Authority Board Room, Two Bridges Regional Jail

522 Bath Road, Wiscasset

Wednesday, May 10, 2017 @ 4:00 PM

**MINUTES**

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

Todd Brackett

Daniel Bradford (alt)

David Sinclair (alt)

William Blodgett (alt)

Pamela Hile (alt)

Carrie Kipfer

Peter Lepari

Denise Marr

Todd McPhee

Joel Merry

Hamilton Meserve

David Miller (alt)

Brett Strout

Mary Trescot

Mark Waltz

Charles Crosby

Charles Leadbetter

Staff:

Cpt. James Bailey

Lt. William Frith

Anne Marie Sonia-Franz

C/O Derek Maroon

Sgt. Steven Schutt

Others Present:

Gina Hamilton, *Wiscasset Newspaper*

Abigail Adams, *Lincoln County News*

Chair Mary Trescot opened the meeting at 4:00 PM with the Pledge of Allegiance.

1. Public Comment – none.
2. Report of the Chair – none.
3. Employee Recognition

James Bailey recognized Officer Derek Maroon for his selection as the Officer of the Month for April 2017. Sgt. Steven Schutt nominated Officer Marron for Officer of the Month citing his contributions to staff development and efforts to improve staff morale. James awarded Officer Maroon with a certificate and a $150 gift card.

1. Executive Session

**On a motion made by Mark Waltz, seconded by Peter Lepari, it was**

**VOTED: to go into Executive Session at 4:04pm pursuant to 1 MRSA section 405 6 C: “to discuss use of real property.”**

**Vote was unanimous.**

The Board came out of Executive Session at 4:19pm.

1. Approval of Minutes
   1. Meeting April 12, 2017

**On a motion made by Hamilton Meserve, seconded by Denise Marr, it was**

**VOTED: to approve the minutes of the April 12, 2017 meeting.**

**Vote was unanimous.**

* 1. Meeting April 19, 2017

**On a motion made by Denise Marr, seconded by Carrie Kipfer, it was**

**VOTED: to approve the minutes of the April 19, 2017 meeting.**

**Vote: 10 in favor, 0 against. Joel Merry abstained.**

1. Committee Reports
   1. Finance Committee

Hamilton Meserve stated that we continue to remain in good shape. We are one month behind in expenses and one month ahead in revenue.

**On a motion made by Hamilton Meserve, seconded by Denise Marr, it was**

**VOTED: to approve the Financial Reports as read.**

**Vote was unanimous.**

* 1. Human Resources Committee

Denise Marr stated that the committee had met on 05/03/17 to discuss the job description, advertisement and recruitment process for the Jail Administrator which were presented to the Authority. The committee recommended a deadline of 06/09/17 for receiving applications for the Jail Administrator. Advertisements would be placed in the local newspapers.

**On a motion made by Peter Lepari, seconded by Brett Strout, it was**

**VOTED: to post the Jail Administrator job description as amended by the Authority**

**Vote was unanimous.**

* 1. Policy Committee – none
  2. Buildings and Grounds Committee

James Bailey stated that the capital improvement plan had been reviewed and presented to the Finance Committee. After some revisions, the capital improvement plan would be presented to the Authority at the next meeting.

1. Administrator’s Report
   1. Staffing Update

James Bailey stated that there were nine vacant correctional officer positions. Five new officers had been hired and more applicants remained in the hiring process.

* 1. Population Report

James Bailey stated that the current inmate population was 154 with two federal boarders.

* 1. Budget

James Bailey presented a draft FY 17-18 budget. The draft proposed ten fewer staffing positions. Federal boarders were budgeted at three inmates. Lincoln County revenue had been confirmed and was lower than the amount budgeted in FY 16-17. The medical contractor had agreed to an increase of 2.25%. Vehicle purchases would be moved from the operating budget to the capital improvement plan. The proposed budget amount was $114,000 less than the amount requested in FY 16-17. James stated that he would be requesting a carry forward from FY 16-17 due to decreased revenue projections.

* 1. Other

James Bailey stated that Thayer Corporation was planning to begin replacing the roof units on May 15. There was a concern that an issue with an electrical component may delay the project.

Todd McPhee requested a review of policy regarding the ability of an employee to sell assets.

1. Old Business – none
2. New Business

Carrie Kipfer stated that the Finance Committee discussed looking into alternative energy sources and referred the issue to the Buildings and Grounds Committee. She suggested researching solar energy and geothermal heating.

In observance of National Correctional Officers Week, James Bailey thanked the jail staff for their service. He invited the Authority to attend a staff barbeque being held later in the evening. James thanked Aramark for donating the food for the barbecue.

There being no further business, on a motion made, seconded and carried, none opposed, the meeting adjourned at 5:11 PM.

Respectfully submitted, A True Record

ATTEST:

William Frith