

**Regular Meeting
Lincoln and Sagadahoc Multicounty Jail Authority**

Held Via Conference Call
Wednesday, January 13, 2021 @ 4:00 PM

MINUTES

Members Present:

Todd Brackett
Robert Hasch
Pam Hile
Carrie Kipfer
Peter Lepari
Rand Maker
Denise Marr
Joel Merry
Hamilton Meserve
Brett Strout
Mark Waltz

Unexcused Absences:

Peter Drum
Mary Trescot

Excused Absences:

William Blodgett (alt)
Charles Crosby
Todd McPhee

Staff:

Col. James Bailey
Maj. William Frith
Anne Marie Sonia-Franz

Others Present:

Charlotte Boynton, *Lincoln County Newspaper*

Chair Hamilton Meserve opened the meeting at 4:06 PM.

- 1) Public Comment – none
- 2) Report of the Chair – none
- 3) Approval of Minutes

Meeting minutes of the November 13, 2020 with one amended.

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

**VOTED: to approve the minutes of the November 13, 2020 meeting with amendment made to
Page seven.**

Recorded Vote:

Todd Brackett- Yes

Peter Lepari-Yes

Hamilton Meserve-Yes

Robert Hasch-Yes

Rand Maker-Yes

Brett Strout-Yes

Pam Hile-Yes

Denise Marr-Yes

Mark Waltz-Yes

Carrie Kipfer-Yes

Todd Merry-Yes

Nominating Committee

i. Officers

Carrie Kipfer read the nominees for Officers: Hamilton Meserve- Chair, Joel Merry-Vice Chair, Peter Lepari- Treasurer, and Carrie Kipfer:-Clerk.

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

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VOTED: to accept the following slate of officers:

Hamilton Meserve: Chair: Joel Merry: Vice-Chair: Peter Lepari: Treasurer: Carrie Kipfer: Clerk.

Recorded Vote:

Todd Brackett- Yes	Peter Lepari-Yes	Hamilton Meserve-Yes
Robert Hasch-Yes	Rand Maker-Yes	Brett Strout-Yes
Pam Hile-Yes	Denise Marr-Yes	Mark Waltz-Yes
Carrie Kipfer-Yes	Todd Merry-Yes	

ii Executive Committee Members-at-Large.

Hamilton Meserve read the list for the Executive Committee voting on the Represents at large, which are Carrie Kipfer, Todd Brackett, and Peter Lepari.

On a motion made by Joel Merry, seconded by Mark Waltz, it was

VOTED: to accept the following Hamilton Meserve: Chair, Joel Merry: Vice-Chair, Members-at-large: Carrie Kipfer, Todd Brackett, and Peter Lepari.

Recorded Vote:

Todd Brackett- Yes	Peter Lepari-Yes	Hamilton Meserve-Yes
Robert Hasch-Yes	Rand Maker-Yes	Brett Strout-Yes
Pam Hile-Yes	Denise Marr-Yes	Mark Waltz-Yes
Carrie Kipfer-Yes	Todd Merry-Yes	

iii. Finance Committee

Hamilton Meserve read the names of the Finance Committee Peter Lepari, Carrie Kipfer, Todd Brackett, Todd McPhee, and Pamela Hile.

iv. Human Resources Committee

Hamilton Meserve stated no change to committee would stay as Pamela Hile, Denise Marr and Mary Trescot.

v. Public Relations Committee

Pam Hile stated that David Miller and David Sinclair declined to serve as alternates.

vi. Policy Committee

Hamilton Meserve stated the committee would be Rand Maker, Brett Strout, and Joel Merry, Mary Trescot and William Blodgett.

vii. Building and Grounds Committee

Hamilton Meserve stated the committee would be Brett Strout, Rand Maker, Todd McPhee, and Mark Waltz.

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5) Committee Reports

- a) Finance Committee-Peter Lepari stated we are at six months; the revenues are at 59.62 percent. Overall, our expenses are at 49.5 percent.

Carrie stated approval for supplemental fund from the state. Carrie put in a request for 294,000.00. Carrie stated we show the deficit in place of pulling from surplus in the future. Carrie suggested amending the FY21 budget. Finance Committee will look into it and present at the next meeting.

The motion made by Carrie Kipfer, seconded by Joel Merry it was

VOTED: to approve Finance Reports as read.

Recorded Vote:

Todd Brackett- Yes	Peter Lepari-Yes	Hamilton Meserve-Yes
Robert Hasch-Yes	Rand Maker-Yes	Brett Strout-Yes
Pam Hile-Yes	Denise Marr-Yes	Mark Waltz-Yes
Carrie Kipfer-Yes	Todd Merry-Yes	

- b) Executive Committee –none.
- c) Human Resource Committee – Pam Hile stated received the proposal for changes to Chapter Two Paid Leave provisions, the committee unanimously approved it.
- d) Policy Committee – Rand Maker stated there was a suggested change in Policy 2.10 on page nine from Maine Criminal Justice Academy Board of Directors to Maine Criminal Justice Academy Board of Trustees. James stated that changes have occurred in the policy.

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

VOTED: to approve Policy 2.10 as read with change done by Colonel Bailey on page nine.

Recorded Vote:

Todd Brackett- Yes	Peter Lepari-Yes	Hamilton Meserve-Yes
Robert Hasch-Yes	Rand Maker-Yes	Brett Strout-Yes
Pam Hile-Yes	Denise Marr-Yes	Mark Waltz-Yes
Carrie Kipfer-Yes	Todd Merry-Yes	

Rand stated that Policy 2.30 accepted as written.

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

VOTED: to approve Policy 2.30 as written.

Recorded Vote:

Todd Brackett- Yes	Peter Lepari-Yes	Hamilton Meserve-Yes
Robert Hasch-Yes	Rand Maker-Yes	Brett Strout-Yes
Pam Hile-Yes	Denise Marr-Yes	Mark Waltz-Yes
Carrie Kipfer-Yes	Todd Merry-Yes	

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- e) Buildings and Grounds Committee-Brett Strout stated no meeting and no updates from Re-Vision Energy. James Bailey suggested meeting with Adrien Miller. Carrie received one proposal that was too small for Lincoln alone.

- 6) Administrator's Report
 - a) Staffing Update-James Bailey stated two resignations since the last meeting, one has taken affect, and the other one is very soon to take effect. James stated staffing is doing ok. James stated three layoffs returned and other layoffs have declined. Carrie questioned about reporting to unemployment in regards to offers that declined to return after the layoff.
 - b) Population Report-James Bailey stated that the current inmate population is 73 total with two Federal Inmates, 6 revenue beds not contracted, Oxford numbers are a little high at 33 inmates.
 - c) Budget- None
 - d) Other-James stated TBRJ has had some positive COVID-19 cases, first case came over Christmas, and inmate was not here very long. Second case around the New Year, staff member, and then inmate test positive. James stated TBRJ executed our Pandemic plan and praised the staff for quick detection, quick isolation and for putting the extra precautions in place to prevent a big outbreak. Universal testing ongoing, no other positives to date. James stated all test results gotten back to-date have been negative. James anticipates returning to modified COVID operations next week. James thanked Lincoln EMA and Carrie for assistance. James stated that after speaking with CDC going forward there will monthly COVID tests on staff. Medical staff are in 1A category for vaccine and staff will 1B. Planning has begun to deliver vaccinations to staff.

- 7) Old Business-Hamilton inquired about the body scanner. James stated the body scanner should be here by the end of January.

James stated Oxford is on board with extending contract and James is just waiting on signatures.

- 8) New Business-None

**There being no further business a motion made by Peter Lepari, seconded by Carrie Kipfer,
the meeting adjourned at 5:02 PM.**

Respectfully submitted,

Sally Lester

A True Record

ATTEST: