

**Regular Meeting
Lincoln and Sagadahoc Multicounty Jail Authority
May 11, 2023 @ 4:00 PM**

Held In-Person and Remote
Two Bridges Regional Jail
522 Bath Road, Wiscasset
Thursday, May 11, 2023, @ 4:00 PM

MINUTES

Members Present:

Carrie Kipfer
Hamilton Meserve
Rand Maker (out @ 1648)
Joel Merry (arrived @ 1613)
William Blodgett
Todd Brackett
Amber Jones (Remote)
Brett Strout (out @ 1648)
Todd McPhee
Peter Lepari
Pam Hile (Remote)

Unexcused Absences:

Excused Absences:

Peter Drum
Charles Crosby
Mark Waltz

Staff:

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

Others Present:

Carol Grouse – Sagadahoc County Commissioner – Out at 1715

Vice Chair Hamilton Meserve opened the meeting at 16:05 with the Pledge of Allegiance.

- a) Public Comment – None
- b) Report of the Chair - None
- c) Approval of Minutes
 - a) **On a motion made by Carrie Kipfer, seconded by Todd Brackett, it was VOTED: to approve the Regular Meeting minutes of March 8, 2023 and the Special Meeting minutes of April 19, 2023**

Roll Call Vote: Yes – 1 abstaining for the March 8, 2023 meeting.

Brett Strout	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Todd Brackett	Pam Hile
Peter Lepari (Abstain for 03-08-23)		

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- d) Committee Reports-
 - a) Finance Committee – Peter Lepari

Peter Lepari made note that the jail was 82% of budget over the last two months of reporting. He suggested that expenses were higher due to overtime and medical costs but also contributed the increases, on the revenue side, to the added jail population. Peter also stated that he is hopeful in seeing a surplus of approximately \$100,000 at year end.

**On a motion made by Carrie Kipfer, seconded by Todd Brackett, it was
VOTED: to approve the Financial Reports for March and April 2023**

Roll Call Vote: Yes – with two abstaining.

Brett Strout	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones (Abstain)	Pam Hile (Abstain)	Todd Brackett
Peter Lepari		

- b) Executive Committee – Joel Merry - Nothing to report-did not meet.
- c) Human Resources Committee – Pam Hile – Pam stated that the committee will be working with the Finance Committee, in the near future, to review job descriptions to make sure they are up to date.
- d) Policy Committee – Rand Maker - Nothing to report-did not meet.
- e) Buildings & Grounds Committee – Brett Strout - Nothing to report-did not meet.

James Bailey did make note that a check from the risk pool for approximately \$17,000 had arrived. The check was for roof repairs.

- e) Administrator’s Report
 - a) Staffing Update – James Bailey reports that there are 10 vacancies with one recent resignation. There is 1 applicant in training right now, 1 who has just completed training, 1 individual in the process and 1 former employee is looking to come back in June.
 - b) Population Report – James Bailey reports that of the 139 inmates housed at Two Bridges, 10 male and female inmates are housed at Knox County Jail. Of the 139, 47 are from Knox and Waldo, 55 from Penobscot, 7 Federal and the balance are Lincoln and Sagadahoc. Also, one swap with Cumberland County Jail.
 - c) Budget – James Bailey provided the Authority with a hand-out. As it was being distributed James Bailey made note that it was National Corrections Week and he wanted to thank all the

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officers at Two Bridges for their hard work and dedication throughout the year. James also mentioned the passing of former board member Katherine Martin Savage noting she was a dedicated member who was an ardent supporter of the Jail.

Continuing on with the budget proposal James Bailey is asking for a \$2.00 pay increase across the board raising the starting wage from \$21.50 to \$23.50. James added that he still thought this was a little light by giving the example of an employee leaving TBRJ who is expected to receive over \$23 at MCC. James Bailey goes on to speak about the budget regarding substantial increases in water and sewerage.

Peter Lepari expressed concern on wages noting that Dispatchers are receiving \$41 per hour per diem and \$27 per hour to start. Peter states the competition is tough.

James Bailey distributes another handout stating that it is an alternative budget proposal that introduces a \$25 per hour starting wage or a \$3.50 per hour across the board increase.

Joel Merry wanted to pause for a moment and discuss the staff medical expenses regarding the increases due to the changes the jail has encountered due to less than 50 employees enrolled. James Bailey explains that there is a 3 year 7% increase per year for transitioning from a pool to a group rated plan, plus the anticipated 2-3% increase in the plan.

Todd Brackett asks for further explanation of the alternative budget with regards to the 3rd column and the absence of the \$189,000 for the capital line. James Bailey notes that this is where the \$3.50 per hour across the board increase comes from. James Bailey states that the revenue from that line is generated through the Lincoln and Sagadahoc payments, Penobscot County arrangement, the District 6 agreement with Waldo County, Federal inmates and the transfer of some of the inmate benefit account to pay part of the wages for staff who work directly with inmates in programs and other inmate related activities.

Todd Brackett expressed the need to be competitive in the market.

Carrie Kipfer would like to see a wage that exemplifies a career in Corrections as well as being competitive.

Hamilton Meserve expressed his acceptance of a \$25 starting hourly wage.

Peter Lepari explains that vacancies will pay for the difference due to the fact that TBRJ has never been fully staffed. He is hopeful the \$25 per hour starting wage will trim the vacancies from the 9-10 to 3-4. James Bailey added that he would like the increase to take effect June 1st as opposed to July 1st. Peter made a motion to accept the \$25 per hour starting pay which includes a \$3.50 across the board increase, but withdrew the motion to consider the budget proposal as well.

Todd Brackett opened the discussion on the 3rd column of the budget proposal. Todd Brackett inquired about the \$189,000 that was not included and James Bailey responded by stating the only risk involved a radio project that comes in at an estimated \$205,000.

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On a motion made by Peter Lepari, seconded by William Boldgett, it was

VOTED: to approve the 3rd column of the proposed budget which includes a \$3.50 across the board wage increase and raises the starting pay to \$25 per hour. Total budget to accepted is \$7,923,958

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Pam Hile	Todd Brackett
Peter Lepari		

At 16:48 Todd Brackett and Rand Maker excuse themselves from the meeting.

James Bailey is asking that the \$3.50 across the board wage increase take effect June 1st as opposed to July 1st. James explains that the cost of the increase for the month would be \$33,000-\$35,000. James Bailey states that he would like to do this for the employees who have worked so hard and have dedicated themselves to the jail.

On a motion made by Hamilton Meserve, seconded by Carrie Kipfer, it was

VOTED: to approve the effective date of approved \$3.50 per hour across the board wage increase to June 1st, 2023.

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Peter Lepari	Hamilton Meserve	Todd McPhee
Amber Jones	Pam Hile	

James Bailey has asked the board to consider the purchase of a new radio system for the jail stating that the existing system, which is original to the jail, is in terrible need of replacement. James Bailey explains that the cost of replacement should not exceed \$205,000 but by policy acknowledges that a job of this magnitude is facilitated through the Board. Also James states that a bid process of no less than three bids would be necessary as first steps in the project.

Joel Merry asked if the system included all aspects of the jail. James Bailey stated, yes, that every system including repeaters, antennae, radios (internal and external) are inclusive of the entirety of the radio system.

Carrie Kipfer mentioned that an application for a grant from MEMA has been submitted and could be awarded to help with the cost of the system and she added that we should hear if the application is accepted within the month.

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On a motion made by Peter Lepari, seconded by Carrie Kipfer, it was

VOTED: to go out to bid for the new radio system and authorize the Executive Committee to award and approve the bid of the competing contractors.

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Peter Lepari	Hamilton Meserve	Todd McPhee
Amber Jones	Pam Hile	

At 17:50 - On a motion made by William Blodgett, seconded by Peter Lepari, it was

VOTED: to enter Executive Session pursuant to 1 MRSA Section 405 6 c. Discussion or consideration of the condition, acquisition of the use of real or personal property permanently attached to real property of interests therein of disposition of the publicly held proper of economic development on if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Peter Lepari	Hamilton Meserve	Todd McPhee
Amber Jones	Pam Hile	

End of Executive Session 17:54

On a motion made by Peter Lepari, seconded by Hamilton Meserve, it was

VOTED: to authorize the Executive Committee to execute a contract for District 6 Collaborative.

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Peter Lepari	Hamilton Meserve	Todd McPhee
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**On a motion made by Carrie Kipfer, seconded by Hamilton Meserve, it was
VOTED: to enter Executive Session pursuant to 1 MRSA Section 405 6 a. Discussion or
consideration of the employment of an individual.**

17:57 End of Executive Session

- d) Other – Nothing to report.

- f) Old Business - Nothing to report
- g) New Business – Nothing to report

**At 17:57 - On a motion made by Carrie, seconded by Hamilton Meserve, it was
VOTED: to adjourn the meeting.**

Roll Call Vote: Yes – Unanimous

Brett Strout	William Blodgett	Carrie Kipfer
Peter Lepari	Hamilton Meserve	Todd McPhee
Amber Jones	Pam Hile	

Respectfully submitted,

Derek Maroon

A True Record
ATTEST: