



## Jail Planning Committee Meeting Minutes – April 10, 2012

The meeting was called to order at 4:30 PM.

Members present: Commissioners Edward D. Philpot Jr. and Stephen H. Nedeau, County Administrator, Debra Shackett, Brian Loanes and Gary Goudreau.

Absent: Commissioner John H. Thomas and Superintendent Daniel Ward

Committee voted to approve the 3/27/12 meeting minutes. M/Nedeau, S/Shackett Unanimous.  
**Motion carries.**

The Superintendent prepared a mission statement along with a set of goals. The mission statement is good. There were a few minor changes that the committee made to the goals section. Of course, as we progress, those goals may need to be adjusted, but for now, it is a good working document.

Administrator Shackett reported that she spoke with a Mr. Dennis Liebert of Liebert & Associates. This was a great discussion and Ms. Shackett said after she spoke with him, it made sense to put the RFP out first and then to meet with the various companies who submit a bid. Ms. Shackett gave members a sample outline she followed when developing the RFP. This was a great guide and was very helpful to her. Ms. Shackett handed out a DRAFT RFP for all to review. She would like any feedback by Wednesday, April 18<sup>th</sup> to allow time to make changes and prepare for the next meeting.

Mr. Loanes reported that the Enviro Scan meeting that Sue Cagle from the Cooperative Extension help put together will take place tomorrow at 1:00 PM. It looks like they will have good attendance. Mr. Loanes will report back results at the next meeting.

The next meeting of the committee will be Tuesday, April 24, 2012 at 4:30 PM.

Unanimous motion to adjourn at 5:00 PM.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant