

**Regular Meeting
Lincoln and Sagadahoc Multicounty Jail Authority
March 8, 2023 @ 4:00 PM**

Held In-Person and Remote
Two Bridges Regional Jail
522 Bath Road, Wiscasset
Wednesday, March 8, 2023, @ 4:00 PM

MINUTES

Members Present:

Carrie Kipfer
Hamilton Meserve (Remote)
Rand Maker
Joel Merry
William Blodgett (Remote)
Todd Brackett
Amber Jones (Remote)
Mark Waltz (Remote)
Todd McPhee
Charles Crosby (Remote @ 1638)

Unexcused Absences:

Excused Absences:

Peter Drum
Brett Strout
Pam Hile
Peter Lepari

Staff:

Colonel James Bailey (Remote)
Major William Frith
Anne Marie Sonia-Franz – Accounting Manager (Remote)

Others Present:

Chair Joel Merry opened the meeting at 16:04 with the Pledge of Allegiance.

- a) Public Comment – None

- b) Report of the Chair – MAT – Joel Merry had a conversation with Gordon Smith regarding the high cost of the program to Two Bridges Regional Jail. The driving factor is the influx of inmates (55-60) from other counties that are enrolled in the program. Joel expressed the need to continue to look to the State for additional funding and relief through grants and the like.

- 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 January 11, 2023.**

Roll Call Vote: Yes – 1 abstaining

Joel Merry

William Blodgett

Carrie Kipfer

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Rand Maker	Hamilton Meserve	Todd McPhee (Abstain)
Amber Jones	Mark Waltz	Todd Brackett

- b) **On a motion made by Carrie Kipfer, seconded by Mark Waltz, it was VOTED: to approve the Special Meeting minutes of March 1, 2023.**

Roll Call Vote: Yes – Unanimous

Joel Merry	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Mark Waltz	Todd Brackett

- d) Committee Reports-
a) Finance Committee - Did not meet.

Carrie Kipfer offered a review of the December 2022 Financials that were tabled from the last Authority meeting. Carrie noted that expenses were 46.52 percent of budget and revenues were 48.57 percent of budget and no real issues were identified.

On a motion made by Todd McPhee, seconded by Todd Brackett, it was VOTED: to approve the Financial Reports from January 11, 2023 which were tabled.

Roll Call Vote: Yes – Unanimous

Joel Merry	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Mark Waltz	Todd Brackett

Carrie Kipfer offered her review of the YTD 02-2023 Financials noting there are a couple lines that have corresponding discrepancies on the revenue side. Carrie states we received funds we were not expecting and have not received funds that we budgeted for. Carrie added, at this point in the fiscal year we should be at 67% of revenue and we are at 65.22%. Expenses are 63.82% which is less than budget. Overall Carrie states that these are not big numbers to be concerned about.

Joel Merry made note that the use of surplus has not been pro-rated and the US Marshalls Federal monies is well over the 54K budgeted figure which at present is at 104K.

On a motion made by Todd Brackett, seconded by Mark Waltz, it was VOTED: to approve the Financial Reports, as read (or amended).

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Roll Call Vote: Yes – Unanimous

Joel Merry	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	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 - Nothing to report-did not meet.
- e) Administrator’s Report
- a) Staffing Update – James Bailey reports that there are 10 vacant positions with 1 applicant in the process who at present resides out of state.

Todd Brackett inquired about advertising and James Bailey indicated that he is looking into WTOS radio as well as video ads in the local theaters. The cost is approximately \$750 per month for 6 months running from 6:00AM – Midnight. He notes that York County Jail has had some success with running ads in the movie theaters. James believes that doing both radio and video are beneficial at this time. Todd Brackett concurred and asked that James do the research and at his discretion move forward in the process. Joel Merry added that this issue does not require a motion.
 - b) Population Report – James Bailey reports that of the 153 inmates reported, 10 male and female inmates are housed at Knox County Jail making the number at Two Bridges 143. Of the 143, 40 are from Knox, 56 from Penobscot, 8 Federal and the balance are Lincoln and Sagadahoc.
 - c) Budget – Nothing to report.
 - d) Other – Nothing to report.
- f) Old Business – District 6 March 13th meeting- All counties to be present. Carrie Kipfer states that 7 of the 11 invitees have confirmed at this time.
- g) New Business –
- a) Recruitment bonus extended through July 15, 2023- the Directive was explained to the Authority by James Bailey as a review with the details posted on the screen. James asked

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that the Directive for Recruitment bonus be extended from the March 31st deadline to the July 15th Authority Meeting.

**On a motion made by William Blodgett, seconded by Mark Waltz, it was
VOTED: to adopt the continuation of the incentive program as outlined by James
Bailey through July 1st – amended to July 15th at the request of Mark Waltz.**

Roll Call Vote: Yes – Unanimous

Joel Merry	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Mark Waltz	Todd Brackett
Charles Crosby		

- b) Covid-19 Special Directive – James Bailey requested to the Authority that the Special Directive be discontinued moving forward based on the lessened occurrences of Covid-19 and the need to move ahead with employees using their earned time for sickness. Of concern was the fact that some employees may have too much time and lose earned leave based on policies in place for reimbursement of said time.

**On a motion made by William Blodgett, seconded by Mark Waltz, it was
VOTED: to rescind the Special Directive of Covid-19 relief to the employees of Two
Bridges Regional Jail with an effective date, as amended by Mark Waltz, of March
15, 2023, with the exception of the two staff members who are presently infected.**

Roll Call Vote: Yes – Unanimous

Joel Merry	William Blodgett	Carrie Kipfer
Rand Maker	Hamilton Meserve	Todd McPhee
Amber Jones	Mark Waltz	Todd Brackett
Charles Crosby		

**At 1700, on a motion made by Todd Brackett, seconded by Carrie Kipfer, it was
VOTED: to adjourn the meeting.**

Roll Call Vote: Yes – Unanimous

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Joel Merry

William Blodgett

Carrie Kipfer

Rand Maker

Hamilton Meserve

Todd McPhee

Amber Jones

Mark Waltz

Todd Brackett

Charles Crosby

Respectfully submitted,

A True Record
ATTEST:

Derek Maroon