

**Regular Meeting  
Lincoln and Sagadahoc Multicounty Jail Authority  
July 12, 2023 @ 4:00 PM**

Held In-Person and Remote  
Two Bridges Regional Jail  
522 Bath Road, Wiscasset  
Wednesday, July 12, 2023, @ 4:00 PM

**MINUTES**

**Members Present:**

Carrie Kipfer  
Hamilton Meserve (Remote)  
Rand Maker  
Joel Merry  
Todd Brackett  
Todd McPhee  
Peter Lepari  
Pam Hile (Remote)  
Mark Waltz (out @ 1645)

**Unexcused Absences:**

**Excused Absences:**

Peter Drum  
Charles Crosby  
Amber Jones  
Brett Strout  
William Blodgett

**Staff:**

Colonel James Bailey  
Major William Frith  
Officer Derek Maroon  
Anne Marie Sonia – Accounting Manager (Remote)

**Others Present:**

None

Chair Joel Merry opened the meeting at 16:03 with the Pledge of Allegiance.

- a) Public Comment – None
- b) Report of the Chair – None, at this time. Joel will refer to James Bailey later in the meeting.
- c) Approval of Minutes
  - a) **On a motion made by Todd Brackett, seconded by Peter Lepari, it was VOTED: to approve the Regular Meeting minutes of May 11, 2023 as read (or amended).**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Carrie Kipfer	Peter Lepari
Rand Maker	Hamilton Meserve	Todd McPhee
Mark Waltz	Todd Brackett	Pam Hile

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- d) Committee Reports-
  - a) Finance Committee – Peter Lepari - Peter Lepari commented that the committee was moving forward on discussing policy updates. The updates will be provided in writing for review and discussion at the next Jail Authority meeting.
  - b) Expenses are \$64,779.15 ahead of revenue.
  - c) Discussions surrounded the upcoming grant money for MAT from the State, that “appears” to come in a month behind, and funding for the program in the future. Todd Brackett, who is a member of the council on funding, will be in a meeting tomorrow and will ask questions regarding the availability of the monies that were not accepted by various counties.

**On a motion made by Carrie Kipfer, seconded by Todd McPhee, it was**

**VOTED: to approve the Financial Reports June 2023**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Carrie Kipfer	Peter Lepari
Rand Maker	Hamilton Meserve	Todd McPhee
Mark Waltz	Todd Brackett	Pam Hile

- d) Executive Committee – Joel Merry – Joel Merry states that discussions have been ongoing regarding the Penobscot contract but no action has been taken to date and there is no signed agreement at this time.
  - e) Human Resources Committee – Pam Hile – Pam Hile stated that the committee is working to review job descriptions.
  - f) Policy Committee – Rand Maker - Nothing to report-did not meet.
  - g) Buildings & Grounds Committee – Nothing to report-did not meet.
- e) Administrator’s Report
    - a) Staffing Update – James Bailey reports that there are 6 vacancies. There are 3 applicants in training, and 3 individuals in the process. James Bailey also states that a new Facilities Manager has been hired.
    - b) Population Report – James Bailey reports that of the 160 inmates housed at Two Bridges Regional Jail – 59 Penobscot-5 Federal – 36 Lincoln and Sagadahoc-13 Knox- 28 Waldo -1 Hancock, and 18 Females. Regarding the Female population at TBRJ, James Bailey explained that this is a temporary arrangement with Knox County who at present is in a staffing crisis. The cost to us, James states, is not an issue at the jail due to the fact that the R1 housing unit, where the females are being held, was already staffed.
    - c) Budget – James Bailey states as it is only two weeks in there is nothing to report.

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- d) Other – James Bailey notes that the Executive Committee met to vote, as approved by the Authority, on the radio systems bids and award the contract. The deadline has passed, James states, only two bids were in – 1. RCM at \$200,689.79 and 2. Yankee Communications at \$71,403.00. James Bailey highly recommended the RCM bid emphasizing it as being the only bid that was “complete”. RCM is also the same company used by Lincoln and Sagadahoc Counties, Joel Merry added. James Bailey is asking the Board to accept the bid from RCM.

Rand Maker had questions regarding the cost of the system as it pertains to its ability and necessity to communicate with outside entities. James Bailey expressed that in order to house Federal inmates it was required to have such communication capabilities.

Joel Merry confirmed from Peter Lepari that the monies for the project was to come from Capital Reserves.

**On a motion made by Todd Brackett, seconded by Peter Lepari, it was  
VOTED: to accept the RCM radio system bid of \$200,689.79.**

**Roll Call Vote: One Nay Vote:**

Joel Merry-Yay	Carrie Kipfer -Yay	Peter Lepari-Yay
Rand Maker-Nay	Hamilton Meserve-Yay	Todd McPhee-Yay
	Todd Brackett-Yay	Pam Hile-Yay

- e) Old Business - James Bailey is asking the Board to end or extend the Hiring and Recruitment Incentives Special Directive.

Todd Brackett asked James Bailey to give a brief summary of the directive and asked about its effectiveness and cost if extended. James Bailey stated that the directive was effective and the costs were covered through the vacancies the jail has at present. Todd Brackett concurred with James Bailey and recommended the directive be extended.

**On a motion made by Todd Brackett, seconded by Hamilton Meserve, it was  
VOTED: to extend the Hiring and Recruitment Incentive Special Directive for and  
additional six months.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry	Carrie Kipfer	Peter Lepari
Rand Maker	Hamilton Meserve	Todd McPhee
Todd Brackett	Pam Hile	

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f) New Business – Nothing to report

**At 17:12 - On a motion made by Carrie Kipfer, seconded by Hamilton Meserve, it was VOTED: to adjourn the meeting.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry

Carrie Kipfer

Peter Lepari

Rand Maker

Hamilton Meserve

Todd McPhee

Todd Brackett

Pam Hile

Respectfully submitted,

A True Record  
ATTEST:

Derek Maroon