Held In-Person and Remote

Two Bridges Regional Jail

522 Bath Road, Wiscasset

**MINUTES**

**Members Present: Unexcused Absences: Excused Absences:**

Amber Jones (Remote)

Peter Lepari (Remote)

Rand Maker

Carrie Kipfer

Todd McPhee

Mark Waltz

Brett Strout

Joel Merry

Stephen August

Hamilton Meserve

Peter Drum

William Blodgett

Todd Brackett

Pam Hile

**Staff:**

Major William Frith

Officer Derek Maroon

**Others Present**:

None

Chair Joel Merry opened the meeting at 16:05 with the Pledge of Allegiance.

1. Public Comment – None
2. Report of the Chair – None, at this time. Joel Merry deferred to discussing later in the meeting.
3. Approval of Minutes

**On a motion made by Hamilton Meserve, seconded by Brett Strout, it was**

**VOTED: to approve the Regular Meeting minutes of November 8, 2023 as read (or amended). Correction – Section7, Sub-section C - replaced “Peter Lepari” with “Carrie Kipfer”.**

**Roll Call Vote: Yes – 4 Abstaining**

Joel Merry Amber Jones (Abstain) Brett Strout

Rand Maker Hamilton Meserve Peter Lepari (Abstain)

Mark Waltz Carrie Kipfer Stephen August (Abstain)

Todd McPhee (Abstain)

1. Nominating Committee – Carrie Kipfer – Carrie Kipfer announced the slate of officers for consideration: Hamilton Meserve – Chair; Todd McPhee – Co-Chair; Peter Lepari – Treasurer; Carrie Kipfer - Clerk

**On a motion made by Rand Maker, seconded by Mark Waltz it was voted to accept the following slate of officers:**

**Hamilton Meserve – Chair, Todd McPhee – Vice Chair, Peter Lepari – Treasurer, Carrie Kipfer – Clerk**

**Roll Call Vote: Yes - Unanimous**

Joel Merry Amber Jones Brett Strout

Rand Maker Hamilton Meserve Peter Lepari

Mark Waltz Carrie Kipfer Stephen August

Todd McPhee

Carrie Kipfer announced the slate of officers for consideration to the Executive Committee as Members-at-Large: Hamilton Meserve, Todd McPhee, Peter Lepari, Todd Brackett, and Carrie Kipfer.

**On a motion made by Mark Waltz, seconded by Rand Maker it was voted to accept the following slate of Members-At-Large to the Executive Committee:**

**Members-At-Large: Hamilton Meserve, Todd McPhee, Peter Lepari, Todd Brackett, and Carrie Kipfer**

**Roll Call Vote: Yes - Unanimous**

Joel Merry Amber Jones Brett Strout

Rand Maker Hamilton Meserve Peter Lepari

Mark Waltz Carrie Kipfer Stephen August

Todd McPhee

1. Committee Reports
   1. Finance Committee – Peter Lepari – Peter Lepari reports that Revenue is at 51.03% of budget YTD and Expenses are at 50.39% of budget YTD. Peter expressed his optimism with the numbers for the remainder of the year. Peter Lepari did have a question on the Medical/Dental lines of the expense report but in the absence of James Bailey and Anne Marie Sonia he deferred his inquiry to a later date.

**On a motion made by Carrie Kipfer, seconded by Mark Waltz, it was**

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

**Roll Call Vote: Yes – Unanimous**

Joel Merry Amber Jones Brett Strout

Rand Maker Hamilton Meserve Peter Lepari

Mark Waltz Carrie Kipfer Stephen August

Todd McPhee

* 1. Executive Committee – Joel Merry- Nothing to report – did not meet.

Joel Merry discussed an update on the District 6 Collaborative – a meeting at Camp Wavus in which representatives of the District from all 4 Counties were present, including 4 Sheriffs, Commissioners, Jail Administrator’s and members of the Jail Authority at Two Bridges Regional Jail. Joel Merry expressed the desire to continue to move forward with the plan and work on a new contract for the upcoming fiscal year. Joel Merry also acknowledged the issue with staffing at the Knox County Jail that is a stress on managing the inmate population, in particular. Carrie Kipfer reiterated the desire to continue with the process but urged the Authority to take note of increasing population coming into Two Bridges from the other counties as well as taking a very close look at the medical expenses in an effort to make a contract that is fair to the entire district.

Joel Merry also commented that the Board of Visitors needed to be re-established with new members. Amber Jones expressed interest in being a member of the Board. Joel Merry stated that he would speak to Amber about the Board of Visitors and provide her with materials and pertinent information.

* 1. Human Resources Committee – Pam Hile – Nothing to report-did not meet.
  2. Policy Committee – Rand Maker - Nothing to report-did not meet.
  3. Buildings & Grounds Committee – Brett Strout – Nothing to report-did not meet.

1. Administrator’s Report
   1. Staffing Update – William Frith reports that there were 2 new hires and there are 2 vacancies.
   2. Population Report – William Frith reports that of the 164 inmates housed at Two Bridges Regional Jail – 5 Federal, 20 Lincoln County, 17 Sagadahoc County, 55 Penobscot County, 32 Waldo County and 35 Knox County.

William Frith also reports that staffing levels at Knox County Jail have improved and the female population that was being held at Two Bridges Regional Jail has been moved to Knox County Jail.

* 1. Budget – Nothing to report
  2. Other – Nothing to report

1. Old Business – Joel Merry inquired about the projects in the jail that were ongoing and near completion in relation to the discussions with Ray Curit, Facilities Manager. William Frith stated that all projects were complete with the roof project to take place in the spring or fall of this year.
2. New Business – None

**At 16:45 - On a motion made by Mark Waltz, seconded by Brett Strout, it was**

**VOTED: to adjourn the meeting.**

**Roll Call Vote: Yes – Unanimous**

Joel Merry Amber Jones Brett Strout

Rand Maker Hamilton Meserve Peter Lepari

Mark Waltz Carrie Kipfer Stephen August

Todd McPhee

Respectfully submitted, A True Record

ATTEST:

Derek Maroon