1,395,808.05 @ 17.62% of budget and expenses of \$1,302,522.35 @ 16.44% of budget.

Joel Merry questioned the Medical Reimbursement line on the expense report to which James Bailey stated that he needed to inquire about it with Anne Marie upon her return.

Todd Brackett updated the Board regarding monies that may be available via the Recovery Council. How and when the 14MM dollars is to be allocated is still in question. Todd Brackett states that he will know more and will follow up after the meeting tomorrow.

**On a motion made by Rand Maker, seconded by Hamilton Meserve, it was  
VOTED: to approve the Financial Reports August 2023**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Pam Hile	Peter Lepari
Rand Maker	Hamilton Meserve	Brett Strout
Mark Waltz	Todd Brackett	

- b) Executive Committee – Joel Merry –Nothing to report-did not meet
- c) Human Resources Committee – Pam Hile – Nothing to report-did not meet
- d) Policy Committee – Rand Maker - Nothing to report-did not meet.
- e) Buildings & Grounds Committee – Brett Strout – Brett Strout stated that the committee did meet and asked that James Bailey discuss the details of that meeting with the Board. The topics discussed by James and the monies needed for repairs or replacement of items are as follows:
- Roof repair – James Bailey is asking the Board to accept the bid by G & E Roofing of \$54,548. This is the only complete and on time bid received. James also states that the project will not take place this year due to materials supplies.
  - Plant-wide replacement controller for the boilers – James is asking for \$5,000 to replace this original equipment.
  - Washing machine – James Bailey is asking the Board to approve the purchase of a new washing machine. One machine presently is doing the work of two. The purchase for a new machine is \$15,000.
  - Steamer in the kitchen -Convection Steamer Boiler Tanks – these tanks, James explains, are original to the building. One is leaking and unusable, and the other, doing the work of two, will not last very much longer. James is asking the board to approve \$12,000 (\$6,000 each) for the purchase of two steamer tanks.

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- Oven – James Bailey is asking the Board to approve the purchase of a new oven. Purchase price is \$17,000. This oven, James noted, is also original equipment purchased when the jail was constructed.
- Kitchen floor – James states that there is an estimate of \$20,000 to re-grout the existing kitchen floor but states there may be other options available and believes it is better to obtain more information regarding those options (i.e. rubberized flooring) before moving ahead. James Bailey states that his intent is to keep the Board informed on this issue of the aging floor.

Peter Lepari mentioned that it would be acceptable to expense out the \$5,000 Plant-wide Controller. There was no disagreement from the Board on this issue.

James Bailey is asking the Board to approve \$37,000 for the purchase of the listed items which does not include the roofing, flooring and the expensed Plant-wide Controller.

**On a motion made by Mark Waltz, seconded by Peter Lepari, it was  
VOTED: to approve the request for \$37,000 from the capital budget for  
the purchase of a washing machine, oven, and two convection steamer boiler tanks.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Pam Hile	Peter Lepari
Rand Maker	Hamilton Meserve	Brett Strout
Mark Waltz	Todd Brackett	

**On a motion made by Mark Waltz, seconded by Todd Brackett, it was  
VOTED: to accept the G&E Roofing bid of \$54,548.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Pam Hile	Peter Lepari
Rand Maker	Hamilton Meserve	Brett Strout
Mark Waltz	Todd Brackett	

James Bailey, in further discussion, commented on the need to replace the outdated cameras and door controllers at TBRJ. James states that parts for the door controllers are scarce and he believes it is time to have serious discussions regarding the systems' replacement. James states that he would like to put the project out to bid at some point and estimates a cost of \$500,000 for the camera replacement and \$700,000-\$800,000 including the door controllers. Joel Merry notes that he would like to see more deliberation take place regarding the funding of this project.

James Bailey is asking for an increase in Computer Line 7303 to purchase 5-7 tablets, which provide efficiencies with the new MaintainX software. The cost is estimated between \$3,700 (5

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tablets and \$5,000 (7 tablets). Joel Merry stated that if it is funded through the current budget there is no need for Board approval on the subject.

5) Administrator's Report

- a) Staffing Update – James Bailey reports that there are 4 vacancies. There are 2 applicants in the final stages, and 4 individuals in the process at different stages.

Questions from the Authority were brought about through available vacancies and potential candidates in the hiring process. It was determined by the Board that the Executive and Financial Committees would meet in the next several weeks to discuss the hiring process moving forward.

**On a motion made by Peter Lepari, seconded by Todd Brackett, it was  
VOTED: that the Executive and Finance Committees would meet jointly to discuss  
the hiring process and vacancies. The meeting is to occur within the next several  
weeks.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Pam Hile	Peter Lepari
Rand Maker	Hamilton Meserve	Brett Strout
Mark Waltz	Todd Brackett	

- b) Population Report – James Bailey reports that of the 143 inmates housed at Two Bridges Regional Jail – 50 Penobscot, 2 Federal, 36 Lincoln and Sagadahoc, 4 Knox, 30 Waldo. 13 Females are presently being held at TBRJ. At the next District meeting this month there will be discussions surrounding the Female population at TBRJ and the financial aspects thereof.
- c) Budget – James Bailey states that the audit is in its final stages of completion and the results will be forthcoming at the next Authority meeting
- d) Other – None
- 6) Old Business – Nothing to report
- 7) New Business – Nothing to report

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**At 17:52 - On a motion made by Todd Bracket, seconded by Rand Maker, it was  
VOTED: to adjourn the meeting.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry

Pam Hile

Peter Lepari

Rand Maker

Hamilton Meserve

Brett Strout

Mark Waltz

Todd Brackett

Respectfully submitted,

A True Record  
ATTEST:

Derek Maroon