27 Northport Dr Portland, ME 04103

Cumberland County

# Agenda - Final

Monday, December 15, 2025

5:30 PM

In person with the option to view online:

www.cumberlandcountyme.gov/live

The Board meets on the third Monday of each month at 5:30pm in the

Sebago Lake Room unless otherwise noted.

## **Board of Commissioners**

District 3 - Chair Stephen Gorden
District 1 - Jean-Marie Caterina
District 2 - Tom Tyler
District 4 - Patricia Smith
District 5 - James Cloutier

Meeting will be streamed online: www.cumberlandcounty.org/live

#### **CALL TO ORDER**

#### **ATTENDANCE**

#### PLEDGE OF ALLEGIANCE

#### **APPROVAL OF THE MINUTES**

CD 25-031 Approval of the minutes, November 17, 2025, meeting of the Board of

Commissioners

Attachments: 2025.11.17 Minutes Meeting

#### INFORMATIONAL REPORT/PRESENTATIONS

CD 25-033 Informational Report - District Attorney Sartoris

CD 25-034 Regional Communications 2025 Newsletter, 2nd, 3rd and 4th Quarter

Attachments: 2nd & 3rd Quarterly Newsletter 2025

#### **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.

#### **CONSENT AGENDA**

25-123 Sheriff's Office Commissions October 16th - December 10th 2025

Attachments: Oct-Dec 2025 Commissions

#### **NEW BUSINESS**

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."

Attachments: PP - Amendment of Administrative Regulations #5 #7 #14

**B - Amended Purchasing Policy Clean** 

B - Credit Card Amended Policy Clean

B - Surplus Material And Sale of County Property Policy Clean

C - Amended Purchasing Policy Redline

C - Credit Card Amended Policy Redline

C - Surplus Material And Sale of County Property Policy

Redline

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.

Attachments: PP - Non-union policy Appendix D and Article IX Sec 9.4

Lactation Policy - Personnel Policy - December 2025

Maine Earned Paid Leave Law - Personnel Policy - December

2025

<u>25-126</u> Amendment of the 2024/2025 Budget's General Obligation Bonding Schedule of Projects.

<u>Attachments</u>: <u>PP - Amend 2024-2025 General Obligation Bond Schedule</u>

B - 2024-2025 Capital Budget Sheet

25-127 Approval of the 2026 Calendar Year Board of Commissioners Meeting Schedule

Attachments: PP - 2026 Meeting Schedule

2026 Proposed Meeting and Agenda Schedule for County

Commissioners

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.

<u>Attachments</u>: <u>PP - December 26th Closure</u>

<u>25-129</u> Approval of the 2026 Board of Commissioners Committee Assignments

Attachments: PP - 2026 Committee Assignments

Committee Assignments 2026 Proposed

**COMMENTS FROM THE EXECUTIVE STAFF** 

**COMMENTS FROM THE COUNTY MANAGER** 

**COMMENTS FROM THE COUNTY COMMISSIONERS** 

Next Meeting: Monday, January 5, 2026

**ADJOURNMENT** 



27 Northport Dr Portland, ME 04103

## **Position Paper**

**File #:** CD 25-031 **Agenda Date:** 12/15/2025

Title:

Approval of the minutes, November 17, 2025, meeting of the Board of Commissioners

#### **Background and Purpose of Request:**

Review and approve the attached minutes.

**Staff Contact:** Katharine Cahoon, Executive Dept



# Cumberland County Board of Commissioners Meeting Minutes - Draft

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

Monday, November 17, 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

#### **CALL TO ORDER**

The Board of Commissioners met for their regularly scheduled meeting at the Cumberland County Courthouse in the Peter Feeney 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
Theresa Grover, Director of Finance
Brian Pellerin, Deputy Chief
Brandon Irwin, Behavioral Public Health Manager
Marissa Exchange, Jail Re-entry Coordinator
Michael Durkin, EMA Director
Amy Jennings, Human Resources Dept
Alyssa Johnson, Finance and Budget Manager
Katharine Cahoon, Admin and Special Projects

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE MINUTES

<u>CD 25-028</u> Approval of the minutes, October 20, 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

County Manager Gailey requested that Item CD 25-030 be presented prior to Item CD 25-029.

CD 25-030 Presentation: Jail Re-Entry Program

Marissa Exchange Cumberland County Jail Re-entry Coordinator gave a presentation on the accomplishments of the program. The program supports individuals who are sentenced, pre-trial, and pre-arraignment within the Cumberland County Jail who are transitioning back into the community.

Commissioner Smith asked if English as a second language or translation services are offered as a support, Re-entry Coordinator Exchange confirmed that translation services are available. Commissioner Smith asked if the program uses data for reoffense, Re-entry Coordinator Exchange stated that compiling data has been challenging but was able to gather data that demonstrated that individuals with housing resources remain out of jail for longer periods of time. Commissioner Smith stated that aggregating more data would be helpful in the future, she thanked Re-entry Coordinator Exchange for her presentation.

Commissioner Caterina asked about the planning of supports, Re-entry Coordinator Exchange explained that the planning for re-entry starts when the individual enters the jail. Commissioner Caterina asked if the program was voluntary, Re-entry Coordinator Exchange confirmed that it was.

Chair Gorden asked about the program's coordination with DHHS, Re-entry Coordinator Exchange explained that DHHS provides Intensive Case Managers (ICMs) to jails in Maine. She explained that the ICMs connect individuals with serious mental illness with supports outside of their incarceration. Chair Gorden asked when is an individual released from the program, Re-entry Coordinator Exchange explained that release plans are created that establish the program's handoff.

This Presentation was PRESENTED.

CD 25-029 Recognition of Cumberland County as a Storm Ready Community by the National Weather Service

Warning Coordination Meteorologist Donald Dumond from the National Weather Service in Gray, Maine, recognized Emergency Management Agency (EMA) Director Michael Durkin for his significant achievement in community resilience and public safety. He explained that the National Weather Service storm ready program is a national effort that helps communities prepare for and respond to severe weather. He discussed the program's criteria and statistics that America is one of the most severe weather prone countries in the world, 90% of all presidential disasters are weather related, and 63 declared weather disasters in Maine since 1980. He explained that Cumberland County EMA is a model partner and the recognition will be recertified every four years.

The Board of Commissioners congratulated EMA Director Durkin on his agency's achievement, EMA Director Durkin thanked the Board and explained that the achievement is the result of hard work by his staff and all county departments. Chair Gorden asked how long it took to craft the response plan, EMA Director Durkin answered that it was close to 6 months.

This Presentation was PRESENTED.

#### **COMMENTS FROM THE PUBLIC**

The Board Chair will limit comments to three (3) minutes per speaker, the Public Comment period is for items that are not on the agenda and limited to one (1) hour.

Chair Gorden opened public comment at 5:47 p.m.

The following individuals spoke at public comment regarding Cumberland County's contract with the United States Marshals Service for Jail services: Shelby Leighton, South Portland; Reverend Alison Smith, Harpswell; Marvin Ellison, Portland; Issa Muldoon, Portland; Emily Mameura, Brunswick; Cate DiMartino, Brunswick; Erica Watkins, Windham; Jessie Muldoon, Portland; Christine Budro, Raymond; Dwight Thorne, South Portland; Isabal Davenport, Saco; Anne Bishop, Freeport; Caroline Clevel, Cumberland County; Shosana Hose, Portland; Judy Dinucci, Portland; Annla Liberty, Westbrook; Genevieve Bretboch, Portland; Sue Sage, Portland; Russell Warren, Portland; Lori Oxtol, Portland; Leslie Mcvain, Falmouth; Brie Bowman, South Portland; Linda Webb, Gorham; Kathy Walter, Gorham; Kate Mclachlan, Portland; Peggy Marchaud, Gorham; Amanda Lacino, Gorham; Margaret Albright, Freeport; Linda Robo, Portland; Wendy Chapkus, Portland; Mariella Jacome, Portland; Virginia Doss, Portland; Christine Vozella, Gray; Christopher Smith, Scarborough; Sara Harbour, Portland; Ellie, Gorham; Jake Fahey, South Portland; Jordan Singh; Portland; Reverend Christine Dyke, Gorham; Megan, Portland; Victoria Chakovsky; Westbrook; Caitlin, Portland; Julia, Biddeford; Kathryn, Portland; Lila, Portland; Max Woodbury, Westbrook; Kelly Merrill, Portland; Dan Lyman, Portland; Ella Tobasky, Brunswick; Jay Gruber, Portland; T Leeann, Portland; Larry Williams, Maine; Emma Lombardo, Portland; Catherine Harowitz, Falmouth; Anna Knudsen, Maine; Katy Irwin, Portland; Jon Cody, Farmingdale; Cheeni Amul, South Portland; Amelia Kelleher; Denise Shwartz, Scarborough; Karen Silvermand, South Portland; Leonore, Portland; Mary Wallace, Portland; Danielle Roya, South Portland; Emily Manter, Portland; Kimberly Henry, Falmouth; Becca, Portland; Willow, Portland; Jayce, Portland; Maura Clark, Portland; Kat Cunningham, Portland; Gwendolyn Forrest, Portland; Carol Ford, Falmouth, Jack Rowbocker, Biddeford; Sofia Michael, Biddeford; Cece Robinson, Maine; and Grace Corman; Portland.

Chair Gorden closed public comment at 6:45 p.m.

At 6:47 p.m. Chair Gorden called a 10 minute recess.

At 6:56 p.m. Chair Gorden resumed the meeting.

#### **CONSENT AGENDA**

Commissioner Smith requested that Item 25-120 be withdrawn from the agenda. There were no objections.

25-120

Appointment of City Councilor Kate Sykes to the 2025-2026 County Finance Committee for a three year term.

Commissioner Cloutier explained that the County Charter limits the number of Finance Committee members to two per municipality. Commissioner Smith stated that despite the withdrawal of the appointment, the Finance Committee is well rounded.

A motion was made by Vice Chair Smith, seconded by Commissioner Cloutier, that the Appointment be WITHDRAWN. The motion carried by the following

vote:

0

Yes:

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

**No:** 0

#### **Approval of the Consent Agenda**

A motion was made by Commissioner Caterina, seconded by Commissioner Cloutier, 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:

25-116

Authorization to Amend the Agreement for Law Enforcement Services by and between Cumberland County, the Cumberland County Sheriff, and the Inhabitants of the Town of Gray for an additional Deputy from January 1, 2026 - June 30, 2026.

This Order was APPROVED.

<u>25-117</u>

Authorization of the Public Safety Health and Wellness Reimbursement Fund and Project

This Order was APPROVED.

<u>25-118</u>

Authorization to Accept a \$6,000.00 Award for the Spring 2025 Project Lifesaver Grant for Disbursement in Fiscal Year 2025-26.

This Order was APPROVED.

**25-119** 

Appoint Brunswick Fire Chief Kenneth Brillant to the County Fire/EMS Advisory Committee

This Appointment was APPROVED.

#### **NEW BUSINESS**

25-121

Authorization for the District Attorney's Office to Become a Certified Law Enforcement Agency and Approval of a New Investigator Position funded by the Sex Assault Kit Initiative (SAKI), Requested by DA Sartoris.

County Manager Gailey introduced the agenda item as the District Attorney was not present. He stated that it was not irregular for District Attorney's offices to become certified law enforcement agents. He explained that this was necessary so that the investigator could be sworn in. Commissioner Smith asked what happens to the position when the funding ends after three years, County Manager Gailey explained that the position would be eliminated. Commissioner Smith asked if the passage of the agenda item was time sensitive, County Manager Gailey explained that it was so that the position could be posted and filled. Finance Director Grover added that due to the nature of the grant funded position, the hiring involved many steps prior to completion. Commissioner Caterina commented that she was concerned about the absence of the District Attorney. Commissioner Cloutier outlined the hierarchy of law enforcement procedures for processing rape kits. He supports the passage of the agenda

item. Chair Gorden added that while he was also disappointed with the absence of the District Attorney, he also supports the item.

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

25-122 Remand the 2026/2027 Proposed Budget to the Finance Committee for Further Review and Recommendation

County Manager Gailey introduced the proposed County Manager's Budget for 2026-2027. He stated that it was challenging due to rising costs that limited the capacity for new initiatives.

The proposed budget includes non-union cost of living adjustment (COLA) of 3%, a 12% increase in health insurance, 34% increase in workers' compensation, and other costs including \$180,000 for IT software subscriptions. The budget also includes the second half of a trainer position for the newly hired corrections officers and patrol deputies at the Sheriff's Office. Non-debt capital is just over \$317,000, no obligation bond this year, and \$200,000 has been added from tax stabilization reserve. There are two proposed tax impact rates, 5.37% or 13.77% with the federal revenue removed from the jail budget. He reiterated the budget increases and additional expenses include \$150,000 for food at the jail, the jail medical contract increase of 3%, 10% increase in property and casualty insurances, \$200,000 for jail hospital detail, and salary increases for four collective bargaining agreements.

Revenues include \$125,000 from parking garage revenue, FEMA funds are reduced by \$20,000, and noted the impact of boarding federal inmates would anticipate a \$1.2 million increase or a reduction of \$2.3 million. Communication contracts are up \$48,000. District attorney's fees \$45,000, \$350,000 increase from fee change at the Registry of Deeds but a reduction of \$100,000 for copy fee elimination. Total expenditures for the county expenses are up 8.4% uh jail expenses at 10.4%, and the Cross Insurance Arena is under (14%) and total county expenditures are at 7.14%.

The County Manager highlighted the different budgets and explained that total needs from taxes would be \$2.2 million with the federal revenue or \$5.8 million without. He noted that the county's annual tax increase falls in the 4-5% range. He stated that once approved, the proposed budgets will be remanded to the Finance Committee. The Finance Committee is scheduled to meet on December 9, January 6, January 27, and February 10. County Manager Gailey thanked Finance Director Grover, Budget and Management Analyst Ayssa Johnson and Deputy Manager Gersen for compiling the budget. He stated that the budget could be located on the county's website.

Commissioner Tyler thanked County Manager Gailey for the presentation, he asked about workers comp claims, County Manager Gailey explained that there was a 34% rise in Workers Compensation as a result of both a higher number of

claims, especially in the Jail.

Commissioner Cloutier asked Finance Director Grover if there was an anticipated surplus, she stated no. Commissioner Cloutier asked if she anticipated a shortfall in the budget, she stated that it was salaries at the jail. County Manager Gailey explained that there were 40 unfunded positions, 9 positions were currently filled. Commissioner Cloutier asked why they were not funded, County Manager Gailey stated that it was because the county could not afford to fund all 128 authorized positions, instead current staff are paid to provide shift coverage. Human Resources Director Amy Jennings explained that there are currently 86 hires for the budgeted 96 positions available. She stated that there 45 candidates in the hiring process of which 20 are in the later stages. County Manager Gailey explained that the staffing levels fluctuate and many jail hires leave; however, he has authorized 100 positions at the jail regardless of whether or not the positions will be filled. Commissioner Cloutier asked if the Jail union had been notified of the reduction in force, County Manager Gailey stated that had occurred in 2022. Commissioner Caterina asked if it was possible for staff to provide a number reflecting the financial impact to each municipality? Staff agreed that that would be possible.

Chair Gorden asked Deputy Chief Brian Pellerin about the number of ICE inmates in the jail, Deputy Chief Pellerin explained they were accepting inmates within state statute and clarified that staffing and space dictates the limit on the amount of inmates that can be held. The average number of DOJ or US Marshall inmates is in the low thirties and in the low to mid sixties for ICE arrests, total average is under 100.

Commissioner Smith noted Jail food costs, and asked how they are calculated and if they are higher than medical treatment contract costs. Deputy Chief Brian Pellerin stated that it's three meals a day per inmate but there are 75 more inmates this year and many specialty meals depending on dietary and religious restrictions. Deputy Chief Pellerin explained that the cost varies but a meal cost averages \$2 to \$4 per meal. County Manager Gailey addressed Commissioner Smith's comment about the medical contract, the medical treatment services contract will be going out to bid. Commissioner Smith asked what impact the newly expanded medical wing had on jail medical costs, Deputy Chief Pellerin explained it depends on staffing. If a hospital visit is required then there is an increase in the cost for a hospital detail.

Chair Gorden opened public comment at 7:36 p.m.

Public comment was received from Al Cleveland, Portland and Cece Robinson, Portland.

Chair Gorden closed public comment at 7:43 p.m.

A motion was made by Commissioner Caterina, 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

<u>25-115</u> Transfer \$1,260,889.00 from the Undesignated Fund Balance to the Strategic Planning Reserve.

A motion was made by Commissioner Caterina, 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

#### UNFINISHED BUSINESS

The Board of Commissioners may make a motion to take Agenda Item 25-112 from October 20, 2025 meeting off the "table" for reconsideration. If reconsidered, Item 25-112 will be brought back to the original Motion as amended.

No further public comment will be taken as public comment was received at the October meeting for this item.

25-094 Approval of the HOME-ARP Funding Recommendations. First Public Hearing on September 15, 2025 and Final Public Hearing on October 20, 2025.

A motion was made by Vice Chair Smith, seconded by Commissioner Cloutier, that the Order Requiring a Public Hearing be ADOPTED. The motion carried by the following vote:

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

**No:** 0

25-113 Final Reading of Proposed Amendments to the Cumberland County Government By-laws, Which Establish an Alternative Disbursement Warrant Authority and Incorporate the Board's Previously Approved Public Participation Policy into the By-laws.

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

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

**No:** 0

Yes:

Authorize the County Manager to provide notice no later than December 1, 2025, to amend the U.S. Marshals Prison Operations contract to reflect the exclusion of Immigration and Customs Enforcement (ICE) detention.

Commissioner Smith stated that when a request for reconsideration is made, it should be taken seriously, as decisions deserve thoughtful reflection. She noted that public transparency is important because many citizens are unfamiliar with Robert's Rules of Order, which guide the board's procedures. She added that leaving a matter unresolved is not in the board's best interest and can create confusion. She asked that the motion be untabled and brought forward for reconsideration.

A motion was made by Vice Chair Smith, seconded by Commissioner Cloutier, that the Motion to RECONSIDER be UN-TABLED. The motion carried by the following vote:

Yes:

 Chair Gorden, Vice Chair Smith, Commissioner Caterina, Commissioner Tyler, and Commissioner Cloutier

**No:** 0

Commissioner Cloutier explained that he had originally moved to leave the matter on the table. He acknowledged the divided vote but stated he believes there are more productive approaches than canceling the contract and has been working with community members on alternative solutions. He stated that with one month left in the current year, he would not support reconsideration. He moved to table it for two months.

A motion was made by Commissioner Cloutier, seconded by Commissioner Tyler, that the Motion to RECONSIDER be TABLED to the Board of Commissioners, due back on 1/5/2026. The motion failed by the following vote:

Yes:

2 - Commissioner Tyler, and Commissioner Cloutier

No:

3 - Chair Gorden, Vice Chair Smith, and Commissioner Caterina

Commissioner Smith said that while commissioners may vote the same way as before, it is important for the community to understand where the board stands now. She emphasized that clarity is preferable, whether or not anyone has changed their view, and that reconsideration provides a way to acknowledge community concerns rather than doing nothing. She asked that if no money were involved, if it were purely about social justice, it might change people's decision. She concluded that her comments from the last meeting still stand.

Chair Gorden explained to the public that voting for a reconsideration would allow the original motion as amended to be brought for discussion.

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

Yes:

3 - Vice Chair Smith, Commissioner Caterina, and Commissioner Tyler

No:

2 - Chair Gorden, and Commissioner Cloutier

Commissioner Tyler stated that he would vote the same way he had previously on the original motion. He thanked those who had repeatedly spoken on the issue but explained that media coverage had prompted feedback from District 2 constituents. He said he had received numerous calls and emails that support his previous position. Based on the views of those he represents, he will vote the same way again.

Commissioner Cloutier stated that he does not intend to vote to terminate the contract at this time, though he believes it is unlikely to survive the coming months. He expressed concern over the moral and racial implications of the current ICE incarceration system and the lack of due process for detainees. He

noted that federal regulations exist and need to be followed. He stated that meaningful change could come through litigation, enforcement, or changes to state law, including a bill expected in early 2026. Commissioner Cloutier emphasized that the county has a responsibility to address these issues responsibly. He concluded that action should be taken to improve the system rather than ending the contract. He reiterated that ending the contract would not end ICE in Maine.

Commissioner Tyler stated that his position is not motivated by money, noting that the county might manage without the revenue if necessary. He emphasized that a path from the state government is needed. He expressed concern about the lack of clarity in ICE procedures but that individuals here illegally would be arrested. He highlighted the value of lawful immigration processes, citing his attendance at naturalization ceremonies. Commissioner Tyler corrected a comment made by the public that it's not a civil crime, at a minimum it's a federal misdemeanor and is a crime.

Commissioner Cloutier added that his position is not influenced by money, the county has previously managed without the federal revenue. He acknowledged that losing it could create challenges, but that county taxation is a small portion of overall local taxes.

Commissioner Caterina stated that she will vote to cancel the contract, citing constituent support and humanitarian concerns. She stated that ICE is not acting as a legitimate law enforcement agency, her decision is a moral one. She encouraged the public to engage state legislators for increased state support and guidance, noting that the county is acting alone. She would like to see more support from the state. She recently toured the jail with Senator Rachel Talbot Ross and Representative Dylan Pugh and noted the racial composition of the federal pod compared to the other pods. She noted that she had toured in the past but this was different. She acknowledged the complexity of the issue but emphasized that, for her, canceling the contract is the right course of action.

Commissioner Smith acknowledged the public that reached out to support her current stance. Over 100 emails said to cancel the contract while 10 emails stated that she should change her vote so that the contract money would not affect the tax base. She said that there is balance and the totality of what's happening is irresponsible for the county to be involved with the federal government the way it is currently being run. She stated that it does not seem like the constitution is being upheld, that people's rights potentially are being violated. She hoped that they could find a creative solution to correct the situation because people's lives are being ruined for no reason.

Chair Gorden stated that the vote is a two part question, balancing the cost of accepting a prisoner and the requirement of federal and state of P42 that the Jail is prohibited from not receiving prisoners. They have no choice, prisoners brought to them, they have to hold them. Chair Gorden explained that, under current law, the county must accept arrestees brought by law enforcement, including ICE with an administrative warrant, and the jail cannot refuse them. Revoking the contract would shift the cost of ICE detainees from the federal government to the county and local taxpayers, affecting low-income residents. Chair Gorden concluded that revoking the contract would not impact ICE

operations but would harm the community, and then they have more money, he stated he will vote against cancelling the contract.

Commissioner Cloutier noted that state law clearly requires the county to accept prisoners presented by any law enforcement agency, including ICE, regardless of whether the contract is canceled. He mentioned a bill introduced by Senator Talbot Ross that could make acceptance discretionary, possibly under the sheriff's authority, but emphasized that any changes would be determined by the legislature. He concluded that while the situation is challenging, it is not entirely hopeless.

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

Yes: 2 - Vice Chair Smith, and Commissioner Caterina

**No:** 3 - Chair Gorden, Commissioner Tyler, and Commissioner Cloutier

#### COMMENTS FROM THE EXECUTIVE STAFF

Finance Director Grover stated that she was given a preliminary audit from the auditors and is waiting for additional information to complete the SEFA. She is still waiting for the update on the jail audit.

#### COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey shared that Angela Giordano, the Substance Use Prevention Team Lead in the Public Health Office, was awarded the Ripple Effect Award by the Maine CDC at their annual Maine Prevention Network Conference. The award is for a Prevention Professional who is doing outstanding work in each discipline in substance use prevention, tobacco prevention and healthy eating and active living.

County Manager Gailey shared that the county received a thank you from Somerset County. There was a drinking water problem and Cumberland County EMA was able to quickly respond with a shipment of drinking water to Somerset County. He also shared that Jessica Spalding, the Register of Deeds is completing a pamphlet to be publicly circulated and available on the county website to prevent deed fraud.

#### **COMMENTS FROM THE COUNTY COMMISSIONERS**

Commissioner Caterina stated that she attended the animal rescue team meeting at the Cumberland County EMA which is an organization established per Federal Law. A mock emergency event will be held in Windham this Saturday.

Commissioner Smith thanked the Veterans in honor of Veterans day and also thanked the families of Veterans for their service.

Chair Gorden thanked the public for their feedback. He feels bad that he is unable to address concerns and does not want to help ICE. Ultimately, he can't justify hurting another group when the change will not have the desired outcome.

Next Meeting: Monday, December 15, 2025 Monday, January 5, 2025

#### **ADJOURNMENT**

At 8:29 p.m. a motion was made by Jean-Marie Caterina, seconded by Tom Tyler, to ADJOURN the meeting. The motion carried by a unanimous vote.



27 Northport Dr Portland, ME 04103

## **Position Paper**

File #: CD 25-032 Agenda Date: 12/15/2025

#### **Agenda Item Request:**

Presentation: Greater Portland Council of Governments

#### **Background and Purpose of Request:**

The Greater Portland Council of Governments will join us on Monday evening to provide an overview of their work and how they are supporting the region.



27 Northport Dr Portland, ME 04103

## **Position Paper**

File #: CD 25-033 Agenda Date: 12/15/2025

#### **Agenda Item Request:**

Informational Report - District Attorney Sartoris

#### **Background and Purpose of Request:**

DA Sartoris will present her proposal for becoming a Law Enforcement Agency. This item was on the November meeting; however, DA Sartoris was not in attendance. The Commissioners, not wanting to hold up the process, approved the item, but also wanted to hear from the DA at the December meeting.



27 Northport Dr Portland, ME 04103

## **Position Paper**

File #: CD 25-034 Agenda Date: 12/15/2025

#### **Agenda Item Request:**

Regional Communications 2025 Newsletter, 2nd, 3rd and 4th Quarter

#### **Background and Purpose of Request:**

Requestor: Melinda Fairbrother-Dyer

Summary of the Regional Communications Center. Informational purposes only.

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CUMBERLAND COUNTY RCC

# Newsletter

2nd & 3rd Quarter - 2025 April, May, June, July, August, September



#### Readers,

It is our pleasure as the Director and Deputy Director of Communications, to present to you a glimpse at what is going on at the Cumberland County Regional Communications Center in our quarterly newsletter. The content of this newsletter is very much a group effort from the team here at the CCRCC.

The team at the Regional Communications Center are Cumberland County's FIRST, first responders. This newsletter is intended to provide our partnering agencies with some important quarterly statistics but also to help better involve our very own partners in the community a bit on who we are, what we stand for, and what roles we play in the public safety world.

If you have thoughts or suggestions for the next edition of our quarterly newsletter, please send them to:

Melinda at midyer@cumberlandcounty.org or Erin at epelletier@cumberlandcounty.org.

Thank you for taking the time to review some of the important work this team of silent heroes does on the daily.

Respectfully,

Melinda & Erin



#### COMMUNICATIONS DEPARTMENT EMPLOYEE OF THE 2<sup>nd</sup> QUARTER 2025

The CCRCC is proud to announce that the

**Employee of the Second Quarter for 2025 is Kayden Harrison!** 

Kayden is an outstanding employee who has gotten involved in many different groups and projects over the last year and is performing above and beyond in each one. Outside of her normal routine as one of our 911 dispatchers, Kayden has also joined the Fire Department Response Plans team (and routinely helps to fix a run card on the fly), the Fire Working Group, she has become one of our Training Officers, and is part of the Public Education Team.

Kayden shines when she has a trainee. When you walk into the communications center you will hear her actively teaching something at all times, whether it be guiding a trainee through an active call, quizzing them on different types of fire apparatus, or drilling 10-codes. Kayden has even recently taken on the task of teaching our newest hires during the classroom portion of their training – helping to build a strong foundation for our newest dispatchers.

Kayden works a significant amount of voluntary overtime and is always willing to help a co-worker get their day off covered. Whether she is on her scheduled shift or on overtime, she is always ready to teach, engage and entertain the entire room. Kayden is well-known for creating Kahoot! games for the whole room to participate in as a shift training on different topics, whether it be EMD, EFD, etc. Kayden is also always willing to teach anyone who wants to learn about some of our best tools in our toolkit: Code Red and What3Words.

Kayden we are so proud to have you on our team and we are grateful for what you bring to the CCRCC.



#### COMMUNICATIONS DEPARTMENT EMPLOYEE OF THE 3rd QUARTER 2025

**Employee of the Third Quarter for 2025 is Kendra Mayberry!** 

It is with great pleasure that we announce Kendra Mayberry as the Employee of the Third Quarter. The nominations we received showed a clear picture of an outstanding team member who has not only grown in her role but also goes above and beyond to help her team and the organization.

Since being signed off from training, Kendra has demonstrated a strong work ethic that is both inspiring and highly valued. Her peers recognize her positive attitude and willingness to take on any task, including picking up extra shifts and the more tedious work that isn't always glamorous. She tackles every assignment, no matter how small with consistency and a dedication to getting the job done right.

Kendra's commitment extends to maintaining the accuracy of our records, where she takes the initiative to seek out and merge duplicate name records. This has resulted in over 300 successful requests and a more accurate system for everyone. Furthermore, she eagerly takes on additional responsibilities, such as working the NCIC desk, where she digs deep for all available criminal history information. This dedication to precision and thoroughness is a testament to the pride she takes in her work.

Kendra is recognized for always being a kind and supportive teammate, known for being willing to help others whenever needed. Her calm and steady demeanor is a great asset, especially when assisting callers, as she keeps them reassured on every call. Kendra also shows a commendable desire to keep learning; she is never too afraid to ask a question when she encounters something new, ensuring she always performs her duties to the best of her ability.

Kendra's positive impact is clear to those who work with her. As one nominator noted, "I am grateful I get to call her one of my teammates." Her dedication, helpfulness, and unwavering commitment to learning make her a true pleasure to work with. We look forward to seeing her continued growth with the CCRCC.



Total Calls ALL Towns	April	May	June
Law Cases	7,374	7,595	7,869
Fire / EMS	1,417	1,476	1,638
Animal Cases	256	307	372
Total Calls	9,047	9,378	9,879
9-1-1 Call Volume	2,456	2,712	3,056

Total Calls ALL Towns	July	August	September
Law Cases	8,353	7,918	7,142
Fire / EMS	2,045	1,919	1,757
Animal Cases	347	379	322
Total Calls	10,745	10,216	9,221
9-1-1 Call Volume	2,456	3,609	2,983

Total Law Incidents by Town	April	May	June
Baldwin	81	82	74
Bridgton	576	566	731
Casco	245	241	255
Chebeague Island	0	29	85
Cumberland	579	571	665
Frye Island	0	25	59
Gorham	1,525	1,711	1,543
Gray	588	571	585
Harpswell	506	514	533
Harrison	255	260	273
Long Island	0	3	17
Naples	328	343	393
New Gloucester	195	255	200
North Yarmouth	85	98	87
Pownal	43	47	42
Raymond	251	271	250
Sebago	64	78	104
Standish	683	652	681
Windham	1,370	1,278	1,292
Total	7,374	9,378	7,869 26

Total Law Incidents by Town	July	August	September
Baldwin	91	109	84
Bridgton	721	660	615
Casco	295	226	223
Chebeague Island	55	42	9
Cumberland	647	588	566
Frye Island	74	67	6
Gorham	1,727	1,690	1,648
Gray	544	462	422
Harpswell	602	570	484
Harrison	187	252	225
Long Island	69	39	0
Naples	385	348	356
New Gloucester	250	245	214
North Yarmouth	141	131	115
Pownal	39	48	45
Raymond	290	274	236
Sebago	114	108	75
Standish	732	694	647
Windham	1,390	1,365	1,172
Total	8,353	7,918	7,142 <u>27</u>

Total Fire Incidents by Town	April	Мау	June
Baldwin	4	6	8
Bridgton	22	30	36
Casco	57	62	69
Chebeague Island	3	13	14
Cumberland	96	98	115
Frye Island	0	4	5
Gorham	251	273	268
Gray	115	113	141
Harpswell	69	51	73
Harrison	16	27	35
Long Island	2	3	11
Naples	52	71	74
New Gloucester	62	67	57
North Yarmouth	46	38	49
Pownal	16	20	18
Raymond	73	104	103
Sebago	22	29	32
Standish	173	175	185
Windham	338	292	345
Total	1417	1476	1638 28

Total Fire Incidents by Town	July	August	September
Baldwin	14	6	8
Bridgton	45	52	50
Casco	119	101	88
Chebeague Island	27	31	10
Cumberland	126	124	163
Frye Island	27	18	10
Gorham	302	324	297
Gray	156	129	119
Harpswell	102	86	67
Harrison	29	40	38
Long Island	8	9	3
Naples	119	105	70
New Gloucester	81	61	55
North Yarmouth	55	36	44
Pownal	23	14	12
Raymond	117	140	100
Sebago	46	49	24
Standish	211	182	214
Windham	438	412	385
Total	2045	1919	1757 <u>29</u>

Total Animal Complaints by Town	April	May	June
Baldwin	5	13	6
Bridgton	15	22	30
Casco	18	31	31
Chebeague Island	0	0	0
Cumberland	20	21	31
Frye Island	0	0	0
Gorham	26	35	55
Gray	18	23	20
Harpswell	19	10	23
Harrison	4	11	9
Long Island	0	0	0
Naples	10	24	16
New Gloucester	18	12	17
North Yarmouth	9	4	8
Pownal	0	1	1
Raymond	12	17	26
Sebago	9	7	9
Standish	26	28	25
Windham	47	48	65
Total	256	307	372 30

Total Animal Complaints by Town	July	August	September
Baldwin	6	10	12
Bridgton	27	23	18
Casco	26	28	14
Chebeague Island	2	1	0
Cumberland	17	17	21
Frye Island	0	1	0
Gorham	41	44	45
Gray	22	25	24
Harpswell	25	26	10
Harrison	11	7	7
Long Island	0	0	0
Naples	21	26	15
New Gloucester	22	21	18
North Yarmouth	17	9	8
Pownal	1	2	6
Raymond	27	19	18
Sebago	7	3	5
Standish	6	43	36
Windham	69	74	65
Total	347	379	<b>322</b> 31

# **Quality Assurance**

The CCRCC works very hard to maintain a high level of quality in the work that is done by the members of the organization. The CCRCC has developed a program to measure this Quality throughout the agency on a daily, monthly, yearly basis.

Case Reviews	April	May	June
Law Case Reviews	30	22	27
Self QA	38	40	33
EFD Case Reviews	61	61	62
EMD Case Reviews	101	100	109
Monthly NCIC Property Validations	32	26	30
Monthly NCIC Warrant Validations	20	12	24
Missing Person Reviews	17	16	21
9-1-1 Average Ring Time	7	6	6 32

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Monthly NCIC Person Validations	16	25	17
Missing Person Reviews	25	22	25
9-1-1 Average Ring Time	7	6	6 3

# **Community Resource Liaison Statistics**

April - 44

May - 64

**June - 65** 

**July - 94** 

August - 115

**September - 151** 

# 9888911

BOTH PROVIDE CRITICAL SUPPORT
BUT FOCUS ON DIFFERENT CRISIS TYPES

988 specializes in behavioral health crises, offering crisis counseling and emotional de-escalation, while 911 addresses physical dangers needing police, fire, or EMS.

988 | SUICIDE & CRISIS

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# **Meet our Newest Teammates**

Hello! My name is Callie Whidby. I am originally from Pierre (pronounced like 'peer', not the French way!), South Dakota – born and raised. I started my dispatching career at Central South Dakota Communications in Pierre in 2023 as a Law/Fire/EMS/State Police dispatcher, and received a Dispatch Merit Award in April 2024. Although it broke my heart to leave my family, friends, coworkers and close knit community, I knew there was another community out there that would also need my help. Ultimately, this is what pushed me to decide to make the move to Portland in December of 2024, and I drove 27 hours across the country by myself to get here; I don't regret it one bit!

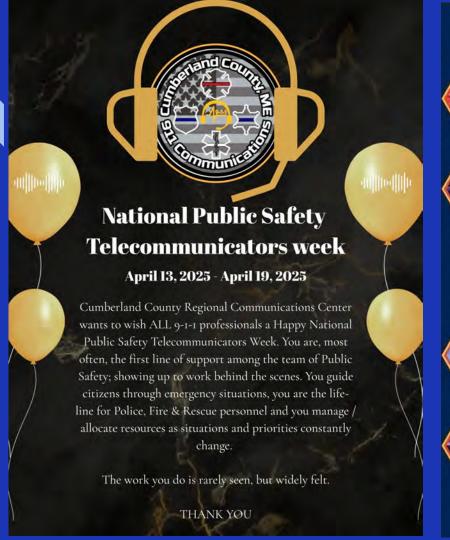
Some things I love to do in my spare time are hiking, exploring, dancing, FaceTiming my dog Luna, cooking, trying new foods and coffee spots (it's rare that I don't have an iced coffee in my hand) and hanging out with friends. After a nine month break from dispatching, I am eager to get back into serving my new community!



# **Meet our Newest Teammate**

Hello everyone! My name is Morgan. I graduated from Penn State in May with a Bachelor's of Science in Psychology with a focus on Life Sciences, and for the past two and a half years, I have worked in the medical field as an inpatient pharmacy technician specialized in IV compounding. With this new transition into dispatching, I am excited to be able to learn more about public safety, help and support others from a different angle, and lend my help in emergency situations. I love cats and have five of them, and my other favorite animals are birds, horses, and rabbits. My hobbies include playing and performing on violin, reading, running, lifting weights, and knitting. I am excited to learn the job and work with you all!





# ALLARE WELCOME!







CCRCC'S ANNUAL TOUCH A TRUCK!

> 22 HIGH STREET, WINDHAM









BOUNCE HOUSE 3 FOOD TRUCKS MRAP, ESU, K9, DRONES, PUBLIC WORKS TRUCKS, ANIMAL CONTROL

FIRE APPARTUS & RESPONDERS,
SPARKY THE DOG



### **2025 National Public Safety Telecommunicators week**

Staff enjoyed "Sports day" with games and a Tailgate BBQ prepared by the Director and Deputy Director.







# **2025 National Public Safety Telecommunicators week**











## 2025 National Public Safety Telecommunicators week





And the fun continued at the CCRCC, as we celebrated National Public Safety Telecommunicators week!

(Maybe a little too much fun)

"Welcome to the Jungle" Day and "Prom" Day









### **CCRCC 3rd Annual Touch a Truck**









A heartfelt THANK YOU to each and every Community member that came out to see us at the CCRCC 3rd Annual Touch a Truck Event! We had nearly 1,000 attendees on what ended up being a gorgeous April Day.

Our Public Education Team put many, many months into the planning of this event. It is a privilege to be able to get so many Police, Fire, Rescue and Public Works

Departments in one place as we share knowledge and smiles with those we serve.

Thank you to each Agency and Department who joined us - this event is not possible without your participation!





The presentation titled "Resilience Under Pressure: The Role of CISM for Telecommunicators" will cover the following topics:

- What CISM is
- Elements included in CISM
- How CISM can be critical for telecommunicators
- Stress and stress factors
- · Resilience and how to enhance it
- What the relaunched Maine NENA CISM team is offering
- . How to reach the Maine NENA CISM team



### 2025 Maine NENA Conference



Stephanie Minott
Supervisor
Cumberland County Regional Communication Center

Communications Supervisor, Maine NENA CISM Team Coordinator

### **SPEAKERS**



Gabrielle Saucier

Communication Officer / FTO

Cumberland County Regional Communication Center

Communications Specialist, Maine NENA CISM Team Coordinator

### LEADERSHIP SKILLS TO LAST A LIFETIME

MODULE 1: ALIGNMENT, INFLUENCE AND STRENGTH-BASED LEADERSHIP

MODULE 2: LEADERSHIP SELF-AWARENESS & SELF-REGULATION

MODULE 3: EXECUTIVE PRESENCE AND EFFECTIVE COMMUNICATION

**MODULE 4: DRIVING EMPLOYEE ENGAGEMENT** 

MODULE 5: BUILDING TEAMS, FOSTERING COLLABORATION AND MANAGING CONFLICT

**MODULE 6: TALENT MANAGEMENT & SUPERVISION** 

**MODULE 7: FOCUSING ON OUTCOMES** 

**MODULE 8: RESILIENCY & STRESS MANAGEMENT** 

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Deputy Director Pelletier and Supervisor O'Connor attended the Leadership Academy at Southern Maine Community College from March through April of 2025.

This course focuses on building human relations skills as 90-100% of the distinguishing competencies that set outstanding leaders apart are within intrapersonal and interpersonal human relation skills. One of the most important tools learned during this class is that having our needs met changes our behavior.

#### The 5 basic human needs are

- 1 Safety: People need to feel protected. Can they trust you? Do you create a sense of stability or chaos?
  - 2 Belonging: Are you concerned about people's needs? Are you empathetic? Do you help others feel like they belong?
- 3 Power/competence: Do people have opportunities to do what they do well at? Do they make a difference and know they make a difference?
  - 4 Fun/learning: Do people get to relax a bit and be human?
- 5 Freedom/autonomy: Are meaningful choices available? Do they have a say in what happens? This course also notes that in order to use our own strengths effectively, we must be aware of our behaviors. This class is most effective when those who take it are open to self reflection and dig deep to learn about their behavior styles, strengths and weaknesses, and current leadership styles. Change starts with each of us.

Celebrating 20 years of service!!!





Please join us in recognizing Communications Officer Kim Drown on 20 years of service to the CCRCC. She is the longest tenured CCRCC line staff member and is truly the backbone of our agency. Kim came to the CCRCC with 2 years of experience as a Public Safety Dispatcher for the Town of Gorham. Kim consistently models dependability, integrity, and thoroughness in all areas of her job. She is the Terminal Agency Coordinator for our center and sets the bar high for State and Federal compliance.

Kim, your impact on our Agency is invaluable!

# CELEBRATING 20 YEARS OF SERVICE!

**Mike Poirier** 

PLEASE JOIN US IN RECOGNIZING COMMUNICATIONS
OFFICER MIKE POIRIER ON 20 YEARS OF SERVICE TO
THE CCRCC. MIKE IS KNOWN FOR HAVING AN
INFAMOUS AND UNMISTAKABLE VOICE AS A
DEDICATED AND PASSIONATE DISPATCHER - MOST
FAVORABLY FOR FIRE & RESCUE. HE IS ALSO
TREMENDOUSLY VALUED AS THE LEADER OF OUR
PUBLIC EDUCATION TEAM WHICH HAS REACHED FAR
AND WIDE OVER THE LAST SEVERAL YEARS. MIKE
LOOKS FORWARD TO A 2026 RETIREMENT AFTER A
LIFETIME OF SERVICE.
THANK YOU MIKE FOR ALL OF YOUR COMMITMENT TO

THANK YOU MIKE FOR ALL OF YOUR COMMITMENT TO

THE CCRCC THUS FAR!



The CCRCC proudly celebrated the retirement of Communications Officer Christine Shepherd (center). Christine dedicated two decades of service to the Cumberland County Regional Communications Center as a Public Safety Emergency Dispatcher.

Before joining the CCRCC, Christine served as a dispatcher for the University of Southern Maine Police Department (2003–2004) and the Town of Gorham Communications (2004–2005), prior to regional consolidation.

Christine's impact has been felt not only throughout the communities we serve and the agencies we partner with, but also within the walls of our own center. She was known for her thoughtfulness—always recognizing holidays, birthdays, and milestones, and generously providing gifts for the children of our employees.

Over the course of her career, Christine was honored as Employee of the Quarter, received numerous unit citations and commendations, and in 2023 was awarded the prestigious Maine EMS Phoenix Lifesaving Award. Christine's compassion was second to none; she always made her caller's feel heard and cared for as she provided comfort during stressful situations.

Her dedication, compassion, and professionalism have left a lasting legacy at the CCRCC.





**Domestic Terrorism & Mass Violence Conference.** 

Presentations included incident overview of:

Tree Of Life Synagogue Active Shooter - Pittsburgh, PA

Lewiston Maine Mass Shootings and Manhunt - Presented by MSP

Presentations were made by members of the FBI and MIAC on foreign and domestic terrorism indicators and warning signs.



#### **Group Crisis Intervention**

#### Course Description:

Designed to present the core elements of a comprehensive, systematic, and multi-component crisis intervention curriculum, the Group Crisis Intervention course will prepare participants to understand a wide range of crisis intervention services. Fundamentals of Critical Incident Stress Management (CISM) will be outlined, and participants will leave with the knowledge and tools to provide several group crisis interventions, specifically RITS (Rest Information and Transition) CMB's (Crisis Management Briefings), Defusing's, and the Critical Incident Stress Debriefing (CISD). The need for appropriate follow-up services, health and wellness and referrals, when necessary, will also be discussed.

This course is designed for anyone in the fields of Business & Industry Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

#### **Program Highlights**

- Relevant research findings
- Incident assessment
- · Strategic intervention planning
- "Resistance, resilience,
- recovery
- · Relevant recommendations for practice" continuum
- · Small group crisis interventions

- · Large group crisis interventions
- · Adverse outcome associated with crisis intervention
- · Reducing risks
- · Critical Incident Stress Defusing's & Debriefing (CISD)
- · Managing Health and Wellness within Departments.

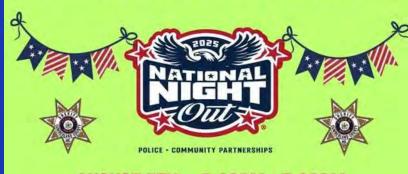
Dr. Laurie Cyr-Martel D.BH., LCPC In coordination with International Critical Incident Stress Foundation (ICISF) & Presents

### **Group Crisis Intervention Training**

Critical Incident Stress Management (CISM) Hosted by: Maine NENA CISM Team







## AUGUST 5TH ★ 5:00PM - 7:00PM @ ST.JOSEPH'S COLLEGE

278 WHITES BRIDGE ROAD, STANDISH

GIVEAWAYS, BOUNCE HOUSE, DUNK TANK, FOOD, GAMES, K9 DEMO, HELICOPTER, FIRE TRUCKS, POLICE CARS AND MORE!



THANK YOU TO OUR SPONSORS!







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P U B D U



Our Team at the CCRCC want to thank the Kyle Plush Foundation for taking the time to host a personal training for our staff and for the MANY gifts they sent us in honor of their Foundation's Mission.

"Kyle Plush, a vibrant 16-year-old high school sophomore, died from asphyxiation while trapped in his family van on April 10, 2018. Kyle did all he could during that time to save his life. His arms were pinned when the rear seat in his van flipped. Twice he called Cincinnati's communications center 9-1-1 through voice-activated SIRI on his iPhone. SIRI was the only way Kyle could make a call since he could not reach his cell phone in his pants pocket. During these two 9-1-1 calls, he gave his name, location in the Seven Hills School parking lot, the model and color of the van he was in, and urgent pleas for help because he knew he was dying.

Unfortunately, those desperate calls did not prevent Kyle's death.

The 9-1-1 dispatchers and police did not locate him, and his father found him hours after he died—nearly 6 hours after Kyle's first 9-1-1 call."

The Kyle Plush Foundation makes it their life's mission to improve the 9-1-1 system and location technologies. They also spend much of their time telling their story to 9-1-1 professionals and honoring those who go above and beyond their call of duty on each emergency they handle.

Several of our staff members have been honored to meet and speak with the gracious Parents of Kyle Plush and have been deeply moved by their mission.





## Meet one of the Community Resource Liaisons that we work closely with



"Hello! My name is Haylen Meader and I am the Tri-Town Community Resource
- Police Liaison for Falmouth, Cumberland, and Yarmouth. As the Community
Resource Liaison, my job is to bridge the gap between mental health and law
enforcement and educate the community on the available resources. This
position is crucial within a police department as my job is to respond to calls
with the officers, conduct follow-ups and provide service and compassion to
those who are in need. As the need for mental health and other resources are
on the rise, I can provide information to the officers and divert individuals to
treatment and support services. Building trust within the community is
important to me as this strengthens the relationship between law enforcement
and the community."

#### **Resources:**

Crisis line: 988

**NAMI Maine Helpline: 1-800-464-5767** 

Maine Crisis: 1-888-568-1112

Or go to your local emergency room or call 911

You can reach Haylen for non-emergency questions or a Cumberland Police Officer by calling Cumberland County RCC Dispatch at 207-893-2810 ext. 252



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_ TRAINING TO BE BETTER	Critical Incident Stress Management
ADCO Contified Training Officer (Hosted on site)	Burn Bright! Not out
APCO Certified Training Officer (Hosted on site)	BLS CPR Instructor
EMD Refresher	APCO - Fundamentals of Tactical Dispatch
Effective Feedback Skills for Trainers	
Domestic Terrorism and Mass Violence Conference hosted by	Supervisor Liability for Telecommunication Dispatchers
MIAC	LifeFlight Ground Safety and User Course
OUI Traffic Stops demo with Lt Andrew Feeney (Hosted on site)	Every Second Counts; Enhancing NCIC entry for Missing Children
Maine NENA Conference	EFD Refresher
APCO - Fire Service Communications	Lead with purpose - Coaching and Mentoring tools for Trainers
2025 Cumberland County Leadership Academy	Advanced Assisting Individuals in Crisis
APCO - Law Enforcement Communications (Hosted on site)	Behavioral Threat assessment and management
Dirigo Safety - Grant Research and Writing 101	NAMI - De-escalation Training
Kyle Plush - Answer the Call (Hosted on site)	Strangulation, Traumatic Brain Injury and the Justice System
Crisis Communication / Negotiation for Emergency Dispatchers	Leading with Social and Emotional Intelligence
NAMI - Adult Mental Health first-aid Struggle Well	
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# **Fall at the CCRCC**





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# In the NEWS





The following slides are a few of our recent and more impactful calls.







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PUBLIC SAFETY

# Otisfield man arrested after police chase through Bridgton

A 45-year-old man from Otisfield was arrested after police said he led them on a chase on Sunday.



Author: NEWS CENTER Maine Staff
Published: 6:52 PM EDT May 11, 2025



Police said he drove erratically on South High Street, Sandy Creek, and Portland Road before getting stuck in soft gravel near a business. A sheriff's K9 helped take him into custody.

The subject faces multiple charges, that include the following:

- Eluding an officer
- Failing to stop for a law enforcement officer
- Driving to endanger
- Aggravated criminal mischief
- Violation of conditions of release
- Criminal mischief
- Reckless conduct with a dangerous weapon
- Refusing to submit to arrest or detention
- Criminal intent
- Operating under the influence

# Strong storms rip roofs off buildings in southern Maine, including in Falmouth and Gorham



A roof being ripped off a building in Gorham



## Saco man leads police on multi-town pursuit in southern Maine, officials say



Police say a white Hyundai Sonata led officers on a pursuit along Route 25 from Cornish, Maine, to Corham. Maine, on June 12, 2025. The pursuit ended when a Maine State Police trooper executed a PIT maneuver that caused the car to crash. SOURCE. James Puemape



Updated: 3:18 PM EDT Jun 12, 2025 Editorial Standards



**GORHAM, Maine** — A Saco man has been arrested following a pursuit through multiple towns in York and Cumberland counties, according to the Maine State Police.

Gabriel Nodarse, 28, was charged with eluding and reckless conduct in connection with Thursday



According to authorities, the subject continued driving east on Route 25 into Gorham, where a state trooper conducted a precision immobilization technique (PIT) maneuver that brought the pursuit to an end. A PIT maneuver is a technique used by law enforcement personnel to force a fleeing vehicle to abruptly turn 180 degrees, causing the vehicle to stall and stop.

In the afternoon of August 15 th, 2025, there were reports of a shooting at the intersection of Landing Road and Rt 302 in N. Windham.

There was one patient in the road and the suspect fled the scene in a sedan.





### **Emergency Alert**

1

FROM WINDHAM POLICE Gunman at large in North Windham. Shelter indoors, lock doors. Report suspicious behavior to 911. Last seen Windham/Raymond line. Stay inside. Tune to local news or Windham PD for updates

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# Person burned, injured by Naples boat explosion at Sebago Lake dock

First responders found one person suffering from burns and other injuries. That person was transported to an area hospital.

The burning boat then got stuck on another boat, causing the second vessel and two nearby docks to catch fire



## Press Release 08-27-25

Incident Date: 8-27-2025

**Incident Time: 11:36 am** 

Incident Location: Sokokis Road, Sebago, Maine

Release Date: 8-27-2025 Release Time: 4:30 pm

**Apparent Drowning Sebago Lake** 

The Cumberland County Sheriff's Office received a report of a 41-year-old female from the State of New Hampshire who had been located unconscious, in the waters of Sebago Lake in the Town of Sebago.

The Cumberland County Sheriff's Office, Sebago EMS and the Maine Warden Service responded to the incident.

The woman was removed from the water and all possible life saving measures were taken by first responders however the female was pronounced deceased at the scene.

The Office of the Chief Medical Examiner and Cumberland County Sheriff's Office Criminal Investigation

Division are investigating this incident as a suspected drowning.

At this time, the Sheriff's Office will not be releasing the name of the deceased until the appropriate family notifications are made.

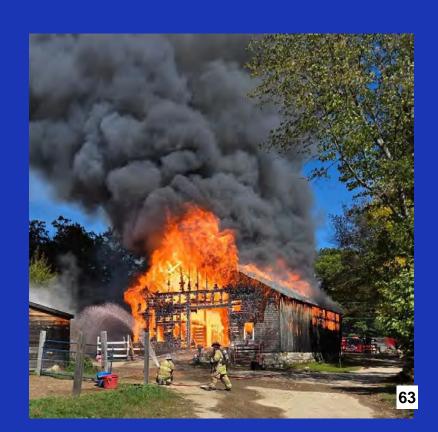
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## A Naples equestrian center lost a 225-year-old barn in a fire.

All the horses are reportedly safe and unharmed after a three-alarm fire destroyed a barn in Naples.



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On Tuesday, October 7, 2025, at approximately 8:59 pm, the Standish Fire Department responded to a reported structure fire at 2 Deerfield Drive in Standish. Upon arrival, crews observed heavy fire showing from three sides of the home.

Mutual aid was requested from the Windham, Gorham, and Raymond Fire Departments to assist with fire suppression efforts. Three occupants were home at the time of the fire. A generator located in the garage had been started shortly before the fire began.

Within minutes, the occupants reported smelling burnt plastic and hearing snapping noises before evacuating safely. The Standish Fire Department requested the assistance of the Maine State Fire Marshal's Office.

Investigators determined the fire originated in electrical wiring associated with the generator setup. The fire has been classified as accidental. The home is considered a total loss. One dog died in the fire. No other injuries were reported. The occupants are being assisted by the American Red Cross, family members, and neighbors.

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### Windham, Gorham, and Raymond Fire Departments



Windham Police Investigating Fatal Incident on Little Sebago Lake Windham, Maine

On Tuesday, September 9, 2025, at approximately 4:16 PM, the Windham Police Department, along with Windham Fire and Rescue, responded to a report of a male body found floating face down in Little Sebago Lake near Outlet Cove Road.

Maine man dies while refueling boat at Windham dock on Little Sebago Lake, officials say





# Driver hits, kills man in Naples driveway while trying to avoid another car

NAPLES, Maine (WGME) -- A Maine man is dead after a vehicle hit him while he was standing in his driveway in Naples

The Cumberland County Sheriff's Office says a 29-year-old West Baldwin man was driving when he swerved to avoid another vehicle.

That caused his Jeep Grand Cherokee to go off the road and hit a Ford van that was parked in a driveway.







# 18-year-old arrested for hoax call about active shooter at Standish Hannaford, officials say

An 18-year-old from South Portland was arrested Friday after deputies say he placed a false 911 call reporting an active shooter inside the Hannaford grocery store in Standish.



### Crash in Gorham leaves 1 dead, 4 injured after vehicle plunges into pond





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PEOPLE WE'VE NEVER SEEN ADRESSES WE'VE NEVER BEEN THE IMPACT OF EVERY CALL



AND WE HELP THOSE WE WILL NEVER MEET

ARE ARE SERVICEDO

911 DISPATCHERS



Between the thin red line and the thin blue line lies the thinnest gold line.

This gold line represents those who rarely are seen but mostly heard.

The calm voices in the dark night; the golden glue that holds it all together.

Dispatchers.



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## **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

File #: 25-123 Agenda Date: 12/15/2025 Agenda #:

Sheriff's Office Commissions October 16th - December 10th 2025

[Review commissions from October 16th-December 10th 2025]

[see attached]



# **CUMBERLAND COUNTY SHERIFF'S OFFICE**

Kevin J. Joyce
 SHERIFF

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To:

**Cumberland County Commissioners** 

From:

Sheriff Kevin Joyce Kar

Date:

December 8, 2025

Subject:

Sheriff's Office Commissions October 16th, 2025- December 10th, 2025

Agency

Officer

**Cumberland PD** 

Kaitlyn Sawyer

Mindy Coe Amie Owen



### **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

File #: 25-124 Agenda Date: 12/15/2025

### **Agenda Item Request:**

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."

### **Background and Purpose of Request:**

Staff believe that the "purchase order" procedures established in the County "Purchasing Policy" are no longer an efficient or effective way of approving and administering County purchases. Therefore, staff is presenting a different approach to authorizing department expenditures that mirrors the competitive bidding requirements in State law. Because of the nature of this change, an entire repeal and replace of the existing purchasing policy is recommended.

Staff also recommend that the County "Credit Card" and "Surplus Material & Sale of County Property" policies be amended to be consistent with the updated purchasing procedures, if the Commissioners agree to amend the Purchasing Policy. For example, the proposed amendments move the section related to the acquisition of surplus property from the "Surplus Material Policy" (which focuses on disposal and sale of surplus property) to the "Purchasing Policy." All proposed policies have been reviewed to streamline purchasing requirements and confirm the purchasing requirements reflect the County's current needs and State law.

**Funding Amount and Source:** N/A

**Effective Date:** Immediately after approval.

#### **Attachments:**

- Draft repeal and replace of #5 "Purchasing Policy" (and redlined version for reference)
- Draft redlined amendments to #7 "Surplus Material & Sale of County Property"
- Draft redlined amendments to #14 "Credit Card Policy" (redline version for reference)



TO:	Board of County Commissioners
FROM:	James H. Gailey
DATE:	December 15, 2025
SUBJECT:	Purchasing Provisions in Administrative Regulations and Policies

### **Requested Action:**

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."

### **Background & Purpose of Request:**

Staff believe that the "purchase order" procedures established in the County "Purchasing Policy" are no longer an efficient or effective way of approving and administering County purchases. Therefore, staff is presenting a different approach to authorizing department expenditures that mirrors the competitive bidding requirements in State law. Because of the nature of this change, an entire repeal and replace of the existing purchasing policy is recommended.

Staff also recommend that the County "Credit Card" and "Surplus Material & Sale of County Property" policies be amended to be consistent with the updated purchasing procedures, if the Commissioners agree to amend the Purchasing Policy. For example, the proposed amendments move the section related to the acquisition of surplus property from the "Surplus Material Policy" (which focuses on disposal and sale of surplus property) to the "Purchasing Policy." All proposed policies have been reviewed to streamline purchasing requirements and confirm the purchasing requirements reflect the County's current needs and State law.

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**Effective Date:** Immediately after approval.

#### **Attachments:**

- Draft repeal and replace of #5 "Purchasing Policy" (and redlined version for reference)
- Draft redlined amendments to #7 "Surplus Material & Sale of County Property"
- Draft redlined amendments to #14 "Credit Card Policy" (redline version for reference)

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### **#5: Purchasing Policy**

#### I. PURPOSE

The purpose of this policy is to establish uniform purchasing procedures for Cumberland County departments. It is the policy of the County to make purchases of goods or services required for County operations in a manner that best secures the greatest possible economy consistent with the required grade or quality of the goods or services. All departments and employees shall adhere to the purchasing procedures and requirements in this Policy when acquiring goods or services with County funds, unless other purchasing procedures are required by state or federal law.

This Policy does not apply to travel and meal expenses (see Policy #4); employment contracts; when the County is acting as a pass through entity (i.e., restitution payments); or to purchases of goods or services funded or reimbursable by state or federal grants when the terms of the grant establish different procurement processes or requirements.

### **II. DEFINITIONS**

- A. **Competitive Bidding**: is the transmission of an invitation to bid to at least three (3) responsible vendors or service providers that must be replied to within a stated time.
- B. **Responsible Bidder:** is a bidder that has the ability to perform the service or provide the good as described in the invitation to bid competently. All vendors bidding on equipment or fixed assets within County departments shall be an authorized dealer in the proprietary equipment being bid at the time of submitting an informal or formal bid. The vendor shall submit at time of bid proof of holding a proprietary license/certificate/vendor ID or equivalent showing their ability to participate in the bid.
- C. **A purchase** is the acquisition of an item or service with County funds. When multiple items are acquired under a single invoice, the general rule is that each distinct item is a separate purchase, but the acquisition of multiple of the same item constitutes a single purchase. Intentionally splitting up purchases to stay under a certain threshold is not permitted. Departments are encouraged to purchase routine supplies and equipment in bulk in order to maximize discounts.

#### III. PURCHASING AUTHORITY

- A. **The Board of Commissioners** (Board) is responsible for the appropriation of County funds pursuant to the County budget process. The Board has sole authority to approve purchases and bind the County in contracts for goods or services that cost \$75,000 or more, leases and other contracts involving real estate, and multi-year contractual agreements for goods and services. The Board shall approve any purchase that is not included as a line item budget item in the County Annual Budget or if an award amount is not consistent with the line item budgeted amount approved by the Board of Commissioners.
- B. **The County Manager**, per the County Charter, is responsible for the County's management functions and shall act as purchasing agent for the County when authorized under this Policy. The County Manager, or his or her designee, has authority to approve the purchase and enter into contracts for goods and services that cost between \$10,000 and \$75,000, provided that funding for the expenditure is a line item budget item in the County Annual Budget and award of the bid would be consistent with the line item budgeted amount approved by the Board of Commissioners.

C. **Department Heads, Deputy Directors, or Captain level supervisors or above** may approve purchases for goods or services under \$10,000, provided that funding for the expenditure is a line item budget item in the County Annual Budget and award of the bid would be consistent with the line item budgeted amount approved by the Board of Commissioners.

### IV. COMPETITIVE BID PROCESS AND REQUIREMENTS

- **A. No Bidding Required.** Purchases for goods or services that cost less than \$2,500 can be made after reasonable efforts are taken to compare the price and quality of the desired good or service from available sources. No competitive bidding is required.
  - 1. The department making a purchase for goods or services under \$2,500 must submit an itemized invoice, receipts, and/or the credit card statements containing the expenditure to the Finance Department. The invoice must include a description of the good or service purchased, the amount of the purchase, the account to be charged, and the signature of the authorized official (the Department Head, Deputy Director, or Captain level supervisor or above).
- **B. Informal Bid Requirements.** The following informal bidding procedures apply to purchases for goods or services that are between \$2,500 and \$10,000, unless otherwise provided under this Policy or by law.
  - 1. The requesting department shall obtain a minimum of three quotes for a good or service by contacting vendors or service providers that regularly provide that good or service. Solicitation of quotes can be in writing (i.e., by mail or email) or oral (i.e., by phone or in person). The department shall establish a description of the good or service requested. This description shall be provided to all prospective vendors or service providers with the deadline to respond to the request. The purchase of goods may also be made by searching internet or other sale platforms for at least three vendors that that regularly offer the good or service to be obtained and comparing the price and quality of the good sought.
  - 2. An *Informal Bid Form* must be completed that includes the description of the good or service sought, the name, date, and manner in which the vendors or service providers were contacted, all responses from vendors or service providers, including if no response was obtained, and the successful bidder and bid amount. This same information must be recorded on the form if a search is conducted for goods on sale platforms.
  - 3. The *Informal Bid Form* must be approved by the Department Head, Deputy Director, or Captain level supervisor or above, and must be submitted to the Finance Department with receipts, invoices, and/or the credit card statement that contains the purchases.
- **C. Formal Bid Requirements.** Purchases for goods or services that are greater than \$10,000 are subject to the following formal written competitive bidding requirements, unless otherwise provided under this Policy or by law.
  - 1. The County Manager, or his or her designee, may initiate the formal competitive bid process upon request from a department or County Commissioners.
  - 2. **Invitation to Bid.** The department requesting to purchase a good or service shall prepare an invitation to bid, which must include:
    - i. The deadline for submissions (including date and time).
    - ii. Location bids must be received and manner of acceptable delivery.
    - iii. The official or employee to whom proposals should be addressed.

- iv. A Request for Purchase (RFP) with a detailed description of the goods or services to be purchased, including the qualitative nature of the property and minimum essential characteristics and standards to which the property, equipment, or service must conform. Specifications shall be stated clearly, accurately, and completely and shall avoid unnecessary restrictions that may unduly limit the number of Bidders.
- v. Any forms to be completed by the Bidders and instructions on the format or contents required for a bid.
- 3. **Notice.** After approval from the County Manager, or his or her designee, notice of the invitation to bid shall be:
  - i. Provided directly to at least three vendors or service providers that regularly provide the good or service sought; and
  - ii. Posted on the County website at least seven (7) days prior to the submission deadline, published if required by law, and/or distributed in any other manner deemed appropriate by the County Manager, or his or her designee.
- 4. **Opening Bids.** Bidders shall be required to submit sealed bids. Bids shall be opened in public at the date and time stated in the invitation to bid by the official or employee to whom the bids are addressed. Late bids may not be accepted and shall be returned to the Bidder unopened.
- 5. **Bid Decision.** The successful Bidder must be approved by the authorized official or board.
  - i. When approval by the Board of Commissioners is required (i.e., for purchases of \$75,000 or more), the department requesting to purchase the good or service shall be responsible for preparing a staff report, and present and explain the contents of the report to the Board for approval.
  - ii. When County Manager approval is required (i.e., for purchases between \$10,000 and \$75,000), the department requesting to purchase the good or service shall prepare a staff report and submit the report to the County Manager prior to approval.
  - iii. Prior to approval, the County Manager, or his or her designee, may negotiate and finalize a contract for the good or service with the apparent successful Bidder.
  - iv. Purchases shall be awarded to the lowest, responsible Bidder who has submitted a bid that corresponds to and addresses the criteria, specifications, and requirements in the invitation to bid. The County may also consider the integrity, public policy compliance, past performance record, and financial and technical resources of the bidders when choosing a successful Bidder. In the case of tie bids, the County may award contracts or purchases to local Bidders or to Bidders offering commodities produced or manufactured locally, if the price, quality, availability and other factors are equivalent to other Bidders.
  - v. The County has the right to reject any and all bids when in the best interest of the County. A decision to reject all bids or award the contract or purchase to a Bidder that is not the lowest Bidder must recorded in writing and include the reason for the decision.
- 6. After the successful Bidder is approved, a copy of the contract, invoices, receipts and/or credit card statements that contain the expenditure shall be submitted to the Finance Department.
- 7. Notice of the award to the successful Bidder shall be provided to all Bidders.

### V. CHECK REQUESTS

- A. An accounts payable check requests may be used for the following:
  - 1. Grant payments;
  - 2. Pass through payments (i.e., restitution); and
  - 3. Reimbursements, including regularly occurring reimbursements (i.e., cell phone, dues, subscriptions, etc.), but excluding travel reimbursements.
- B. A check request shall be submitted to the Finance Department on an approved *Check Request Form*, which states the date, dollar amount to be paid, the name and address of the payee, reason for the check request, and the account to be charged. The invoice, receipt, credit card statement that contains the expenditure, or other acceptable backup documentation shall be attached to the *Check Request Form*. A separate *Check Request Form* should be used for each invoice submitted.
- C. If checks are not received by the payee, the Finance Director shall be notified immediately by submission of a *Void Check Form* and payment should be cancelled. The Finance Director, or his or her designee, may issue a new check once it has been determined that the initial check has not cleared.

### VI. EXEMPT FROM COMPETITIVE BIDDING

- **A.** The following purchases of goods or services are exempt from the informal and formal competitive bidding requirements in this Policy.
  - 1. **Emergency purchases:** In the case of actual emergency, with the approval of the County Manager or his or her designee, a Department Head may directly acquire any good or service when immediate procurement is essential to protecting property, life, health, or safety. The department shall submit a written report describing the expenditure and the situation causing the emergency purchase along with the invoice, receipt, or credit card statement to the Finance Department. Any purchase exceeding \$75,000 shall be submitted to the County Commissioners for retroactive approval.
  - **2. Sole source:** When a required good or service can only be procured from one source (i.e., proprietary equipment, controls, software, etc.), the County Manager, or his or her designee, may authorize a department to directly negotiate the procurement of goods or services with a single vendor or service provider.
  - **3. Purchases through Cooperative Purchasing Agreements:** With the approval of the County Manager, or his or her designee, a department may make purchases of goods or services directly through national, state, or local cooperative or collaborative purchasing agreements when using such agreements is demonstrated to be the most beneficial and cost effective manner of procuring the good or service.
  - 4. **No Responsive or Responsible Bidders:** Where there has been competitive bidding, but no bids were received or all bids were rejected because no bidder was responsive to request for goods or services, the County Manager may authorize the requesting department to negotiate directly for the purchase. The

purchase shall be approved by the County Manager or, if in excess of seventy-five thousand dollars (\$75,000), by the County Commissioners.

### VII. ACQUISITION OF SURPLUS PROPERTY

Periodically, County employees or departments find materials or equipment that serve their needs through Local, State or Federal surplus equipment list. The ability to obtain equipment and materials in this manner at a highly discounted or no costs to the County is worthy, if deemed appropriate, and provides a cost savings. Staff shall recognize these materials or equipment are on surplus list for a reason, and staff should be aware and be ready to justify any costs associated with repairs, rehabilitation or rebuilding of acquired equipment. This justification shall be part of the initial review prior to acquisition.

- **A.** Department Heads, Deputy Directors, or Captain Level Supervisors or above may authorize acquisitions involving the expenditure (including costs associated with repairs, rehabilitation, or rebuilding?) of \$10,000 or less;
- **B.** The County Manager, or his or her designee, may authorize acquisitions involving expenditures between \$10,001 and \$50,000; and
- **C.** Acquisitions involving expenditures over \$50,001 shall be subject to recommendation by the County Manager and acceptance by the County Commissioners

### VIII. CONFLICT OF INTERESTS

No official, officer, or employee of the County may participate directly or indirectly in the selection, award, or administration of a purchase or contract for goods and services if he or she has a real or apparent conflict of interest. A conflict of interest includes when an official, officer, or employee, or a member of their immediate family, has a financial interest in, or will receive a tangible personal benefit from, the award of the contract or purchase.

County officials, officers, and employees are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties involved in the contract or purchase. Except items of nominal value, including promotional items, honorariums for participation in meetings, and meals, may be accepted.

### IX. DEPARTMENT PROCEDURES AND FORMS

Departments that choose to use their own payment request or requisition forms are free to continue to do so if they feel it best suits their needs. Because the size and functions of the individual departments vary widely within the county, there will never be "one-size-fits-all" solution for all departments. However, all approval procedures and forms must be consistent with the procedures and requirements in this Policy.

Any questions as to the applicability of the requirements or procedures in this Policy should be directed to the County Manager or Finance Director. If it is not clear how a purchase must be handled under this Policy (as it is understood that there will invariably be situations not clearly addressed by this Policy), the County Manager has discretion to require a purchasing process that is consistent with the goals and intent of this Policy and state law.

AMENDMENT EFFECTIVE: DECEMBER \_\_\_\_, 2025

### **#14: Credit Card Policy**

### I. PURPOSE

The purpose of this Policy is to establish the requirements for the proper use of County credit cards. Credit cards have become a necessary charge vehicle for more efficient purchasing, as well as the standard requirement for most travel accommodations. While the County recognizes that certain employees will need to use a County credit card for County operations, County credit cards must only be utilized in a prudent and professional financial manner.

#### **II. AUTHORITY TO ISSUE**

Only the County Manager and Finance Director are authorized to issue a County credit card to a County employee. The Finance Director is authorized to establish a credit card limit for each credit card issued.

#### III. ACCEPTANCE & RETURN

Employees issued a County credit card must comply with the terms of this Policy. Employees must agree in writing to the terms of the Policy (see Appendix\_) prior to accepting a County credit card.

Upon caseation of employment, an employee shall return the credit card to the Finance Director or County Manager and refrain from making any further purchases with the credit card. The Finance Director is responsible for requesting immediate deactivation of the card.

#### **IV. TERMS OF USE**

Employees issued a County credit card shall abide by the following:

- **A. Statements.** Employees shall submit all properly approved statements or expense reports to the Finance Department in a timely manner to avoid any late fees or penalties.
  - 1. Each statement or expense report must be accompanied by a receipt that itemizes the expenses charged to the credit card. The receipt must include the date of the charge, the description of the item purchased, the merchant's name, and the specific charge incurred. If an itemized receipt is not available, or does not include all of the required information, with approval from the Finance Director, an employee may submit alternative written documentation with this information.
  - 2. Expenses placed on a County credit card without proper documentation or approval shall be the responsibility of the employee.
- **B. Sales Tax.** County purchase are generally exempt from Maine sales tax. Employees are responsible for providing vendors or service providers with the County exemption certificate at the time of purchase.
- **C. Security.** Employees shall ensure that the card is secured in a manner that prevents unauthorized use. Employees issued a credit card are responsible for the security of the card and information contained on the card. If a card is lost, stolen, or otherwise compromised, it is the employee's responsibility to immediately notify the Finance Department.
- **D. Authorized Use.** Employees are responsible for discussing the scope and nature of permitted purchases that are put on a County credit card with their Director, Deputy Director, Captain level supervisor or above, or the County Manager prior to use. All

- purchases made with a County credit card must comply with all other applicable policies, including the County Purchasing Policy (Policy #5).
- **E. Travel Expenses.** Employees using a County credit card for travel expenses shall ensure that the credit card statement that includes any travel expenses is submitted to the Finance Department in accordance with the requirements in the Meal & Travel Allowance & Reimbursement Policy (Policy # 4).

### V. RESTRICTED USE

The use of a County credit card is subject to the following restrictions:

- A. No personal purchases or purchases unrelated to County business shall be charged to a County credit card.
- B. No alcoholic beverages shall be charged to a County credit card.
- C. No cash advances are permitted on a County credit card.
- D. No purchases may be placed on a County credit card that violate any other County Policy or state or federal law.

### VI. VIOLATIONS

Violations of this Policy may result in revocation of credit card privileges and/or disciplinary action, including termination of employment, and/or prosecution.

AMENDMENT EFFECTIVE: DECEMBER \_\_\_, 2025

### APPENDIX \_\_\_

# EMPLOYEE CREDIT CARD ACKNOWLEDGEMENT

, (employee name), acknowledge that I have received a credit card issued by Cumberland County. By signing below, I understand and agree to the following:
have been provided with, read, and agree to comply with the County Credit Card Policy (Policy #14 in the <i>Cumberland County Administrative Regulations</i> ). I understand that I am responsible for complying with all other applicable County policies when using the County credit card, including, but not limited to, the Purchasing Policy (Policy #5) and Meal and Travel Reimbursement Policy Policy #4). I understand that violation of the County Credit Card Policy may result in revocation of credit card privileges, disciplinary action, including termination, and/or prosecution.
agree that my usage of the credit card may be monitored and audited by Cumberland County. I have no expectation of privacy in regards to any transactions made using this credit card.
agree to promptly report any loss, theft, or unauthorized use of the credit card to the Finance Director and/or County Manager. I agree to fully cooperate in any investigation relating to the credit card's misuse, loss, or theft, and to assist in the recovery or security of the credit card if necessary. I understand that I am responsible for the full amount of any unauthorized charges, including any additional fees or penalties incurred, and agree to reimburse the County for these costs.
agree to return the credit card immediately upon cessation of employment or request from the County Manager.
Employee Signature: Date:

### **#7: Surplus Material & Sale of County Property**

#### I. PURPOSE

This Policy establishes procedures for the disposal of County surplus supplies and equipment (stock) and other County property. The County is committed to disposing of County property in a manner that best serves the public interest. This includes transferring property between departments to minimize purchases, transferring property to municipalities, and recouping public funds from the sale of wherever possible.

### II. SURPLUS SUPPLIES AND EQUIPMENT

All using departments shall submit to the Facilities Department, reports showing stocks of all supplies and equipment which are no longer used or which have become obsolete, worn out or are past their useful life.

- **A. Transfer to Other Departments**. The Facilities Director shall have the authority to transfer surplus supplies and equipment to other using departments.
- **B. Municipal Transfer**. The Facilities Department will periodically circulate a list of unwanted surplus supplies and equipment to municipalities in Cumberland County. The Facilities Department will invite inquiries and transfer surplus supplies and equipment to requesting municipalities at no cost on a first-come-first serve basis.
- **C. Sale.** The Facilities Department, after offering to municipalities, shall have the authority to sell all surplus supplies and equipment not taken by County departments or municipalities with the approval of the County Manager. Sale of surplus stock may be accomplished by a competitive bidding procedure, an open sale, or in any manner deemed appropriate by the County Manager. Supplies or equipment not sold within sixty (60) days of being offered may be deemed by the Facilities Director to have no value and be disposed of as provided below (see Subsection E).
- **D. Computer Hardware.** Computer hardware taken out of service may be offered for sale to County employees (other than the Facilities Director and Director of Information Technology) in a manner determined by the County Manager. The Director of Information Technology shall determine a reasonable market value of the items in an "as is, where is" condition, and shall try and sell the item(s) to the employee for at least that amount.

### E. Disposition of Unwanted/Unclaimed Surplus.

- 1. Supplies and equipment that remain after departmental posting, municipal posting, and posting for sale shall be classified as scrap.
- 2. Scrap material should be recycled or donated to charity if possible.
- 3. Scrap material that cannot be recycled or given to charity should be-disposed of in a safe environmental way.
- 4. Completely unwanted material can be thrown away.

#### III. EXCEPTIONS

**A. UNCLAIMED EVIDENCE**: Evidence must be disposed of by statute, which outlines notification requirements, advertisements, and proper handling procedures.

- **B. SURPLUS WEAPONS**: Weapons cannot be sold. Some weapons must be destroyed, but others can be used by the Sheriff's Department for trade with other law enforcement agencies. In Cumberland County, weapon disposal is the responsibility of the Sheriff.
- **C. SPECIALIZED LAW ENFORCEMENT EQUIPMENT**: Material unique to law enforcement should be managed and scrapped by the Sheriff's Department (i.e. radar, radios, light bars, sirens, loudspeakers, etc.). Whenever possible this equipment should be handled as outlined in this policy.
- **D. COMPUTER EQUIPMENT**: Computer equipment should be handled in consultation with the County's Information Technology Director. If the Information Technology Director recommends surplusing equipment, it is handled by the Facilities Department as outlined in this policy.
- **E. GRANT MATERIAL**: Equipment that is acquired through grants will be surplused in accordance with applicable guidelines.
- **F. SPECIAL CIRCUMSTANCES**: The County Commissioners and the County Manager retain complete discretion over all material owned or used by County Departments.

### IV. SALE OF COUNTY REAL PROPERTY.

The County Commissioners are responsible for the sale of all real property owned by the County, including any interests therein. Real property is all land and permanent structures located on real estate, and does not include surplus supplies and equipment. If the Commissioners decide to offer real property for sale, the Commissioners shall determine the method of sale/transfer. Methods may include, but are not limited to, sealed bid, sealed request for proposals, auction, brokerage sale or negotiated sale or trade.

AMENDMENT EFFECTIVE: DECEMBER , 2025

#### EFFECTIVE: March 11, 2019

### **#5: Purchasing Policy**

### I. PURPOSE

The purpose of this policy is to <u>establish uniform purchasing procedures for Cumberland County departments</u>. It is the policy promulgate the various purchasing procedures to be utilized by all County departments as well as Committees that are part of the budget appropriations.

It is the responsibility of the County\_to make purchases of goods or services required <u>for County operations</u> in a manner that best secures the greatest possible economy consistent with the required grade or quality of the goods or services. <u>All departments and employees shall adhere to the purchasing procedures and requirements in this Policy when acquiring goods or services with County funds, unless other purchasing procedures are required by state or federal law.</u>

This Policy does not apply to travel and meal expenses (see Policy #4); employment contracts; when the County is acting as a pass through entity (i.e., restitution payments); or to purchases of goods or services funded or reimbursable by state or federal grants when the terms of the grant establish different procurement processes or requirements.

- Except as otherwise provided by state statutes, the County shall make the purchase of goods and services as stated in this policy.

### **II. ROUTINE AND SMALLER PURCHASES**

#### **II. DEFINITIONS**

- A. **Competitive Bidding**: is the transmission of an invitation to bid to at least three (3) responsible vendors or service providers that must be replied to within a stated time.
- B. **Responsible Bidder:** is a bidder that has the ability to perform the service or provide the good as described in the invitation to bid competently. All vendors bidding on equipment or fixed assets within County departments shall be an authorized dealer in the proprietary equipment being bid at the time of submitting an informal or formal bid. The vendor shall submit at time of bid proof of holding a proprietary license/certificate/vendor ID or equivalent showing their ability to participate in the bid.
- C. A purchase is the acquisition of an item or service with County funds. When multiple items are acquired under a single invoice, the general rule is that each distinct item is a separate purchase, but the acquisition of multiple of the same item constitutes a single purchase. Intentionally splitting up purchases to stay under a certain threshold is not permitted. Departments are encouraged to purchase routine supplies and equipment in bulk in order to maximize discounts.
- A. Purchases that are routine and ongoing in nature do not require Purchase Orders. These are items that would ordinarily be purchased many times during the course of a year.

  Purchases made once per year, such as replacement vehicles, are not considered routine in nature. Examples of such purchases would include, but are not limited to:
  - 1. On-going utility charges including heating fuel purchases
  - 2. Electricity
  - 3. Telephone and Cell Phone bills
  - 4. Regular payments for previously approved contracted services
  - 5. Maintenance and repair contracts
  - 6. Copier bills

- 7. Postage
- 8. Travel and meeting reimbursements
- 9. Restitution payments
- 10. Equipment rental
- 11. Advertising
- 12. Dues and Subscription
- 13. Regularly occurring food purchases (CCJ)
- 14. Routine cleaning supplies
- 15. Emergency repairs and maintenance
- **A.** Purchases under \$100 do not require a Purchase Order. Only an approved and properly coded invoice is required for payment. Splitting up purchases to stay under this limit is not allowed. For example, placing four \$99 orders for four single new tires for a vehicle is considered an intentionally misleading act, and can warrant disciplinary action.
- **B.** Any questions as to whether or not a purchase order is required should be directed to the county Finance Director. It is understood that there will invariably be purchases where no clear-cut rules exist, and in these instances, the Finance Director will do their best to find a logical and simple solution.

<del>C.</del>

### III. PURCHASING AUTHORITY

- A. The Board of Commissioners (Board) is responsible for the appropriation of County funds pursuant to the County budget process. The Board has sole authority to approve purchases and bind the County in contracts for goods or services that cost \$75,000 or more, leases and other contracts involving real estate, and multi-year contractual agreements for goods and services. The Board shall approve any purchase that is not included as a line item budget item in the County Annual Budget or if an award amount is not consistent with the line item budgeted amount approved by the Board of Commissioners.
- B. The County Manager, per the County Charter, is responsible for the County's management functions and shall act as purchasing agent for the County when authorized under this Policy. The County Manager, or his or her designee, has authority to approve the purchase and enter into contracts for goods and services that cost between \$10,000 and \$75,000, provided that funding for the expenditure is a line item budget item in the County Annual Budget and award of the bid would be consistent with the line item budgeted amount approved by the Board of Commissioners.
- C. Department Directors, Deputy Directors, or Captain level supervisors or above may approve purchases for goods or services under \$10,000, provided that funding for the expenditure is a line item budget item in the County Annual Budget and award of the bid would be consistent with the line item budgeted amount approved by the Board of Commissioners.

### III. ANNUAL TIME AND MATERIALS BID

The County Manager and/or Finance Director shall have the authority to contract for professional, trades and other services or materials through a time and material bid, provided that all such contracts in excess of seventy-five thousand dollars (\$75,000) shall be approved by the County Commissioners.

### IV. PURCHASES REQUIRING A PURCHASE ORDER

- **A.** Purchases not excluded as outlined in item A.1. that exceed \$100 require an approved Purchase Order before a purchase can be made.
- **B.** Applicable purchases between \$100 and \$999 require the approval of the appropriate Department Head before a purchase can be made.

Applicable purchases between \$1000 and \$4999 require the approval of both the appropriate Department Head and the Finance Director before a purchase can be made.

### IV. COMPETITIVE BID PROCESS AND REQUIREMENTS

- A. No Bidding Required. Purchases for goods or services that cost less than \$2,500 can be made after reasonable efforts are taken to compare the price and quality of the desired good or service from available sources. No competitive bidding is required.
  - 1. The department making a purchase for goods or services under \$2,500 must submit an itemized invoice, receipts, and/or the credit card statements containing the expenditure to the Finance Department. The invoice must include a description of the good or service purchased, the amount of the purchase, the account to be charged, and the signature of the authorized official (the Department Head, Deputy Director, or Captain level supervisor or above).
- B. Informal Bid Requirements. The following informal bidding procedures apply to purchases for goods or services that are between \$2,500 and \$10,000, unless otherwise provided under this Policy or by law.
  - a. The requesting department shall obtain a minimum of three quotes for a good or service by contacting vendors or service providers that regularly provide that good or service. Solicitation of quotes can be in writing (i.e., by mail or email) or oral (i.e., by phone or in person). The department shall establish a description of the good or service requested. This description shall be provided to all prospective vendors or service providers with the deadline to respond to the request. The purchase of goods may also be made by searching internet or other sale platforms for at least three vendors that that regularly offer the good or service to be obtained and comparing the price and quality of the good sought.
  - b. An *Informal Bid Form* must be completed that includes the description of the good or service sought, the name, date, and manner in which the vendors or service providers were contacted, all responses from vendors or service providers, including if no response was obtained, and the successful bidder and bid amount. This same information must be recorded on the form if a search is conducted for goods on sale platforms.
  - c. The *Informal Bid Form* must be approved by the department Director, Deputy Director, or Captain level supervisor or above, and must be submitted to the Finance Department with receipts, invoices, and/or the credit card statement that contains the purchases.
- C. Formal Bid Requirements. Purchases for goods or services that are greater than \$10,000 are subject to the following formal written competitive bidding requirements, unless otherwise provided under this Policy or by law.
  - a. The County Manager, or his or her designee, may initiate the formal competitive bid process upon request from a department or County Commissioners.
  - b. **Invitation to Bid.** The department requesting to purchase a good or service shall prepare an invitation to bid, which must include:

- i. The deadline for submissions (including date and time).
- ii. Location bids must be received and manner of acceptable delivery.
- iii. The official or employee to whom proposals should be addressed.
- iv. A Request for Purchase (RFP) with a detailed description of the goods or services to be purchased, including the qualitative nature of the property and minimum essential characteristics and standards to which the property, equipment, or service must conform. Specifications shall be stated clearly, accurately, and completely and shall avoid unnecessary restrictions that may unduly limit the number of Bidders.
- v. Any forms to be completed by the Bidders and instructions on the format or contents required for a bid.
- c. **Notice.** After approval from the County Manager, or his or her designee, notice of the invitation to bid shall be:
  - i. Provided directly to at least three vendors or service providers that regularly provide the good or service sought; and
  - ii. Posted on the County website at least seven (7) days prior to the submission deadline, published if required by law, and/or distributed in any other manner deemed appropriate by the County Manager, or his or her designee.
- d. **Opening Bids.** Bidders shall be required to submit sealed bids. Bids shall be opened in public at the date and time stated in the invitation to bid by the official or employee to whom the bids are addressed. Late bids may not be accepted and shall be returned to the Bidder unopened.
- e. **Bid Decision.** The successful Bidder must be approved by the authorized official or board.
  - i. When approval by the Board of Commissioners is required (i.e., for purchases of \$75,000 or more), the department requesting to purchase the good or service shall be responsible for preparing a staff report, and present and explain the contents of the report to the Board for approval.
  - ii. When County Manager approval is required (i.e., for purchases between \$10,000 and \$75,000), the department requesting to purchase the good or service shall prepare a staff report and submit the report to the County Manager prior to approval.
  - iii. Prior to approval, the County Manager, or his or her designee, may negotiate and finalize a contract for the good or service with the apparent successful Bidder.
  - iv. Purchases shall be awarded to the lowest, responsible Bidder who has submitted a bid that corresponds to and addresses the criteria, specifications, and requirements in the invitation to bid. The County may also consider the integrity, public policy compliance, past performance record, and financial and technical resources of the bidders when choosing a successful Bidder. In the case of tie bids, the County may award contracts or purchases to local Bidders or to Bidders offering commodities produced or manufactured locally, if the price, quality, availability and other factors are equivalent to other Bidders.
  - v. The County has the right to reject any and all bids when in the best interest of the County. A decision to reject all bids or award the contract or purchase to a Bidder that is not the lowest Bidder must recorded in writing and include the reason for the decision.

- f. After the successful Bidder is approved, a copy of the contract, invoices, receipts and/or credit card statements that contain the expenditure shall be submitted to the Finance Department.
- g. Notice of the award to the successful Bidder shall be provided to all Bidders.

### V. CHECK REQUESTS

- A. An accounts payable check requests may be used for the following:
  - 1. Grant payments;
  - 2. Pass through payments (i.e., restitution); and
  - 3. Reimbursements, including regularly occurring reimbursements (i.e., cell phone, dues, subscriptions, etc.), but excluding travel reimbursements.
- B. A check request shall be submitted to the Finance Department on an approved *Check Request Form*, which states the date, dollar amount to be paid, the name and address of the payee, reason for the check request, and the account to be charged. The invoice, receipt, credit card statement that contains the expenditure, or other acceptable backup documentation shall be attached to the *Check Request Form*. A separate *Check Request Form* should be used for each invoice submitted.
- C. If checks are not received by the payee, the Finance Director shall be notified immediately by submission of a *Void Check Form* and payment should be cancelled. The Finance Director, or his or her designee, may issue a new check once it has been determined that the initial check has not cleared.

### V. USE OF REQUISITION AND PAYMENT REQUEST FORMS

Departments that choose to use their own payment request or requisition forms are free to continue to do so if they feel it best suits their needs. Because the size and functions of the individual departments vary widely within the county, there will never be "one-size-fits-all" solution for all departments. For example, the approval chain of a small department like HR does not need to be nearly as extensive as the jail. For that reason, departments are free add their own approval methods as they see fit as long as it does not interfere with the existing PO process.

### **VI. PURCHASES REQUIRING COUNTY MANAGER APPROVAL**

Any purchase that would ordinarily require a Purchase Order and Finance Director approval and has not been specifically budgeted requires the prior approval of the County Manager before a purchase can be made. Examples would include unbudgeted vehicle purchases, remodeling of a work area, or adding a large photocopier to an area that has no budget for such an item. Any questions as to whether or not County Manager approval is needed should be directed to either the County Manager and/or Finance Director.

### **₩**.VI. BIDS, AWARDS, AND CONTRACTS

- **A.** Purchases for goods or services which involve expenditures of less than \$15,000 can be made after price shopping has been conducted for the best all-around cost and quality for the product desired.
- **B.** Purchases for goods or services which involve expenditures of \$15,000 to \$75,000, wherever possible, be based on at least three (3) quotes, and shall be awarded to the most responsive and responsible bidder.

- **C.** The County may accept contract pricing for goods or services, however it is not obligated to purchase from the guaranteed rate vendor if a lower price is available.
- **D.** The procurement of goods or services which involves expenditures of more than \$75,000 must be done through a competitive advertised bid process and shall be awarded to the most responsive and responsible bidder.

### VIII.VII. COMPETITIVE BID PROCESS

- A.D. The County Manager shall ensure that the requesting department prepares the invitation to bid to include:
  - 1. specifications required;
  - 2. have notice informing the public;
  - 3. receive sealed bids:
  - 4. hold a public bid opening.
- B.E. The bid shall be awarded to the lowest most responsive and responsible bidder that meets the specifications and submits proper bond requirements if applicable. The Board of Commissioners shall make the final decision if supporting information justifies other than the low bid be awarded.

### **!X.VIII.** EXEMPTION FROM COMPETITIVE BIDDING

- A. The following purchases of goods or services are exempt from the informal and formal competitive bidding requirements in this Policy.
  - 1. Emergency purchases: In the case of actual emergency, with the approval of the County Manager or his or her designee, a Department Head may directly acquire any good or service when immediate procurement is essential to protecting property, life, health, or safety. The department shall submit a written report describing the expenditure and the situation causing the emergency purchase along with the invoice, receipt, or credit card statement to the Finance Department. Any purchase exceeding \$75,000 shall be submitted to the County Commissioners for retroactive approval.
  - 2. Sole source: When a required good or service can only be procured from one source (i.e., proprietary equipment, controls, software, etc.), the County Manager, or his or her designee, may authorize a department to directly negotiate the procurement of goods or services with a single vendor or service provider.
  - 3. Purchases through the State: With the approval of the County Manager, or his or her designee, a department may make purchases of goods or services directly through national, state, or local cooperative or collaborative purchasing agreements when using such agreements is demonstrated to be the most beneficial and cost effective manner of procuring the good or service.
  - 4. No Responsive or Responsible Bidders: Where there has been competitive bidding, but no bids were received or all bids were rejected because no bidder was responsive to request for goods or services, the County Manager may authorize the requesting department to negotiate directly for the purchase. The

purchase shall be approved by the County Manager or, if in excess of seventy-five thousand dollars (\$75,000), by the County Commissioners.

**B.** Departments must submit a signed waiver for with itemized receipts, invoices, and/or the credit card statement that contains the expenditure to the Finance Department.

The competitive bid process may be waived by the Board of Commissioners or the County Manager on the following circumstances:

### A. Exemption from bidding procedures--Emergency purchases.

- By head of departments. In case of actual emergency, and with the approval of the county
  manager or finance director, the head of any using department may purchase directly any
  supplies, general services or improvements whose immediate procurement is essential
  to prevent delays in the work of the using department which may vitally affect the life,
  health or convenience of citizens or employees.
- 2. Recorded explanation. The head of such using department shall send to the County Manager or finance director a requisition and a copy of the delivery record together with a full written report of the circumstances of the emergency. The report shall be filed with the county manager or finance director, and where the amount of the purchase exceeds seventy-five thousand dollars (\$75,000.00), to the commissioners.

# B. Exemption from competitive bidding--Cooperative purchasing; used equipment auctions.

- 1. Staff shall have the authority to join with other units of government in cooperative purchasing plans when the best interests of the county would be served thereby. The requirements of formal and informal bidding shall not apply to such cooperative arrangements.
- 2. Staff, upon the approval of the County Manager or Finance Director, shall have the ability to use a recent town or county competitive bid for the same product being purchased. The competitive bid used shall not be more than eight months old.
- 3. The County Manager and/or the Finance Director may authorize on an item by item basis, to purchase used equipment at public auction without using either formal or informal bidding procedures where the County Manager and/or Finance Director has determined it would be in the County's best financial interest.

### C. Exemption from competitive bidding--Sole source.

1. Occasions may arise when competition among vendors is not possible for a particular purchase (example: proprietary controls/software etc) and going out to bid could yield significant cost. The County Manager and the Finance Director may approve negotiated procurement of goods or services without requiring bids if it is determined from all information submitted by the department head to the county manager that steps were taken to verify that the necessary features provided by the proposed vendor are not available from other vendors; that the use of a specific product, manufacturer or vendor is required to maintain consistency of equipment; and that no similar standard goods would reasonably satisfy the county's requirements.

### D. Exemption from bidding - Negotiated Purchase

1. Where there has been competitive bidding either formal or informal but no bids were received or the County Manager or Finance Director has rejected all bids because the bid prices were unreasonable or none of the bids met specifications, the department

head or his/her designee may negotiate for purchases. A purchase by negotiation shall be approved by the County Manager or, if in excess of seventy-five thousand dollars (\$75,000), by the County Commissioners.

### IX. ACQUISITION OF SURPLUS PROPERTY

Periodically, County employees or departments find materials or equipment that serve their needs through Local, State or Federal surplus equipment list. The ability to obtain equipment and materials in this manner at a highly discounted or no costs to the County is worthy, if deemed appropriate, and provides a cost savings. Staff shall recognize these materials or equipment are on surplus list for a reason, and staff should be aware and be ready to justify any costs associated with repairs, rehabilitation or rebuilding of acquired equipment. This justification shall be part of the initial review prior to acquisition.

- **A.** Department Heads, Deputy Directors, or Captain Level Supervisors or above may authorize acquisitions involving the expenditure (including costs associated with repairs, rehabilitation, or rebuilding?) of \$10,000 or less;
- **B.** The County Manager, or his or her designee, may authorize acquisitions involving expenditures between \$10,001 and \$50,000; and
- **C.** Acquisitions involving expenditures over \$50,001 shall be subject to recommendation by the County Manager and acceptance by the County Commissioners

### X. CONFLICT OF INTERESTS

No official, officer, or employee of the County may participate directly or indirectly in the selection, award, or administration of a purchase or contract for goods and services if he or she has a real or apparent conflict of interest. A conflict of interest includes when an official, officer, or employee, or a member of their immediate family, has a financial interest in, or will receive a tangible personal benefit from, the award of the contract or purchase.

County officials, officers, and employees are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties involved in the contract or purchase. Except items of nominal value, including promotional items, honorariums for participation in meetings, and meals, may be accepted.

#### XI. DEPARTMENT PROCEDURES AND FORMS

Departments that choose to use their own payment request or requisition forms are free to continue to do so if they feel it best suits their needs. Because the size and functions of the individual departments vary widely within the county, there will never be "one-size-fits-all" solution for all departments. However, all approval procedures and forms must be consistent with the procedures and requirements in this Policy.

Any questions as to the applicability of the requirements or procedures in this Policy should be directed to the County Manager or Finance Director. If it is not clear how a purchase must be handled under this Policy (as it is understood that there will invariably be situations not clearly addressed by this Policy), the County Manager has discretion to require a purchasing process that is consistent with the goals and intent of this Policy and state law.

### X. PROPRIETY EQUIPMENT

All vendors bidding on equipment, services or fixed assets within county departments shall be an authorized dealer in the proprietary equipment being bid at the time of submitting an informal

or formal bid. The vendor shall submit at time of bid proof of holding a proprietary license/certificate/vendor ID or equivalent showing their ability to participate in the bid.

### XI. PAYMENT FOR GOODS OR SERVICES

- A. Payment requests for any routine or smaller purchases as defined in section
  - 1. Require approval from the Department, the account to be charged, and a valid invoice or payment request form.
- B. Payment requests for any purchases requiring a Purchase Order will require
  - 1. Purchase Order
  - 2. Approval from the Department and/or Finance Director (on P.O.)
  - 3. Account to be charged (on P.O.)
  - 4. Original Invoice
- C. Payment requests for any purchases requiring the competitive bid process will require:
  - 1. Requisition
  - 2. Request for Ouotation Form
  - 3. Purchase Order
  - 4. Approval from the Department and/or Finance Director (on P.O.)
  - 5. Account to be charged (on P.O.)
  - 6. Original Invoice

#### XII. STAFF REPORTS FOR THE COMMISSIONERS

- **A.** Commissioners are the only authority to bind the County in leases and long-term contractual agreements.
- **B.** Staff reports will be provided for all contracts, and leases for presentation, approval and explanation at defined Commissioner's meetings.
- C. Staff reports may be approved directly by the County Manager in these applications:
  - 1. Copier Leases and other small office leases for equipment
  - 2. Mileage Reimbursement Increases
  - 3. And general housekeeping operating agreements on a case by case basis

EFFECTIVE: DECEMEBER 2025 March 11, 2019

### **#14: Credit Card Policy**

### I. PURPOSE

The purpose of this policy is to <u>establish</u> <u>outline</u> the requirements for the proper use of County credit cards. <u>The use of credit cards has Credit cards have</u> become a necessary charge vehicle for more efficient purchasing, as well as the standard requirement for most travel accommodations. While the County recognizes <u>that certain employees will the</u> need <u>for to use a County credit card for County operations</u>s, <u>County credit cards they</u> must <u>only</u> be utilized in a prudent and professional financial manner. <u>The outline below clearly defines the expectations whenever the use of a credit card is warranted by a County employee.</u>

#### **II. AUTHORITY TO ISSUEZATION**

Only tThe County Manager, or County Commissioners, and Finance Director are the only entities that can authorized to issue a County credit card to a County employee. The Finance Director is authorized to establish a credit card limit for each credit card issued. the issuance of a new credit card to a County employee or department head.

### III. ACCEPTANCE & RETURN

Employees issued a County credit card must comply with the terms of this Policy. Employees must agree in writing to the terms of the Policy (see Appendix ) prior to accepting a County credit card.

<u>Upon caseation of employment, an employee shall return the credit card to the Finance Director or County Manager and refrain from making any further purchases with the credit card. The Finance Director is responsible for requesting immediate deactivation of the card.</u>

### **III. IV. RESTRICTED USE TERMS OF USE**

— The use of a County credit card is subject to the following restrictions: Employees issued a County credit card shall abide by the following:

- **A. Statements.** Employees shall submit all properly approved statements or expense reports to the Finance Department in a timely manner to avoid any late fees or penalties.
  - 1. Each statement or expense report must be accompanied by a receipt that itemizes the expenses charged to the credit card. The receipt must include the date of the charge, the description of the item purchased, the merchant's name, and the specific charge incurred. If an itemized receipt is not available, or does not include all of the required information, with approval from the Finance Director, an employee may submit alternative written documentation with this information.
  - 2. Expenses placed on a County credit card without proper documentation or approval shall be the responsibility of the employee.

- **B. Sales Tax.** County purchase are generally exempt from Maine sales tax. Employees are responsible for providing vendors or service providers with the County exemption certificate at the time of purchase.
- C. Security. Employees shall ensure that the card is secured in a manner that prevents unauthorized use. Employees issued a credit card are responsible for the security of the card and information contained on the card. If a card is lost, stolen, or otherwise compromised, it is the employee's responsibility to immediately notify the Finance Department.
- **D. Authorized Use.** Employees are responsible for discussing the scope and nature of permitted purchases that are put on a County credit card with their Director, Deputy Director, Captain level supervisor or above, or the County Manager prior to use. All purchases made with a County credit card must comply with all other applicable policies, including the County Purchasing Policy (Policy #5).
- E. Travel Expenses. Employees using a County credit card for travel expenses shall ensure that the credit card statement that includes any travel expenses is submitted to the Finance Department in accordance with the requirements in the Meal & Travel Allowance & Reimbursement Policy (Policy # 4).

### V. RESTRICTED USE

The use of a County credit card is subject to the following restrictions:

- A. No personal purchases or purchases unrelated to County business shall be charged to a County credit card.
- B. No alcoholic beverages shall be charged to a County credit card.

A. No personal or private expenditure shall be charged to a County account.

- C. No cash advances are permitted on a County credit card.
- D. No purchases may be placed on a County credit card that violate any other County Policy or state or federal law.

₽.	No regular operating expenses (i.e., monthly telephone charges, etc.) shall be charged to a credit card.
<del>C.</del>	Each expense charge must be accompanied by a receipt and a brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many by name were included on the bill.) In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
Đ.	Travel expenses (i.e., airfare, hotel room, conference registrations)

- E. Clear documentation and receipts shall be submitted and attached to each credit card statement prior to payment. One receipt should be attached reflecting each charge on the card. If no receipt is available, then a note with full explanation shall accompany the statement.
- F. No cash advances will be permitted on the County credit card.

G. All statements shall be submitted with required documentation in a timely manner to the Finance Department. No late fees or interest payments should be incurred as a result. Expenses without proper documentation shall be the responsibility of the cardholder (employee).

### **IV. VI. VIOLATIONS**

Violations of the County's credit card pthis Policy may shall result in revocation of credit card privileges and/or disciplinary action, including termination of employment, and/or prosecution.

EFFECTIVE: March 11, 2019 DECEMBER , 2025

### APPENDIX

# EMPLOYEE CREDIT CARD ACKNOWLEDGEMENT

I, (employee name), acknowledge that I have received a credit card issued
by Cumberland County. By signing below, I understand and agree to the following:
<del></del>
I have been provided with, read, and agree to comply with the County Credit Card Policy (Policy
#14 in the <i>Cumberland County Administrative Regulations</i> ). I understand that I am responsible for
complying with all other applicable County policies when using the County credit card, including,
but not limited to, the Purchasing Policy (Policy #5) and Meal and Travel Reimbursement Policy
(Policy #4). I understand that violation of the County Credit Card Policy may result in revocation of
credit card privileges, disciplinary action, including termination, and/or prosecution.
I agree that my usage of the credit card may be monitored and audited by Cumberland County. I
have no expectation of privacy in regards to any transactions made using this credit card.
I agree to promptly report any loss, theft, or unauthorized use of the credit card to the Finance
<u>Director and/or County Manager. I agree to fully cooperate in any investigation relating to the</u>
credit card's misuse, loss, or theft, and to assist in the recovery or security of the credit card if
necessary. I understand that I am responsible for the full amount of any unauthorized charges,
including any additional fees or penalties incurred, and agree to reimburse the County for these
<u>costs.</u>
I agree to return the credit card immediately upon cessation of employment or request from the
County Manager.
Employee Signature: Date:

### **#7: Surplus Material & Sale of County Property**

### I. PURPOSE

This Policy establishes procedures for the disposal of County surplus supplies and equipment (stock) and other County property. The County is committed to disposing of County property in a manner that best serves the public interest. This includes transferring property between departments to minimize purchases, transferring property to municipalities, and recouping public funds from the sale of wherever possible.

### **I.-II. SURPLUS MATERIAL SUPPLIES AND EQUIPMENT**

All using departments shall submit to the Facilities Department, reports showing stocks of all supplies and equipment which are no longer used or which have become obsolete, worn out or scrappedare past their useful life.

- **A.** Transfer to Other Departments. The Facilities Director shall have the authority to transfer surplus stock supplies and equipment to other using departments.
- **B. Municipal Transfer**. The Facilities Department will periodically circulate a list of unwanted surplus <u>supplies and equipment material</u> to municipalities in Cumberland County. The Facilities Department will invite inquiries <u>for a 45-day periodand transfer surplus supplies and equipment to requesting municipalities at no cost on a first-come-first serve basis.</u>
- **C. Sale.** The Facilities Department, after offering to municipalities, shall have the authority to sell all <u>surplus</u> supplies and equipment, not taken by <u>Ceounty departments or municipalities with the approval of the County Manager</u>. Sale of surplus <u>stock property shallmay</u> be accomplished by a competitive bidding procedure, an open sale, or <u>auctionin any manner deemed appropriate by the County Manager</u>. The Facilities Director, with the approval of the County Manager, shall determine the type of sale. Supplies or equipment not sold within sixty (60) days of being offered may be deemed by the Facilities Director to have no value and be disposed of <u>in an appropriate environmental manneras provided below</u> (see Subsection E).
  - Competitive bidding. In cases where the value of an item warrants a competitive bidding
    process, sales under the competitive bidding procedure shall be made to the highest
    bidder. The Facilities Director shall have the authority to award bids, provided the
    Commissioners shall approve all awards of bid of ten thousand dollars (\$5,000.00) or
    more.
  - 2. Open sales may be electronic, and the Facilities Director may create a continuous electronic auction to which new supplies and equipment are added as deemed appropriate. The use of on-line auction sites or sites similar to Graigslist/Maine shall be an acceptable use of sale for those items not requiring a formal competitive bid.
  - 3. Auction. The Facility Department may periodically participate in a local/regional auction of surplus supplies and equipment. The date and location of such auctions shall be published in a newspaper of general circulation and shall be publicized in any other manner, which will be likely to inform the public of the pending event.
- **D. Computer Hardware & Air Conditioners**. Computer hardware and/or Air Conditioners taken out of service may be offered for sale to County employees (other than the Facilities Director and Director of Information Technology) in a manner determined by the County

Manager. The Facilities Director and the Director of Information Technology shall determine a reasonable market value of the items in an "as is, where is" condition, and the Facilities Director shall try and sell the item[s] to the employee for at least that amount.

### E. Disposition of Unwanted/Unclaimed Surplus.

- 1. <u>Material Supplies and equipment</u> that remains after departmental posting, municipal posting, and <u>posting for sale auction and/or public bid</u> shall be classified as scrap.
- 2. Scrap material should be recycled, sold, or donated to charity if possible.
- 3. <u>Scrap mMaterial</u> that cannot be recycled, sold, or given to charity should be-disposed of in a safe environmental way.
- 4. Completely unwanted material can be thrown away.

#### H-III. EXCEPTIONS

- **A. UNCLAIMED EVIDENCE**: Evidence must be disposed of by statute, which outlines notification requirements, advertisements, and proper handling procedures.
- **B. SURPLUS WEAPONS**: Weapons cannot be sold. Some weapons must be destroyed, but others can be used by the Sheriff's Department for trade with other law enforcement agencies. In Cumberland County, weapon disposal is the responsibility of the Sheriff.
- **C. SPECIALIZED POLICE**—**LAW ENFORCEMENT EQUIPMENT**: Material unique to law enforcement should be managed and scrapped by the Sheriff's Department (i.e. radar, radios, light bars, sirens, loudspeakers, etc.). Whenever possible this equipment should be handled as outlined in this policy.
- **D. COMPUTER EQUIPMENT**: Computer equipment should be handled in consultation with the County's Information Technology Director. If the Information Technology Director recommends surplusing equipment, it is handled by the Facilities Department as outlined in this policy.
- **E. GRANT MATERIAL**: Equipment that is acquired through grants will be surplused in accordance with applicable guidelines.
- **F. SPECIAL CIRCUMSTANCES**: The County Commissioners and the County Manager retain complete discretion over all material owned or used by County Departments.

### **III. CONCLUSION**

Surplus material represents an expenditure of public resources, so the County is committed to recouping public funds from surplus material wherever possible. County interests are best served by reusing, auctioning, selling, recycling or donating material that is surplus, but serviceable. It should be understood that some items are past their useful life and the efforts of staff might outweigh the value of the item. Discretion needs to be applied.

### IV. SALE OF COUNTY REAL PROPERTY.

General policy. The <u>County Commissioners are responsible for the</u> sale of all real property owned by the County, including any interests therein, <u>shall be governed by this section</u>. <u>Real property is all land and permanent structures located on real estate, and does not include surplus supplies and equipment. As a general rule, the County shall charge fair market value for the conveyance</u>

of any interest in real property, except as specifically provided below, and convey its interest by quit claim deed.

Any proposed sale of "county-owned" property shall first be referred to the Commissioners for its recommendation as to the disposition thereof.

The Commissioners shall decide whether to sell such property. If the Commissioners decides to offer real the property for sale, the Commissioners shall determine the method of sale/transfer. Methods may include, but are not limited to, sealed bid, sealed request for proposals, auction, brokerage sale or negotiated sale or trade.

- **A.** In evaluating the proposals to purchase such property, depending on the method of sale, the Commissioners may consider factors such as price, annual property tax generation, proposed land use, economic benefit, job creation, environmental benefit or detriment, historical or architectural significance of any existing improvements on the property, or community need when awarding the sale.
- **B.** The Commissioners may set reasonable conditions on the future use of the property through deed restrictions to ensure that the property will be used in the best interests of the County.

### V. ACQUISITION OF SURPLUS PROPERTY

County operations relies on a number of pieces of equipment to accomplish county operations and functions. Acquisition of new equipment falls under the County's annual bonding / non-debt Capital planning budget. Periodically, departments find a piece of equipment that serves their needs through Local, State or Federal surplus equipment list. The ability to obtain equipment from these lists is worthy, if deemed appropriate and provides a cost savings. Staff shall recognize these pieces of equipment are on surplus list for a reason, and staff should be aware and be ready to justify any costs associated with repairs, rehabilitation or rebuilding of acquired equipment. This justification shall be part of the initial review prior to acquisition.

Acquisition of surplus equipment shall abide by the following guidelines:

- 1. An estimated value of \$10,000 or less, Department Head authorization
- 2. An estimated value between \$10,001 and \$50,000 County Manager authorization; and
- 3. Any estimated value over \$50,001 shall seek recommendation by the County Manager and acceptance by the County Commissioners

AMENDMENT EFFECTIVE: DECEMBER , 2025



# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

**File #**: 25-125 **Agenda Date**: 12/15/2025 **Agenda #**:

### **Agenda Item Request:**

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.

### **Background and Purpose of Request:**

**Requestor:** Amy Jennings, Human Resources Director County staff to review substantive changes to Cumberland County's Lactation Policy and Article IX, Section 9.4 Earned Paid Leave of the Non-Union Personnel Policy.

### **Effective Date if Applicable:**

12/15/2025



TO:	Cumberland County Commissioners
FROM:	Amy Jennings, Human Resources Director
DATE:	December 8, 2025

### **Requested Action:**

Adoption of changes to the Non-Union Personnel Policy and Policy update.

SUBJECT: Recommendation for Updates to Non-Union Personnel Policy

### **Background & Purpose of Request:**

County staff to review substantive changes to Cumberland County's Lactation Policy and Article IX, Section 9.4 Earned Paid Leave of the Non-Union Personnel Policy.

Attachments: (Please list out any Attachments you're including):

Agenda Item Numl	ber:	Date on Agenda:	
Result			
Mover:	Seconder:		
Vote Tally:			
Vote Result:			
Roll Call Vote if Me	eeting Remotely:		
		Chair of Roard Date	

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### **December 15, 2025 Commissioners Meeting**

### Update of Non-Union Personnel Policy Appendix D - LACTATION BREAKS POLICY

In recognition of the well documented health advantages of breastfeeding for infants and mothers, and 26 M.R.S. §604 ("Nursing mothers in the workplace") and in accordance with Maine State Law and the PUMP for Nursing Mother Act/Fair Labor Standards Act (FLSA), the County seeks to provide a supportive environment to enable breastfeeding employees to express their milk during work hours (as defined below) for their nursing child for up to three (3) years following child birth. This policy applies to all current employees and shall be included in new employee orientation training. Human Resources will be responsible for overseeing the implementation of this policy and addressing any concerns or inquiries related to lactation accommodations. This policy shall be communicated to every incoming and current employee through employee handbook. Information about workplace lactation support (including this policy) shall also be provided to employees prior to their maternity leave. More information can be found in this Returning to Work Toolkit for employees.

Discrimination and harassment of employees who are expressing milk or breastfeeding/chestfeeding their child in any form is unacceptable and will not be tolerated. Any act that intentionally invades a lactating individual's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

#### **Organization Responsibilities**

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Milk Expression Breaks: Breastfeeding employees shall be allowed to express milk during work hours using their normal paid breaks and meal times. If this time is insufficient, the employee should discuss the situation with their supervisor and the supervisor may consider granting the employee flexible working arrangements. Additional unpaid breaks shall be provided each time the employee has the need to express breast milk. Employees may use earned paid time (vacation, personal, compensatory, sick) to cover the lactation breaks. There is no minimum or maximum limit on the number of breaks per day or the duration of the breaks.
- A Place to Express Milk: A clean room or other location (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and will have an electrical outlet. Human Resources will work with each nursing mother and their Department to determine a private and secure area where they may express milk. If employees prefer, they may also express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

### **Employee Responsibilities**

- Communication with Supervisors: Employees who wish to express milk during the work day shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the County.
- Maintenance of Lactation Rooms: Employees shall be responsible for keeping the general lactation break rooms they use clean for the next user.

This lactation-friendly workplace policy will be reviewed regularly to ensure its effectiveness and compliance with applicable state and federal laws.

### **December 15, 2025 Commissioners Meeting**

### Update of Non-Union Personnel Policy - Article XI, Section 9.4 - Earned Paid Leave

**Accrual of Earned Paid Leave**: Effective January 1, 2021, in accordance with the Maine Earned Leave Time Law, employees are entitled to earn a minimum 1 hour of paid leave for every 40 employment. Earned paid leave will be paid at the employee's regular rate of pay as established in the week immediately prior to taking Earned Paid Leave.

Use of Earned Paid Leave: Once employees have been employed for 120 calendar days, they may use accrued earned paid leave for any reason and can use in increments of 1 hour or more. Employees may earry over up to 40 hours from one defined year (based on the anniversary date of hire) to the next. Employees can use up to 40 hours in any defined year (based on the anniversary date of hire.) The first 40 hours of vacation, earned time, sick time, and personal time used each year will be designated as Earned Paid Leave. Any unused Earned Paid Leave (EPL) shall be carried over to the next year. The rollover of unused and accrued EPL from the prior year shall not reduce the amount of EPL a covered employee is eligible to earn in the current year.

**Notice Requirement:** Employees must provide at least 4 weeks' prior notice to their supervisor of their intent to use this earned paid leave, unless leave is for an emergency, illness, or other sudden necessity where advance notice may not be feasible. Notice must be given as soon as practicable.

**Leave Accrual upon Separation:** Unused accrued leave (up to 40 hours) will not be paid to the employee at time of separation. In the event that an employee returns to work for the County within 12 months of separation, the employee may access their prior accrued and unpaid EPL accrual balance, provided that 120 days have passed from the employee's first date of employment and the start of employment in any subsequent position.

General Guidelines as outlined on page 30 of the Non-Union Personnel Policy apply to Earned Paid Leave.



# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

File #: 25-126 Agenda Date: 12/15/2025 Agenda #:

### **Agenda Item Request:**

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

### **Background and Purpose of Request:**

Please refer to the attached position paper for the full explanation of the proposed amendment.

Funding Amount and Source: Annual Budget Allocation - G.O. Bond Principal & Interest



POSITION PAPER FOR AGENDA ITEM	ITFM	NDA	<b>AGFN</b>	FOR	APFR	P	ON	onsiti	F
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TO:	Board of County Commissioners
FROM:	James H. Gailey
DATE:	December 15, 2025
SUBJECT:	Amend 2024/2025 General Obligation Bond Schedule

### **Requested Action:**

Amend the 2024/2025 budget's General Obligation bonding schedule of projects.

### **Background & Purpose of Request:**

The 2024/2025 budget was adopted to include the County going out to market for a General Obligation Bond. The bond amount approved by the Commissioners was \$3,973,901.00. The funding was allocated for three projects that included the following:

Jail Roof	30-year lifespan	\$2,500,000.00
Parking Garage Improvements	20-year lifespan	\$ 673,901.00
Stateside Window Replacement	20-year lifespan	\$ 800,000.00
		\$3,973,901.00

The 3.9M is budgeted through an annual commitment in the budget for bond principal and interest. At the time of budgeting, staff based the principal and interest allocation on a 4.5-5% interest rate.

Through the design of the jail roof and stateside window replacement, it became evident that a phasing of these projects would need to happen due to increase in construction costs over the past couple of years. The funding allocated in the budget won't be enough to complete either job in its entirely. The parking garage improvements are a multi-phased project that will last a number of phases and has the flexibility for funding adjustment.

### **New Project – Courthouse Fire Alarm**

County staff have been monitoring the condition of the Courthouse fire alarm system over the last couple of years and has recently concluded that the system is deteriorating faster than anticipated, resulting in the County needing to address sooner than later. The estimated cost for these improvements is in the vicinity of \$650,000.00 (design and construction).

With the original projects not being funded to the level of completeness in 2026 dollars, I bring forth a recommendation that the bonded project schedule be amended as follows:

Jail Roof	25-year lifespan	\$ <del>2,500,000.00</del>	\$2,000,000.00
Parking Garage Improvements	20-year lifespan	\$ <del>673,901.00</del>	\$ 524,000.00*
Stateside Window Replacement	20-year lifespan	\$ 800,000.00	\$ 800,000.00
Courthouse Fire Alarm System	25-year lifespan		\$ 650,000.00
•	-		\$3,974,000.00

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\*Bond Advisor has recommended rounding this number slightly up. Additionally, the Bond Advisory has recommended dropping the jail roof from a 30-year bond to a 25-year bond. Interest rates are at 4%, below original estimations, allowing for the County to increase the bonding slightly while still being within the budgeted amounts for principal and interest.

The architectural/engineering design process for the roof and windows has allowed for a review of the conditions of each asset, finding that some areas of the roof and windows are higher priorities than others. Staff feel that the County is in a good position to handle the more immediate needs through the funding allocated proposed, as amended.

The County, through its budget process, typically works through a General Obligation Bond every two years. The phasing of the jail roof, stateside window replacement and parking garage improvements will be addressed in future bonds, assuring completeness of the projects.

**Funding Amount and Source:** 2024/2025 General Obligation Bond

**Effective Date:** Going out to bond sale in early 2026

**Attachments:** 2024/2025 Budget Schedule for General Obligation Bonds

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# COUNTY OF CUMBERLAND BONDED CIP PROJECTS

During Code	Distant Title	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS	29-30	#YRS
Project Code	Roof Replacement Jail	24-20	30	2.500.000			Say Her Say			******			
	Roof Replacement CCCH			2,000,000			30	2,500,000					
	Garage Repairs		20	673,901	100		20	440,366					
	27 Northport Window Replacement		350000				20	250,000					
	Window Replacement Stateside		20	800,000			20					<b>_</b>	
ental project	Total CIP Allocation		The Market	3,973,901				3,890,366					42/00
	Summary Totals	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS	29-30	#YRS

Two Year Total

### **Non-Debt CIP**

	Project Title	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS	29-30	#YRS
EMA	HazMat Equipment Replacement	-	Villago (MET) TE	-		-		-		-			
IT	Technology Upgrades	110,000		110,000	4.0425.5	110,000	Portice of	110,000		110,000		110,000	
it it	Patrol and CID Upgrades	20,000	100000	20,000		20,000		20,000		20,000		20,000	
LEC	Ballistic Vests	10,000		10,000		10,000		10,000		10,000		10,000	
LEC	Tactical Vests	7,600		7,600		7,600		7,600		7,600		7,600	
LEC	Taser Replacement	26,000	43,534,045,35										
LEC	Radio Replacement	10,000		10,000		10,000		10,000		10,000		10,000	تحدث
Jail	General Jail CIP	100,000		100,000		100,000		100,000		100,000		100,000	
CCCH	Elevator Replacement	35,000		35,000	•	35,000		35,000		35,000		35,000	
CCRC	Workstation Replacement	7,000		7,000		7,000		7,000	Walata.	7,000		7,000	
LEC	Weapon Replacement (9mm)	44,000	13.44A.15										
CCRC	Tower Batteries		70 3 3 3 3			18,000		18,000		18,000			
CCCH	Panic Stations		1000	-	7. 4. 4. 4. 6. E.	30,000	7 TY 18 TO						
IT	County Arial Flyover	7,000	Supplied to	-		7,000		7,000		7,000		7,000	
3.6.74	Non-Debt Total	376,600		299,600	11.49	354,600		324,600		324,600		306,600	



# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

**File #**: 25-127 **Agenda Date**: 12/15/2025 **Agenda #**:

### **Agenda Item Request:**

Approval of the 2026 Calendar Year Board of Commissioners Meeting Schedule

### **Background and Purpose of Request:**

Requestor: Katharine Cahoon, Executive Dept

Please see the attached schedule for approval. The Board currently meets every third Monday of each month and, per the County Charter and By-laws, meets on the first Monday in January.



# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

File #: 25-127 Agenda Date: 12/15/2025 Agenda #:

### **Agenda Item Request:**

Approval of the 2026 Calendar Year Board of Commissioners Meeting Schedule

### **Background and Purpose of Request:**

Requestor: Katharine Cahoon, Executive Dept

Please see the attached schedule for approval. The Board currently meets every third Monday of each month and, per the County Charter and By-laws, meets on the first Monday in January.

PROPOSED: 2026 County Commissioner Schedule
This schedule is subject to change, please email Katharine Cahoon at cahoon@cumberlandcounty.org with any questions.

Month	Meeting Type	Date of Meeting	Agenda Item Due	Meeting Location		
Jan 2026	Meeting	Mon Jan 5, 2026	Mon Dec 29, 2025	Northport		
February	Workshop	Mon Feb 2, 2026				
	Meeting	Tue Feb 17, 2026	Mon Feb 9, 2026	Northport		
March	Workshop	Mon Mar 2, 2026				
	Meeting	Mon Mar 16, 2026	Mon Mar 9, 2026	Northport		
Aρril	Workshop	Mon Apr 6, 2026				
	Meeting	Tue Apr 21, 2026	Mon Apr 13, 2026	Northport		
Мау	Workshop	Mon May 4, 2026				
	Meeting	Mon May 18, 2026	Mon May 11, 2026	Northport		
June	Workshop	Mon Jun 1, 2026				
	Meeting	Mon Jun 15, 2026	Mon Jun 8, 2026	Northport		
July	Workshop	Mon Jul 6, 2026				
	Meeting	Mon Jul 20, 2026	Mon Jul 13, 2026	Northport		
August	Workshop	Mon Aug 3, 2026				
	Meeting	Mon Aug 17, 2026	Mon Aug 10, 2026	Northport		
September	Workshop	Tue Sep 8, 2026				
	Meeting	Mon Sep 21, 2026	Mon Sep 14, 2026	Northport		
October	Workshop	Mon Oct 5, 2026				
	Meeting	Mon Oct 19, 2026	Tue Oct 13, 2026	Northport		
November	Workshop	Mon Nov 2, 2026				
	Meeting	Mon Nov 16, 2026	Mon Nov 9, 2026	Northport		
December	Workshop	Mon Dec 7, 2026				
	Meeting	Mon Dec 21, 2026	Mon Dec 14, 2026	Northport		
Jan 2027	Meeting	Mon Jan 4, 2027	Mon Dec 28, 2026	Northport		
Meeting location is subject to change, please check schedule to confirm if you're attending.						



### **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

File #: 25-128 Agenda Date: 12/15/2025 Agenda #:

### **Agenda Item Request:**

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.

### **Background and Purpose of Request:**

This year the Christmas holiday falls on a Thursday. County staff have been notified that the Judicial Court System has closed on Friday, December 26th, leaving the courthouse with no security. This would prevent the doors from staying unlocked. Additionally, though no notice yet, the Governor has historically closed State Government on days that fall between a holiday and the weekend. When one or both of these items happen, the County follows.

The majority of towns have mostly gone to a four-day workweek, closing Fridays on a weekly basis.

County staff have met to discuss the possibility of closing on December 26th. Staff don't see any barriers to closing.

Effective Date: December 26, 2025



TO:	Board of County Commissioners
FROM:	James H. Gailey
DATE:	December 15, 2025
SUBJECT:	Closing Offices December 26, 2025

### **Requested Action:**

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.

### **Background & Purpose of Request:**

This year the Christmas holiday falls on a Thursday. County staff have been notified that the Judicial Court System has closed on Friday, December 26<sup>th</sup>, leaving the courthouse with no security. This would prevent the doors from staying unlocked. Additionally, though no notice yet, the Governor has historically closed State Government on days that fall between a holiday and the weekend. When one or both of these items happen, the County follows.

The majority of towns have mostly gone to a four-day workweek, closing Fridays on a weekly basis.

County staff have met to discuss the possibility of closing on December 26<sup>th</sup>. Staff don't see any barriers to closing.

**Effective Date:** December 26, 2025

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# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

**File #**: 25-129 **Agenda Date**: 12/15/2025 **Agenda #**:

### Title:

Approval of the 2026 Board of Commissioners Committee Assignments

### **Background and Purpose of Request:**

Review and assign Commissioners to the respective Committees to represent the County for 2026.

**Staff Contact:** Katharine Cahoon, Executive Dept



# **Cumberland County**

27 Northport Dr Portland, ME 04103

### **Position Paper**

**File #**: 25-129 **Agenda Date**: 12/15/2025 **Agenda #**:

### Title:

Approval of the 2026 Board of Commissioners Committee Assignments

### **Background and Purpose of Request:**

Review and assign Commissioners to the respective Committees to represent the County for 2026.

**Staff Contact:** Katharine Cahoon, Executive Dept



# DRAFT 2026 Commissioner Committee Assignment

Committee Cross Insurance Arena Board of Trustees	2025 Assignment/ 2025 Alternate Proxy Commissioner Tyler	2026 Assignment/ 2026 Alternate Proxy
CCRCC Board of Directors	<b>Commissioner Gorden</b> / Commissioner Tyler	
Coastal County Workforce Board	<b>Commissioner Cloutier</b>	
Cooperative Extension Services Board of Trustees	Commissioner Smith	
Maine County Commissioners Association's Risk Pool	Commissioner Gorden/ County Manager Gailey	
Emergency Food & Shelter Program (EFSP) United Way	Commissioner Caterina/ Travis Kennedy	
<b>County Grant Oversight Committee</b>	<b>Commissioner Smith</b>	
<b>Cumberland County Public Health Council</b>	Commissioner Cloutier	
<b>Cumberland County Soil and Water</b> <b>Conservation District</b>	<b>Commissioner Smith</b>	
Greater Portland Council of Governments (GPCOG)	County Manager Gailey/ Deputy Manager Gersen	
Local Emergency Planning Committee (LEPC)	Commissioner Tyler	
Metro Regional Coalition	County Manager Gailey	
Municipal Oversight Committee – CDBG/HOME	Commissioner Caterina	
Maine County Commissioners Association (MCCA)	Commissioner Gorden / Commissioner Tyler	
Agenda Item:		

Agenda Heni.

Date on Agenda: 12/15/2025

Approved: