Authority Board Room, Two Bridges Regional Jail

522 Bath Road, Wiscasset

Wednesday, August 9, 2017 @ 4:00 PM

**MINUTES**

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

David Miller (alt)

Todd Brackett

Pamela Hile (alt)

Carrie Kipfer

Peter Lepari

Denise Marr

Todd McPhee

Joel Merry

Hamilton Meserve

Brett Strout

Mary Trescot

Mark Waltz

William Blodgett (alt)

Daniel Bradford (alt)

Charles Crosby

Charles Leadbetter

David Sinclair (alt)

Staff:

Cpt. James Bailey

Lt. William Frith

Others Present:

Gina Hamilton, *Wiscasset Newspaper*

Abigail Adams, *Lincoln County News*

Dan Thayer, *Thayer Corporation*

Chair Mary Trescot opened the meeting at 4:04 PM with the Pledge of Allegiance.

1. Public Comment – none.
2. Report of the Chair – none.
3. Approval of Minutes
	1. Meeting June 14, 2017

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

**VOTED: to approve the minutes of the June 14, 2017 meeting.**

**Vote was unanimous.**

1. Committee Reports
	1. Executive Committee

Joel Merry stated that the committee met to discuss the process for hiring a new administrator.

* 1. Human Resource Committee

Pamela Hile stated that the committee has been busy preparing packets for each of the applicants for the administrator. They were also working on an evaluation for the administrator applicants.

* 1. Finance Committee

Hamilton Meserve stated that we had a nice surplus at the end of fiscal year 16-17. The audit was completed and the final presentation would be ready for the September meeting.

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

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

**Vote was unanimous.**

James Bailey stated that the Finance Committee had approved the fall protection project for the roof of the jail. He requested that up to$11,000 from the capital improvement fund be approved for the project.

**On a motion made by Todd Brackett, seconded by Mark Waltz, it was**

**VOTED: to approve $11,000 from the capital improvement fund to be used for the completion of the fall protection project.**

**Vote was unanimous.**

James Bailey stated that the cost to repair a boiler was $4923. He will check to see if the costs would be covered by the risk pool.

* 1. Buildings and Grounds Committee

Brett Strout stated that the committee met to discuss bulges in the roof. James Bailey stated that the bulges would be covered under the warranty.

James Bailey stated that our last inspection revealed that repairs needed to be made to our fireproofing. A machine will be purchased to allow our maintenance staff to complete the repairs.

Brett Strout stated that a representative of Revision Solar had presented options for solar power to the committee. The representative would like an hour to make a presentation to the Authority. The presentation will be scheduled for August 30, 2017.

* 1. Policy Committee – none.
1. Administrator’s Report
	1. Staffing Update

James Bailey stated four officers had resigned and the hiring process has been opened to fill those vacancies.

* 1. Population Report

James Bailey stated that the current inmate population was 152.

* 1. Other

James Bailey stated that Thayer Corporation had completed work on the roof units and they were functioning well. In July, there was a meeting with Thayer Corporation to discuss maintenance contracts at reduced cost due to the lost savings as a result of the late project completion. During the July meeting, our proposals were rejected by Thayer Corporation. Dan Thayer stated that the roof project was challenging and that an earlier start was anticipated but the project began late. He was prepared to make an offer for a maintenance contract but reluctant to do so publicly.

**On a motion made by Todd Brackett, seconded by Hamilton Meserve, it was**

**VOTED: to go into Executive Session at 4:35pm pursuant to 1 MRSA section 405 6 C: “to discuss the use of real property.”**

**Vote was unanimous.**

The board came out of executive session at 4:42pm.

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

**VOTED: to accept the Thayer Corporation proposal for a maintenance contract.**

**Vote was unanimous.**

* 1. Budget - none
1. Old Business – none.
2. New Business

**On a motion made by Todd Brackett, seconded by Carrie Kipfer, it was**

**VOTED: to go into Executive Session at 4:45pm 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 5:08pm.

There being no further business, on a motion made, seconded and carried, none opposed, the meeting adjourned at 5:09 PM.

Respectfully submitted, A True Record

 ATTEST:

William Frith