Authority Board Room, Two Bridges Regional Jail

522 Bath Road, Wiscasset

Wednesday, September 13, 2017 @ 4:00 PM

**MINUTES**

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

Daniel Bradford (alt)

David Sinclair (alt)

William Blodgett (alt)

Todd Brackett

Pamela Hile (alt)

Carrie Kipfer

Charles Leadbetter

Peter Lepari

Denise Marr

Joel Merry

Hamilton Meserve

David Miller (alt)

Brett Strout

Mary Trescot

Mark Waltz

Charles Crosby

Todd McPhee

Staff:

Cpt. James Bailey

Lt. William Frith

Anne Marie Sonia-Franz

Others Present:

Gina Hamilton, *Wiscasset Newspaper*

Abigail Adams, *Lincoln County News*

Rand Maker, *Lincoln County Sheriff’s Office*

Chair Mary Trescot opened the meeting at 4:02 PM with the Pledge of Allegiance.

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

**On a motion made by Joel Merry, seconded by Peter Lepari, it was**

**VOTED: to hold the executive session after new business**

**Vote was unanimous**

1. Approval of Minutes
	1. Meeting August 9, 2017

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

**VOTED: to approve the minutes of the August 9, 2017 meeting.**

**Vote was unanimous.**

1. Committee Reports
	1. Finance Committee

Hamilton Meserve stated that there was nothing unusual with the financial reports.

**On a motion made by Peter Lepari, seconded by Todd Brackett, it was**

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

**Vote was unanimous.**

* 1. Executive Committee – none.
	2. Human Resource Committee

Pamela Hile stated that the committee reviewed human resource policies.

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

Brett Strout stated that a letter in regards to the solar presentation was forwarded to James Bailey and is under review by Jeff Peters.

1. Administrator’s Report
	1. Staffing Update

James Bailey stated that there were four correctional officer vacancies. Three new officers would begin training soon.

* 1. Population Report

James Bailey stated that the current inmate population was 139.

* 1. Budget

James Bailey stated that the boiler repairs were complete and that the risk pool covered all expenses except for the $1500 deductible. The draft audit report was prepared and sent to the Finance Committee.

* 1. Other

James Bailey stated that Jeff Peters had accepted a job out of state. Jeff Peters offered to continue representing the Authority through October of this year and help to prepare a request for proposals to find a replacement. There was a consensus to allow Jeff Peters to represent the Authority past his original September deadline.

Denise Marr arrived to the meeting at 4:17pm.

**On a motion made by Todd Brackett, seconded by Joel Merry, it was**

**VOTED: to authorize Jeff Peters to prepare a RFP with stipulations that allow a choice to be made by the end of October 2017.**

**Vote was unanimous.**

1. Old Business – none.
2. New Business

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

**VOTED: to authorize the Administrator or Acting Administrator to enter into short term boarding contracts with the same terms as existing contracts.**

**Vote was unanimous.**

**On a motion made by Peter Lepari, seconded by Todd Brackett, after debate and amendment it was**

**VOTED: to authorize the Chair to approve boarding contracts not exceeding thirty days that do not meet the same terms as existing contracts and report back to the Authority at the following meeting.**

**Vote: 10 in favor, 1 against, 1 abstained. Carrie Kipfer opposed. William Blodget abstained.**

**On a motion made by Joel Merry, seconded by Carrie Kipfer, it was**

**VOTED: to go into Executive Session at 4:48pm pursuant to 1 MRSA section 405 6 A: “to discuss the appointment, assignment and duties of an individual.”**

**Vote was unanimous.**

The board came out of executive session at 5:44pm.

There being no further business, on a motion made, seconded and carried, none opposed, the meeting adjourned at 5:45 PM.

Respectfully submitted, A True Record

 ATTEST:

William Frith