

**Regular Meeting
Lincoln and Sagadahoc Multicounty Jail Authority
Wednesday, November 8, 2023 at 4:00 PM**

Held In-Person and Remote
Two Bridges Regional Jail
522 Bath Road, Wiscasset

MINUTES

Members Present:

Hamilton Meserve
Rand Maker
Carrie Kipfer
Pam Hile (Remote)
Mark Waltz (Remote)
Brett Strout
Joel Merry

Unexcused Absences:

Excused Absences:

Peter Drum
Charles Crosby
Amber Jones
William Blodgett
Peter Lepari
Todd McPhee
Todd Brackett

Staff:

Colonel James Bailey
Major William Frith
Officer Derek Maroon
Anne Marie Sonia
Ray Curit – Facilities Manager

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 referred to discussion later in New Business.
- 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 September 13, 2023 as read (or amended). Correction of date made in sub-heading from July 12th to September 13th.

Roll Call Vote: Yes – One Abstain

Joel Merry	Pam Hile	Brett Strout
Rand Maker	Hamilton Meserve	
Mark Waltz	Carrie Kipfer (Abstain)	

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4) Committee Reports

- a) Finance Committee – Peter Lepari – In Peter Lepari’s absence Anne Marie Sonia reports that Revenue is at 35.56% of budget YTD and Expenses are at 32.72% of budget YTD.

On a motion made by Carrie Kipfer, seconded by Hamilton Meserve, it was VOTED: to approve the Financial Reports October 2023

Roll Call Vote: Yes – Unanimous

Joel Merry	Pam Hile	Brett Strout
Rand Maker	Hamilton Meserve	
Mark Waltz	Carrie Kipfer	

- b) The 2023 Audit Draft - James Bailey states that there will be no presentation from RHR today and reports that the auditors found no major issues with the reporting provided to them by Anne Marie Sonia, no areas of concern, and were pleased with the results of their findings. James Bailey also states that he will be reaching out to RHR to see if a representative can present the audit at the January Authority meeting.

On a motion made by Carrie Kipfer, seconded by Rand Maker, it was VOTED: to approve the RHR Draft Audit 2023

Roll Call Vote: Yes – Unanimous

Joel Merry	Pam Hile	Brett Strout
Rand Maker	Hamilton Meserve	
Mark Waltz	Carrie Kipfer	

- c) Executive Committee – Joel Merry-Joel Merry reports that there was a meeting with the Finance Committee. Joel Merry states that there were discussions surrounding review of the audit, staffing, upgraded TRIO software, and MMEHT invoicing issue. Joel Merry added that these topics will be discussed later under New Business.
- d) Human Resources Committee – Pam Hile – Nothing to report-did not meet.
- e) Policy Committee – Rand Maker - Nothing to report-did not meet.
- f) Buildings & Grounds Committee – Brett Strout – Nothing to report-did not meet – Plan to meet within the next 7-10 days.

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5) Administrator's Report

- a) Staffing Update – James Bailey reports that there are 4 vacancies. There are 2 individuals in FTO, 2 individuals at the Maine Criminal Justice Academy and 1 significant prospect. James Bailey mentioned 2 injuries to our staff that took place at the academy during training exercises. James Bailey stated that he will actively seek an opportunity to conduct future training here at Two Bridges Regional Jail.
- b) Population Report – James Bailey reports that of the 149 inmates housed at Two Bridges Regional Jail – 55 Penobscot, 7 Federal, 42 Lincoln and Sagadahoc, 11 Knox, 22 Waldo. 12 Females are presently being held at TBRJ.

James Bailey also reports that staffing levels at Knox County Jail have improved which will facilitate the moving of the female population from Two Bridges Regional Jail back to Knox County Jail in December.

- c) Budget – Nothing to report
 - d) Other – Nothing to report
- 6) Old Business – Ray Curit, Facilities Manager, provided an update on some of the upgrades and improvements taking place in the jail stating that all are near completion. The items discussed included the new oven, dishwasher, washing machine, and the plant-wide controller.

Ray Curit also made mention of the kitchen floor, where he is getting estimates, and the steamer/boiler, which is more involved yet the day to day operations are manageable at present.

Lastly, Ray Curit spoke regarding the roofing project and the timing which, at this point, will be an undertaking in the spring.

7) New Business –

- a) Staffing levels- Members discussed the cost per month for added staff (\$4662.00) and how the current staffing plan works under the current economic hiring conditions. Discussions from the members about staffing levels at the jail concluded with a motion to give the Executive Committee the authority to hire above the staffing plan when and if deemed necessary.

On a motion made by Mark Waltz, seconded by Carrie Kipfer, it was VOTED: to allow the Executive Committee the authority to hire staff above the staffing plan.

Roll Call Vote: Yes – Unanimous

Joel Merry

Pam Hile

Brett Strout

Rand Maker

Hamilton Meserve

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Mark Waltz

Carrie Kipfer

- b) James Bailey discussed the TRIO software upgrade the cost of \$3975.00, housing the product in-house, and the time frame of the installation. Carrie Kipfer states that Lincoln County is in the test phase of the new software at present.

- c) MMEHT- The issue of paying the under-invoiced amount of \$37,089.34 was discussed. Carrie Kipfer recommended that the amount be paid now and that the board take notice of the impact of the expense in the first third of the fiscal year.

At 17:07 - On a motion made by Carrie Kipfer, seconded by Rand Maker, it was VOTED: to adjourn the meeting.

Roll Call Vote: Yes – Unanimous

Joel Merry

Pam Hile

Brett Strout

Rand Maker

Hamilton Meserve

Mark Waltz

Carrie Kipfer

Respectfully submitted,

A True Record
ATTEST:

Derek Maroon