



# Cumberland County

## Board of Commissioners

### Meeting Minutes - Final

27 Northport Dr  
Portland, ME 04103

The Board meets on the third Monday of each month at 5:30pm in the Sebago Lake Room unless otherwise noted.

---

Monday, December 15, 2025

5:30 PM

Sebago Meeting Room, 27 Northport  
Dr, Portland ME 04103

---

In person with the option to view online: [www.cumberlandcountyme.gov/live](http://www.cumberlandcountyme.gov/live)

#### CALL TO ORDER

The Board of Commissioners met for their regularly scheduled meeting at the Cumberland County Courthouse in the Peter Feeny Conference Room, the meeting was called to Order by Chair Stephen Gorden at 5:30 p.m.

#### ATTENDANCE

**Present:** 5 - Chair Stephen Gorden, Vice Chair Patricia Smith, Commissioner Jean-Marie Caterina, Commissioner Tom Tyler, and Commissioner James Cloutier

#### County Staff:

James Gailey, County Manager  
Breana Gersen, Deputy County Manager  
Katharine Cahoon, Admin and Special Projects  
Theresa Grover, Director of Finance  
Amy Jennings, Director of Human Resources  
Kevin Joyce, County Sheriff

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE MINUTES

[CD 25-031](#) Approval of the minutes, November 17, 2025, meeting of the Board of Commissioners

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, that this Minutes Report be APPROVED. The motion carried by a unanimous vote.*

#### INFORMATIONAL REPORT/PRESENTATIONS

[CD 25-032](#) Presentation: Greater Portland Council of Governments

There was no presentation due to the absence of the presenter.

*This Presentation was WITHDRAWN.*

[CD 25-033](#) Informational Report - District Attorney Sartoris

There was no presentation due to the absence of the presenter.

*This Presentation was WITHDRAWN.*

[CD 25-034](#) Regional Communications 2025 Newsletter, 2nd, 3rd and 4th Quarter

*This Report was RECEIVED AND FILED.*

## COMMENTS FROM THE PUBLIC

The Board Chair will limit comments on unrelated agenda items to three (3) minutes per speaker. The public comment period is limited to one (1) hour.

At 5:33 p.m. Chair Gorden opened the period for public comment.

Rod Lawent from Scarborough spoke.

At 5:34 p.m. Chair Gorden closed the period for public comment.

## CONSENT AGENDA

### Approval of the Consent Agenda

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, to approve the Consent Agenda. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

[25-123](#) Sheriff's Office Commissions October 16th - December 10th 2025

*This Order was APPROVED.*

## NEW BUSINESS

[25-124](#) Adopt the Following Amendments to the Cumberland County Administrative Regulations and Policies: Repeal and Replace #5 "Purchasing Policy," and amend #7 "Surplus Material & Sale of County Property" and #14 "Credit Card Policy."

Commissioner Smith stated that approved and supported the revisions to the Administrative Regulations.

*A motion was made by Vice Chair Smith, seconded by Commissioner Cloutier, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

[25-125](#)

Review and Approval of the Amendments to the Non-Union Personnel Policy, which include Appendix D, the Lactation Policy, and to Article IX, Section 9.4, Earned Paid Leave.

Chair Gorden asked if there was any control over shorter paid leave, Human Resources Director Amy Jennings stated that it was up to the employee's supervisor.

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

[25-126](#)

Amendment of the 2024/2025 Budget's General Obligation Bonding Schedule of Projects.

County Manager Jim Gailey explained that the original bond obligation is for \$3.9 million for three projects that include the Jail Roof at \$2.5 million, Parking Garage improvements for \$674,000 and windows at the courthouse for \$800,000. It was discovered that the courthouse fire alarm system will need to be upgraded sooner than later for an estimated cost of \$650,000. The addition of the fire alarm project requires reallocating project costs, the proposed allocation includes the Jail Roof to be replaced in sections for \$2 million, the Parking Garage improvements to be adjusted to \$524,000 for a revised amount of \$3.974 million.

*A motion was made by Commissioner Cloutier, seconded by Vice Chair Smith, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

**COMMENTS FROM THE PUBLIC**

Per the request of members of the public, Chair Gorden reopened the period to receive public comment.

At 5:45 p.m. Chair Gorden reopened the period for public comment.

The following members from the public spoke: Shelby Leighton, South Portland; Todd Chretien, Portland; Ella Tobasi, Brunswick; Reverend Alison Smith, Harpswell; and Jack Obrien, Brunswick.

At 5:55 p.m. Chair Gorden closed the period for public comment.

[CD 25-033](#)

Informational Report - District Attorney Sartoris

District Attorney Jacqueline Sartoris stated that her office had previously been awarded the SAKI grant for \$2.5 million allowing her office to inventory every single sexual assault kit in Cumberland County. She explained that part of the

grant proposal included funding to hire a Sexual Assault Investigator to investigate potential cases. The DA's office currently contracts with the County Sheriff's Department for the Domestic Violence Investigator and had initially planned to model that current arrangement. She stated that when the position for Sexual Assault Investigator was circulated within the Sheriff's Department, there was little interest as it is a temporary position. She noted that other Maine counties directly hire their Domestic Violence Investigator and that Cumberland County could use the same hiring model by directly hiring a Sexual Assault Investigator. Commissioner Smith asked about the time frame for the three year grant. DA Sartoris stated that it began last October and funds became available in May. The inventory is supposed to take six months. There are two full time positions: the Investigator and the Prosecutor, Assistant District Attorney Tina Panayides. DA Sartoris explained that inventory of the kits may take longer, which is normal according to their federal grant manager. DA Sartoris stated that her office is working with multiple town police departments to track how many have been completed. She explained that Maine Law has two types of kits, reported and unreported. Reported kits may be tested while unreported kits may not. DA Sartoris office did a survey of victims and found that victims believed that the kits that were collected would still be tested regardless of whether they were marked unreported. Some of the kits are decades old. Her office plans to do community outreach so that victims may chose to have their unreported kits tested. Once the kits are uploaded to CODIS, the FBI database, there is a possibility of a DNA match. Chair Gorden asked how many kits were untested, DA Sartoris stated that there are an estimated 500 kits in Cumberland County, based on the completion of at least 10 towns.

*This Presentation was PRESENTED.*

[25-127](#)

Approval of the 2026 Calendar Year Board of Commissioners Meeting Schedule

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

[25-128](#)

Authorize the County Manager to Close County Offices on Friday, December 26, 2025 for All Non-essential Employees and to Adhere to the Respective Collective Bargaining Agreements for that Day.

Commissioner Caterina shared that she supported the item and that staff work hard, allowing them to have additional time off with their families is the right thing to do.

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

No: 0

[25-129](#)

Approval of the 2026 Board of Commissioners Committee Assignments

Commissioner Smith asked the Board what they thought about continuing the same committee assignments. Discussion was had, the Board agreed to postpone the committee assignments until January. County Manager Gailey shared that the Maine County Commissioners Association would like to know the Chair for 2026, Chair Gorden explained that he had informed them that all Maine counties would have a new Chair in 2026 and he would let the know when it was finalized.

*A motion was made by Vice Chair Smith, seconded by Commissioner Caterina, that the Order be TABLED to the Board of Commissioners, due back on 1/5/2026. The motion carried by the following vote:*

Yes: 5 - Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

No: 0

**COMMENTS FROM THE EXECUTIVE STAFF**

Finance Director Theresa Grover shared that the audit will be submitted by Thursday, December 18, and the GFOA audit is due on December 31, 2025. She explained that the Federal Compliance Audit is also due at the same time, they are up to date on GASB standards and next week is the last full pay period for the year.

Human Resources Director Amy Jennings shared that the NCEU Bargaining Unit has accepted the agreement and will vote in January. Dispatch is also up for renewal in 2026 and she will discuss at the next meeting.

Sheriff Joyce provided an update on the new wellness check-in program that was approved at the previous meeting. The state provided a grant that offers blood test and healthy eating coaching to corrections officers, law enforcement, fire fighters, and EMS personnel. The county will receive funds that are passed through, he compared the cost of a heart attack to the cost of prevention. Sheriff Joyce stated that this program will promote health at the county.

**COMMENTS FROM THE COUNTY MANAGER**

County Manager Gailey reported that the FY 2026-2027 Finance Committee met last Tuesday. The committee requested that all Departments present their budgets at the next scheduled meetings on January 6 and 27.

**COMMENTS FROM THE COUNTY COMMISSIONERS**

Commissioner Cloutier shared that he attended a Special Olympics event for the Maine Celtics who have a fantastic winning streak. The National Anthem was sung and it brought the entire crowd to tears. Regarding the comment received from the public, he reminded the Board that a contract with ICE does not exist, there is a contract with the US Federal Marshalls to coordinate with the courts, ICE and Border Patrol. He is interested in gathering more information about what is happening in Maine and New England and is open to direct correspondence. Commissioner Cloutier welcomed Assistant County Manager Gersen and congratulated county staff on the progress they have made. He thanked

Chair Gorden for chairing the Board and all of the work that he has accomplished.

Commissioner Tyler stated that he had reviewed LD1971 and that it is aligned with the current jail management practices. He thanked the county staff for their hard work and wished everyone a happy holiday.

Commissioner Caterina thanked the public for attending the meeting and sharing their opinions. She encouraged the public to share their opinions with Augusta. She reiterated that state law requires the county to accept all prisoners. Commissioner Caterina echoed Commissioner Tyler that the LD 1971, the Sheriff already operates the Jail as outlined in LD1971. She encouraged the public to advocate to their legislators or show up in person in Augusta to push for funding changes to the jail. Commissioner Caterina thanked county staff and County Manager Gailey, especially for taking her phone calls on the weekends. She wished everyone a pleasant holiday.

Commissioner Smith asked if the Sheriff could respond to a question from the public regarding the number of immigrant women housed in the county jail. Sheriff Joyce stated that he did not know. Commissioner Smith suggested that information could be provided at the next meeting. Commissioner Smith shared that she attended the opening ceremony for the final house construction by Habitat for Humanity in South Portland for a total of six homes. With financial support from the County, Habitat for Humanity constructed six single family affordable homes that were built with over 10,000 volunteer hours. She shared that she attended the Finance Committee meeting that was led by the Finance Staff and County Management. She stated that the committee asked great questions and she looks forward to attending more meetings. Commissioner Smith stated that she is proud of all of the work that the county departments have achieved through planning and funding. She thanked Chair Gorden and the commissioners for working through challenging issues throughout the year. She encouraged the public to give to those who are less fortunate and recommended calling 988 for anyone who feels alone or scared.

Chair Gorden admitted that as Chair, he encourages board participation by skipping over processes which also gets people's attention. Chair Gorden shared that he is proud of the county and whenever he encounters someone running for Governor he explains that the county has a level of regional services that is underutilized by communities. He listed some of the services currently offered which include assessing, fire department training, and general assistance. He predicted that the programs can evolve and keep costs down for many communities. Regarding a comment from the public about an increase of \$7 to property taxpayers, he explained that it would be an additional 4% increase on the property taxes. He explained that there are state and federal requirements for the county jail to accept all prisoners. He stated that if the county ended the contract, ICE would no longer reimburse the county for jail costs and that the result is the county would have to pay the costs for ICE inmates from property taxes. Chair Gorden reiterated that the contract has nothing to do with the jail accepting inmates. He thanked the public for their input and assured them that the Board hears them.

**Next Meeting: Monday, January 5, 2026**

## **ADJOURNMENT**

*At 6:45 p.m. a motion was made by Tom Tyler, seconded by James Cloutier, to ADJOURN the meeting. The motion carried by a unanimous vote.*