

Cumberland County

27 Northport Dr
Portland, ME 04103



Agenda - Final

Monday, May 18, 2026

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 4 - Chair Patricia Smith

District 2 - Vice Chair Tom Tyler

District 1 - Jean-Marie Caterina

District 3 - Stephen Gorden

District 5 - James Cloutier

Meeting will be streamed online: www.cumberlandcountyme.gov/live

CALL TO ORDER

ATTENDANCE

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 26-010](#) Approval of the minutes, March 16, 2026, Executive Session of the Board of Commissioners

Attachments: [Draft Executive Session Meeting Minutes March 16 2026](#)

[CD 26-011](#) Approval of the minutes, March 16, 2026, meeting of the Board of Commissioners

Attachments: [Draft Meeting Minutes March 16 2026](#)

[CD 26-015](#) Approval of the minutes, April 21, 2026, meeting of the Board of Commissioners

Attachments: [Draft Meeting Minutes April 21, 2026](#)
[Meeting Handout Project Home](#)

[CD 26-016](#) Approval of the minutes, May 7 2026, of the special meeting of the Board of Commissioners

Attachments: [Draft Meeting Minutes May 7, 2026](#)

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

[26-048](#) Sheriff's Office Commissions February 1, 2026 through April 30, 2026

Attachments: [Commissions February 1, 2026 through April 30, 2026](#)

- [26-049](#) Amend the Administrative Regulations #13 Hazard Communications Program
- Attachments:** [PP - Admin Regulation No. 13 Updates to Hazard Communication Program](#)
[Redline - 2026 Hazard Amended Admin Regulation No. 13](#)
[Redline - Appendix C2 Access to Occupational Health Records](#)
[Redline - Appendix C4 Pictograms and Hazard Communication Standard Labels](#)
- [26-050](#) Cumberland County EMA requests the Board of Commissioners authorize signature of the EMA Mutual Aid Agreement, pending it's signature by municipalities.
- Attachments:** [2026 - Position Paper - Intermunicipal EMA Agreement](#)
[County MA EMA Agreement \(3-18\)](#)
- [26-051](#) Reappointment of Peter Coyne to the Cumberland County Board of Assessment Review for a three year term from July 1, 2026 to June 30, 2029.
- Attachments:** [Position Paper](#)
- [26-052](#) Correct the reappointment term for Board of Assessment Review member David Silk from 7/01/2026 - 6/30/2029 to 7/01/2025 - 6/30/2028.
- Attachments:** [Position Paper](#)
- [26-053](#) Adopt the new Appendix G2 Suspension and Debarment Policy and Procedure, appendix to Administrative Regulations No.16 Accepting Grants and Other Funding Sources.
- Attachments:** [PP - Admin Regulation 16 Update New Appendix](#)
[Appendix G2 Suspension and Debarment Policy & Procedures](#)
- [26-054](#) Authorize the County Manager to sign the Dispatch Contract with the Town of Cumberland.
- Attachments:** [PP - Town of Cumberland Dispatch Contract](#)
[CUMBERLAND SIGNED DISPATCH CONTRACT](#)

NEW BUSINESS

[26-055](#) Approval of the FY27 Cross Insurance Arena Operational Budget and Trustee Budget.

Attachments: [Position Paper](#)
[FY27 CIA Ops Budget](#)
[FY27 CIA Trustee Budget](#)

[26-056](#) Authorize the County Manager to award a bid to Info Quick Solutions for the Registry of Deeds Records Management System.

Attachments: [PP - Registry of Deeds Records System](#)
[IQS Response to Cumberland County ME RFP](#)
[Registry Score Sheet](#)

COMMENTS FROM THE EXECUTIVE STAFF

COMMENTS FROM THE COUNTY MANAGER

COMMENTS FROM THE COUNTY COMMISSIONERS

Next Meeting: Monday, June 15, 2026

EXECUTIVE SESSION

[26-057](#) The County Commissioners will go into Executive Session in accordance with 1 M.R.S.A. Section 405 (6) (A) for the review of the County Manager's contract and 1 M.R.S.A. Section 405 (6) (C) for discussions of acquisition and disposal of real property.

ADJOURNMENT

Cumberland County

27 Northport Dr
Portland, ME 04103

Position Paper

File #: CD 26-010

Agenda Date: 5/18/2026

Agenda #:

Title:

Approval of the minutes, March 16, 2026, Executive Session of the Board of Commissioners

Background and Purpose of Request:

Review and approve the attached minutes.

Staff Contact: Katharine Cahoon, Executive Department



Cumberland County

Board of Commissioners

Meeting Minutes - Draft

27 Northport Dr
Portland, ME 04103

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

Monday, March 16, 2026

5:00 PM

Sebago Meeting Room
27 Northport Dr
Portland, ME 04103

Special Meeting for Executive Session

CALL TO ORDER

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

EXECUTIVE SESSION

[26-017](#) The County Commissioners will go into Executive Session per 1 M.R.S.A 405(6) (E) to discuss the U.S. Marshals Inmate Contract.

Time into of Executive Session: 5:00 p.m.

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, that the Executive Session be APPROVED. The motion carried by the following vote:

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

No: 0

Time Out of Executive Session: 6:03 p.m.

A motion was made by Commissioner Gorden, seconded by Vice Chair Tyler, that the Executive Session be CONCLUDED. The motion carried by the following vote:

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

No: 0

The Board will begin its regular meeting after it comes out of Executive Session.

Cumberland County

27 Northport Dr
Portland, ME 04103

Position Paper

File #: CD 26-011

Agenda Date: 5/18/2026

Agenda #:

Title:

Approval of the minutes, March 16, 2026, meeting of the Board of Commissioners

Background and Purpose of Request:

Review and approve the attached minutes.

Staff Contact: Katharine Cahoon, Executive Department



Cumberland County

Board of Commissioners

Meeting Minutes - Draft

27 Northport Dr
Portland, ME 04103

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

Monday, March 16, 2026

6:00 PM

**Sebago Meeting Room
27 Northport Dr
Portland, ME 04103**

In person with the option to view online: www.cumberlandcountyme.gov/live

Meeting will be streamed online: www.cumberlandcountyme.gov/live

CALL TO ORDER

The Board of Commissioners met for their regularly scheduled meeting at 27 Northport Drive, Portland, in the Sebago Lake Conference Room, the meeting was called to Order by Chair Patti Smith at 6:09 p.m.

ATTENDANCE

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

County Staff:

James Gailey, County Manager
Breana Gersen, Deputy County Manager
Katharine Cahoon, Admin and Special Projects
Theresa Grover, Director of Finance
Alyssa Johnson, Finance and Budget Manager

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 26-007](#) Approval of the minutes, February 17, 2026, meeting of the Board of Commissioners

Chair Smith requested that the time and action be corrected to show that public comment opened at 5:36 and closed at 6:35. Commissioner Gorden requested that the sentence, "If the contract is ended ICE inmates will lose access to Portland services," be struck. The Commissioners agreed to strike it from the minutes.

A motion was made by Commissioner Cloutier, seconded by Vice Chair Tyler, that this Minutes Report be APPROVED AS AMENDED. The motion carried by a unanimous vote.

INFORMATIONAL REPORT/PRESENTATIONS

[CD 26-008](#) Informational Report for Cumberland County Regional Communications Center, fourth quarter newsletter 2025.

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, that this Report be RECEIVED AND FILED. The motion carried by a unanimous vote.

[CD 26-009](#) Informational Presentation of FY25 Audited Financials as presented by RHR Smith & Company.

The informational presentation for the fiscal year 2025 audited financials was presented by RHR Smith and company. Commissioner Gorden asked about the jail audit and there was quite a controversy between the counties about why the State wanted a specific audit of jails. Could Ron explain what specific data they're trying to focus on?

Ron Smith stated that he was not sure, but they were focused on the presentation of the data. He explained that counties presented jail information in various forms and it was often blended. Since they provide jail funding, the Department of Corrections wanted to have jail information to compare between counties. They want to be able to compare populations, beds, federal limits, etc. For every county that operates the jail, they want a separate product for the jail that takes into consideration the inmate benefit accounts, any other trust funds, and any jail programs. That was a statute that was passed this past year and a piece of the corrections budget is planning to fund the jail audit. The Board should expect to see a reimbursement from the Department of Corrections.

Chair Smith asked when the reimbursement would arrive.

Ron Smith stated: I don't want to speak for the Department of Corrections.

Chair Smith asked if they are onsite multiple days?

Ron Smith explained that they're there multiple days. They used to be there more days, but the emphasis on auditing is now on planning and risk assessments. He stated that Teresa and her staff are very responsive and provide requested information, minimizing the amount of time that they're onsite.

Chair Smith thanked Ron Smith for his presentation and audit overview.

A motion was made by Commissioner Gorden, seconded by Commissioner Cloutier, that this Presentation be ACCEPTED. The motion carried by a unanimous vote.

COMMENTS FROM THE PUBLIC

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

At 6:32 p.m. Chair Smith opened the public comment period. Public comment was received regarding the impact of ICE on the community and the role of the Cumberland County jail: Shelby Leighton, South Portland; Jack Obrien, Brunswick; Reverend Alison Smith, Harpswell; Olivia Pennington, Portland; and Tophi, Portland. At 6:45 p.m. Chair Smith closed the public comment period.

CONSENT AGENDA**Approval of the Consent Agenda**

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

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

No: 0

[26-018](#) Acceptance of \$2,631.00 from the Maine Drug Enforcement Agency as Asset Forfeiture pertaining to a 2023 traffic stop in the Town of Brunswick.

This Order was APPROVED.

[26-019](#) Authorization for the County Manager to Award the design services for the Fire Alarm Replacement at the courthouse to Jensen Hughes Inc. in the amount of \$91,500

This Order was APPROVED.

[26-020](#) Authorization of Cumberland County Manager Jim Gailey to execute documents in conjunction with the renewal of the City of Portland and Cumberland County HOME Consortium.

This Order was APPROVED.

[26-021](#) Authorization for the County Manager to submit a proposal to the State of Maine Department of Public Safety in response to the FY 27 Substance Use Disorder Assistance Program Request for Applications

This Order was APPROVED.

[26-022](#) Authorization for the County Manager to enter into a contract between Cumberland County and Cumberland County Friends of Restorative Justice for restorative justice services for an annual renewable contract up to three years.

This Order was APPROVED.

NEW BUSINESS

[26-023](#) Approval of the Community Development 2026 Annual Action Plan including the allocation of CDBG and HOME partnership funds and contingency plans. Two public hearings required, final hearing on April 21, 2026.

Community Development Manager Courtney Kemp explained that the project review of the CDBG applications started in November when the application was released. The Municipal Oversight Committee (MOC) is made up of one representative from each town or city throughout the county. They meet to approve the final applications and within that committee they have an application review team. Nine volunteers took the time to review, score, hold a Q and A session and present their recommendations to the MOC for the funding approval. The MOC met two weeks ago and reviewed the recommendations from the review team and approved five infrastructure projects and three public service projects.

Chair Smith thanked Community Development Manager Kemp for all of her hard work. Chair Smith stated that the work makes a big difference that is reflected in a variety of communities. At 6:54 p.m. Chair Smith opened the public hearing. There were no comments from the public. At 6:54 p.m. Chair Smith closed the public hearing.

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, that the Order Requiring a Public Hearing be INTRODUCED ON FIRST READING to the Board of Commissioners, due back on 4/21/2026. The motion carried by the following vote:

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

No: 0

[26-024](#)

Authorization for the County Manager to Award a Bid Cumberland County Jail Roof Replacement and Enter into a Contract between Cumberland County and Tecta America New England LLC for the roof replacement services in the amount of \$2,164,100

County Manager Gailey stated that the agenda item has been on three or four different budgets but has had to be delayed due to funding needed for a more immediate emergency. He explained that the jail roof project is for just over \$2.1 million. They felt that was a great bid in terms of the costs associated with the improvements. Tecta America New England LLC out of Massachusetts is the low bidder which includes the addendums that they had asked for pricing.

Facilities Director Bill Trufant stated that they had 17 different vendors show up for the pre-bid meeting and four vendors submitted bids. The bids were broken down into two styles of roofs. One was to replace what was existing which is a balanced roof. It's a rock covering. It's because the weight of the rubber membrane is held down by the weight of the rocks. He explained they did an alternate which would have given the repairs to the skylights that are in the jail roof which gives the natural lighting that meets certain ACA requirements for natural light for the pods and also some masonry repairs on the hip roofs and the parapits on the roofing. They had four bids that came in out of the 17 that attended, they ranged from \$2.1 million to \$2.9 million. They decided that with the financial constraints they would be able to do the alternate, the masonry repairs, the skylights, and go with the different route of a fully adhered roof mechanically fastened. Then they won't necessarily have the rock weight and the rubber membrane down.

Commissioner Tyler asked, the number two bid, how far above (Tecta) was it? Facilities Director Trufant explained, it's \$27,000 more to do the fully adhered roof.

Commissioner Tyler asked, what the next bid amount above it was? Facilities Director Trufant, it's \$271,000.

Commissioner Gorden asked, what kind of a performance bond do we have? Facilities Director Trufant explained 15%.

Chair Smith asked, is it a 30-year roof or a 50-year roof? Facilities Director Trufant explained, it's a 30-year roof.

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

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

No: 0

26-025

Authorization for CCEMA to use grant funds totaling \$239,971.04 for the purchase of a multi-mission robotic system from Teledyne FLIR.

EMA Director Michael Durkin clarified that his request was a follow-up request because the commissioners already voted on the item when they accepted the grant. He noted that the award amount is over \$75,000 per county policy and needs to be approved again prior to the purchase. Two separate robotic systems are going to be purchased and used by the Sheriff's SWAT team. He described the functionality of the robots and explained that the period of performance federally is three years while the state period of performance is two years.

Commissioner Gorden asked if the equipment only moves on the ground? EMA Director Durkin confirmed that the equipment moves on the ground and does not fly.

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

No: 0

26-026

Authorization to apply for Congressionally Directed Spending for special operation vehicle storage in the Windham Fire Department and Sheriff's Office joint facility

County Manager Gailey explained that the item is a request for authorization to submit a congressional direct spending request through Senator Collin's office. The request is for garage bays attached to the new Windham fire station that is being constructed. There would be a \$2 million congressional earmark to build the garage bays. Windham has been involved along the way and the item has been reviewed and approved by the Grants Committee.

Deputy Chief Brian Pellerin explained that the new Windham fire station that's being built is a collaboration with the county and the Town of Windham. The Sheriff's Department will be using the opportunity to move some of their operations into the Windham location. Windham is considered the crossroads for the areas that they serve. For law enforcement purposes, Portland is out of the way for the communities that they are routinely working in. While the project is under development, they have been able to add two additional fire bays to this building to relocate and store their command post vehicle, their evidence crime scene vehicle, and their armor vehicle. Many vehicles are currently being housed on borrowed space and borrowed locations throughout the county either in the City of Westbrook, Windham Fire Department, Grey Fire Department. They view this as a great opportunity for collaboration with the Town of

Windham.

Commissioner Gorden asked, what are the larger pieces of equipment that are going to be stored and how often are they used?

Deputy Chief Pellerin explained that all are used regularly. The command post vehicle is the size of a city bus. The armored vehicle is the size of a triple dump truck. The evidence crime scene vehicle is the size of an ambulance with a box truck in the back. They have other ancillary equipment such as boats and things that are

Commissioner Gorden asked about the use of the command post vehicle. Chief Deputy Pellerin explained that anytime they have an operation involving the ESU team, or search and rescue, it enables those resources of cellular capability, radio, camera, to support operations. It's a piece of equipment that can be loaned throughout the county.

Chair Smith stated that she appreciates how staff are planning ahead. It sounds like staff has identified a central location that will serve our wide swath of community members within the county. In terms of logistics, it's efficient and allows staff to travel with equipment to and from all the different towns that are served versus storing different equipment in sporadic locations. She stated that it's a fantastic move for the county and is happy with congressional funds. She asked if there are any downsides?

Chief Deputy Pellerin explained he did not know of any. While they're still exploring their options, they are planning on moving law enforcement services out to that facility. Their vehicles are stored in borrowed space. And it's the goodwill of the municipalities throughout the county that are allowing us to store the vehicles there.

Chair Smith shared that one of her concerns when she was a Councilor in South Portland was the storage plan for equipment purchases. She had been concerned that without planning for maintenance and storage, the lifespan of the equipment was not optimized. She stated that a garage to shield equipment from Maine winters is positive and she is in favor of passage.

Commissioner Tyler commented that the third floor of the building would belong to the county. Chief Deputy Pellerin confirmed it is and would be unfinished. Commissioner Tyler commented that Sheriff's department staff would be able to check on equipment and long term the arrangement is an ideal solution. Chief Pellerin added that the building would be secure and staffed with Windham personnel or county staff.

Commissioner Gorden asked if the Sheriff's Department would change the Jail operation center to that area for law enforcement services?

Chief Pellerin explained that the jail's location makes perfect sense for the population hub of Cumberland County. However, they do not patrol the Portland area other than the islands in Casco Bay.

Commissioner Gorden asked if they refuel in Portland?

Chief Pellerin explained that vehicle maintenance is done at the LEC in Portland, but fueling is done remotely through gas cards and gas stations. The Windham

location will have a training room and facilities for offices or interviews.

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

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

No: 0

[26-027](#)

Authorization to accept the Howard G. Buffet Foundation grant funding for a civilian Criminal Analyst position for five years.

County Manager Gailey explained that the grant was submitted because of the submission deadline of last week and fell in between two meetings.

Chief Pellerin introduced Haley Baruso from Preble Street and Lieutenant Estabrook from the Sheriff's Office. Jim is our detective lieutenant and this is a collaboration through Haley's group that met with us and through the Howard Buffett foundation to fund a position to analyze human trafficking for all agencies throughout Cumberland County. The position would be a Sheriff's Office position, but this person would be working with Brunswick PD, Portland PD, South Portland PD, Scarborough PD, just as that center spoke in the wheel, to kind of analyze data, prosecutions, victims, resources.

Commissioner Gorden asked, if the position was to address trafficking drugs and people? Chief Pellerin explained it is about trafficking people.

Social Worker Haley Baruso explained that she is a clinical social worker and the director of an anti-trafficking program at Preble Street. They have been working with the Howard Buffett Foundation for three and a half years to continue to build out means of response to human trafficking. She explained that when she talks about human trafficking, she is describing both labor and sex trafficking. Human trafficking is any compelled activity through force, fraud, or coercion where a human being is used for somebody else's economic gain. She explained that their program over the last 13 years has recognized that a holistic public health approach is the best support for survivors of human trafficking. Their hope is to partner with the Cumberland County Sheriff's Office, and five other organizations throughout Maine. They will be able to continue to build out the response to survivors of human trafficking.

Chair Smith explained that she is on the grant committee, and that there were some conversations. She feels that the work is valuable. There's no doubt about it. There is human trafficking that's happening all around our country and our county. She emphasized that it's important that groups like Preble Street and others are working on this together. While the position would be funded in the Sheriff's Office, after that fifth year, there may not be enough resources to support the position in the sixth year. The county will need to set aside funds to support the salary in year six. She understands that the amount is \$125,000 but over five years it might be \$175,000. She explained that the grant committee was little concerned with the financial hold it would have on future commissions. She highlighted the challenges of the current budget and the effect of the new position. She pointed out that there are still vacant positions at the jail and they are struggling to find corrections officers. The addition of a new position was something the grants committee did not feel was their place to make the

decision and forwarded it to the Board of Commissioners.

Commissioner Cloutier commented that it would be difficult to project what might be perceived as an adverse consequence five years out from here and does not give him much pause to worry. He clarified that the Howard Buffett Foundation, the legendary Buffett family? It was confirmed that it's Howard Buffett who is Warren Buffett's son. He explained that he was in favor of the item.

Commissioner Caterina echoed Commissioner Cloutier, she used to work with individuals who had been trafficked. She explained that she can't think of a better opportunity to invest in and explained that the more that can be done to prevent or deal with human trafficking. She considers it an investment and not an expense.

Commissioner Gorden observed that this is an opportunity for the county to not only provide a service but also provide a police service for outlying communities that contract with the county. This is an opportunity to offer a resource and entice others to do the same thing. He explained that while consolidation is not a good word, consolidation of services is going to take place and they are too expensive not to take place. He stated that he supports the item and thinks that it's a great idea.

Commissioner Tyler echoed Commissioner Gorden. He supports the item with the Buffett Foundation financing for five years. However, after five years, county funds should not be used and more grant funding should be explored. But for the county to take on the expense of setting money aside now, he does not think it's the road they need to go down, but supports the item with foundation financing.

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

No: 0

[26-028](#)

Approve the 2026/2027 Final General Fund, Jail and Cross Insurance Arena budgets.

County Manager Gailey stated: It has been a long budget season which started back in September in working with departments on their budgets bringing it to the commissioners for the first time in November and then going through four different meetings with the finance committee from December through the end of or the beginning of February. The finance committee brought forth a recommendation as their advisory on the budget to the commissioners that they recommend the FY27 budget as presented, but they made a request that the commissioners and staff look at additional unassigned fund balance to reduce the tax rate impact. That was a budget that they were looking at was 13.77% at that time.

These are some of the budget impacts that we have seen. You have heard numerous times that the solving of four union contracts over the last year had significantly provided impacts on this budget. Those contracts not only brought

in salaries, some significant but some unions also had changes in their retirement as is noted here from the jail going to two thirds retirement through Maine PERs. We also saw a 12% health insurance increase. We're a few months away from the Maine Paid Family Medical Leave. Our insurances for workers comp and property and casualty have gone up. We are seeing significant increases in software licensing year-over-year and then our fixed costs continue to rise. This budget addresses a few items but it also doesn't address items. It addresses competitive wages and benefits for union and non-union employees. uh the use of technology for better efficiencies. It no longer has a reliance on federal inmate revenue to support the jail operations and funding expenditures to appropriate levels based on history and projections. What it doesn't address is new initiatives in support of towns and the taxpayers of Cumberland County. Capital expenditures to the level of need. Future contributions to the jail unassigned fund balance and additional staff in certain areas that we need getting through the budget overview. Many of these I've just made mention I will highlight that only a half a full-time position is in this budget for new that is because the current year budget has the other half in it. We split that position over two budget years. And so this is the second half. We have just over 317,000 in non-debt capital. We have no general obligation bonding in this year's budget and there is the insertion of \$500,000 in unassigned fund balance that will be funneled through the tax stabilization reserve which there's an item later on in this agenda to capitalize that reserve.

Jail expenses and revenue. We're recognizing just over \$460,000 in state funding. There's the reduction of \$2.29 million in federal border funding. No county border revenue is being recognized. Other revenues are down. And then we've inserted a tax stabilization reserve out of the unassigned fund balance for the jail of \$200,000. That with jail expenses equals the needs from taxes of just over \$4.3 million. But the one item here is to recognize that this budget is up 25.05%.

The Cross Insurance Arena is down just under \$440,000 or a negative 13.9%.

We fund a number of outside agencies, some of them per state statute much like the extension service and soil and water as others like the United Way, Portland Public Library and Tedford House are more regional entities that provide a service. and that's \$273,000 in totality this year.

Our debt capital. I could probably take TAN off because we haven't been pulling TANS anymore because of our new fiscal year. That is down just over \$85,000.

And so here's the important slide of the night. Total needs from taxes. County General Fund budget is up to just over \$2.1 million. The jail is up over \$4.5 million. as I just said that the cross insurance arena is down, \$440,000. And then we have inserted \$500,000 of tax stabilization reserve, which is an increase of \$300,000 over what the current year budget has in it. For a totality of \$5.4 million dollar change resulting in a total needs from taxes at 12.93%. Just for some comparison before we put that additional investment income in on Friday afternoon that percent was 13.53%. Lastly, just a historical perspective on our recent tax rates over the years. Typically, we hover in the four percent or five percent range. Last year, we were at 7.74% largely because we brought back a

couple of the correction officers that we unfunded.

Chair Smith read the first motion to adopt the county budget:

County Expenditure \$31,968,285

Jail Expenditure \$25,737,660

Cross Insurance Arena \$2,714,557

Revenue -\$12,353,575

Designated Fund Balance -\$300,000

Jail Tax Stabilization -\$200,000

Tax Assessment \$47,566,927

Enterprise Funds \$16,605,624

Grants \$4,206,217

Summary Budget from all Sources-Gross \$81,232,343

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

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

No: 0

Chair Smith observed that no county group has worked harder than this county group on this particular budget. There were some challenging things that happened this year in and outside of our control. She thanked the finance department, the director, Breana and Jim for all their hard work and working hard to put together the very best budget they could in the challenging times that we have. She was very happy to hear from the auditor about the previous year's audit that the county has a very strong financial department. She is grateful for the tax stabilization account. Many towns don't know how to do that properly and people see things spike up high and down. She recognized Jim and the entire department and the financial department for being forward thinking. Staff does a good job preparing for the future so that we can manage budget challenges to the best of their ability and to pass on a responsible tax. She noted that this isn't done alone. The county budget is reviewed by the very dedicated Finance Committee that are folks who are serving as town or city councilors. They are nominated by the commission and also have terms. She recognized the Finance Committee members and their hard work for the county on top of what they do for their towns and cities. She thanked Jonathan Anderson in the town of Scarborough who served this year, Connie Justice from New Gloucester, Bob Vale from the Town of Cumberland, Karen Orenstein from the Town of Yarmouth, Timothy Thompson from the Town of Cape Elizabeth, Ben Grant from the City of Portland, and Sarah Michniewicz of Portland. They put in a lot of hours, and gave the county some great feedback and helped get the county to where we are tonight.

Chair Smith read the second budget motion: Approving the five-year Capital Improvement Plan, including expenditures of \$317,600 in Non-Debt CIP, the amount of \$317,600.

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

No: 0

[26-029](#)

Approve the 2026/2027 Jail Budget to Exceed the 4% grown limitation factor.

County Manager Gailey explained: As the commissioners are aware that their state statute requires counties to not raise more than 4% of new money per year in support of jail operations. This 4% kind of dates back to the board of corrections and still lives within state statute. There are some criteria that a county can meet to get past that 4%. Largely it's an emergency provision within state statute that allows a county not year-over-year but in particular years of strain on the jail budget to call an emergency provision of the state statute. And for that to happen, it needs to go to a vote of the elected body.

Commissioner Caterina stated: As you folks are aware, I'm the one of the chairs of the legislative policy committee and we've been trying to get money out of the state for jail funding. Not sure where it's going to go. We don't have a clear path right now. I will say we've done a lot to awaken the awareness of a number of legislators. I would ask each of you to call your favorite legislators and say, you guys keep putting mandates on us, telling us, we all have to do this. We've got this archaic 4% growth limitation factor. Give us money. So, that's just my ask for tonight.

Commissioner Cloutier stated: Commissioner the fact that this is a 4% ceiling tells you something about the thoughtful planning that occurs at the state level. And in addition there are counties where the county commission does not have authority over its budget. The finance committee, which is an outside committee, has the authority to enact the budget. And in those counties where they have been operating a jail for at least 50 years that they call a jail and have assiduously adhered to the 4% cap. You read in the latest newspapers that they find themselves functionally bankrupt and quite distressed and they're making our 25% increase look like child's play. 25% is a lot of money. It has special reasons that we know about and considerations that we've taken into account that may or may not come to pass. But the fact is that this is a situation that I don't share with Commissioner Caterina's good feeling about possibilities from state funding.

Commissioner Gorden stated: To go along with what Jim was indicating, if you look at the other counties, there are some of them there are multiples of what we're going to and with good reason for just the reasons that Commissioner Cloutier has mentioned. The other thing that's interesting is if you look at this 4% tax, one of the things that the state has put into their issue is that outside of the 4% that we don't have to consider the increase is the mandates that they don't cover.

Chair Smith stated: Clearly, we're all doing the best we can with what we have. And I'll just say I appreciate all those who are still fighting the fight. And I think it is important to again you know be clear, be vocal and you know push for what we know is our experience and our lived in reality here of what it cost to run a jail. And I think many more people understand that and they also know what implications impact the jail and for that I think we just need to keep on fighting

the fight and again appreciate that we're hopefully on okay ground here in the county.

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

No: 0

[26-030](#)

Authorize the issuance of the 2026/2027 Cost of Living Adjustment of 3% to all County non-union and County Commissioner appointed employees.

County Manager Gailey explained that County Commissioner appointed employees include Teresa as Treasurer, the Register of Deeds, and himself. Chair Smith asked how long the 3% number has been adopted, County Manager explained that it has consistently been 3% except for the pandemic when it was 4%. He explained that it matches what other Towns also adopt.

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

No: 0

[26-031](#)

Authorize the issuance of the 2026/2027 Cost of Living Adjustment of 3% to the Elected Officials & the Sheriff Appointment.

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

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

No: 0

[26-032](#)

Transfer \$1,500,000 from the County's Unassigned Fund Balance to the Budget Stabilization and Uncompensated Absences reserve accounts.

County Manager Gailey explained that as part of the insertion of \$500,000 into the FY20 27 budget, it created a schedule of step down over the next four years to wean the budget off from that \$500,000 reliance. There is some balance within the tax stabilization reserve and there is some additional funding needed, all at once and not annually of \$1 million to cover the step down schedule. There is \$500,000 will also cover uncompensated absences account as a result of retirements of long term county employees.

Commissioner Gorden asked if there is anything in the County Charter about unassigned fund balance policy. County Manager Gailey confirmed that it was and there was an additional unassigned fund balance policy that was adopted in November or December in accordance with State Statute. Commissioner Gorden commented that if the Charter was modified it would need to go public. County Manager Gailey explained that the Charter was not changed. There

were four or five eligible uses. Capital, tax stabilization. We are below the 20% maximum and our fund balance now was 19.7% and the minimum is 16.7%. Commissioner Cloutier commented that it's a great idea to be sure there is enough the retirement funds. It's often an unrecognized liability that sneaks up if you're not paying attention to it. There has been undoing of a lot of public operations in the in the past. Stabilizing is a smart term financial move.

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

No: 0

UNFINISHED BUSINESS

[26-016](#)

Approve the Jail Medical Services Agreement between CFG Medical and Cumberland County for medical services provided at the Jail.

County Manager Gailey explained that the Jail had transitioned Medical Service Providers and CFG had been onsite since February 1st without a contract. The contract was originally anticipated to be approved last month, however the term were not agreeable. Breana and corporation council Paige worked with CFG to come to an amenable solution. Chair Smith thanked staff for their work on completing the contracts. She expressed appreciation for the level of professionalism and the timeliness and urgency that they took on to locate a provider in a niche type of operation.

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

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

No: 0

COMMENTS FROM THE EXECUTIVE STAFF

Finance and Budget Manager Alyssa Johnson thanked the Board for their help on the budget. It's been great and she is looking forward to the audit and working on the next budget.

Admin and Special Projects Katharine Cahoon stated that she would make the changes on the previous meeting's minutes.

Finance Director Theresa Grover stated: We appreciate RHR Smith coming in today. They spend extra time with us really diving in deep and helping me make some templates to make the auditing process a little smoother, cleaner. It is really a year round process that we're going through. They have different requirements that you heard and they're putting them on us which we're really embracing because it really cleans up a lot of the accounts. We're able to see that better and help me prepare as well as you heard the three audits now. So that's really in depth. I've brought the departments along with us. I think public health Sadie in particular is one of the finance pieces in the public health department. She did amazing and I think it was great teaching her how she can really keep the accounts clean and the same with Sandy. It's really been a great collaborative effort that I think is paying off on these and then just everything else that's happening within the finance department. But the audit, budget and bond has really been taking a bulk of our efforts lately. So, never slow anymore.

Always busy.

Deputy Manager Breana stated: I don't have much to add, I just want to thank everybody who's worked here. I feel like I've gotten a lot of undue credit. I'm really new to this process as well. So, I really appreciate the structure that has been formed and the support from other departments as we go through the budget process. Jim printed out or brought down extra "What Cumberland County Does for You" handouts and they're behind you on the table here. Feel free to take them. They're also available in the office anytime.

COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey stated: First, hot off the press, we have our 2024 2025 annual report. I want to thank Katharine and Paige from the office. They tackled it in combination with one another and came out great. Of course, it will be posted up to the website and we can email it out to everyone else. Like Teresa said, we're lining ourselves up for a bond sale here pretty soon. that the jail roof was, one of those items that is in that bond. And one thing I'm happy to say is that our bond rating remained unchanged. Staff met with Moody's and Standard and Poors in two different rating calls. In our AA plus standard and poor rating held and our AA2 Moody's rating held. So all good. We are initiating another leadership academy this year teaming up with Southern Maine Community College. I have been trying to get town managers to nominate their rock stars on their staff. And we have upwards of I believe 25 or 26 county and towns city participants starting next month to the leadership academy. It's a 7 week, 1 day a week class that goes from 8:00 a.m. to 4:30 p.m.. Those who have gone through the leadership academy speak very highly of it and so we continue to offer it and what's great over the last couple years and again this year is the Alfond foundation is totally covering all expenses. And then lastly, just want to let you know that I have been invited up to Augusta on Wednesday afternoon to meet with Senate and House leadership concerning jail funding. And so there's a small number of us that will be meeting with them Wednesday afternoon and crossing our fingers from there.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Cloutier commented: I just feel like we've done a lot of work tonight. It was a substantial agenda and switching various issues back and forth. That was a lot. And my compliments to the people who were lavished with great praise from our auditor who I've run into in various situations and very well respected operations that he has and he had nothing but great things to say about both the outcome of our finances and the way that our finance people took care of it. Theresa, hats off to you and of course to all the people that work with you that they feel that way. They don't feel that way about everybody. And the reports you get, sometimes you don't see them as clean as that by any means. I kind of feel bad for Katharine tonight, so I'll shut up. You know, she's probably going to have some cramps by the time she's done for the day. I have to say, I'm very glad that spring has sprung. This has been a really bad winter tonight by my estimation.

Commissioner Caterina commented: Thank you to all the staff and the County Manager for all the work you've done on budgeting. I have never sat on a finance committee. I never want to sit on a finance committee, because that would drive me crazy. You guys do excellent work. Thank you for doing that. A couple things, I'm glad you brought up these flyers. They are very well received. I brought them around to various Democratic and Republican caucuses on caucus day. People looked at it and read it, I've gotten lots of comments. I'm going to take some to each of the towns that I represent. Some of you are lucky. You don't have a million towns like I do. But I would just ask that you if you get a chance, drop them off at the town offices or city offices just so people can read them. Breana, you did an excellent job with that. I just can't say enough good about it. I think people are waking up to what counties do. Part of it is because the situation around the jail and with ICE. I think that we can jump on that and see what we can do. And Jim, I'm not totally optimistic about the jail funding, but I am somewhat optimistic about getting some more money, but we'll see.

Commissioner Gorden commented: Everybody's passing out kudos and I really want to say thank you for the budgeting and add one more thing to it. We need to remember that we just came off a transition from a calendar year to a fiscal year. It took a lot and my hats off to you. I don't know of many people who could do that. Good work. The other thing is that one of the strengths that I don't think that we appreciate and take advantage of is the planning that goes along with this group. And I can't encourage it enough. The planning is really respected and I encourage us and especially the management, to look forward to that with the communities to show them that the things that we can do for them not in a demand way but in an offer way that will serve them and really help pull us all together. The costs of things, if you talk to anybody out there in a community, are just astronomical and it's because everybody has thought that they needed to do everything and have one of everything. They're not taking advantage of the bad word, which is consolidation. And we're the ideal group to do that or the ideal government especially. There is movement afoot. You'll see it in some of the legislation that's being put out to create people or organizations to do that. No one is stopping to say, "Wait a minute. Have we got something that handles it already?" And we've got to be aware of that because this group here certainly shows and demonstrates what's going on in the future and is reaching out to do it. I can't encourage the manager more to continue his community meetings with the county managers in all the communities that get together. What's going on with fire is having real repercussions that people are beginning to talk about, things that they never talked about before. I encourage that look at the leadership academy you just mentioned. That starts to build up this realm of people that are available just like when Alex left we brought in a superstar. So, again, I can't encourage that more. There is one thing that I'm going to really miss, and I think it's coming up probably next year or at least a year after, is a sit down and a five-year planning session because this next one's going to be just great. There's so much going on and with what's coming out with the technologies of AI and so forth. It's going to be exciting. So with that, my hats off to the staff and again to this board. To me, this board is entrepreneurial and I congratulate you for that.

Commissioner Tyler commented: Obviously and Jean-Marie will probably agree with me when you start this as a county commissioner, it's a new learning curve. I did two terms of legislature. She's done town council and this government entity operates differently. I've been fortunate in talking with my town's people, Windham, and with all my towns. I've dragged this group up tremendously as to what we can do and what we do for the county, the auditors, the leadership academy, and all the things Commissioner Gorden mentioned. My bragging has been well founded. I keep telling them, we've got a group in there that knows what they're doing. They got this down pat. So when you sit down and intelligently talk about the budget, which we're getting beat on a little bit, they don't push back very hard. I've had one meeting with the chairman, vice chair, and the Windham Town Manager, Jim and I are meeting with him in late April, to explain things. We've met with Greg. I'm going to Harrison next week. It's pretty easy to explain when you know the numbers and when the numbers have been handed to you, you can justify them. I'm looking forward to this year and hopefully we can keep this ball rolling. And Steve was absolutely right, I said to the Windham people 20 years ago, I was so much home rule New England let's not you know we got our own little fight. You know I hate to say it and I said it to the Windham Town Manager, the south has got it right, County government is where it's at. It's got to be or we're going to lose dollars. It's going to do so much more on economy of scale. Congratulations to all departments in this building. This game is running pretty well and I hope we can keep it going.

Chair Smith commented: I won't go long on my comments except to say I agree my first term which is coming to a close shortly here, has been a learning curve too and as Chair I found it to be super rewarding to be with all of you despite even if we disagree from time to time. We still have things on our plate to accomplish. It's a very robust group. I love and appreciate all your dedication that you all show as commissioners and Augusta and to the towns and taking the time to really care and communicate what we're trying to do here as a community government, as a county government. I

appreciate that effort by all of you. It's really great and really fun to be part of an organization that is very good in planning, but also very good in executing because you can find these pie in the sky dreamers out there, but they just can't seem to execute. We found that magic potion where we are able to make some great plans, look ahead, see where the danger lies and try our best to navigate around those tough spots, but also do it with a lot of commitment. Still smiling, but that's amazing. I know the week you had. And I just think again, it just really hats off to creating a culture where it's a good place to work here at Cumberland County and I can't say enough about the staff and a long meeting tonight but it just shows you the breadth and the depth of what we do and the work that still needs to be done here in the county. I hope everyone has a good evening.

Next Meeting: Tuesday, April 21, 2026

ADJOURNMENT

At 8:18 p.m. a motion was made by Tom Tyler, seconded by Stephen Gorden, to ADJOURN the meeting . The motion carried by a unanimous vote.

Position Paper

File #: CD 26-015

Agenda Date: 5/18/2026

Title:

Approval of the minutes, April 21, 2026, meeting of the Board of Commissioners

Background and Purpose of Request:

Review and approve the attached minutes.

Staff Contact: Katharine Cahoon, Executive Department



Cumberland County

Board of Commissioners

Meeting Minutes - Draft

27 Northport Dr
Portland, ME 04103

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

Tuesday, April 21, 2026

5:30 PM

Sebago Meeting Room
27 Northport Dr
Portland, ME 04103

In person with the option to view online: www.cumberlandcountyme.gov/live

Meeting will be streamed online: www.cumberlandcountyme.gov/live

CALL TO ORDER

The Board of Commissioners met for their regularly scheduled meeting at 27 Northport Drive, Portland, in the Sebago Lake Conference Room, the meeting was called to Order by Chair Patti Smith at 5:30 p.m.

ATTENDANCE

- Present:** 4 - Chair Patricia Smith, Commissioner Jean-Marie Caterina, Commissioner Stephen Gorden, and Commissioner James Cloutier
- Absent:** 1 - Vice Chair Tom Tyler

County Staff:

James Gailey, County Manager
Theresa Grover, Director of Finance
Amy Jennings, Director of Human Resources
Katharine Cahoon, Admin and Special Projects

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 26-010](#) Approval of the minutes, March 16, 2026, Executive Session of the Board of Commissioners

Chair Smith explained that the minutes were undergoing some revisions and asked the board to postpone them to the next meeting.

A motion was made by Commissioner Caterina, seconded by Commissioner Cloutier, that this Minutes Report be POSTPONED to the Board of Commissioners, due back by 5/18/2026. The motion carried by a unanimous vote.

[CD 26-011](#) Approval of the minutes, March 16, 2026, meeting of the Board of Commissioners

A motion was made by Commissioner Caterina, seconded by Commissioner Cloutier, that this Minutes Report be POSTPONED to the Board of

Commissioners, due back by 5/18/2026. The motion carried by a unanimous vote.

INFORMATIONAL REPORT/PRESENTATIONS

[CD 26-012](#) Presentation of the Jail Board of Visitors, 2025 Annual Report.

Sheriff Joyce outlined the role of the Jail Board of Visitor under Title 30-A and listed its members and noted that a response and report were submitted to the state. He presented Acting Chair Kiley Wilkens-O'Brien who summarized the report. She reviewed the jail's compliance certifications and 2025 ACA reaccreditation score of 99%. She praised the new medical wing addition that was funded with American Rescue Plan Act funds which supports ongoing medical needs of inmates. She summarized the report's recommendations for improvements at the jail.

Chair Smith asked how often the board meets, Board Member Wilkens-O'Brien explained that meetings are at the jail, four times a year, appointments are done by the Sheriff, minutes are taken, and the board is able to tour and speak to individuals at the jail. Chair Smith thanked Board Member Wilkens-O'Brien for her service. Commissioner Gorden asked about the number of pretrial inmates, Sheriff Joyce explained that one third of inmates are sentenced and two thirds are pretrial. He confirmed that the Board meets four times a year and the minutes are available on the website. Chair Smith asked if the Board of Commissioners could receive a copy of the report submitted to the Legislature, Sheriff Joyce confirmed he would forward a copy.

This Report was PRESENTED.

[CD 26-013](#) Regional Communications 2026 1st Quarter Newsletter

This Report was RECEIVED AND FILED.

[CD 26-014](#) Informational Report FY26 Budget vs Actual Expenses Q3.

Finance Director Theresa Grover explained that the county is three quarters through the year. She reviewed some items of note and reviewed expenses and revenues. She stated that there was no unusual activity. Commission Gorden asked if the insurance through the Risk Pool, what year are they on? Finance Director Theresa Grover explained that the Risk Pool is on a calendar year and she prorates the insurance to align with the fiscal year. Chair Smith asked about the availability of the parking lot to summer visitors due to garage repairs, County Manager Gailey explained that the repairs were continuing but would have a minimal impact on the parking capacity compared to the previous years reduction of parking revenue due to the air handler system installation project that was now complete.

This Report was RECEIVED AND FILED.

COMMENTS FROM THE PUBLIC

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

At 5:50 p.m., Chair Smith opened the public comment period. There were no comments from the public. Chair Smith closed the public comment period at 5:52 p.m.

CONSENT AGENDA**Approval of the Consent Agenda**

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

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

[26-033](#) Authorize the County Manager to enter into a 1-year extension with OakView Group for the venue management of the Cross Insurance Arena.

This Order was APPROVED.

[26-034](#) Authorization of the Law Enforcement Services Contract between Cumberland County Sheriff's Office, Board of County Commissioners and the Town of Harpswell from April 1, 2026 to March 31, 2027.

This Order was APPROVED.

[26-035](#) Authorization of the Marine Patrol Law Enforcement Services Contract between Cumberland County Sheriff's Office, Board of County Commissioners and the Town of Harpswell from April 1, 2026 to March 31, 2027.

This Order was APPROVED.

[26-036](#) Authorize the County Manager to execute the attached Dispatch Contract between Frye Island and Cumberland County.

This Order was APPROVED.

[26-037](#) Proclaiming May 3 - 9, 2026 as National Correctional Officer Week.

This Proclamation was APPROVED.

[26-038](#) Proclaim May 3 - 9, 2026 as National Public Service Recognition Week

This Proclamation was APPROVED.

[26-039](#) Proclaim May 10 - 16, 2026 as National Law Enforcement Week

This Proclamation was APPROVED.

[26-040](#) Authorize the County Manager to submit a grant application to the Bureau of Justice Assistance (BJA) in response to the FY 2025 Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) Notice of Funding Opportunity (NOFO), with a total request of \$1,300,000 over 36 months (June 1, 2026-May 31, 2029).

This Order was APPROVED.

[26-041](#) Adopt the proposed Policies to meet State Statute and the Maine Criminal Justice Academy Board of Trustees requirements for the operation of a Law Enforcement Agency by the District Attorney's Office.

This Order was APPROVED.

NEW BUSINESS

26-023

Approval of the Community Development 2026 Annual Action Plan including the allocation of CDBG and HOME partnership funds and contingency plans. Two public hearings required, final hearing on April 21, 2026.

Community Development Manager Courtney Kemp presented the final action plan allocation amounts. She shared that the final allocation from HUD was \$1,471,982 and additional funds were allocated to the Town of Gorham. She highlighted the scoring process and explained that the final estimates would be submitted to HUD by the May 15th due date.

At 5:58 p.m. Chair Smith opened the public comment period. Executive Director Victoria Morales from Project Home, formerly Quality Housing Coalition, spoke about her organization and explained that their application scored high but was not recommended for funding. She highlighted the objective of the student homelessness prevention pilot program and the previous funding sources and partnerships. Chair Smith asked Community Development Manager Kemp to clarify when Project Home last received funding, she explained that funding was awarded in 2021, 2022 and in 2024.

Commissioner Gorden asked about the makeup of the Municipal Outreach Committee (MOC), Manager Kemp explained the MOC consists of one community member from each municipality. Members are typically town managers or directors of economic or community development. Chair Smith asked what happens when project application scores result in a tie, Manager Kemp explained that when there is tie, the project is assessed for need and alternative sources of funding. Chair Smith thanked Manager Kemp for her presentation.

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

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

26-042

Award a bid to Euna Solutions Inc. for the County's budget software.

County Manager Gailey explained that the budget software streamlines the budget creation process that currently relies on multiple spreadsheets with built in formulas. He explained that staff interviewed four of the five bidders and that Euna was the lowest bidder and addressed all of the RFP requests. There is a 12 to 15 week implementation window and the software will be used to create the 2028 budget. Commissioner Gorden asked if the software was a subscription, County Manager Gailey confirmed that it is and the subscription increases annually. Chair Smith asked if the software contains budget scenario building, Finance Director Grover confirmed that it does.

A motion was made by Commissioner Caterina, seconded by Commissioner

Gorden, that the Order be APPROVED. The motion carried by the following vote:

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

[26-043](#)

Authorize the Cumberland County EMA Director and the Board of Commissioners to enter into the 2026 Intercounty Maine Mutual Aid Agreement between Cumberland County EMA and other Maine Counties.

Emergency Management Agency (EMA) Director Michael Durkin explained that the agreement was for December 2026 through December 2028 for Cumberland County EMA to provide personnel support to other counties. He explained that the county already supports other counties. He noted that the agreement was modified from the 2019 version, and removes the Commissioners as approvers of resources and appoints the EMA Director as the approver. Commissioner Cloutier asked if there were any operational problems as a result of FEMA not being funded due to the congressional budget, EMA Director Durkin stated that he had not observed any at the county or state level. He noted that they are waiting to hear from FEMA's review council with the proposed changes to FEMA and outlined roles and responsibilities of states and counties. Commissioner Gorden asked about sharing of assets, is there a limit of the assets or interfacing for county departments services requested. EMA Director Durkin explained that the agreement was specifically for assets shared between county EMA departments. He clarified that EMA could potentially interface with other departments for other county needs. Chair Smith thanked Director Durkin for his work given the uncertain circumstances and remarked that she trusts his judgment regarding EMA resources.

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

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

[26-044](#)

Acceptance of an additional \$2,057,720.15 in grant funds from the Howard Buffet Foundation for the Sheriff's Office Human Trafficking Initiative.

County Manager Gailey requested that the motion be amended to reflect the correct amount of \$2,057,720.15 instead of \$2,025,665.99.

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, that the Order be AMENDED. The motion carried by the following vote:

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

26-044

Acceptance of an additional \$2,057,720.15 in grant funds from the Howard Buffet Foundation for the Sheriff’s Office Human Trafficking Initiative.

Captain Dean Fredericks, who oversees the Criminal Investigations Division, explained that their office partners with other organizations to combat human trafficking in Maine. The Sheriff’s Department has partnered with Preble Street and was awarded a grant from the Buffett Foundation will help funding, equipment and positions to become a regional resource to address human trafficking not only in the county but in Maine. Captain Fredericks explained that the initial award was for funding the position of a detective and additional funds were awarded to expand the initiative. He introduced Director of Anti-Trafficking Services Hailey Virusso. She explained that their work was funded by the Howard Buffett foundation for the past three and half years. She explained they work with survivors of human trafficking and partner with law enforcement agencies to better understand pathways to support folks in securing justice in the ways that they’ve defined for themselves. They have partnered with eight other organizations and Cumberland County Sheriff’s Office will serve as the point of contact throughout Maine.

Commissioner Caterina shared that she had been a social worker and emphasized that human trafficking is terrible. She thanked Director Virusso for her work and for obtaining funding. Commissioner Cloutier commented that the prevalence of trafficking among populations at an economic disadvantage is staggering, he encouraged that there should be more training for awareness. Director Virusso explained that they have provided over 70 trainings to over 2,500 individuals and public awareness is one of the strategies used for prevention. She noted that their group also focuses on prevention strategies as well because human trafficking is a public health issue that exists when communities are not able to meet basic needs because of existing systems. Chair Smith shared that her friend is a volunteer at Preble Street and attended a lunch and learn about human trafficking and learned a lot about prevention and community awareness. Chair Smith asked if the group could submit a progress report to the Board in six months or a year? Director Virusso stated that they would be happy to return six months from the start date of July 1st. Commissioner Gorden asked if the program was offered in other counties? Director Virusso explained that it will be offered in Cumberland county and serve as the contact for all 16 Maine counties.

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

- Yes:** 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier
- No:** 0
- Absent:** 1 - Vice Chair Tyler

26-045

Whereas the County Commissioners voted on May 10, 2010 to establish a 7-member Board of Appeals to hear all appeals to the County Commissioners except for poverty appeals; The Cumberland County Commissions hereby vote, pursuant to 36 M.R.S. § 841(1-A), to authorize the Cumberland County Board of Assessment Review (BAR) to hear all appeals to the County Commissioners,

including appeals of poverty abatement decisions.

Commissioner Gorden clarified that the agenda item motion should read: Whereas the County Commissioners voted on May 10, 2010 to establish a 7-member Board of Appeals to hear all appeals to the County Commissioners except for poverty appeals; The Cumberland County Commissions hereby vote, pursuant to 36 M.R.S. § 841(1-A), to authorize the Cumberland County Board of Assessment Review (BAR) to hear all appeals to the County Commissioners, including appeals of poverty abatement decisions.

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

Yes: 4 - Chair Smith, Commissioner Caterina, Commissioner Gorden, and Commissioner Cloutier

No: 0

Absent: 1 - Vice Chair Tyler

26-046

Authorize the County Manager to modify the United States Marshals Service Intergovernmental Agreement (IGA) No. 36-99-0088 to reflect the exclusion of Immigration and Customs Enforcement (ICE) detention at the Cumberland County Jail.

Chair Smith opened the public comment at 6:38 p.m. The following individuals spoke about the agenda item: Olivia Pennington, Portland; Max Semba, Portland; Jennifer Jortborg, Scarborough; Christian, Yarmouth; Al Cleveland, Portland; Erin Brennan, Portland; Nori Hilton, Portland; and Todd Chretien, Portland. At 6:55 p.m. Chair Smith closed the public comment period.

Commissioner Cloutier stated that it's been a long process, it's important to recognize what they can and cannot accomplish. He stated that it's not a surprise given the irresponsibility of the approach to public safety by ICE operations and the customs and border patrol operations and the important development reference in public comment. Commissioner Cloutier explained that Sheriff Joyce has been trying for three years to try to hire enough people to adequately and safely operate that jail. And due to a fairly minor paperwork mishandling at some level, two county officers were detained and one of them had a hearing. Commissioner Cloutier explained that while the officer was detained, he missed his hearing in Las Vegas as a result of being detained. As a result of comments by the Sheriff, ICE decided to leave, which broke nobody's heart. He observed a lot of people over the last nine months have decided that this must be about money. There is a change in the public's understanding and perception of what evil is being perpetrated on the American citizens and the American citizenry. He said that it was not wise to not have cancelled the contract six or eight months ago when the public perception and the public understanding of the situation would not have been what it is today. They cannot defund ICE. ICE exists and has the greatest financial budgets for any law enforcement agency in the history of the world. They have jurisdiction in Maine and in every other state. Commissioner Cloutier said that one of the aggravating evils of the whole process is ICE used a special pod, under the contract with the Department of Justice, and incarcerated high security out of state prisoners. They did this while Maine people were transferred out of state. Originally, the

Board thought that keeping people in southern Maine would allow access to the law school and legal aid operations. After an investigation, it was learned that Maine people who have not committed violent crimes, who were detained because their paperwork was not in order, or some other reason that would not be considered a threat to society under any circumstances, were getting shipped to Berlin, New Hampshire, southern New Hampshire, or Rhode Island. The recognizable public safety problems were being sent to the Cumberland County Jail. It was more expensive for ICE to use Cumberland County because the security levels at the jail were greater than what they actually needed for people that were not a threat.

Commissioner Cloutier stated that tonight, the Board is seeking an amendment to the contract with the Department of Justice that will allow them to continue to serve the Department of Justice and not accept ICE detainees. That's a civil action. It's not a criminal matter for the most part and the Jail has never agreed to accept Customs and Border Patrol detainees. He noted that for the last three years in Maine, Customs and Border Patrol activity has accounted for 75% and 90% of all detentions. When they talked about ICE a year ago, they were referring to the very aggressive activities by the Customs and Border Patrol and Maine has a perimeter of those officers that continue to function today. He explained that CBP's jurisdiction over the years used to be 10 miles, and now it's 100 miles. He addressed a comment from the public about the DOJ contract consultant, he explained that the consultant was involved in the original negotiation of a very detailed contract that included departments permitted to use the jail. Commissioner Cloutier explained that the consultant is very experienced and would negotiate on behalf of the county with the Department of Justice concerning whether to continue the contract with the Department of Justice and exclude ICE. He noted that CBP is already excluded. He recognized that they cannot stop ICE and CPB and only the people who sit in the United States House of Representatives and the United States Senate are the ones that can. And that can be done by reforming the budget and reforming the archaic immigration laws that are based on race. He noted that anyone who could see the impact of that at any time in the last 50 years knows that that's true. He explained that the history of immigration law was usually prompted by discrimination. He sympathized with the public while watching people being abused in the United States in ways that would never have been thought possible for at least 50 years at least in the manner that it occurred. He urged the public to pay attention and demand that those in the next election will commit to reform immigration law and eliminate the discriminatory and inhumane practices that have been allowed and address the ridiculous budget that exists. He noted that nothing can be changed with refusing service at the jail because there are many jails to use. In his opinion, it was a symbolic act to have said that six months ago, however today they are far advanced from what would basically be an act of defiance but ineffective to accomplish anything. He is delighted that they are at a point where they can proceed in a way that will emphasize and underline the people of Cumberland County, Maine for an improved and more humane immigration situation.

Commissioner Caterina apologized to the public for how long it took. She thanked the public for coming to the meetings and sharing. She observed that they are finally breaking through and part of it has to do with what's happened nationally. She reflected that while personally voting to cancel the contract

months ago, she is sorry it took so long and encouraged the public to keep pushing and do what they need to do. She shared that last Saturday there were actions against ICE throughout the country and there will be something at the ICE facility in Scarborough. She reiterated that the public should push back until they win. She explained that during the 60's she wore black armbands and had signs against the Vietnam War. It was a pivotal moment in history when they needed to push back but it took a while. She wants to hear from the public and is thrilled that people have discovered county government and are attending the meetings. She encouraged the public to continue to attend and help expand what the board can do for the people of Cumberland County.

Commissioner Gorden stated, "I wish to express my total respect for my fellow commissioners and the public who have deep feelings about this issue and I am in agreement that the actions of ICE are morally wrong and must cease; however, as I understand it, this action being considered will only prevent the County from being reimbursed for any ICE detainees housed in our Jail, not prevent the detention of all ICE prisoners. To date, the Legislative action that has influenced a detention change of an ICE prisoner is the requirement of a judicial versus an administrative warrant; thus, our Sheriff will still be required to house the appropriate ICE prisoners; additionally, our County, not only, won't be reimbursed but will, also, be required to fund those housing costs. We now have placed a record tax imposition upon our communities partially attributed to the removal of this Federal government reimbursement. To not take into account the unintended consequences of imposing these costs in the form of greater property taxes on the economically challenged citizenry is unjust and, in my mind, totally preventable. The reimbursement of ICE funds are totally dependent and a function of the reception of ICE prisoners by the County Jail. No reception, no funding; not the other way around. The only solution? Prevent the detention; thus, we're left with a choice to either accept reimbursements or raise county property taxes; regardless, ICE, because of our State's jail mandates, will continue to detain prisoners in our jail. It is sad when emotions curb facts rather than assist them during decision making."

Chair Smith thanked everyone who had attended the meetings since August of 2025. She observed that many people were unaware of the role of county commissioners, and now there is a better understanding of the Board's responsibilities. She observed that public comment was rare when she was first elected and watching public participation increase since August of 2025 indicates that the Board has some work to do and needs to listen to their constituents. She sympathized with the frustration of people's experiences and emphasized the Board's need to act. Chair Smith recalled that from their meeting on August 25th with allied groups the Board fully understood what was happening in their communities. From there, a vote in November and there wasn't enough commissioner support to exclude ICE from the US Marshals contract. She praised the public for continuing to show up, send emails, and phone calls. She appreciates all of the energy that was put into the past six to eight months. She observed that it's not easy to get up in front of the podium if you're not used to public speaking or easy to share a family history that is sacred. She recognizes those efforts and will respond tonight, hopefully, with a favorable vote. She echoed Commissioner Caterina, and encouraged the public to fight, to make their neighborhood safe. She hopes that they can repair some of the trust that they have lost with law enforcement, whether it's local law

enforcement or jail enforcement and look out for one another. She stated that she's glad tonight is here and feels like they have one small piece of democracy that they can pull back tonight for themselves.

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

- Yes:** 3 - Chair Smith, Commissioner Caterina, and Commissioner Cloutier
- No:** 1 - Commissioner Gorden
- Absent:** 1 - Vice Chair Tyler

COMMENTS FROM THE EXECUTIVE STAFF

HR Director Amy Jennings shared that she is in the process of negotiations with Dispatch. Maine Paid Family Medical leave is being implemented and goes into effect on May 1st. She stated that there will be an impact on departments that are not fully hired and concerned that there may be a negative impact. There are currently 60 open positions, most openings are in the Jail, the Sheriff's Office and Facilities. They recently implemented a new validated reading comprehension test for the correction officer hiring process. They are looking at how effective it is to reduce turnover. They have been doing it for two months and there is a 60% failure rate, and it has impacted hiring, so there are two or three hires a month instead of eight.

Commissioner Gorden asked Commissioner Cloutier about the workforce programs offered by Coastal County Workforce and their remedial programs. Commissioner Cloutier stated that he was not sure and they are in a transition period, however, it was a possibility.

District Attorney Jaqueline Sartoris commented that her office implemented the Restorative Justice contract as of April 1st. She stated that 7% of the cases will go to restorative justice, or between 400 to 500 a year, an update will be provided in September. She will also compare the recidivism rate of individuals who do not participate in Restorative Justice with those who do. She thanked the Board for their approval of the agenda item and their office is moving forward with hiring a sex assault investigator as it transitions to a certified law enforcement agency. She noted that they are transitioning to a new e-filing system for criminal cases in September.

She has heard from other counties that there is a lot of frustration with the implementation and staff will need to spend additional time uploading files. Commissioner Cloutier commented that he had not heard anything positive about the new e-filing system and its ease of use. IT Technician Bryson Bouffard offered county IT to assist with the transition. Commissioner Gorden asked if the State was able to offer any financial support for additional staffing, DA Sartoris explained that three years ago a data bridge was to be developed for the transition, however it was never completed. Commissioner Cloutier explained that the software was designed for ease of use by the courts but difficult to manage documents. The software was designed by his cousin and made by Tyler Technologies and has not improved since 2019.

Sheriff Joyce shared that the Town of Gray decided to cancel their patrol contract come July. He learned that this decision by the Town was due to increased county taxes. Regarding staffing, he supports the validated reading comprehension test and its role in hiring. He gave an update on the corrections officer who was arrested January 22nd by ICE, he has been rehired and is completing the academy. He echoed HR Director Jennings' concern about the impact of Maine Paid Family Medical Leave on staffing. He stated that he wanted to address the "elephant in the room", he will continue to follow the law and accept ICE inmates until the law states otherwise. He explained that in his January 23rd press conference he gave ICE feedback about their police tactics that was not well received. As a

result, ICE decided not to house any of their inmates at the Cumberland County Jail. He pointed out that if his staff used the same tactics as ICE, they would be fired. He stated that he was elected to do public safety and will continue to lock up criminals. Though the county will not receive revenue for them. He worked with officials to craft LD 2058 to address administrative arrests versus criminal arrests. Sheriff Joyce agreed with Commissioner Cloutier that they cannot change ICE. ICE needs to change and stop terrorizing communities. The fallout on the communities has put strain on his staff.

Commissioner Cloutier commented that he has been reviewing the statute and when he circled through the documents, it's plain that the regulation is very specific, but it's not plain that the regulation is actually authorized by the law that exists. He asked, if there is a point that the Sheriff is being asked to incarcerate particularly civil offender ICE detainees, could the Sheriff notify the Board? This will enable them to consider filing an action in court to clarify whether that is in fact a proper understanding of those legal rules. While he is not a judge, it's clear that the regulation is exactly as the Sheriff understands it. But that the law that was supposed to be the source of authority for the regulation, and doesn't support the regulation in the way that the Department of Corrections has interpreted it. It may well be that they would have the legal right to say no, that they are not going to take any civil detainees regardless if a sworn officer shows up with them or not, unless there is a crime being alleged and enforced where they are not eligible to come into the jail. Commissioner Cloutier asked Sheriff Joyce to inform the Board so that they could address the matter.

Sheriff Joyce explained that he hired a constitutional attorney to make sure that that statute, while old, was on solid ground. The attorney assured him that it was. With LD 2058, which passed and went to the governor, it carves out any administrative civil type and allows for the criminal, the worst of the worst. He noted that arresting the worst of the worst is his job. He explained that if somebody's committing crimes and not here legally, send them home. It was frustrating to see his employee, the county's employee, an individual that hadn't committed any crimes because he took a polygraph. He explained that some staff were going to fire him when he left because he didn't tell them that he was going to Texas for an immigration hearing. Sheriff Joyce told his staff that they were not going to fire him, because he was trying to do the right thing. ICE picked him up and arrested him and treated him like a statistic with their arrest counts. As per policy, the Sheriff's office did an internal investigation because of the arrest. Ultimately, a person that was contributing to society was pulled out of the workforce and locked up for six weeks and probably paid \$90 a day. It's a civil administrative thing, LD 2058 adjusts that. Chair Smith thanked Sheriff Joyce for his comments and asked him to keep the Board in the loop if ICE agents do arrive.

Finance Director Theresa Grover explained that her office has been busy implementing the PFML deductions into the new payroll software and recently hired a new staff member.

COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey explained that proclamations recognizing the staff at the County's Regional Communication Center and Community Development did not make it onto the agenda as a result of the new timing of the board meetings. He explained that a proclamation should have been on the March agenda and acknowledged the CCRCC staff and the hard work that they do 24 hours, seven days a week. He also recognized Community Development Manager Courtney Kemp and her service to the communities. He noted that the Cross Insurance Arena Board of Trustees will meet the following week to discuss their operations budget and will recommend it to the Board of Commissioners. County Manager Gailey shared that they received some positive news regarding the county website and its ADA accessibility. He recognized Katharine Cahoon for working to help coordinate compliance with the deadline. The federal government has extended the deadline to 2027. County Manager Gailey shared that the state legislature had appropriated \$4 million to county governments across the state. They are asking counties to spend their appropriation in the FY27 budget. The exact amount allocated to

Cumberland County will depend on the jail data. He has discussed the allocation with Finance Director Grover about using it for the Jail's Medication Assisted Treatment program as the county did not receive funding this year. He stated that the county's budget will need to be amended and new warrants will be sent to the municipalities. The meeting for the budget amendment will most likely take place on Zoom.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Caterina thanked everyone for their help with the legislative policy committee to obtain \$4 million. There were many organizations involved including the Maine State Sheriffs and Maine Municipal and Maine County Commissioners. She praised the Cumberland County informational flyer designed by Assistant County Manager Breana Gersen. She has distributed the flyer and it has been well received by municipalities and other counties across the state.

Next Meeting: Monday, May 18, 2026

ADJOURNMENT

The meeting was adjourned at 7:58 p.m.



creating pathways to stable housing, better health, and financial security

April 21, 2026

Dear County Manager Gailey and Esteemed County Commissioners,

Thank you for the opportunity to speak with you about the City of Westbrook and the Towns of Scarborough and Windham's collaborative proposal to end student homelessness through Federal Community Development Block Grant (CDBG) funding. My name is Victoria Morales, and I am the Executive Director of Project Home. We are proud to partner in this effort.

This proposal directly advances the core mission of CDBG by helping low-income families secure stable housing as a foundation for long-term well-being. It also scales a proven model to three additional Cumberland County communities.

Project Home's Student Homelessness Prevention program, which we piloted in Portland in 2025, is designed to intervene early—before housing instability becomes homelessness—and to resolve crises quickly when they arise. We partner closely with school McKinney-Vento staff, who are often the first to identify students living in cars, doubled up, without a fixed address, or at imminent risk of eviction. Once identified, our housing navigators act immediately to stabilize the situation—preventing eviction when possible and securing housing through our network of more than 1,100 landlord partners.

This is a coordinated, community-based approach: municipalities, schools, and housing providers working together to identify risk early and respond effectively. The goal is simple—prevent children from ever experiencing the disruption and trauma of homelessness.

Over the past eight years, Project Home has refined a model that works. We focus on working families—those in the ALICE population (Asset Limited Income Constrained, Employed)—who earn too much to qualify for traditional assistance but cannot keep up with rising housing costs. For these families, instability is rarely about a single issue; it is the result of layered barriers like credit challenges, prior evictions, income volatility, and lack of social capital. Our role is to remove those barriers and create a clear path to stable housing.

This work is especially critical in a state where 85% of rental housing is owned by private landlords. Project Home bridges the gap between these landlords and families who would otherwise be shut out of the market. In effect, we act as housing brokers—creating access where none exists.



creating pathways to stable housing, better health, and financial security

The need is significant. According to United Way's ALICE data:

- 41% of households in Westbrook (3,631 households) are at risk of eviction
- 27% in Scarborough (2,535 households)
- 30% in Windham (2,310 households)

These are working families living one unexpected expense away from losing their housing. When that happens, children pay the price—through disrupted education, emotional stress, and long-term setbacks.

What sets Project Home apart is accountability. We do not just place families—we stand behind every lease with a financial guarantee and ongoing support. With County funding, Project Home will leverage an additional \$400,000 of our own resources to guarantee leases and ensure successful tenancies for up to two years. This shared investment significantly reduces risk for landlords and strengthens long-term housing stability for families. As a result, 99% of the households we serve remain successfully housed year after year—earning the trust of more than 1,100 landlord partners across Maine.

With over 15 years of combined housing experience, our team is equipped to act quickly, navigate complex challenges, and deliver results. This proposal builds on that foundation by establishing a dedicated Student Homelessness Prevention Specialist to work directly with schools in each partner community. County funding is essential to make this expansion possible—without it, extending services to Windham and Scarborough would strain our capacity and risk the quality of support families receive. With your support, we can scale responsibly—reaching more families while maintaining the outcomes that define this program's success.

This investment will keep children in school, parents working, and families stably housed. It will reduce strain on shelters and emergency systems, and it will leverage private and philanthropic resources to maximize public impact.

Thank you for your consideration and for your commitment to Cumberland County families.

A handwritten signature in blue ink, appearing to read "Victoria Morales".

Victoria Morales
Executive Director
Project Home

Position Paper

File #: CD 26-016

Agenda Date: 5/18/2026

Title:

Approval of the minutes, May 7 2026, of the special meeting of the Board of Commissioners

Background and Purpose of Request:

Review and approve the attached minutes.

Staff Contact: Katharine Cahoon, Executive Department



Cumberland County

Board of Commissioners

Meeting Minutes - Draft

27 Northport Dr
Portland, ME 04103

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

Thursday, May 7, 2026

3:30 PM

Virtual Meeting on Zoom

Special Meeting to amend the County budget on Zoom. Meeting link included on the agenda.

CALL TO ORDER

The Board of Commissioners met for a special meeting on Zoom, the meeting was called to Order by Chair Patti Smith at 3:37 p.m.

ATTENDANCE

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

County Staff:

James Gailey, County Manager
Breana Gersen, Deputy County Manager
Theresa Grover, Director of Finance
Alyssa Johnson, Finance and Budget Manager

NEW BUSINESS

[26-047](#) Amend the FY27 Budget

County Manager Gailey presented the changes to the FY27 Budget for the Commissioners consideration.

Commissioner Cloutier stated that legislative funding to reserves is a great idea given that the amount is unknown and its one-time. He is glad to hear about federal revenue from the modified contract and is in favor of the proposed budget as drafted.

Commissioner Caterina agreed with Commissioner Cloutier. She spoke about her work with the Legislature. She observed that though the Marshals contract is not final, she is happy to hear that the contract is moving forward. She is glad that there is less of a burden on the taxpayers.

Commissioner Gorden thanked County Manager Gailey and staff for their work. He observed that he does not like it but the county is reducing the tax impact. The \$4 million one-time money has been like that for the last four years. The State isn't committing to Jails despite all the mandates imposed, the state Jails should be getting \$13 million more, and the county is getting \$4 million. He noted that there is no priority in the budget for the mandates.

Commissioner Tyler commented that staff have done a great job, and any time they can reduce the impacts to communities is good.

Chair Smith thanked the Commissioners for their work on jail funding at the State. She asked County Manager Gailey for an overview of capital expenses and corresponding costs. She asked County Manager Gailey if Maine PFML is properly funded, County Manager Gailey confirmed that it will be. Chair Smith summarized that providing a reduction to the taxpayers is the right thing to do and is in favor of the motion.

County Manager Gailey read the motion:

County Expenditure \$31,968,285

Jail Expenditure \$25,948,810

Cross Insurance Arena \$2,714,557

Revenue \$ (13,103,575)

Designated Fund Balance \$ (300,000)

Jail Tax Stabilization \$ (200,000)

Tax Assessment \$47,028,077

Enterprise Funds \$16,605,624

Grants \$4,206,217

Summary Budget from all Sources-Gross \$81,443,493

Amended Percent Tax Increase 11.65%

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

No: 0

County Manager Gailey read the motion to allocate \$420,000 of the State Legislature funding to the County's Medical Assisted Treatment (MAT) Reserve and the remaining approximately \$320,000 to the Jail Capital Reserve.

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

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

No: 0

ADJOURNMENT

At 4:08 p.m. a motion was made by Stephen Gorden, seconded by Tom Tyler, to ADJOURN the meeting. The motion carried by a unanimous vote.

Cumberland County

27 Northport Dr
Portland, ME 04103

Position Paper

File #: 26-048

Agenda Date: 5/18/2026

Agenda #:

Sheriff's Office Commissions February 1, 2026 through April 30, 2026

Sheriff's Office Commissions February 1, 2026 through April 30, 2026

Sheriff's Office Commissions February 1, 2026 through April 30, 2026



Cumberland County Sheriff's Office

- Kevin J. Joyce
SHERIFF
- Brian R. Pellerin
CHIEF DEPUTY

36 COUNTY WAY, PORTLAND, ME 04102

PHONE (207) 774-1444 ~ FAX (207) 828-2373

TO: CUMBERLAND COUNTY COMMISSIONERS
 FROM: SHERIFF KEVIN JOYCE
 DATE: MAY 12, 2026
 SUBJECT: SHERIFF'S OFFICE COMMISSIONS FEBRUARY 1ST, 2026 – APRIL 30TH, 2026

Agency

Officer

CCSO

Joel Barnes
 Joseph Miville
 Cole Chandler
 Danae Durost
 Dean Fredericks
 Julie Kilbride
 Arlo Pike
 Vincent Rozzi
 Vinal Thompson

KJA
 5/12/26

CCJ

Erik Frigon
 Scott Gibbons
 Daniel Haskell
 Timothy Kortez
 Ovide Richard

Cumberland PD

Christopher Schofield

Gorham PD

Jason Wagner
 Kaitlyn Crawford
 Aaron Erickson
 Todd Gagnon
 Michael Nault
 Todd Smolinsky

Yarmouth PD

Derek Groleau
 Timothy Farris
 David Mulry

Brunswick PD

Joshua Bernier

Cape Elizabeth PD

Eric Vanasse

Portland PD

Stephen Black
 Andrew Castonguay



Scarborough PD

Jacob Gressler

**Bailey Anastasoff
Corey Rogers
Andrew Sholl
Michael Thurlow**

South Portland PD

Ezekiel Collins

Westbrook PD

Joel Loranger



Position Paper

File #: 26-049

Agenda Date: 5/18/2026

Agenda Item Request

Amend the Administrative Regulations #13 Hazard Communications Program

Background and Purpose of Request

Minor edits and updates to the Administrative Regulations #13 Hazard Communications Program which include,

- Minor text edits in #13 Hazard Communications Program
- Update Human Resources Address on Appendix C2
- Rename Appendix C4 Title and Table of Contents to Pictograms and Hazard Communication Standard Labels,
- Add Hazard Communication Standard Labels to Appendix C4
- Updated signature and date by County Manager #13 Hazard Communications Program

Requestor

Laurie Simon, Safety Coordinator

Effective Date if Applicable

May 18, 2026

Attachments

- Redlined Version Administrative Regulations #13 Hazard Communications Program
- Redlined Version Appendix C2
- Redlined Version Appendix C4

Position Paper for Agenda Item

To: Cumberland County Board of Commissioners
From: Laurie Simon, Safety Coordinator
Date: May 8, 2026
Subject: Updates to Section 13 of the Admin Regulations

Requested Action or Motion

Amend the Administrative Regulations #13 Hazard Communications Program

Background and Purpose of Request

Minor edits and updates to the Administrative Regulations #13 Hazard Communications Program which include,

- Minor text edits in #13 Hazard Communications Program
- Update Human Resources Address on Appendix C2
- Rename Appendix C4 Title and Table of Contents to Pictograms and Hazard Communication Standard Labels
- Add Hazard Communication Standard Labels to Appendix C4
- Updated signature and date by County Manager

Funding Amount and Source

None

Effective Date

May 18, 2026

Attachments

- Redlined Version #13 Hazard Communications Program
- Redlined Version Appendix C2
- Redlined Version Appendix C4



#13: Hazard Communication Program

I. PURPOSE

This document meets the requirements outlined in OSHA 29 CFR 1910.1200 (Hazard Communication Standard [HCS], including the updated Globally Harmonized System of Classification and Labeling of Chemicals (GHS)), and Title 26 MRSA Chapter 22 (Employee Right-to-Know [RTK]), for the development, implementation and maintenance of a written hazard communication program.

The purpose of the HazCom program is to provide information to the employees of Cumberland County regarding the identification of potential chemical and physical hazards in their workplace, the protective measures to be taken to prevent adverse effects, and their right of access to occupational health records.

II. SCOPE

The HazCom program applies to all employees of Cumberland County (including part-time employees, temporary employees, and subcontractors working onsite) who handle or use hazardous materials in the course of their work.

III. PROGRAM COMPONENTS

A. Assignment of Responsibility

Each department or group will designate a ~~Hazmat~~ Hazard Communication Coordinator to oversee the implementation of the HazCom program for their particular operations, specifically:

1. Obtaining Safety Data Sheets (SDS) from the manufacturer or vendor for all hazardous materials being used, handled or stored;
2. Confirming proper labeling of containers;
3. Maintaining the Chemical Inventory and the associated SDS;
4. Providing initial and annual training to employees;
5. Maintaining a HazCom Station in the workplace, for ready access to information. The station will consist of a clearly visible sign, the SDS binder for that work area, site-specific safety information (including emergency and evacuation procedures), and employee right-to-know information.

B. Chemical Inventory

All departments or groups utilizing hazardous materials must maintain an inventory of those materials, consisting of at a minimum:

1. Name and manufacturer of each material;
2. Designated area(s) of use, handling or storage;
3. Hazard determination, based on manufacturer's or vendor's information;



4. Verification of current SDS on file.

This inventory is typically in the form of an index in the front of the SDS binder. This inventory will be reviewed at least annually by the Coordinator to confirm accuracy, and to address any out-of-date information. SDS must be retained on-file for materials no longer in use for at least 30 years.

Copies of current SDS are centralized in the Facilities office for emergency reference; in the event of a release or chemically-related injury, a copy of the appropriate SDS must accompany the employee to the medical facility.

Subcontractors working onsite must provide copies of SDS for all hazardous materials they are storing, handling or using, and comply either with the provisions of this HazCom program or their own equivalent plan.

C. Container Labeling

All hazardous materials containers will be properly labeled with the following:

1. Material name;
2. Manufacturer's name and address;
3. Physical, chemical, and health hazards of the specific material.

Original labeling from the manufacturer must contain this information, and should be used whenever possible. Properly formatted labels may also be used as replacements for unreadable original labels, and/or for secondary containers. Additional container requirements include the following:

1. All hazardous materials will be stored in the original or approved secondary container, with the label clearly visible.
2. Secondary containers include vessels being used to dispense small quantities for immediate use in the work area; unused materials must either be returned to the primary storage vessel, or disposed of as hazardous waste.
3. Secondary containers need not be separately labeled, if: (1) it is for the exclusive use of one employee; (2) no other person will have access to it; and (3) it will not be left unattended.
4. No unmarked containers may be left unattended in the work area; unmarked containers so found must be reported to the supervisor and/or Coordinator immediately, and either properly labeled, returned to its original container, or disposed of as hazardous waste.

D. Employee Training and Information

Prior to starting work, each new employee of Cumberland County will attend a safety and health orientation and will receive information and training specific to their work areas, including at least the following:

1. The provisions of the Hazard Communication Standard (HCS) and Employee Right-to-Know (RTK);
2. The location and availability of the written HazCom plan, Chemical Inventory, and SDS (HazCom station);
3. General physical, chemical and health hazards to be considered, including routes of exposure;



4. Protective measures to be taken to lesson and/or prevent adverse effects, including the use of personal protective equipment (PPE), engineering controls, and good work practices;
5. Methods and observation techniques used to determine the presence and release of hazardous chemicals in the work area.
6. Steps the County of Cumberland has taken to lessen or prevent exposure to hazardous chemicals.
7. Safety, emergency and evacuation procedures to follow if they are exposed to hazardous chemicals.
8. How to read labels and SDS; to obtain appropriate hazard information.
9. The right to access their occupational health records. A notice to this effect must be posted with the HazCom Station (example attached).
 - a) After receiving training, each employee will sign a form to verify that they have received training, received written material, and understood the County policies on hazard communication.
 - b) Prior to a new hazardous material being introduced into any operation, each employee will be given information as outlined above. Department Heads, in consultation with the Safety Coordinator, will ensure that SDS are available on all new chemicals.

E. Informing Contractors

It is the responsibility of the Facilities Manager or Safety Coordinator to provide contractors the information on hazardous chemicals to which they may be exposed while on the job site and precautions the employees may take to lessen the possibilities of exposure by using appropriate protective measures.

F. Distribution of SDS

The Facilities Manager or Safety Coordinator shall provide the appropriate departments with SDS when received. It is the responsibility of Department Heads to forward SDS to the Facilities Manager if received directly without being processed through Facilities.

IV. PROGRAM REVIEW

The HazCom program will be reviewed annually by the Safety Coordinator , Director of Facilities, /, and the Cumberland County Executive Safety Committee and updated as needed to maintain regulatory compliance and meet the perceived needs of the County’s workplaces, at least annually.



V. ATTACHMENTS

Appendix C1: *Guidelines for Hazardous Materials and Waste Handling*

Appendix C2: *Access to Occupational Health Records Posting*

Appendix C3: *Global Harmonization Addendum*

Appendix C4: *Pictograms and Hazard Communication Standards Labels*

EFFECTIVE:

James H. Gailey, County Manager

Date



Appendix C2 – ACCESS TO OCCUPATIONAL HEALTH RECORDS

ACCESS TO OCCUPATIONAL HEALTH RECORDS

According to OSHA Regulation 29 CFR 1910.1020(g), any employee has the right to see and copy:

1. His/Her medical records and any records of exposure to toxic substances or harmful physical agents in the workplace.
2. Records of exposure to toxic substances or harmful physical agents of other employees with work conditions, which are similar to his/hers.
3. Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or to which employees may be exposed.

These records and a copy of 29 CFR 1910.1020 (g) is available at the following location:

Cumberland County
Office of Human Resources
~~142 Federal Street~~ 27 Northport Dr
Portland, Maine 04103

THIS NOTICE TO BE POSTED IN THE WORKPLACE HAZCOM STATION.



Appendix C4 – Pictograms and Hazard Communication Standard Labels

Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

Environmental Hazards



Environmental Hazard

Physical Hazards



Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard





Transportation Hazards



Explosives



Flammable Gases



Non-Flammable
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances



Health Hazard



The red frame around the white diamond contains a black silhouette of a person's head and torso with a white star shape spreading through the chest area. This symbol indicates:

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Gas Cylinder



The red frame around the white diamond contains a black shape like a rolling pin missing one handle. This symbol indicates:

- Gases Under Pressure



Flame Over Circle



The red frame around the white diamond contains a black circle resting on a black line with black flames on top of the black circle. It looks like the circle is on fire. This symbol indicates:

- Oxidizers

Flame



The red frame around the white diamond contains a white flame within black flames above a black line. This symbol indicates:

- Flammables
- Pyrophoric
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



Corrosion



The red frame around the white diamond contains an image of two test tubes. One tube pours dripping liquid onto a solid black line, and the other tube drips liquid onto a hand. Both the solid line and hand image are eaten away where the liquids splash, emitting fumes. This symbol indicates:

- Skin Corrosion / Burns
- Eye Damage
- Corrosive to Metals

Environment

(Non-Mandatory for OSHA)



The red frame around the white diamond contains a black leafless tree silhouette and an upside-down fish image, both looking dead. This symbol indicates:

- Acute and/or chronic Aquatic Toxicity



Exclamation Mark



The red frame around the white diamond contains a large black exclamation point in the center. This symbol indicates:

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Exploding Bomb



The red frame around the white diamond contains a black round shape breaking apart with radiating black lines and fragments being ejected. This symbol indicates:

- Explosives
- Self-Reactive
- Organic Peroxides




Skull and Crossbones



The red frame around the white diamond contains the image of a human skull with two bones crossed at an angle behind it. This symbol indicates:

- Acute Toxicity (fatal or toxic)


Hazard Communication Standard Labels





Hazard Communication Standard Labels

All hazardous chemical labels are required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification with a U.S. address and telephone number. A sample label, identifying the required label elements, is shown on the right.

Supplemental information can also be provided on the label as needed.

For more information:
 **Occupational Safety and Health Administration**
www.osha.gov (800) 321-OSHA (6742)

SAMPLE LABEL

CODE _____ Product Name _____	} Product Identifier	
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Emergency Phone Number _____	} Supplier Identification	Hazard Pictograms   Signal Word Danger
- Keep container tightly closed. Store in a cool, well-ventilated place that is locked. - Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. - Use non-sparking tools. - Use explosion-proof electrical equipment. - Take action to prevent static discharge. - Ground and bond container and receiving equipment. - Do not breathe vapors. - Wear protective gloves. - Do not eat, drink or smoke when using this product. - Wash hands thoroughly after handling. - Dispose of contents and container in accordance with local, regional, national, international regulations as specified.	} Precautionary Statements	} Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO ₂) fire extinguisher to extinguish.		Supplemental Information Directions for Use _____ _____ _____ Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____

Position Paper

File #: 26-050

Agenda Date: 5/18/2026

Agenda Item Request

Cumberland County EMA requests the Board of Commissioners authorize signature of the EMA Mutual Aid Agreement, pending it's signature by municipalities.

Background and Purpose of Request

This agreement lays out the process and conditions for a municipality to request emergency management resources from CCEMA. This includes coordination, liability, how requests are made and the financial and reimbursement responsibilities. This process is longstanding but has not been codified in an agreement before.

Requestor

Michael Durkin, Director- Cumberland County Emergency Management Agency

Funding Amount and Source

Not Applicable

Effective Date if Applicable

This agreement becomes effective upon signature and is valid until terminated which can be done by either party with thirty days' notice and no penalty.

Maine
Cumberland **County**
POSITION PAPER FOR AGENDA ITEM

TO:	Board of County Commissioners
FROM:	Michael Durkin, Director- Cumberland County Emergency Management Agency
DATE:	5/06/2026
SUBJECT:	Intermunicipal Emergency Management Mutual Aid Agreement

Requested Action:

CCEMA requests that the Commissioners authorize signature of the EMA Mutual Aid Agreement, pending it's signature by municipalities.

Background & Purpose of Request:

The Emergency Management Agency Mutual Aid Agreement is an agreement between individual municipalities and quasi-municipal entities and Cumberland County Emergency Management Agency (CCEMA).

This agreement lays out the process and conditions for a municipality to request emergency management resources from CCEMA. This includes coordination, liability, how requests are made and the financial and reimbursement responsibilities. This process is longstanding but has not been codified in an agreement before.

In addition, the agreement explains the process of how CCEMA can request resources from a municipality. When combined, these two parts give CCEMA the ability to properly coordinate resource requests across the County. This is a new capability and is a direct request from several municipalities.

This agreement has been sent to the Local EMA Directors and a session was held where we went through it with them. They have had thirty days to provide feedback/comments.

If authorized, the County Manager and the CCEMA Director would send this to municipalities for their signature and sign the returned copies.

Funding Amount and Source:

NA

Effective Date:

This agreement becomes effective upon signature and is valid until terminated which can be done by either party with thirty days' notice and no penalty.

Attachments:

EMA Mutual Aid Agreement (6 pages)

**Cumberland County
Emergency Management Agency
Mutual Aid Agreement**

Section 1: Purpose

The following Mutual Aid Agreement (MAA) is entered into between _____ (Municipality), by and through the ____ (Municipal EMA), and Cumberland County (County), by and through the Cumberland County Emergency Management Agency (CCEMA), pursuant to 37-B M.R.S § 784 for reciprocal emergency management aid and assistance in case of a disaster too great to be dealt with unassisted.

The purpose of this MAA is to provide a framework for the coordination of local and regional emergency management resources (i.e., personnel, supplies, and equipment) to protect the health, safety, and welfare of the residents of Cumberland County during localized or regional emergencies that exceed the capabilities of a single jurisdiction.

Section 2: Coordination Officials

2.1- Cumberland County Emergency Management Agency (CCEMA) Coordinating Official. The CCEMA Director, or their designee, is the official who is tasked with the responsibility and authority to facilitate cooperation in the work of disaster mitigation, preparedness, response and recovery on behalf of Cumberland County and shall serve as a liaison between municipalities, local emergency management directors, external vendors and suppliers, and the County for the purposes of this MAA.

2.2- Municipal Emergency Management Agency (EMA) Coordinating Official. Municipality's EMA Director is the municipal official tasked with executing emergency management duties at the municipal level under Title 37-B of the Maine Revised Statutes. Each municipality is responsible for coordinating the overall disaster response for its jurisdiction. The Municipality's EMA Director, or their designee, shall serve as the primary contact to request resources from the County and respond to inquiries concerning the coordination of resources.

Section 3: Procedures for Activating Resource Requests and Providing Assistance

3.1- Assistance "Trigger." The Municipality's submission of a request for resources (i.e., personnel, supplies, or equipment) to the CCEMA for a specific incident triggers the terms of this MAA. No formal disaster declaration is required to activate the support mechanisms of this agreement.

3.2- Resource Request Process. All requests for resources from the County shall be provided directly to the CCEMA. Municipality acknowledges that it is responsible for ensuring requests are authorized by the appropriate local official(s) prior to the request being made.

To ensure an agile response, the CCEMA maintains a "no-barrier" philosophy regarding requests for assistance. Requests for assistance to the CCEMA may be made orally or in writing. Formal

requests are preferred and should be the primary method for requesting assistance. However, when immediate coordination is required, and a formal request cannot be completed due to the circumstances of the emergency, requests may be submitted informally.

- **Formal Method:** Request is made via a written and signed *Standard Resource Request Form* provided by the County. This method is preferred.
- **Informal Requests:** Request is made via phone, radio, in-person, e-mail, or Slack to CCEMA staff. If a request is made informally, the County reserves the right to request a *Standardized Resource Request Form* be completed at a later time.
 - **Address:** 27 Northport Drive, Portland ME 04103
 - **Phone (Regular Business Hours):** (207) 892-6785
 - **Phone (After Regular Business Hours- CCRCC):** (207) 893-2810
 - **Email:** (ccema_eoc@cumberlandcounty.org)
 - **Radio:** Utilize Assigned EMA channels (activated upon request)

3.3- Resource Prioritization. Resource requests are generally administered on a "first-requested, first-served" basis. The CCEMA Director, or their designee, reserves the right to reallocate or redirect resources regardless of request order, at their discretion, if such action is necessary, such as to address a life-safety threat.

3.4- Resource Types. The CCEMA Director, or their designee, may coordinate the deployment of resources from a variety of sources when responding to a request. The CCEMA Director, or their designee, has discretion when deciding which resources to deploy, but will generally first deploy resources the CCEMA or County has cached followed by coordinating the acquisition of resources from vendors and other external sources. The Municipality acknowledges that it is responsible for specifying any preferences or limitations pertaining to its request to the CCEMA when requesting assistance.

3.5- Cached Resources (County-Owned). CCEMA maintains a cache of emergency equipment and supplies intended for short-term loan to municipalities.

- **Cost:** County-owned resources are generally loaned free of charge for use. If there are ongoing costs for supplies to be used with the equipment (i.e., gasoline for a generator) these costs are the responsibility of the Municipality.
- **Liability & Documentation:** Before taking possession of County-owned resources, the Municipality must execute a separate *Equipment Loan & Liability Agreement*. Unless otherwise specified in the Agreement, the Municipality assumes full responsibility for damage to or resulting from the use of County-owned equipment, excluding normal "wear and tear."

3.6- External Resources (Procured). When the CCEMA does not possess a resource requested by the Municipality, CCEMA may act as an intermediary to secure the resource from external resource providers, including other municipalities, private and volunteer agencies, or vendors. The Municipality must authorize the CCEMA to procure resources from external sources (i.e., through a *Standardized Resource Request Form*).

- **Direct Invoicing:** Whenever possible, the County will arrange for the Municipality to enter into agreements with external resource providers directly. This agreement or arrangement is distinct from this MAA. The external resource provider will be responsible for invoicing the Municipality directly for costs related to the resource requested.
- **Reimbursement Procedures:** The County reserves the right to request reimbursement for direct costs incurred by the CCEMA or the County to acquire external resources requested by the Municipality, excluding County staff time to administer a request and the use of County-owned resources. The CCEMA will provide the Municipality with an estimate of the costs incurred by the County to procure external resources on behalf of the Municipality whenever possible. If the estimated cost for a resource exceeds \$2,500, the Municipality must submit a signed *Standardized Resource Request Form* before the CCEMA will initiate the procurement of the resource. The Municipality agrees to reimburse the County and CCEMA within 30 days of receiving an itemized invoice from the County.

3.7- Municipal Resources. The Municipality acknowledges that the County and CCEMA intend to enter into MAAs with other municipalities in Cumberland County. When such MAAs allow, CCEMA may coordinate the use, lending, or acquisition of municipal resources among municipalities in Cumberland County.

3.7.1- Right of Refusal. Municipalities are encouraged, but not required, to provide resources to other municipalities in the County through the County's coordination. The Municipality may refuse a request for its resources for any reason, including the need to maintain resources for its own jurisdiction. No justification for refusal is required.

3.7.2- Inter-Municipal Resource Reimbursement and Rates. When the Municipality is acting as a receiving or providing municipality during the coordination of municipal resource sharing, the CCEMA will follow the procurement and reimbursement procedures pertaining to external resources under Section 3.6. Specifically, the CCEMA will encourage the municipalities to enter into their own agreement for the coordination of inter-municipal resources.

If the Municipality is the receiving municipality, and the CCEMA agrees to incur any costs on behalf of the Municipality, the Municipality shall be responsible for the direct costs incurred by the County or the CCEMA, excluding any County staff time to administer the request and the use of County-owned equipment.

If the Municipality is the providing municipality, and does not provide its resources to another municipality at no cost, the Municipality agrees to track and bill all equipment and resources provided to another municipality according to *FEMA Equipment Rates*, see <https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>. Use of these rates ensures "reasonableness" of cost as defined by 2 CFR § 200 and eligibility for federal reimbursement following a declared disaster. Personnel costs should be documented based on the Municipality's established hourly rates (including benefits).

If the Municipality is the providing municipality, and the CCEMA agrees to incur any costs on behalf of the receiving municipality, the CCEMA shall reimburse the Municipality for its direct costs upon receipt of a valid invoice from the Municipality and payment from the requesting municipality. The Municipality acknowledges that the County is acting as an intermediary and is not responsible for assuming any municipality's costs for providing inter-municipal aid.

3.7.3- Personnel. Unless otherwise agreed to by the municipalities through a separate agreement, the Municipality agrees to provide a requesting municipality with qualified operators when providing equipment that requires specific licensure, certifications, or specialized training (i.e., Fire Apparatus, Heavy Excavation Equipment). The Municipality agrees to ensure all personnel deployed are trained, certified, and qualified to operate the equipment provided. All assistance shall be performed in accordance with generally accepted emergency management standards and local SOPs.

3.7.4.- Resource Reporting. The Municipality agrees to periodically update CCEMA on the "Significant or Unique Resources" it maintains, so that the CCEMA may maintain regional readiness without creating an administrative burden. Significant or Unique Resources include high-impact, specialized, or high-value assets that are not common in every municipality, and does not include standard items found on FEMA rate lists (i.e., standard pickup trucks).

Section 4: General Terms and Conditions

4.1- Term and Termination. This agreement shall become effective on the date executed by the parties to this MAA and shall remain in full force and effect until subsequently amended, modified, or terminated by mutual agreement of the parties. Either party may terminate this agreement upon at least 30-days written notification provided to the other party.

4.2- Independent Contractor. Parties to this MAA acknowledge that the County, the Municipality, and any other municipality acting pursuant to this MAA are independent contractors. Nothing in this Agreement shall be construed to create an employment relationship, partnership, or joint venture between the County, Municipality, or between any other municipality. Each entity's employees, officials, agents, subcontractors, representatives and volunteers remain the sole employees of their home jurisdiction for all purposes, including payroll, taxes, and benefits and are not entitled to benefits of any kind or nature to which employees of the County or another municipality are normally entitled, including, but not limited to, unemployment compensation, workers compensation, group health insurance, disability coverage, retirement contributions, or paid time off.

4.3- Severability. If any part of this Agreement is found to be invalid or unenforceable by a court of law, the remaining provisions shall remain in full force and effect.

4.4- Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Maine. Any legal action arising under this Agreement shall be brought in a court of competent jurisdiction within Cumberland County.

4.5- Liability. Municipality and County agree that it shall be responsible for its own actions, and the actions of its officials, employees, and agents, and the resources in its physical possession when providing reciprocal assistance under this MAA.

Nothing in this MAA, including any provision of indemnification by either party, shall be construed to waive or otherwise limit any of the defenses, immunities, or limitations of liability available to the County or Municipality under the Maine Tort Claims Act, 14 M.R.S. § 8101, et seq. or other applicable law. The provisions of this section shall survive the term of this MAA indefinitely.

4.5.1- County-owned Resources. Unless otherwise provided in an *Equipment Loan & Liability Agreement*, the Municipality agrees to defend, indemnify, and hold the County and CCEMA harmless from and against any and all claims, actions, lawsuits, judgments, or liabilities of any kind deriving from the Municipality’s, or any of its officers’, employees’, agents’, negligent use, maintenance, or operation of County-owned resources provided to the Municipality pursuant to this MAA.

4.5.2- External Resources- County as Intermediary. The Municipality acknowledges that the County and CCEMA are acting solely as an intermediary when collaborating the use or acquisition of external resources under this MAA. The Municipality agrees that the County and CCEMA shall not be responsible for the Municipality’s use, maintenance, or operation of any external resource, delays in delivery by external resource providers, disputes regarding separate agreements, or the use or condition of external resources. The Municipality agrees to defend, indemnify, and hold the County and CCEMA harmless from and against any and all claims, actions, lawsuits, judgments, or liabilities of any kind deriving from the Municipality’s, or any of its officers’, employees’, agents’, negligent use, maintenance, or operation of external resources acquired under this MAA.

IN WITNESS WHEREOF, the parties hereto have executed this MAA on _____, 20__ :

MUNICIPALITY

MUNICIPAL EMA

By: _____

By: _____

Title:

Title:

CUMBERLAND COUNTY, MAINE

**CUMBERLAND COUNTY
EMERGENCY
MANAGEMENT AGENCY**

By: _____

By: _____

Title:

Title

Position Paper

File #: 26-051

Agenda Date: 5/18/2026

Agenda Item Request

Reappointment of Peter Coyne to the Cumberland County Board of Assessment Review for a three year term from July 1, 2026 to June 30, 2029.

Background and Purpose of Request

The Cumberland County Board of Assessment Review (BAR) is composed of volunteers who meet when the County receives an appeal for a municipal property tax abatement. The criteria for a BAR member includes knowledge of real estate (broker or appraiser or similar work) or practice as an attorney. There are no term limits according to the BAR By-Laws. Board Member Peter Coyne is currently one of the BAR's longest serving members and a Real Estate Agent with Coyne Webber Real Estate Associates. His current term is from July 1, 2023 to June 30, 2026 and is set to expire. His new term would begin July 1, 2026 and end June 30, 2029.

Requestor

Katharine Cahoon, Executive Department

Funding Amount and Source

N/A

Effective Date if Applicable

July 1, 2026

Position Paper

File #: 26-051

Agenda Date: 5/18/2026

Agenda Item Request

Reappointment of Peter Coyne to the Cumberland County Board of Assessment Review for a three year term from July 1, 2026 to June 30, 2029.

Background and Purpose of Request

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Requestor

Katharine Cahoon, Executive Department

Funding Amount and Source

N/A

Effective Date if Applicable

July 1, 2026

Position Paper

File #: 26-052

Agenda Date: 5/18/2026

Agenda Item Request

Correct the reappointment term for Board of Assessment Review member David Silk from 7/01/2026 - 6/30/2029 to 7/01/2025 - 6/30/2028.

Background and Purpose of Request

The Board of Assessment Review (BAR) is composed of volunteers who meet when the County receives an appeal for a municipal property tax abatement. The criteria for a BAR member includes knowledge of real estate (broker or appraiser or similar work) or practice as an attorney. There are no term limits according to the BAR By-Laws.

Board Member David Silk, Esq., term ended on June 30, 2025 and wished to renew his term starting July 1, 2025. Due to a typo, Attorney Silk was reappointed to a new term starting July 1, 2026 through June 30, 2029 on agenda item 25-048. This agenda item seeks to correct the reappointment term to July 1, 2025 through June 30, 2028.

Requestor

Katharine Cahoon

Effective Date if Applicable

7/01/2025 - 6/30/2028

Position Paper

File #: 26-052

Agenda Date: 5/18/2026

Agenda Item Request

Correct the reappointment term for Board of Assessment Review member David Silk from 7/01/2026 - 6/30/2029 to 7/01/2025 - 6/30/2028.

Background and Purpose of Request

The Board of Assessment Review (BAR) is composed of volunteers who meet when the County receives an appeal for a municipal property tax abatement. The criteria for a BAR member includes knowledge of real estate (broker or appraiser or similar work) or practice as an attorney. There are no term limits according to the BAR By-Laws.

Board Member David Silk, Esq., term ended on June 30, 2025 and wished to renew his term starting July 1, 2025. Due to a typo, Attorney Silk was reappointed to a new term starting July 1, 2026 through June 30, 2029 on agenda item 25-048. This agenda item seeks to correct the reappointment term to July 1, 2025 through June 30, 2028.

Requestor

Katharine Cahoon

Effective Date if Applicable

7/01/2025 - 6/30/2028

Position Paper

File #: 26-053

Agenda Date: 5/18/2026

Agenda Item Request

Adopt the new Appendix G2 Suspension and Debarment Policy and Procedure, appendix to Administrative Regulations No.16 Accepting Grants and Other Funding Sources.

Background and Purpose of Request

Federal Requirements prohibit awarding grants or contracts to entities that are suspended, debarred, or otherwise excluded from receiving federal funds. Cumberland County has historically complied with these requirements by verifying contractors, subrecipients, and grant partners as part of the County's existing internal controls and grant administration practices. However, those practices have not been documented in a formal written policy.

Adoption of Administrative Regulations Appendix G2 will formalize existing practice, ensure consistent procedures across County departments, and provide documented procedures that demonstrate compliance with current federal grant requirements when requested.

Requestor

Sandra Warren, Compliance and Audit Manager

Funding Amount and Source

This action has no fiscal impact. Adopting this policy costs nothing. SAM.gov is a free public website, and the verification work described in the policy is carried out using existing staff resources.

Effective Date if Applicable

May 18,2026

Position Paper for Agenda Item

To: Cumberland County Board of Commissioners
From: Sandra Warren, Compliance and Audit Manager
Date: 05/08/2026
Subject: Debarment and Suspension Policy

Requested Action or Motion

Requesting approval from the Board of Commissioners to adopt a new written Suspension and Debarment Policy. The board is being asked to approve Administrative Regulations Appendix G2, Suspension and Debarment Policy and Procedure. Upon approval, Appendix G2 will be incorporated as a formal appendix to Administrative Regulations No.16, Accepting Grants and Other Funding Sources.

Background and Purpose of Request

Federal Requirements prohibit awarding grants or contracts to entities that are suspended, debarred, or otherwise excluded from receiving federal funds. Cumberland County has historically complied with these requirements by verifying contractors, subrecipients, and grant partners as part of the County's existing internal controls and grant administration practices. However, those practices have not been documented in a formal written policy.

Adoption of Administrative Regulations Appendix G2 will formalize existing practice, ensure consistent procedures across County departments, and provide documented procedures that demonstrate compliance with current federal grant requirements when requested.

Funding Amount and Source

This action has no fiscal impact. Adopting this policy costs nothing. SAM.gov is a free public website, and the verification work described in the policy is carried out using existing staff resources.

Effective Date

May 18,2026

Attachments

- Administrative Regulations Appendix G2, Suspension and Debarment Policy and Procedure.

Suspension and Debarment Policy & Procedures

I. Purpose

Federal rules prohibit using grant funds with organizations or individuals that are suspended, debarred, or otherwise excluded from federal funding programs. This policy ensures that grant related purchases and expenditures are not made from an entity that has been suspended or debarred by the federal government. This policy establishes how Cumberland County verifies eligibility before and during federally funded transactions, and what steps to take if an exclusion is found.

2. Key Definitions

- **Debarment:** An action taken by a federal agency that prohibits a person or entity from participating in federal transactions for a defined period. Debarment is typically based on a serious violation such as fraud, criminal conduct, or willful failure to perform.
- **Suspension:** A temporary action taken by a federal agency to immediately exclude a party from federal transactions, typically pending investigation or legal proceedings.
- **Exclusion:** The general term encompassing debarment, suspension, proposed debarment, declared ineligibility, and voluntary exclusion. All are recorded in SAM.gov.
- **SAM.gov:** The System for Award Management (sam.gov) is the official federal database maintained by GSA that records all current exclusions from federal participation.
- **Covered Transaction:** Any contract, purchase order, subaward, or other agreement funded in whole or in part with federal funds, as defined under [2 CFR § 180.210](#).
- **Subrecipient:** A non-federal entity that receives a subaward from the County to carry out part of a federal grant program.
- **Contractor:** A vendor, supplier, or service provider that enters into a contract with the County for goods or services paid with federal grant funds.
- **Compliance and Audit Manager (CAM)** – Responsible for overseeing grant compliance, monitoring and reporting functions.

3. SAM.GOV Verification Requirements

Cumberland County must verify that any vendor, contractor, or subrecipient receiving federal grant funds is not suspended or debarred from doing business with the federal government. This verification is required before entering into any contract, purchase order, or subaward funded in whole or in part by federal funds, regardless of dollar amount.

[Pre-Award Verification \(Required Before Any Transaction\)](#)

Before entering into any contract, purchase order, or subaward funded with federal dollar, regardless of amount, the responsible Department Head or Project Manager must:

1. Go to [SAM.gov](https://sam.gov), select Search, then Exclusions.
2. Search by the entity's legal name, UEI, or EIN (for individuals, use full name and date of birth if available).
3. Confirm no active exclusion applies.
4. Save a dated screenshot showing the entity name, date of search, and result. File it in the procurement or subaward file.

Verbal confirmation or reliance on prior knowledge does not satisfy this requirement. If an exclusion is found, stop immediately and notify the Compliance and Audit Manager (CAM). See Section 5.

Although the regulation does not explicitly require periodic reverification after the initial award, the County may conduct additional verifications at its discretion. Departments are encouraged to reverify at each contract renewal or at the start of each new budget period for active subawards.

4. Required Certifications

In addition to the County's own [SAM.gov](https://sam.gov) search, all contractors and subrecipients receiving federal funds must certify to the County in writing that they are not suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions. See attached Sample certification documents:

- Include this certification requirement in all bid packets and RFPs.
- Incorporate the certification into executed contract and subaward agreement language.
- Where required, include flow-down language so lower-tier participants pass the requirement to their own subcontractors.
- These certifications supplement and do not replace the County's [SAM.gov](https://sam.gov) verification obligation.

5. Exclusions & Referral of Conduct to Federal Agencies

If a [SAM.gov](https://sam.gov) search reveals that a vendor, contractor, or subrecipient has active exclusions, the County must take immediate action. Under no circumstances shall a payment be approved or a transaction proceed until the matter is formally resolved.

A. Immediate Response Steps

1. **Stop the transaction.** Do not approve any invoice, execute any agreement, or issue any payment to the excluded party. This hold applies immediately upon discovery.

2. **Preserve the record.** Save the SAM.gov exclusion record showing the exclusion type, basis, and effective dates. Document the date and time of discovery.
3. **Notify the CAM.** The Department Head or Project Manager must notify the Compliance and Audit Manager the same business day, if discovered during business hours.
4. **CAM notifies leadership.** The CAM will notify the Finance Director and County Manager within one business day of receiving notification, and will prepare a written summary of the exclusion and affected transaction. The CAM will request direction on required next steps and any remedial measure the County must take from the County Manager.
5. **Notify the federal awarding agency.** If federal funds are involved, the CAM, at the direction of the County Manager will provide written notification to the cognizant federal grant manager as required by award terms or agency guidance.
6. **Document all actions.** All steps taken, notifications made, and decisions reached must be documented in writing and retained in the grant compliance file.

B. Referral of Conduct to Federal Agencies

Cumberland County does not have the legal authority to debar or suspend any party from federal programs, that authority rests solely with federal agencies under [2 CFR Part 180](#). However, when the County identifies conduct that may warrant federal debarment or suspension consideration, including but not limited to fraud, willful nonperformance, criminal conduct, or material misrepresentation, the CAM will take the following steps:

- Prepare a written summary of facts supported by contract and procurement records and present findings to the County Manager.
- The County Manger will review the summary and make the final determination on whether a referral to a federal agency is appropriate and authorized.
- Upon County Manager authorization, the CAM will submit a written referral to the cognizant federal awarding agency or the relevant federal Inspector General, with all supporting documentation.
- Retain a copy of the referral and any agency response in the grant compliance file, consistent with the retention requirements in Section 8.

6. Roles and Responsibilities

- **Department Head / Project Manager**- Conducts [SAM.gov](https://sam.gov) searches pre-award and annually; documents and files results; immediately reports any exclusion to the CAM; includes certification requirements in solicitations and agreements.
- **Compliance and Audit Manager (CAM)**- Oversees the suspension and debarment compliance program; provides guidance to Department Heads/ Project Managers; receives and escalates exclusion notifications; notifies leadership and coordinates federal agency notifications and referrals.
- **Finance Director**-Receives notification from CAM, Department Head and Project Managers of active exclusions on existing subrecipients; ensures no payments are processed to excluded parties.
- **County Manager**- Serves as the final decision making authority on all exclusion related matters, receives notification of exclusions and escalated matters; authorizes federal referrals; and holds overall accountability for Cumberland County's grant compliance program.

7. Record Retention

All [SAM.gov](https://sam.gov) search documentation, including screenshots, exclusion notifications, and any related escalation records, must be retained in the applicable procurement file, contract file, or subaward compliance file for the longer of:

- a. three years from the date of final expenditure or closeout of the associated federal award, as required under [2 CFR § 200.334](https://www.ecfr.gov/current/title-2/chapter-200/subchapter-3/part-200.334), or
- b. the retention period specified in the applicable award terms and conditions.
- c. In accordance with Maines Freedom of Access Act

Records must be kept in a location/ format so to be made available to auditors, program monitors, or the federal awarding agency upon request.

Appendix G2-A Sample Form Procurement

CONTRACTOR DEBARRED OR SUSPENSION
Applicable to bidder

Contractor: _____ Telephone: _____ Ext. _____
Contact Person: _____ Fax: _____
E-mail: _____ Tax ID: _____
BID PRICE: \$ _____ BID DATE: ____/____/____
PROJECT LOCATION: _____ PROJECT # _____

THIS CERTIFICATION IS REQUIRED BY THE REGULATIONS IMPLEMENTING EXECUTIVE ORDER 12549, DEBARMENT AND SUSPENSION, 29 CFR PART 98, SECTION 98.510, PARTICIPANTS' RESPONSIBILITIES. THE REGULATIONS WERE PUBLISHED AS PART VII OF THE MAY 26, 1988 FEDERAL REGISTER (PAGES 19160-19211).

1. THE PROSPECTIVE PRIMARY PARTICIPANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE AND BELIEF THAT IT AND ITS PRINCIPALS:

- a) ARE NOT PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM COVERED TRANSACTIONS BY ANY FEDERAL DEPARTMENT OR AGENCY;
- b) HAVE NOT WITHIN A THREE-YEAR PERIOD PRECEDING THIS PROPOSAL BEEN CONVICTED OF OR HAD A CIVIL JUDGMENT RENDERED AGAINST THEM FOR COMMISSION OF FRAUD OR A CRIMINAL OFFENSE IN CONNECTION WITH OBTAINING, ATTEMPTING TO OBTAIN, OR PERFORMING A PUBLIC (FEDERAL, STATE OR LOCAL) TRANSACTION OR CONTRACT UNDER A PUBLIC TRANSACTION, VIOLATION OF FEDERAL OR STATE ANTI-TRUST STATUTES OR COMMISSION OF EMBEZZLEMENT, THEFT, FORGERY, BRIBERY, FALSIFICATION OR DESTRUCTION OF RECORDS, MAKING FALSE STATEMENTS, OR RECEIVING STOLEN PROPERTY;
- c) ARE NOT PRESENTLY INDICTED FOR OR OTHERWISE CRIMINALLY OR CIVILLY CHARGED BY A GOVERNMENT ENTITY (FEDERAL, STATE OR LOCAL) WITH COMMISSION OF ANY OF THE OFFENSES ENUMERATED IN PARAGRAPH 1.B OF THIS CERTIFICATION; AND
- d) HAVE NOT WITHIN A THREE-YEAR PERIOD PRECEDING THIS APPLICATION/PROPOSAL HAD ONE OR MORE PUBLIC TRANSACTIONS (FEDERAL, STATE OR LOCAL) TERMINATED FOR CAUSE OR DEFAULT.

2. WHERE THE PROSPECTIVE PRIMARY PARTICIPANT IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, SUCH PROSPECTIVE PARTICIPANT SHALL ATTACH AN EXPLANATION TO THIS PROPOSAL.

NAME AND TITLE, AUTHORIZED REPRESENTATIVE

SIGNATURE & DATE

*****Please attached a print out of good standing from SAM.Gov*****

Appendix G2-B Sample Form non procurement Subaward

Suspension and Debarment Subaward Certification

Per 2 CFR § 200.214 and 2 CFR Part 180, Cumberland County Government, as a non-federal pass-through entity, must verify that any subrecipient is not debarred, suspended, or otherwise excluded from participating in federal assistance programs prior to executing a subaward, and annually for the duration of each federally funded subaward. This certification must be signed by an authorized representative of the Subrecipient who can legally bind the entity.

Legal Name of Subrecipient Organization: _____

DBA / Program Name (if different): _____

Mailing Address: _____

Authorized Representative Name: _____

Email: _____

Unique Entity Identifier (UEI): _____

Employer Identification Number (EIN): _____

By signing this certification, the authorized representative of the subrecipient certifies, to the best of their knowledge and belief, that the subrecipient organization and its principals:

1. Are NOT presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have NOT, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are NOT presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses listed in item 2 above;
4. Have NOT, within a three-year period preceding this certification, had one or more public transactions (federal, state, or local) terminated for cause or default; and
5. Will immediately notify Cumberland County Government if, at any time during the period of this subaward, the subrecipient or any of its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions.

The undersigned authorized representative certifies that the statements made in this certification are true, complete, and accurate to the best of their knowledge, and that all information provided is correct. The authorized representative acknowledges that any false, fictitious, or fraudulent statements or claims may subject the organization and its principals to criminal, civil, or administrative penalties.

Authorized Representative Printed Name: _____

Title: _____

Authorized Signature: _____ **Date:** _____

Position Paper

File #: 26-054

Agenda Date: 5/18/2026

Agenda #:

Agenda Item Request

Authorize the County Manager to sign the Dispatch Contract with the Town of Cumberland.

Background and Purpose of Request

The current Communications Contract between the Cumberland County and the Town of Cumberland expires June 30, 2026.

This contract represents a change in pricing for dispatch services. The fee's associated with the contract are based on a per capita fee based on the town's 2020 census population of 8,473. Instead of the previous three-year projected increase of 3%, the contract now provides a range of 3-5% increase, after the initial FY27 increase of 6%. Additionally, a \$2,000.00 IT fee for the Fire Departments connection to the County's CAD Software starts on July 1, 2026. This fee is in addition to the already accessed \$8,833.33 IT fee for Police IT CAD software. The Cost section of the contract has been modified to reflect these changes.

Funding Amount and Source

The FY27 Dispatch Contract is increased by 6%, resulting in an annual service fee of \$233,675.75. With an additional IT fee of \$10,833.33 for IT CAD software for Fire and Police.

Effective Date

July 1, 2026

Attachments

- Dispatch Contract signed by the town

Position Paper for Agenda Item

To: Cumberland County Board of Commissioners
From: Melinda J Fairbrother-Dyer
Date: May 11, 2026
Subject: Town of Cumberland Dispatch Contract

Requested Action or Motion

Authorize the County Manager to sign the Dispatch Contract with the Town of Cumberland.

Background and Purpose of Request

The current Communications Contract between the Cumberland County and the Town of Cumberland expires June 30, 2026.

This contract represents a change in pricing for dispatch services. The fee's associated with the contract are based on a per capita fee based on the town's 2020 census population of 8,473. Instead of the previous three-year projected increase of 3%, the contract now provides a range of 3-5% increase, after the initial FY27 increase of 6%.

Additionally, a \$2,000.00 IT fee for the Fire Departments connection to the County's CAD Software starts on July 1, 2026. This fee is in addition to the already accessed \$8,833.33 IT fee for Police IT CAD software. The Cost section of the contract has been modified to reflect these changes.

Funding Amount and Source

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Effective Date

July 1, 2026

Attachments

- Dispatch Contract signed by the town

**AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE TOWN OF
CUMBERLAND
“COMMUNICATION SERVICES”**

THIS AGREEMENT, effective July 1, 2026 is entered into by and between the COUNTY OF CUMBERLAND (hereinafter referred to as “the County”) with a principal place of business at 142 Federal Street, Portland, Maine and the TOWN CUMBERLAND (hereinafter referred as “the Municipality”) with a principal place of business at 290 Tuttle Road, Cumberland, Maine.

WITNESSETH

WHEREAS, pursuant to Title 30-A M.R.S.A. §453 the County Commissioners are authorized to establish a communications center to provide communications services for municipal rescue, ambulance, fire and police departments, and pursuant to 30-A M.R.S.A. 107, the County Commissioners are authorized to enter into agreements with municipalities within the County to provide specific communications services for municipal law enforcement functions, including dispatch of municipal units;

WHEREAS, the County has established the Cumberland County Regional Communications Center (“CCRCC”) to provide emergency and non-emergency dispatch services to several public safety agencies within Cumberland County, and to serve as the Public Safety Answering Point (“PSAP”) pursuant to 25 M.R.S.A. c. 352 for several communities within Cumberland County; and

WHEREAS, the Municipality has requested that the County provide certain communication services as set forth herein and the County is willing to provide such services through the CCRCC pursuant to the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises by each party to the other and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

1. SERVICES

The County agrees to provide the Municipality with the following services through the CCRCC, which shall be referred to herein as the “Communication Services.”

The Communication Services shall be provided to appropriate service providers and agencies of the Municipality as determined by the CCRCC, including, but not limited to, Fire, Rescue, Animal Control, Marine Safety, and Public Works. For purposes of this Agreement, the County hereby agrees to provide the Communication Services to the following agencies and/or departments of the Municipality: CUMBERLAND.

The Communications Services to be provided by the County shall include:

- (A) Access for use of the emergency alert system by authorized personnel.
- (B) Answering of all emergency and non-emergency calls for service.

(C) Dispatching personnel and equipment for emergency and non-emergency calls for service and all ongoing incidents, as well as coordination of all support services as deemed appropriate by the incident commanders and / or authorized agency personnel.

(E) A warrant repository for participating agencies.

(F) Access to and licenses for the use of Computer Aided Dispatch (CAD) and Record Management Systems (RMS) software and databases utilized in connection with the Communication Services outlined above.

The County agrees that in providing the Communications Services, it will maintain adequate facilities, equipment and personnel to perform the Communications Services and carry out the purposes stated in the PSAP standards established by the State of Maine. The County further agrees to provide all services in the most cost effective and efficient manner possible and to ensure that all calls for service in the Municipality are dispatched to the appropriate service providers for the Municipality. The County shall be responsible for ensuring that all personnel providing the Communications Services have been certified and trained according to the requirements of the State of Maine. During the term of this agreement, the Municipality agrees to maintain P25 VHF conventional operational capability for Fire / Rescue and/or Law Enforcement personnel within their jurisdiction for use of CCRCC operations channels.

2. AUTHORIZATION

This Agreement shall be effective only upon authorization of the legislative body of the Municipality pursuant to 30-A M.R.S.A. § 107(1) and the Cumberland County Commissioners. A copy of this Agreement shall be filed with the Clerk of the Municipality and in the office of the County Commissioners.

3. TERM & TERMINATION

A. The effective date of this agreement shall be the date upon which it is executed, following the approvals required in Section 2 above. The initial term of this Agreement shall be two years from its effective date. This Agreement shall be automatically renewed following the initial two year term without affirmative action by the parties, unless otherwise specified in the authorization of the legislative body of the Municipality, for successive one-year periods on its anniversary date, unless and until terminated by either party as set forth herein.

B. Notwithstanding the above provisions, this Agreement may be terminated as follows:

1. By the Municipality if:

- a. the County fails to provide sufficient personnel or equipment to perform the services detailed herein;
- b. the County discontinues the service;
- c. the County fails to comply with the material terms of this Agreement;

or

- d. the Municipality fails to appropriate the funds needed to pay the costs set forth in Section 4 of this Agreement as further outlined in Section 5 below.

2. By the County if:
 - a. the Municipality fails to make all payments required under the terms of this Agreement as set forth in Section 4;
 - b. the Municipality fails to abide by all CC RCC policies and procedures.
 - c. the Municipality fails to comply with the material terms of this agreement.

This Agreement shall automatically renew for a one-year auto renewals, unless either party provides written notification to the other no later than January 1st of its intent to terminate the contract at the conclusion of that contract year.

4. COSTS

The Municipality agrees to pay the County the following rates for the following terms:

- Year 1 (July 1, 2026 to June 30, 2027): \$ 233,675.75
- Year 2 (July 1, 2027 to June 30, 2028): \$ 3-5% increase to be determined by Dec 1, 2026

This foregoing amounts were calculated as a per capita fee based on the Municipality's population of 8,473.

- Year 1 (July 1, 2026 to June 30, 2027): \$ 27.58
- Year 2 (July 1, 2027 to June 30, 2028): 3-5% increase to be determined by Dec 1, 2026

In addition to the per capita fee for the Communication Services outlined above, the Municipality agrees to pay the fees associated with the licensed use of the CAD and RMS software outlined in Section 1(F) above (the "Software Fee"). The Software Fee shall cover access to, user licenses and maintenance of the respective software at the level deemed appropriate by the County for the Communication Services being provided to the Municipality. The Software Fee for the first year of this Agreement shall be \$ 10,833.33 and shall increase by 3-5% each year of this Agreement thereafter, unless otherwise negotiated by the Parties.

The County shall invoice the Municipality on an annual basis and payments shall be due within 60 days of the end of the contract year.

The rates for years in which this Agreement may be automatically renewed after the initial term shall increase at 3-5% over the most recent annual rate.

Written notification of annual changes in cost or other provisions of the Agreement must be submitted to the TOWN in writing no later than December 1st of each year.

5. NON-APPROPRIATION

The parties agree that any amounts required to be paid by the Municipality under this Agreement are payable by the Municipality from appropriation through its annual budget process and subject to the approval of its legislative body. In the event an insufficient amount to fund this Agreement for any contract year is appropriated, this Agreement may be terminated by the Municipality upon

notice to the County. In such event, the Municipality shall certify to the County that sufficient funds have not been authorized to meet the obligations of this Agreement, and such certification shall be conclusive upon the parties.

6. ADMINISTRATION

Pursuant to the provisions of 30-A M.R.S.A. § 453, the County Commissioners, after consulting with the municipal officers of the communities served by the CCRCC, will set policies for the CCRCC. The Cumberland County Communications Director shall be appointed by the County Manager and shall be responsible for the administration and operation of the Communications Center. This agreement shall not limit the County Commissioners' authority to contract with other political subdivisions, quasi-municipal corporations, agencies or other enterprises to perform the Communication Services specified in this agreement, nor shall it restrict or curtail any authority otherwise bestowed by law upon the County Commissioners.

A Board of Directors will be established by the County to serve as a liaison between the Municipality and the CCRCC; review and recommend policies for the CCRCC; The composition of the Board of Directors, the terms of its members, and filling of vacancies on the Board of Directors shall be established by policy of the County Commissioners. The County may also establish committees at its discretion, including, but not limited to, a law enforcement committee, a fire and rescue committee to promulgate policy and procedures for oversight and a technical committee to provide assistance to the CCRCC related to the use of and advancements in technology. The Director of the CCRCC shall be responsible for appointing members to these committees and for assigning directives to the committees as needed.

7. EMPLOYMENT & AGENCY

Nothing in this Agreement shall be deemed or interpreted to make the County an officer, agent, employee or representative of the Municipality, nor to make the Municipality an officer, agent, employee or representative of the County. The parties both understand and agree that the County's employees performing the Communication Services pursuant to this Agreement are not employees of the Municipality and are not entitled to benefits of any kind or nature to which employees of the Municipality are normally entitled. All such employees are and shall remain employees of the County and the County shall be solely responsible for the wages and benefits of said employees, including, but not limited to, unemployment compensation, workers' compensation, group health insurance, disability coverage, retirement contributions, and/or paid time off. Neither party shall have authority, express or implied, to bind or commit the other party to any agreements or obligations unless specifically authorized in writing.

8. PROPERTY

All real and personal property acquired or used in the performance of the Communication Services under this Agreement shall be the property of the County. As such, acquisition, use and disposal of such property shall be in accordance with policies and procedures of Cumberland County.

9. INDEMNITY

The Municipality shall indemnify and hold harmless the County, its officers and employees from any and all loss, liability, damage, or injury (including death) received or sustained by any person, persons or property arising out of any act or omission, neglect, or misconduct of the

Municipality, its officers and employees. The Municipality further agrees to defend the County against any and all suits, actions or claims of any character brought or filed against the County arising out of any act or omission, neglect, or misconduct of the Municipality, its officers and employees. Notwithstanding the foregoing, this indemnification shall not be construed to waive or otherwise limit any of the defenses, immunities, or limitations of liability available to either party under the Maine Tort Claims Act, 14 M.R.S. § 8101, et seq., or other applicable law. The provisions of this Section shall survive the term of this Agreement indefinitely.

10. SEVERABILITY

If any provision of this Agreement or its application to any party or circumstances shall be declared void, illegal, or unenforceable, the remainder of this Agreement shall be valid and enforceable to the extent permitted by applicable law.

11. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Maine without regard to its conflict of laws provisions. Each party irrevocably submits to the exclusive jurisdiction of the federal and state courts located in the State of Maine for the purposes of any action or proceeding arising out of or relating to this Agreement. Each party hereby consents to such personal jurisdiction and agrees that venue shall lie in the state and federal courts within the State of Maine with respect to any cause of action arising under or relating to this Agreement. Each party hereby waives any objection based on *forum non-conveniens* and waives any objection to the venue of any action instituted hereunder.

12. ENTIRE AGREEMENT

This instrument embodies the entire agreement of the parties and may not be amended or changed unless in writing executed by all parties. There are no promised terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto. The parties acknowledge and agree they have each carefully read this Agreement, understand its terms and, being duly authorized, sign it as their own free act in their official capacity on behalf of the Municipality and the County respectively.

IN WITNESS WHEREOF, the [TOWN of CUMBERLAND, by order duly adopted by its [Selectmen/ Council / Town Meeting], has caused this Agreement to be signed by the [Selectmen/ Town Manager] and the COUNTY OF CUMBERLAND, by order of the County Commissioners, has caused this Agreement to be executed by the County Manager.

By: _____
James H. Gailey, County Manager

By:  _____
Town of CUMBERLAND
It's [Select Board Chair / Manager /
Administrator]

4.14.2026.

Date:

Date:

Position Paper

File #: 26-055

Agenda Date: 5/18/2026

Agenda #:

Agenda Item Request

Approval of the FY27 Cross Insurance Arena Operational Budget and Trustee Budget.

Background and Purpose of Request

Annually the CIA Arena General Manager puts together the arena's operational budget. This budget is based off the projected number of events and sponsorships at the arena. This budget is separate from the budget the Commissioners work through as part of the General Fund, as that budget is focused on the general obligation bonds, operational subsidy (if needed) and a small working capital line. The arena operational budget is annually submitted representing a negative budget, as it is difficult to estimate the number and type of events booked throughout the year. The past four years, a negative submitted budget has ultimately turned a profit by years end and this year's budget is trending to do the same.

As part of the budgeting process, a Trustees budget is developed that covers the County's insurances, includes the small capital line and provides a small amount of funding for professional services/legal and parking for Trustee meetings.

The Trustees met in April to review the FY27 Operational Budget and put forth a 5-0 (2 absent) recommendation for approval by the Commissioners.

Funding Amount and Source

FY27 Operational Budget - Event and Sponsorship income generated at the Arena.

FY27 Trustee Budget - Approved through the annual County Budget (Approved March 2027 by the Commissioners).

Effective Date if Applicable

July 1, 2027

Position Paper

File #: 26-055

Agenda Date: 5/18/2026

Agenda Item Request

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As part of the budgeting process, a Trustees budget is developed that covers the County's insurances, includes the small capital line and provides a small amount of funding for professional services/legal and parking for Trustee meetings.

The Trustees met in April to review the FY27 Operational Budget and put forth a 5-0 (2 absent) recommendation for approval by the Commissioners.

Funding Amount and Source

FY27 Operational Budget - Event and Sponsorship income generated at the Arena.

FY27 Trustee Budget - Approved through the annual County Budget (Approved March 2027 by the Commissioners).

Effective Date if Applicable

July 1, 2027



Cross Insurance Arena - 2027 Budget Narrative

To the Board of Trustees

It is a privilege to present the Cross Insurance Arena's 2027 operating budget. Our team remains committed to representing Cumberland County at the highest level while maintaining a disciplined and strategic approach to financial performance. As we look ahead, our focus is centered on optimizing our event mix, strengthening calendar consistency and driving improved operating results in an increasingly competitive and dynamic marketplace.

Fiscal Year 2026 in Review

Over the past year, the Cross Insurance Arena hosted a diverse mix of events that contributed to strong revenue performance and effective calendar utilization. Our programming included a balanced combination of concerts, family shows, sporting events, trade shows and community-based events - reinforcing the arena's role as a regional hub for both entertainment and civic engagement.

We continued to see strength in key categories such as comedy, family entertainment and sports while expanding our footprint in conferences and trade shows. These events provide reliable utilization and generate incremental revenue outside of traditional touring activity. Additionally, we introduced new event concepts as part of our ongoing effort to evaluate and expand programming opportunities.

One of the more notable stretches of the fiscal year occurred over February 12–14, 2026, when the arena successfully hosted three consecutive high-impact events that demonstrated both programming diversity and operational execution at a high level. This included the 100th Anniversary Tour of the Harlem Globetrotters, the return of Jeff Dunham following a two-year break and a highly successful Boston Bruins Alumni Game. The alumni event not only generated strong attendance but also reinforced the arena's commitment to community engagement, raising \$10,000 in support of the Center for Grieving Children. The weekend was further elevated by a unique VIP pregame experience featuring 2011 Stanley Cup Champion Tim Thomas, providing fans with exclusive access and enhancing the overall event experience. Collectively, this three-day run highlighted the arena's ability to deliver premium entertainment, execute complex event turnovers and create meaningful community impact within a condensed timeframe.

2026 Event Highlights (to Date)

- August 9, 2025 - Mulaney and Friends comedy show; capacity crowd and a major summer highlight
- September 2025 (Hosted four conferences showcasing the facility's versatility with trade shows and current events: September 1 - Bernie Sanders political rally; September 6 -

Life Surge; September 16 - MaineHealth Conference (2nd consecutive year); September 14 - NFP leadership training event)

- September 20 - Return of the rodeo after a multi-year hiatus with our new event titled "Bulls 'n Broncos" (self-promoted)
- November 8, 2025 - Rock show (Trivium)
- November 13, 2025 - Country show (Scotty McCreery & Dustin Lynch)
- November 14, 2025 – First-ever author event with Books-A-Million featuring Dav Pilkey (sold out)
- December 10, 2025 - University of Maine Men's Ice Hockey vs. UMass Lowell
- December 14, 2025 - Rock Orchestra by Candlelight (first-time engagement)
- December 20, 2025 - Local band Holiday Concert (12-0C), self-promoted success

- December 30, 2025 - University of Maine Women's Ice Hockey vs. Brown University
- February 27, 2026 - University of Maine Men's Ice Hockey vs. Northeastern University
- Spring 2026 (Projected Fiscal Year Close-Out)
- April 19 - Barry Manilow (in process of rescheduling)
- May 20 - AEW Pro Wrestling (largest production sporting event to date; 2 marquee events in one night – "Collision" and "Dynamite" on HBO Max, TBS & TNT live)
- May 30 - Armored MMA event (emerging fan-favorite combat sport event)
- FY 25/26 Season Close - Annual successful run of high school and college graduations

2027 Budget Introduction

The 2027 budget reflects a continued focus on improving overall financial performance through disciplined forecasting and conservative assumptions. Based on current projections, the arena anticipates hosting approximately 100 events and generating nearly 300,000 guests in paid attendance.

The following confirmed and projected events highlight the strength of our current pipeline and support expectations for calendar consistency and revenue generation:

Chronology of Key Events – FY2027 (Projected)

- July 22, 2026 – The Princess Concert Tour, presented in partnership with new promoter Mega Events (UK), marking the launch of a new international relationship and family programming initiative
- July 24 & July 25, 2026 – Billy Strings (two shows, both sold out), major early anchor bookings. Local promoter Crossover Touring
- August 13, 2026 – Brandi Carlile (marquee concert booking) – 1st AEG major since 2022 (Siwa)
- August 20, 2026 – Return of Jurassic Quest after a two-year hiatus, strong family engagement event
- September 5, 2026 – Bulls n Broncos (self-promoted), returning for its second consecutive year
- October 1, 2026 – State Chamber of Commerce events and conferences, reinforcing corporate and civic utilization
- October 11, 2026 – The Black Keys (marquee rock concert)
- October 16, 2026 – Hot Wheels Monster Trucks Live, returning after a two-year hiatus

- October 31, 2026 – First Annual New England Motorsports Classic, new signature motorsports event

November - June (In Development)

- Pipeline of high-profile concerts and sporting events
- Continued corporate, conference, and civic bookings
- Strategic programming aimed at closing FY2027 at a high-performance level

Gross ticket revenue is projected at approximately \$8.6 million, supported by an average ticket price of \$28.81. Event-driven revenue, including rent, facility fees and related income streams, is expected to generate approximately \$796,000.

Event Operating Income is projected at \$2.39 million, reflecting a balanced event mix and continued focus on revenue optimization. Despite these gains, the arena is projected to operate at a net deficit of approximately (\$318,500), after accounting for indirect expenses of \$3.52 million, which continue to be impacted by labor, utilities, and vendor cost pressures.

As with prior years, projections remain conservative given the inherent variability in touring schedules, ticket demand, and overall market conditions.

Organizational and Staffing Strategy

As part of our continued focus on operational efficiency and long-term sustainability, we are implementing strategic adjustments to our staffing model.

The departure of the Assistant General Manager position presents an opportunity to realign leadership responsibilities. We are hiring a Director of Events role, which better aligns with our core business objectives and event-driven revenue model for this next fiscal year. This restructuring results in a budget savings of approximately \$13,500.

Additionally, with the retirement of our part-time Office Administrator, we are reallocating those resources toward reinstating a full-time Staff Accountant/Office Manager position. This role existed prior to the pandemic and is critical to supporting financial oversight, internal controls and administrative efficiency. This transition represents a reinvestment of approximately \$26,000 into a more impactful and scalable position.

2027 Projected Event Income

Event Operating Income is driven by a diversified mix of programming, including concerts, family shows, sporting events, trade shows and recurring tenant activity. This balanced approach allows us to mitigate risk while maximizing revenue opportunities across multiple event categories.

Our booking strategy continues to prioritize events with strong historical performance while maintaining flexibility to pursue new opportunities aligned with market demand. We remain actively engaged with promoters and partners to secure additional events that will enhance both revenue and calendar consistency.

2027 Projected Ancillary Revenue

Ancillary revenue remains a key component of overall financial performance and is projected to generate approximately \$1.35 million in 2027. This growth is supported by strong per capita spending with concession revenue averaging approximately \$12.07 per attendee (across all events) as well as continued enhancements in premium offerings and service delivery.

Over the past year, several initiatives have contributed to incremental revenue growth:

- An investment of approximately \$24,000 was made to develop two Grab-and-Go concession stands including artwork/signage, register stands and new equipment (such as pretzel warmers as add-on offerings to compliment beer purchases). These locations have improved service efficiency and generated more than \$200,000 in gross revenue alone
- Expanded partnerships with local non-profit (NFP) organizations operating within concession areas have strengthened community engagement while generating over \$192,000 over the past year
- The implementation of the Clynk recycling program has generated nearly \$5,000 in revenue while supporting sustainability efforts

Operational improvements, including point-of-sale efficiencies and expanded catering capabilities will continue to support incremental gains across concessions, suites, and premium seating areas.

2027 Other Income

Other income is projected at approximately \$810,000; revenue driven by sponsorships, naming rights, premium seating, and facility-related revenue streams. These categories provide consistent and predictable income that complements event-driven performance and contributes to overall financial stability.

2027 Projected Expenses

Projected indirect expenses total approximately \$3.52 million, reflecting continued cost pressures in labor, utilities and contracted services. Wage growth, inflationary impacts and operational demands remain key drivers of increased expenses.

In response, management continues to prioritize cost control, operational efficiency and strategic resource allocation while maintaining the quality standards expected of the facility.

Summary

As we enter the 2027 budget year, our focus remains on driving improved financial performance through a balanced event mix, consistent calendar utilization and strategic operational enhancements.

Investments in staffing structure, revenue-generating initiatives, and community partnerships position the Cross Insurance Arena to adapt to evolving market conditions while continuing to serve as a key economic and community asset for Cumberland County.

We remain confident in our ability to deliver strong operational results through disciplined planning, strategic booking and continued engagement with our partners and community.

Thank you for your time and consideration. I welcome your questions and look forward to working together to achieve our shared goals.

Respectfully yours,

Michael LoConte
General Manager

**CROSS INSURANCE ARENA
FISCAL YEAR 2027
OPERATING BUDGET**

	12 MONTHS		2026-27 BUDGET VS		2026-27 BUDGET VS	
	BUDGET	ACTUAL	2025-26 PROJECTED	BUDGET	2025-26 BUDGET	COMPARISON
	FY 2026-27 JULY - JUNE	FY 2025-26	FY 2027 VS FY 2026 FAV / (UNFAV)	FY 2025-26 JULY-JUNE	FY 2026 VS FY 2025 FAV / (UNFAV)	
# OF EVENTS	103	92	11	100	3	
TOTAL PAID	298,700	281,412	17,288	270,050	28,650	
AVERAGE TICKET PRICE	\$ 28.81	\$ 26.73	\$ 2.08	\$ 30.00	(1.19)	
TOTAL GENERAL ATTENDANCE	270,550	239,297	31,253	273,800	(3,250)	
CONCESSION PER CAPS	\$ 12.07	\$ 12.00	\$ 0.07	\$ 10.39	\$ 1.68	
CATERING PER CAPS	\$ -	\$ -	\$ -	\$ -	\$ -	
NOVELTY PER CAPS	\$ 0.78	\$ 0.37	\$ 0.41	\$ 0.91	(0.12)	
RENTAL INCOME						
GROSS TICKET REVENUE	\$ 8,606,390	\$ 7,523,247	\$ 1,083,143	\$ 8,101,400	\$ 504,990	
SPONSORSHIP REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	
NET REVENUE	\$ 8,606,390	\$ 7,523,247	\$ -	\$ 8,101,400	\$ -	
TENANT CHARGES	\$ 7,889,090	\$ 6,994,312	\$ 894,778	\$ 7,514,450	\$ 374,640	
NET RENT INCOME	\$ 717,300	\$ 528,935	\$ 188,365	\$ 586,950	\$ 130,350	
NET SERVICE INCOME/(LOSS)	(\$473,525)	(\$322,729)	(\$150,796)	(\$321,238)	(\$152,287)	
DIRECT EVENT INCOME	\$ 243,776	\$ 206,206	\$ 37,570	\$ 265,712	(21,937)	
SUITE REVENUE	\$ 10,150	\$ 18,273	(\$8,123)	\$ 12,650	(\$2,500)	
SURCHARGE/FACILITY FEE	\$ 478,675	\$ 455,104	\$ 23,571	\$ 482,745	(\$4,070)	
TICKET CONVENIENCE FEES	\$ 307,600	\$ 348,409	(40,809)	\$ 233,694	\$ 73,906	
TOTAL REVENUE	\$ 796,425	\$ 821,786	(25,361)	\$ 729,089	\$ 67,336	
ANCILLARY INCOME						
CONCESSION COMMISSIONS	\$ 1,330,965	\$ 1,139,537	\$ 191,428	\$ 1,168,822	\$ 162,143	
CATERING COMMISSIONS	\$ -	\$ -	\$ -	\$ -	\$ -	
NOVELTY INCOME	\$ 18,414	\$ 103,554	(85,140)	\$ 34,579	(16,164)	
TOTAL ANCILLARY INCOME	\$ 1,349,379	\$ 1,243,091	\$ 106,288	\$ 1,203,401	\$ 145,979	
EVENT OPERATING INCOME	\$ 2,389,580	\$ 2,271,083	\$ 118,497	\$ 2,198,202	\$ 191,378	
OTHER INCOME						
ADVERTISING SPONSORS	\$ 388,650	\$ 330,062	\$ 58,588	\$ 388,650	\$ -	
NAMING RIGHTS	\$ 188,125	\$ 188,125	\$ -	\$ 188,125	\$ -	
LUXURY SUITES/LOGES	\$ 129,156	\$ 128,711	\$ 445	\$ 129,156	\$ -	
CLUB SEATS	\$ 16,265	\$ 9,750	\$ 6,515	\$ 16,265	\$ -	
OTHER RENTALS/MISC INCOME	\$ 88,000	\$ 102,766	(14,766)	\$ 88,000	\$ -	
ORDER FEE/FULLFILLMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL OTHER INCOME	\$ 810,196	\$ 759,414	\$ 50,782	\$ 810,196	\$ -	
INDIRECT EXPENSES	\$ 3,518,276	\$ 3,129,403	\$ 388,874	\$ 3,312,658	\$ 205,618	
OTHER EXPENSES						
TOTAL OTHER EXPENSES						
NET OPERATING INCOME (DEFICIT)	(\$318,500)	(\$98,906)	(\$219,595)	(\$304,260)	(\$14,240)	

**CROSS INSURANCE ARENA
FISCAL YEAR 2027
EVENTS SPREAD**

<u>CODE</u>	<u>EVENTS</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTALS</u>
052	Banquets/Meetings													
041	Cirque													
001	College Basketball													
009	College Hockey						1		1					2
030	Comedy				1		1					1		3
060	Community													
065	Consumer Shows				2								4	6
018	Disney Shows						7							7
016	Globetrotters								1					1
050	Graduations											4	4	8
021	High School Sports								4	2				6
003	Hockey Post Season													
002	Hockey Regular Season				3	5	5	7	6	5	5			36
031	LN/WFC									1				1
007	Major Concerts	1									1		1	3
042	Minor Concerts	1	1			2	1							5
045	Misc Family		2		1		1	1				1		6
045	MMA (COMBAT SPORTS)													
032	MotorSports													
061	Other Conventions													
020	Other Sports							1					2	3
040	Paw Patrol/Trolls											3		3
062	PRO-WRESTLING													
053	Religious													
066	Theater Shows											3		3
043	Trade/Conventions	1		2		2		1		1				7
056	TOTALS	3	3	2	7	9	16	11	12	9	6	12	10	100

CROSS INSURANCE ARENA
 BOX OFFICE
 FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
SALARIES ADMINISTRATIVE	60101	SALARIES	Box Office Manager	65,169	66,524
			Ticket Revenue Manager	47,040	62,100
				121,774	128,624
PART TIME WAGES	80101	PT BOX OFFICE LABOR	Wages	40,000	28,000
				40,000	28,000
PAYROLL ALLOCATED TO EVENTS	80101		Labor and tax costs allocated to events	(20,000)	(20,000)
				(20,000)	(20,000)
PAYROLL TAXES	80300	EMPLOYER PAYROLL TAXES	SS	8,969	8,347
			MEDICARE	1,060	1,962
			ME Unemployment Tax	718	715
			FUTA	84	84
			Part-time	3,600	2,520
				10,609	14,150
				14,209	13,670
SUPPLIES	87000	SUPPLIES	New chairs, signage, printers	1,000	1,000
				1,000	1,000
MEETINGS/CONVENTIONS/TRAINING	81000	CONFERENCES & SEMINARS ATTENDED BY STAFF	INTX	1,500	6,300
			Local/web based trainings	500	500
				2,000	6,800
ARMORED CAR SERVICE	89000	ARMORED CAR SERVICES-LOOMIS	Pick-up of deposits & delivery of cash	2,000	2,850
				2,000	2,850
CREDIT CARD FEES	72000	CREDIT CARD PROCESSING FEES	Credit card fees not charged back to events	600	600
				600	600
TELEPHONE	89000	TELEPHONE SERVICE	Cell Phones	650	850
				650	850
PRINTING	70000	MISCELLANEOUS PRINTING COSTS	Phone Order Forms and envelopes	500	600
				500	600
EMPLOYEE BENEFITS	84000	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical	5,063	6,227
			Dental	597	1,289
			Vision	165	291
			Life	101	118
			AD&D	34	27
			LTD	180	216
			401k	6,410	6,764
			ESPP (Stock option)	1,347	1,347
			HMS		
			51,869	48,735	
TOTAL BOX OFFICE EXPENSE				\$220,902	\$216,906

GROSS INSURANCE ARENA
 CORPORATE SALES & PREMIUM SERVICES
 FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 AMOUNT
SIGNAGE MAINTENANCE AND FULFILLMENT	70000	HALL OF FAME ROOM AND SIGNAGE MAINTENANCE		6,250	6,250
				6,250	6,250
CUSTOMER RELATIONS	70000	CLIENT & CUSTOMER RELATIONS Includes Trade Sponsorships	Travel and meetings	3,500	3,500
			Memorabilia/Installation Client Promotions	3,500	3,500
PRINTING	70000	MISCELLANEOUS PRINTING COSTS		250	250
				250	250
TOTAL CORP SALES/PREM SERV EXPENSE				10,000	10,000

CROSS INSURANCE ARENA
EVENT SERVICES
FISCAL YEAR 2027

GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
60101	SALARIES OF ADMINISTRATIVE STAFF	Director of Events (No AGM)	93,150	80,000
		Event Manager	56,925	58,917
		Production Manager	67,275	69,630
			217,350	208,547
60500	INCENTIVE	Director Annual Incentive Compensation	9,315	8,000
60101	Part-Time Event Labor - Not Charged to Events	Part-Time Event Labor - Charged to Events	840,000	768,000
60101		Part-Time Event Labor - Charged to Events	(842,000)	(800,000)
60101		PR Taxes Charged to events	(58,000)	(32,000)
			(60,000)	(32,000)
60300	EMPLOYER PAYROLL TAXES	SS	7,036	13,426
		Medicare	1,702	3,140
		ME Unemployment Tax	718	1,076
		FUTA	84	126
		Full-time	18,542	17,768
		Part-time	73,080	67,584
			91,622	85,352
64000	UNIFORMS PART-TIME STAFF	Uniforms (Event, Security & Parking Staff)	1,000	1,000
		Jackets		
		Laundry	1,000	1,000
61000	CONFERENCES ATTENDED BY STAFF	Crowd Management Training	2,000	2,000
			1,000	
		Meals w/promoters	150	150
			3,150	2,150
72000	DUES & SUBSCRIPTIONS	Venue Pro	8,000	8,000
		Auto CAD	1,200	1,350
			9,200	9,350
64000	EVENT SUPPLIES/SERVICES	Flashlights and other Supplies	1,700	2,100
		Metal Detectors Maintenance	1,700	2,100
		Radio Repair	1,700	2,100
		Video Board Maintenance	1,700	2,100
		Medical Room Oxygen and Supplies	1,700	2,100
			8,500	10,500
69000	EVENT SAFETY SYSTEMS	Surveillance, monitoring, access control, Fire suppression, etc. Camera & Metal detector maintenance	6,750	6,750
			6,750	6,750
64000	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical	22,398	78,514
		Dental	597	2,116
		Vision	165	513
		Life	182	188
		AD&D	34	44
		LTD	182	346
		401K	11,333	10,827
			87,910	83,415
			386,131	393,892

CROSS INSURANCE ARENA
EXECUTIVE
FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 AMOUNT
SALARIES ADMINISTRATIVE	60101	SALARIES OF ADMINISTRATIVE STAFF	GM	126,913	134,460
	60101	RETIRING	Admin Asst (PTE)	26,000	0
				152,913	134,460
GM INCENTIVE COMP	60500		Annual Incentive Compensation	25,983	26,892
PAYROLL TAXES	60300	EMPLOYER PAYROLL TAXES	SS	8,319	7,347
			Medicare	2,215	2,340
			ME Unemployment Tax	718	359
			FUTA	84	42
				12,169	10,087
TRAVEL & ENTERTAINMENT	61000	TRAVEL	Corporate support	3,000	3,000
			SVP Trips	0	0
		ENTERTAINMENT	Meals & Entertainment	2,000	2,000
			5,000	5,000	
CONVENTIONS/MEETINGS	61000	CONFERENCES & SEMINARS	Pollstar	0	0
			IEBA	2,000	2,000
			Global GM Conference	0	0
				2,000	2,000
DUES & SUBSCRIPTIONS	72000	SUBSCRIPTIONS DUES & MEMBERSHIPS	Adobe	0	300
			Chamber of Commerce	450	500
			Visit Portland	1,350	1,350
				1,800	2,150
CUSTOMER RELATIONS	70000	CUSTOMER RELATIONS	Gifts, Misc	250	250
TELEPHONE	69000		OFFICE PHONE, CELL PHONE	650	650
				900	900
EMPLOYEE BENEFITS	60400	HEALTH/LIFE/DENTAL/401K	Medical	17,537	17,185
			Dental	203	427
			Vision	125	120
			Life	720	140
			AD&D	22	28
			LTD	236	129
			401-K	8,945	8,068
			HMS	174	0
			ESPP (Stock Option)	1,772	0
				27,466	27,297
				60350	
TOTAL EXECUTIVE EXPENSE				\$ 228,231	\$ 208,787.00

CROSS INSURANCE ARENA
FOOD AND BEVERAGE
FISCAL YEAR 2027

ACCOUNT TITLE	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
SALARIES 60101	ALL FULL-TIME EMPLOYEES SALARIES BOTH HOURLY AND SALARIED	FOOD & BEVERAGE DIRECTOR FOOD & BEVERAGE MANAGER TOTAL	85,094 50,000 135,094	85,485 50,198 135,683
STAFF INCENTIVE	DIRECTOR INCENTIVE	Annual Incentive Compensation	8,509 8,509	8,548 8,548
PART-TIME WAGES 60101	ALL PART-TIME EMPLOYEES SALARIES	PT Wages and Tips - Concesssions TOTAL	422,970 422,970	250,325 250,325
TEMPORARY LABOR (Non-Profits) 50010	TEMP LABOR SERVICES NOT FOR PROFIT GROUPS	Contracted Labor/NFP'S TOTAL	240,000 240,000	135,000 135,000
ALLOCATION OF LABOR 60101	PART-TIME, TEMPORARY AND CONTRACT LABOR USED FOR SPECIFIC EVENTS	PT Catering Allocation PT Concessions Allocation TOTAL	 (625,000) (625,000)	 (375,000) (375,000)
EMPLOYEE BENEFITS 60350 60400	INCLUDES INSURANCE, EAP, HEALTH ADVOCATE, ESPP, 401K, FLEX SPENDING PLAN 401K CONTRIBUTIONS	EMPLOYEE BENEFITS Health Dental Vision Life Insurance ADD& Vol LTD STD SUB-TOTAL Full-time Part-time SUB-TOTAL TOTAL	 30,367 774 424 125 1,064 230 89 33,073 7,180 500 7,680 40,753	 25,420 774 424 125 1,068 231 89 28,131 7,212 500 7,712 35,843
P/R TAXES 60300	FICA, MEDICARE, STATE UNEMPL, FED UNEMPL	FT Wages PT wages TOTAL	11,787 38,067 49,854	11,835 26,284 38,119
F&B OVERHEAD 69000 72000 64000 72000 72000 61000 61000 61000 70000 65001 69000 64000 64000	INDIRECT EXPENSES FOR F&B	Cash Register System Subscription Credit Card fees Paper Supplies Dues & Subscriptions Licenses & Permits Travel & Entertainment Training Meetings & Conferences Advertising (Personnel) Repairs & Maintenance Cell phone Expense Uniforms/Laundry Minor Equipment	30,000 75,000 5,000 250 1,050 100 250 250 200 25,000 1,300 7,000 2,000 147,400	30,000 75,000 5,000 250 1,050 100 250 250 200 25,000 1,300 7,000 2,000 147,400
TOTAL FOOD & BEVERAGE EXPENSE			\$ 437,400	\$ 375,918

CROSS INSURANCE ARENA
FINANCE AND INFORMATION TECHNOLOGY
FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
SALARIES ADMINISTRATIVE	60101	SALARIES	Director of Finance	128,210	132,697
			Staff Accountant/Office Mgr.	0	75,000
				128,210	207,697
FINANCE DIRECTOR INCENTIVE	60500	EMPLOYEE INCENTIVE	Director Annual Incentive Compensation	12,821	13,270
PAYROLL TAXES	60300	EMPLOYER PAYROLL TAXES	SS	10,325	11,904
			MEDICARE	2,498	3,204
			ME Unemployment Tax	718	718
			FUTA	84	84
				13,625	15,910
CORPORATE SUPPORT	61000	TRAVEL & HOTEL	Travel Expenses	500	500
				500	500
MEETINGS/CONVENTIONS/TRAINING/ DUES	61000	CONFERENCES & SEMINARS	Annual Conference	1,500	1,500
			Misc Finance/Payroll Workshops	500	500
			Memberships and Dues	800	800
				2,800	5,600
RECRUITING EXPENSES	60150	CSS BACKGROUND CHECKS	Background checks for new hires	750	1,500
				750	1,500
TELEPHONE	66001	TELEPHONE SERVICE	Cell Phones (\$50 per month)	0	0
				0	0
PAYROLL & IT SUPPORT	60150	SOFTWARE COSTS	Cost of Using Payroll services	29,300	29,300
			Annual W2 Form Processing Fee	1,750	1,750
			LLB Group Phone Support	800	800
			Corp IT Support		
			Network Accounts	12,000	12,000
			Netsuite/Coupa	15,000	15,000
			Office 365	1,600	1,600
			Cloud Service	6,600	6,600
			Local IT Support/Security	3,000	3,000
				70,050	70,050
EMPLOYEE BENEFITS	64000	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical	8,895	9,722
			Dental	454	774
			Vision	204	240
			Life	150	192
			AD&D	50	44
			LTD	266	354
			401-K Company Match	7,052	11,048
				10,104	19,681
TOTAL FINANCE EXPENSE	60350		HMS	10,104	19,681
				241,986	341,708

CROSS INSURANCE ARENA
MARKETING/GROUP SALES
FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET		
SALARIES ADMINISTRATIVE	60101	SALARIES OF ADMINISTRATIVE STAFF	Director of Marketing	78,500	83,500		
	60101		Sales Manager- Groups	60,000	60,000		
				138,500	143,500		
DIRECTOR INCENTIVE COMP	60500	INCENTIVE	Director Annual Incentive Compensation	7,874	8,350		
PAYROLL TAXES	60300	EMPLOYER PAYROLL TAXES	SS	5,718	9,416		
			Medicare	1,383	2,202		
			ME Unemployment Tax	718	718		
			FUTA	84	84		
				11,784	12,418		
TRAVEL & ENTERTAINMENT	61000	ENTERTAINMENT & MILEAGE	Marketing Staff Meetings	200	200		
			Entertainment	200	200		
			Poster/Flyer/Ticket Mileage	300	300		
				700	700		
MEETINGS/CONVENTIONS/TRAINING	81000	CONFERENCES & SEMINARS	OVG Training/Visitors	250	250		
			OVG Marketing Annual Conference Hotel and Air	4,000	4,000		
			Miscellaneous Expenses	0	0		
				5,000	5,000		
DUES & SUBSCRIPTIONS	72000	MEMBERSHIP DUES & PUBLICATIONS USED BY STAFF	Pollstar	1,000	1,000		
			Hootsuite	1,850	1,850		
			Placer AI platform	1,750	1,750		
			Salesforce Software	1,750	1,750		
			Canva	250	250		
				6,600	12,700		
PRINTING	70000	MISCELLANEOUS PRINTING COSTS	Flyers for Rentals	100	100		
			General Information brochures	100	100		
			Banners/Signs	100	100		
			Annual Report	120	120		
			Photoshop CS6 Suite	1,080	1,080		
				1,600	1,600		
TELEPHONE	69000	TELEPHONE EXPENSEE	Cell Phones	650	650		
			Group Sales	650	650		
				1,300	1,300		
CUSTOMER RELATIONS-MARKETING	70000	CLIENT & CUSTOMER RELATIONS	Promotional Items (Pens, Artist Gifts, Plaques)	250	250		
			Tenant Event Tabling, Full-time staff uniforms	250	250		
				500	500		
CUSTOMER RELATIONS-GROUP SALES	70000	GROUP SALES CLIENT RELATIONS	Items to promote Group Sales	150	150		
				150	150		
INSTITUTIONAL/EVENT ADVERTISING	70000	ADVERTISING NON RELATED TO EVENTS	Concert Venue Directory	1,500	1,600		
			Web Hosting	7,800	7,800		
			Venue Advertisements - Interior Signage	2,300	500		
			Venue Advertisements - Promotions at other local events	2,000	2,000		
			Survey Monkey	400	400		
				14,000	12,300		
EMPLOYEE BENEFITS	64000	HEALTH/LIFE/DENTAL/401K	Medical	7,537	13,881		
			Dental	203	774		
			Vision	125	240		
			Life	720	88		
			AD&D	28	44		
			LTD	148	354		
			ESPP	1,107	1,326		
			401k	7,178	7,593		
TOTAL MARKETING EXPENSE				\$ 228,546	\$ 233,276		

CROSS INSURANCE ARENA
OPERATIONS
FISCAL YEAR 2027

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
SALARIES ADMINISTRATIVE	60101	SALARIES OF ADMINISTRATIVE STAFF	Director of Operations Operations Manager Operations Assistant	88,577 57,846 50,000 196,424	93,577 53,021 46,845 205,243
OPERATIONS DIRECTOR INCENTIVE COMP	60500	INCENTIVE	Director Annual Incentive Compensation	8,858	9,388
PART TIME	60101	OPERATIONS PART TIME STAFF - BULL CREW	Part-Time Event Labor	150,000	100,000
STAFFING BILL BACKS	60101	LABOR CHARGED TO EVENTS	Part-time Labor Charged back to events	(100,000) (100,000)	(60,000) (60,000)
PAYROLL TAXES	60300	EMPLOYER PAYROLL TAXES FOR ENTIRE STAFF	SS Medicare Full-Time and Part-Time Unemployment Tax FUTA PT payroll taxes	11,267 2,728 1,076 126 24,211 39,406	13,305 3,112 1,076 126 14,899 32,619
REPAIRS AND MAINTENANCE	65001 65001	BUILDING REPAIRS & MAINTENANCE	Repairs Maintenance	45,000 45,000 90,000	70,000 70,000 140,000
ICE/HOCKEY EXPENSE	69000 64000 66001	SERVICE AGREEMENTS	Ice Maintenance - AAA Energy Zamboni Expense Ice Paint (Jet Ice White and Lines)	35,000 2,500 6,500 44,000	40,000 2,500 3,500 46,000
BUILDING SUPPLIES	64000	BUILDING SUPPLIES	General Building Supplies Tools, nails, etc.	28,000 28,000	25,000 25,000
JANITORIAL	64000	NON-EVENT RELATED SERVICES & SUPPLIES	Janitorial Service (non event) Urifirst	40,000 40,000	30,000 30,000
UNIFORMS & LAUNDRY	64000	UNIFORMS PART-TIME STAFF	Operations Department Shirts/Hats/Jackets	750 750	760 760
TRASH REMOVAL	69000	TRASH REMOVAL	Waste - Compactor	24,000 24,000	28,000 28,000
CONTRACTUAL SERVICES	69000	PEST CONTROL SERVICES FOR BLDG	Exterminating contract Snow Removal Elevator Maintenance Forklift Rental Other LR Rental	3,600 250 16,500 0 5,000 26,350	3,600 650 17,100 0 5,000 26,350
DUES AND SUBSCRIPTIONS	60350	MEMBERSHIP	Ice Risk Association	250 250	250 250
MEETINGS/CONVENTIONS/TRAINING	61000	CONFERENCES ATTENDED BY STAFF	USA Ice Association	6,000 6,000	6,000 6,000
TELEPHONE	69000	TELEPHONE SERVICE	Cell Phones Replacement Phones	650 650	650 550
INSPECTIONS, LICENSES AND PERMITS	66001	INSPECTIONS	Sprinklers, Fire System, Elevators and Escalators Inspections	4,000 1,500 5,500	4,000 1,500 5,500
EMPLOYEE BENEFITS	64000	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical Dental Vision Life AD&D LTD 401-K	70,811 799 227 164 56 291 10,284 90,611	83,833 1,839 411 134 43 343 10,730 97,333
TOTAL FACILITY OPERATIONS				644,258	692,854

CROSS INSURANCE ARENA
OVERHEAD BURDEN
FISCAL YEAR 2027

ACCOUNT TITLE	Account	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
EQUIPMENT LEASE EXPENSE	68000	RENTAL COSTS OF COPIERS, FAXES, DUPLICATOR, ETC.	Copiers/Fax with TRADE deal (\$850 x 12)	10,500	10,500
				10,500	10,500
POSTAGE	67000	POSTAGE, OVERNIGHT DELIVERIES	First Class Mail	2,600	2,600
				2,600	2,600
LICENSES & PERMITS	72000		City Entertainment License	3,000	2,600
			BM/Sasac/AGR Licenses	4,500	5,500
				7,500	8,000
PARKING	69000		Staff Parking (16 X \$180 X 12)	30,600	32,400
			Board and guest validations	4,000	7,500
				34,600	39,900
INSURANCE EXPENSE	63000	COST OF INSURANCE POLICIES	LIABILITY		
			General/Excess Liability (Term July - June)	90,000	105,000
			Cyber	750	750
			Professional Liability	6,100	6,100
			AUTO	350	350
			CRIME (Apr-Mar)	1,200	1,200
			WORKERS' COMPENSATION (JUL-JUN)	60,000	60,000
			Employment Practices	3,250	3,250
			Pollution Liability	354	354
				162,004	177,004
Truck-Gas/Maintenance	65001	Repairs/Maintenance for Company Vehicles	Gas	150	150
			Repairs/Maintenance	600	600
				750	750
CONTRACTED SERVICES	69000		Professional Services	500	500
				500	500
OFFICE SUPPLIES	67000		General Office Supplies	7,600.00	7,500
			Copier/Fax Supplies		
			Toner		
			Paper supplies	7,500	7,500
TELEPHONE/INTERNET/AV	66000	TELEPHONE EXPENSE VIDEO INTERNET	Cost of telephones not charged to other dept.	25,000	28,000
			Video Services	5,100	6,100
			Building Internet	18,000	18,000
				48,100	51,100
UTILITIES	86001	UTILITY COST FOR THE BUILDING	Electricity	350,000	460,000
			Water/Sewer	26,000	32,000
			Gas	160,000	125,000
			City of Portland Drainage Fees	7,000	7,350
				532,000	614,350
MANAGEMENT FEE	72000		MONTHLY MANAGEMENT FEE TOTAL	129,029	133,546
				129,029	133,546
TOTAL OVERHEAD				\$ 1,087,896	\$ 1,045,649

CROSS INSURANCE ARENA
CORPORATE SALES/PREMIUM SERVICES INCOME
FISCAL YEAR 2027

ACCOUNT TITLE	MAS-100	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	FY 2026	FY 2027 BUDGET
ADVERTISING	40020	REVENUE EARNED ON ADVERTISING SPONSORS	Arena Share of Advertising/ Sponsorship Less: Commission and Expenses Less: Team Share Static Signage	550,000 (119,350) (42,000) 388,650	550,000 (119,350) (42,000) 388,650
NAMING RIGHTS	40020	NAMING RIGHTS	Less Commissions and Expenses	215,000 (26,875) 188,125	215,000 (26,875) 188,125
TOWER SUITES	40020	TOWER & LOGE	6 X \$35,000 Less Ticket Revenue Due Tenants (72 Seats X \$20 X 36 Gms) Less Commissions and Expenses Bunker Suite Revenue from Mariners	210,000 (51,840) (34,004) 5,000 129,156	210,000 (51,840) (34,004) 5,000 129,156
CLUB SEATS-PSL	40020	PSL REVENUE CLUB SEAT LICENSE SHARE	326 available Prolific (40 X \$168) Club Seat License Share Less Commissions and Expenses	6,720 14,000 (4,455) 16,265	6,720 14,000 (4,455) 16,265
OTHER RENTALS	40030	OTHER REVENUE	Ice Rentals	20,000 20,000	20,000 20,000
FULLFILLMENT FEE INCOME	40030	RESALE REVENUES	Ticketmaster	61,000 61,000	61,000 61,000
MISCELLANEOUS	40030		ATM Fees Recycling/Parking	3,000 4,000 7,000	3,000 4,000 7,000
TOTAL OTHER INCOME				\$963,109	\$810,196

Cumberland County CIA Trustees Budget

	Adopted 2023/2024	Adopted 2024/2025	Adopted 2025/2026	Proposed 2026/2027
Contract Administrator Officer				
Payroll Taxes & Benefits				
Parking				
Professional Services	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Board Meetings	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
50th Anniversary Celebration				\$ 30,000.00
Non-Debt CIP				\$ 80,000.00
Office Supplies and Expenses				\$ 5,000.00
Record storage/bld maint				
Employee Health Insurance				
Management Incentive Fees	\$ 95,000.00	\$ 98,000.00	\$ 120,000.00	\$ 118,000.00
<u>Insurances</u>				
Public Officials				
Package & Auto	\$ 92,000.00	\$ 95,000.00	\$ 135,000.00	\$ 140,000.00
Auto				
Crime				
Workers comp				
Unemployment				
All Insurance Costs				
Total	\$ 198,000	\$ 200,000	\$ 261,000	\$ 380,000.00

October 7, 2025 Insurance

\$122,435

deluxe \$85,449

Gen Liability \$32,764

Auto \$4,222

Position Paper

File #: 26-056

Agenda Date: 5/18/2026

Agenda Item Request

Authorize the County Manager to award a bid to Info Quick Solutions for the Registry of Deeds Records Management System.

Background and Purpose of Request

The Registry of Deeds current contract with the records management vendor is expiring at the end of the year. Due to technical support issues in the past with the current vendor, the County looked to see what other software options exist that would meet the needs of the Registry. The Registry required a pre-bid demonstration prior to accepting bids from vendors, we received interest from multiple vendors, however only two scheduled demonstrations, with one completing the demonstration. The vendor that completed the demonstration and bid process currently holds contracts with 11 of the 17 Registries in the State. The evaluation committee felt that Info Quick Solutions software has robust features that more than meets the needs of the Registry and are able to be tailored to the office workflow.

Requestor

Jessica Spaulding, Register of Deeds

Funding Amount and Source

\$81,600 yearly. The software service is a planned budget expense and will be funded through the FY 2027 Deeds Lease and Service Agreements account.

\$2,000 equipment purchase is a planned budget expense funded through the FY 2027 Deeds Office Equipment account.

Effective Date if Applicable

January 1, 2027

Position Paper for Agenda Item

To: Cumberland County Board of Commissioners
From: Jessica Spaulding, Register of Deeds
Date: May 18, 2026
Subject: Registry of Deeds - Records Management System

Requested Action

Award of bid to Info Quick Solutions for the Registry of Deeds Records Management System.

Background and Purpose of Request

The Registry of Deeds current contract with the records management vendor is expiring at the end of the year. Due to technical support issues in the past with the current vendor, the County looked to see what other software options exist that would meet the needs of the Registry. The Registry required a pre-bid demonstration prior to accepting bids from vendors, we received interest from multiple vendors, however only two scheduled demonstrations, with one completing the demonstration. The vendor that completed the demonstration and bid process currently holds contracts with 11 of the 17 Registries in the State. The evaluation committee felt that Info Quick Solutions software has robust features that more than meets the needs of the Registry and are able to be tailored to the office workflow.

The current contract includes both software and hardware, which has presented some issues in years past. The new contract would be software based only. Hardware and server capacity will be handled by the County as it is more cost effective and easier to manage. The IT Director is in support of this and sees no issues moving forward.

Funding Amount and Source

\$81,600 yearly. The software service is a planned budget expense and will be funded through the FY 2027 Deeds Lease and Service Agreements account.

\$2,000 equipment purchase is a planned budget expense funded through the FY 2027 Deeds Office Equipment account.

Effective Date

January 1, 2027

Attachments

- IQS Bid
- Score sheet



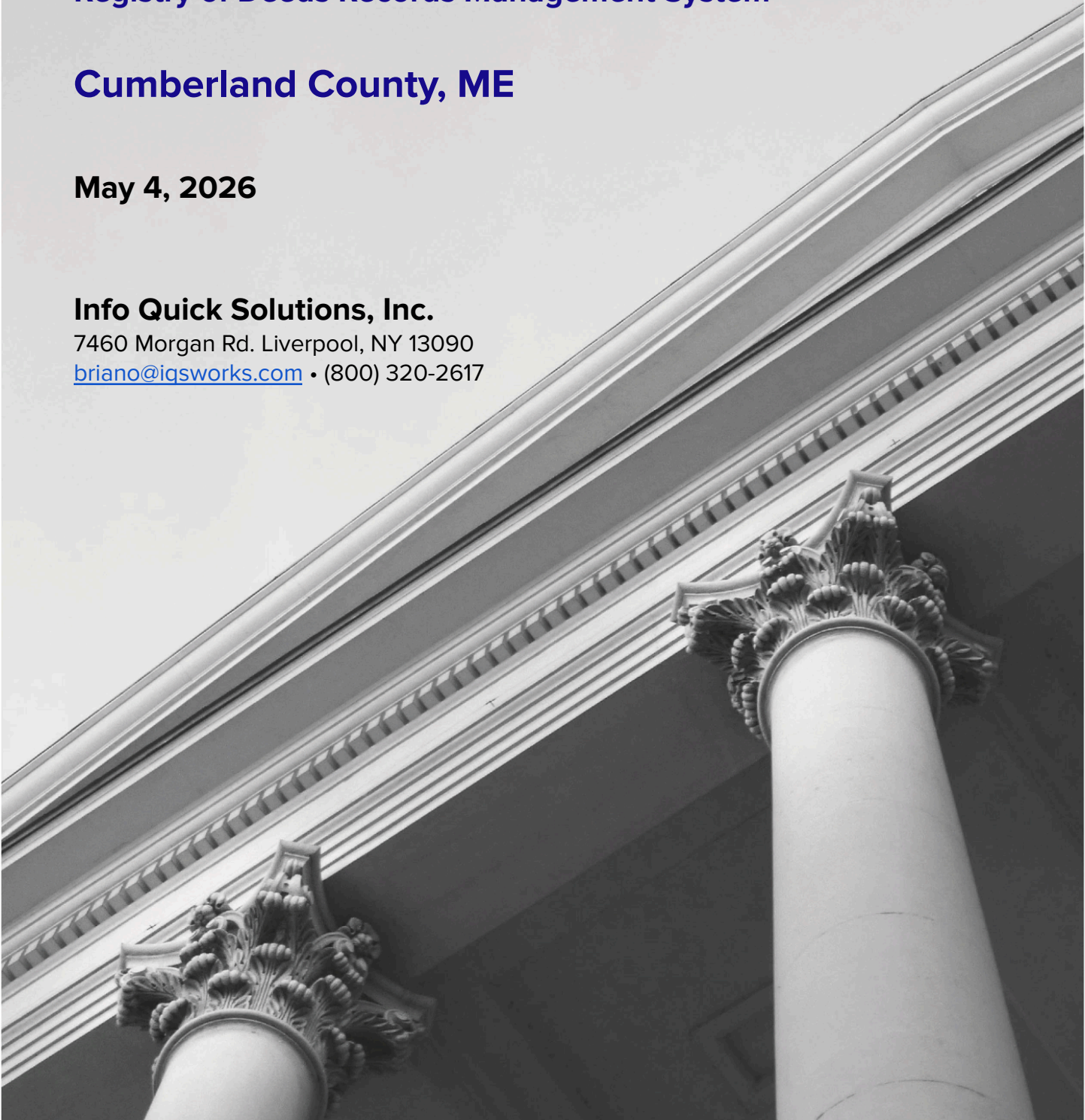
**Response to Request for Proposals
Registry of Deeds Records Management System**

Cumberland County, ME

May 4, 2026

Info Quick Solutions, Inc.

7460 Morgan Rd. Liverpool, NY 13090
briano@iqsworks.com • (800) 320-2617





Info Quick Solutions, Inc.
7460 Morgan Road Liverpool, NY 13090
briano@iqsworks.com • (800) 320-2617

May 4, 2026

Theresa Grover, Treasurer
27 Northport Drive
Portland, ME 04103

Dear Ms. Grover:

Info Quick Solutions, Inc. is pleased to submit this response for an all-inclusive records management system for the Cumberland County Registry of Deeds. After reviewing the requirements, we believe our knowledge and experience uniquely qualify us to partner with the County.

IQS installed its first records management system in Maine (Knox County) in 2013. Since then, we have added Registries in Aroostook, Franklin, Lincoln, Oxford, Piscataquis, Somerset, Waldo, Washington, and York. Our easy-to-use software, understanding of office operations, and excellent customer support set us apart as industry leaders.

We have developed a plan for both Registries to seamlessly transition to our records management system—including data conversion, implementation, training, and ongoing support.

We believe the best proof of our success can be seen in the satisfaction of our customers. I encourage you to contact the Registries we work with to hear their experiences.

IQS is excited by the opportunity to work with Cumberland County to implement a system that can expand well into the future. Please feel free to reach out to me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "BJO", with a long, sweeping horizontal line extending to the right.

Brian J. Owens
Vice President of Sales

Section 1

Original RFP Package and Completed Proposal Forms

REQUEST FOR PROPOSALS (RFP)
FOR
REGISTRY OF DEEDS RECORDS MANAGEMENT SYSTEM
CUMBERLAND COUNTY

PROPOSALS DUE BY
3:00 PM, MAY 4TH, 2026

April 1st, 2026

The County of Cumberland, Maine is requesting written proposals for an all-inclusive records management system for the Cumberland County Registry of Deeds

The County will receive written sealed proposals for these services until **3:00 PM ET on May 4th, 2026** at the **Cumberland County Office, 27 Northport Drive, Portland Maine 04103**, at which time proposals will be opened in public.

The Request for Proposal (RFP) contains the key information and requirements for respondents to address. It is the intent of the RFP process to receive proposals prepared in accordance with the RFP and consistent with the scope of services required.

Included in the request:

- | | |
|--|----------|
| • Sec. 1- Instructions | Page: 2 |
| • Sec. 2- RFP Schedule | Page: 4 |
| • Sec. 3- Background | Page: 5 |
| • Sec. 4- General Terms and Conditions | Page: 6 |
| • Sec. 5- Scope of Services and Special Conditions | Page: 11 |
| • Sec. 6- Proposal Format and Forms | Page: 18 |

Please refer to all portions of this RFP for additional information and instructions on submitting a proposal. Proposals will be evaluated based on the criteria established within the RFP.

Copies of the RFP can be located on the County's website: https://www.cumberlandcountyme.gov/departments/finance_treasurer/bid_opportunities.php or by emailing spaulding@cumberlandcounty.org. The County reserves the right to reject any and all proposals or any part of a proposal should it be in the best interest of the County to do so.

Section 1- INSTRUCTIONS

RESPONSE INSTRUCTIONS

Proposals must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete or comply with any portion of this request may result in rejection of a proposal. Bidders must submit their proposals in accordance with all sections of the RFP, including these instructions and Section 6 - Proposal Format and Forms.

COSTS OF RFP PREPARATION AND SUBMISSION

Each Bidder shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

PROPOSAL SUBMISSION

ONE (1) ORIGINAL SIGNED HARD COPY AND ONE (1) FLASH DRIVE CONTAINING AN ELECTRONIC COPY OF THE BID PROPOSAL ARE REQUIRED. The electronic copy must be a PDF and identical to the original signed copy. All copies of the bid proposals must be contained in a single SEALED envelope/package addressed and hand delivered or sent by certified mail to:

**County of Cumberland
Attn: Theresa Grover, Treasurer
27 Northport Drive
Portland ME 04103**

The outside of the envelope/package must be clearly marked with the following: **“RFP for Registry of Deeds Record Management System – DO NOT OPEN”, the Bidder’s name, and the bid due date.** If alternative proposals are offered by a Bidder, each proposal shall be submitted separately and comply with all requirements in this RFP.

Bid proposals must be received by **3:00 pm ET, MAY 4TH, 2026.** It is the sole responsibility of the Bidder to see that their completed proposal is received by the closing time. The County will in no way be responsible for delays caused by the mail carrier or any other method of delivery. Any proposal received after the due date and time will be eliminated from consideration and returned to the Bidder unopened. Untimely proposals which are opened in error will not be considered.

ADDITIONAL INFORMATION

Any questions regarding this RFP, points of clarification, or requests for additional information must be made in writing and submitted to:

**County of Cumberland
ATTN: Jessica M. Spaulding, Register of Deeds
27 Northport Drive, Portland ME 04103
OR spaulding@cumberlandcounty.org**

Inquiries must be submitted by 3:00 pm E.T., April 16th, 2026. The County will respond to inquiries in writing by April 23rd, 2026 to everyone who attended the mandatory pre-bid software demonstration. If required, an addendum will be issued as provided in this RFP.

MANDATORY PRE-BID MEETING/WALKTHROUGH

A mandatory pre-bid demonstration of software is required. Demonstrations will be held virtually April 9th, April 14th, or April 15th, 2026. Please respond to Jessica Spaulding at spaulding@cumberlandcounty.org no later than April 7th, 2026 to schedule a demonstration time. Failure to attend the pre-bid demonstration will result in an automatic disqualification of a proposal.

EVALUATIONS

After the public opening of the proposals, an Evaluation Team comprised of County officials and employees will evaluate the proposals and make a recommendation to the County Commissioners. The County Commissioners are responsible for awarding any contract pursuant to this RFP. Selected Bidders may be invited to make oral presentations to the Evaluation Team and/or Commissioners during the evaluation process. The County Commissioners may award any contract based on initial proposals received, without discussion of such proposals.

The Evaluation Team will evaluate Proposals on a variety of quantitative and qualitative criteria. Proposals will only be considered from respondents that demonstrate a professional ability to perform the scope of services outlined in this RFP. The County reserves the right to investigate the financial condition, experience record, and personnel of Bidders to determine the ability of a Bidder to perform the services required.

The County reserves the right to reject any and all Bids and to accept any Bid, or portion of a Bid. Except as otherwise provided by law, the decision to award a contract pursuant to this RFP will be based on a best-value analysis and the County's purchasing policies, taking into consideration the qualities of the goods or services to be supplied, their conformity with the specifications in this RFP, the purposes for which they are required, and the best interest of the County. The lowest price proposal may not necessarily be selected.

Section 2- RFP SCHEDULE

RFP Publication	April 1 st , 2026
Mandatory Pre-bid Demonstration	April 9 th , April 14 th or April 15 th , 2026
Deadline to Submit Questions to County	April 16 th , 2026
Date of Written Response to Questions	April 23 rd , 2026
Deadline for Receipt of Proposals/Opening Time	May 4 th , 2026
Award of Contract - Board of Commissioners Meeting	May 18 th , 2026
Begin Service/Contract Start Date	January 1 st , 2027

- **Note: Dates and times of this schedule are accurate at the time of RFP release. Dates are subject to change.**

Section 3- BACKGROUND

The Cumberland County Registry of Deeds is the official recording and filing office for all legal documents affecting real estate in Cumberland County, Maine. The office of the Registry of Deeds serves the public, and is the custodian of all land records dating back to 1753 and our plan records date as far back as 1828. The general statutes of Maine govern the Registry of Deeds. We are responsible for the maintenance, integrity and safekeeping of all public records for which we are legally entrusted. Our office is committed to proper enforcement of these laws as we strive to provide the highest level of customer service.

Current Hardware:

1. 1 clustered file server with 6 terabyte storage device, SVGA Color Monitor, Network Adapter, and data backup capabilities.
2. One 24 Port switch. 2 UPS battery backup. CISCO 5506-x Firewall.
3. 7 Fee/Scan workstations with 23.8" Flat Screen Color Monitors and Receipt/Validator Printers and Desktop scanners.
4. 1 Laser Jet Printers with letter and legal tray for report generation and public printing.
5. 1 Data Entry workstations with 23.8" Flat Screen Color Monitors.
6. 4 Data Retrieval workstations with 23.8" Flat Screen Color Monitors.
7. 1 Scanning Workstation with 23.8" Flat Screen Color Monitors.
8. All application software for Fee Collections and Cash Control, Indexing, Imaging, Retrieval and Report generation. All application software will meet the requirements of the State of Maine.

Cumberland County is seeking bids for software to be installed on County existing hardware. However, quotes are also encouraged for hardware, as the County will consider purchasing hardware in limited circumstances.

Section 4- GENERAL TERMS AND CONDITIONS

A. Definitions: In this RFP, the following terms will have the meanings set forth below:

“Bidder”- the person, firm, corporation, or other entity responding to this RFP and submitting a Proposal. The terms “Bidder” and “Contractor” may be used interchangeably in this RFP when discussing the scope of services and term and conditions that are required of a successful Bidder.

“Closing Time”- the date, time, and place bids are due, as set out in Section 1 (Instructions) of this RFP.

“Contract”- the executed agreement between Cumberland County and the Contractor for the services described in this RFP, which includes the final signed agreement, the Proposal, the RFP and any other forms or written addenda or amendments formally incorporated therein.

“Contractor”- the successful Bidder who enters into a contract with the County to provide the services pursuant to this RFP.

“County” or “Cumberland County”- the County of Cumberland, a political subdivision of the State of Maine, having a place of business at 27 Northport Drive, Portland, Maine.

“Proposal” or “Bid”- a Bidder’s response to this RFP, which includes the proposed cost for providing the goods or services required in this RFP and the plan for meeting the requirements in the RFP, with all accompanying schedules, appendices or addenda submitted by the Bidder in response to the RFP (See Section 6- Proposal Format and Forms). The terms “Proposal” and “Bid” may be used interchangeably in this RFP.

“Request for Proposals” or “RFP”- all papers bound with or attached to this document. These may include but not be limited to: Addenda (or Addendum if singular) issued during the RFP process.

“Subcontractors”- agents or third parties engaged by the Bidder in connection with providing or supplying the services, goods, materials, or equipment pursuant to this RFP or Contract.

B. Evaluation Criteria. Proposals received by the closing time will be evaluated by the County’s Evaluation Team to determine the best overall value to the County and satisfaction of all criteria set out herein including, but not limited to:

- a. **Pricing of Proposal;** including the reasonableness of fees and other service costs.
- b. **Thoroughness and Completeness of Proposal;** including responsiveness to the RFP requirements and soundness of Bidder’s approach to addressing the County’s needs as outlined general terms and conditions and scope of services.
- c. **Experience, Qualifications, and Past Performance** in providing similar services; including ability to commit capable, properly qualified (i.e., licensed/certified), personnel for the project and discussions with references provided by Bidder.
- d. Any other criteria the County, in its sole discretion, deems necessary to evaluate the Bidder’s offer.

C. **Evaluation of Subcontractors.** All subcontractors of the Bidder shall be subject to the same evaluation process, at a minimum. It is the responsibility of the Bidder to guarantee all subcontractors will comply with all requirements and terms and conditions set out in this RFP.

D. Right of Bid Modification, Acceptance, and Refusal

- a. **Responses and Addenda.** The County will issue a formal written response by April 27th, 2026 to all questions and requests for clarification and will provide a copy of such responses to the Bidders that attended the mandatory pre-bid demonstration. The County reserves the right to issue a formal, written addenda to this RFP if substantial changes that impact the submission of proposals are required. Any addenda shall be binding on Bidders and shall become part of the solicitation document. County may issue a written addendum up to five working days prior to the closing time and will provide a copy of the addenda to Bidders who attended the mandatory pre-bid demonstration. However, it is the responsibility of the bidders to ensure they receive all written responses or addenda before submitting a bid. The County shall not be bound by oral or other communications, explanations, or clarifications not confirmed in writing.
- b. The County reserves the right to waive any informality or irregularity in proposals, or excuse technical defects in a proposal when beneficial to the County.
- c. **The County reserves the right to reject any and all proposals or any part of a proposal should it be in the best interest of the County to do so.**
- d. **Exceptions.** Any exceptions or deviations from the requirements or the conditions specified in this RFP must be clearly stated in a Proposal on the Exceptions and Deviations Form (Section 6- Format and Forms). The County will be the sole judge as to what constitutes an acceptable exception or deviation. If no exception or deviation is indicated in a Proposal, the Bidder will be deemed to have agreed to full compliance of the requirements and conditions is the RFP.
- e. **Negotiations.** The County reserves the right to require modifications to initial proposals. Prior to the award, the County reserves the right to enter into negotiations with the most successful Bidder to resolve any contractual differences. If no resolution is reached, the proposal may be rejected and discussions may be initiated with the next successful Bidder.
- f. The successful Bidder will be required to sign a Contract with the County. The County reserves the right to include in the contract other terms or conditions not specifically set forth herein, including but not limited to terms and conditions required by state or federal funding sources (if applicable).
- g. **Withdrawal.** Bidders may withdraw and/or resubmit their proposal at any time prior to the closing time for receipt of proposals. Proposals may be withdrawn after the scheduled closing time for receipt of proposal. New or amended proposals may not be submitted after the closing time.

E. Contract

- a. **Contract Term.** The contract period shall be for five years. The official start date shall be documented by a letter of agreement between County and the Contractor,

but is anticipated to be January 1st, 2027. At the option of County, the contract may be renewed for two additional five-year periods.

- b. If the successful Bidder fails to execute and return the Contract to the County within thirty (30) days of the date of the County Commissioners vote to award the Contract, the County may cease all discussions with the Bidder and have no obligation to the Bidder. The County may, if it chooses to do so, award the Contract to another Bidder, all without affecting any claim which the County may have against the initial successful Bidder as a result thereof.
- c. **Independent Contractor Status.** The Bidder acknowledges and agrees that the Contractor and all employees or agents of the successful Contractor will be independent contractors, and shall not be considered employees of the County, while engaged in the performance of any work or services under any Contract entered into pursuant to this RFP.
- d. **Appropriation.** Bidder acknowledges and agrees that the award of this contract is contingent on appropriation of funding by the County Commissioners. If funding becomes unavailable, the County shall after providing at least 30 days' notice be released of all further obligations in anyway related to any Contract entered into pursuant to this RFP.
- e. **Termination.** Cumberland County may terminate the Contract resulting from this RFP at any time the Contractor fails to carry out its provisions. The County shall give the Contractor notice of such termination which states reasons for the termination. If after such notice, the Contractor fails to cure the conditions within the specified time contained in the notice, the County may order the Contractor to stop work immediately and leave the premises. Either party may terminate the agreement, without cause, upon giving the other party not less than ____ days written notice of termination. The Contract will further address the rights of the County and Contractor to modify or terminate the Contract.

F. Taxes

Cumberland County is exempt from and will not pay Federal Excise Taxes, Transportation Taxes, and Maine State Sales Tax. If Bidder is required to charge State Sales Tax on Bidder's sales, Bidder shall not include it as part of the proposal price. Bidders should indicate in their proposal which cost items are or may be subject to State Sales Tax.

G. Responsibility of Compliance with Legal Requirements

It shall be the responsibility of the Bidder to possess and maintain all licenses, registrations, and permits required by Federal, State, and local rules and regulations necessary for the implantation of the work undertaken by the Bidder pursuant to this RFP. The Bidder shall comply with all applicable federal, state, local, laws, regulations, ordinances and standards.

H. Liability and Indemnification

- a. Bidders acknowledge and agree that County will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a

Proposal for the proposed Contract, or due to County's acceptance or non-acceptance of their Proposal or any contract award not made in accordance with the express or implied terms of the RFP.

- b. The Contractor shall defend, indemnify and hold the County, its officers, agents and employees, harmless against any and all liabilities, causes of action, judgements, claims, or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of or caused by the performance of the work under the Contract by the Contractor, its agents, employees and subcontractors. This obligation will be included in greater detail in the Contract between County and the Contractor.

I. Insurance

- a. **Insurance Requirements.** Contractor and all its subcontractors shall maintain insurance from companies licensed to write business in Maine, with an A.M. Best rating of "A" or higher, and acceptable to Cumberland County, of the kinds and minimum amounts specified below. The insurance requirements will be set forth in greater detail in the Contract between County and the successful Bidder.
- b. **Certificates and Notice of Cancellation.** Before commencing work under this agreement, Contractor and all its subcontractors shall furnish County with certificates of all insurance required below. Certificates shall indicate the type; amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement: *"The insurance covered by this certificate will not be canceled or materially altered, except after (30) day's written notice has been received by Cumberland County."*
 - i. **Workers Compensation and Employers Liability Insurance** covering all the Contractor's and its subcontractors' employees engaged in the work under this contract, providing the required statutory benefits under Maine state worker's compensation law, and employer's liability insurance providing limits at least in the amount \$500,000.00 per accident applicable to claims due to bodily injury by accident or disease.
 - ii. **Commercial General Liability** including coverage for independent contractor operations, contractual liability assumed under the provisions of this contract, products/completed operations liability and broad form property damage liability insurance coverage. The policy shall provide liability limits at least in the amount of \$ 1,000,000.00 per occurrence, and 3,000,000.00 aggregate, applicable to claims due to bodily injury and/or property damage. County shall be named as additional insured under this policy.
 - iii. **Umbrella Liability Insurance.** Providing coverage as excess above the underlying Commercial General Liability Insurance, and Employers Liability Insurance policies required by this Contract. This coverage shall provide excess liability limits at least in the amount of \$3,000,000 per occurrence, combined single limits, applicable to claims arising from bodily injury, personal injury and/or property damage. The parties named as additional insureds under the primary underlying policies are to be

included as additional insureds under the Umbrella Liability Insurance coverage.

- J. Jurisdiction and Venue.** The laws of the State of Maine shall govern the interpretation, administration, and enforcement of this RFP and any Contract entered into pursuant to this RFP. All actions brought to enforce or interpret the RFP, any Proposal, or Contract shall be brought and maintained in the Maine State Courts of competent jurisdiction with venue in Cumberland County.
- K. Freedom of Access Act.** All documents submitted as part of the Bidder's Proposal will be deemed available to all parties after the bids are opened and will be subject to public disclosure in accordance with the Maine Freedom of Access Act. Trade secrets contained in a proposal may be kept confidential if the Bidder, at the time the proposal is submitted, designates the secret and requests that it be kept confidential. This right of privacy will be construed as narrowly as possible to protect the interests of the Bidder while attempting to maximize the availability of information to the public. Any statements reserving or attempting to reserve any confidentiality or privacy rights in submitted proposals or otherwise inconsistent with the Maine Freedom of Access Act will be void and disregarded.

Section 5- SCOPE OF SERVICES, SPECIFICATIONS AND SPECIAL CONDITIONS

The successful Bidder (“Contractor”) shall provide and support an all-inclusive software package designed for the Fee Recording, Indexing, Imaging and on-line Index Search of land records. The Contractor shall also supply user manuals that shall fully explain all system functions and procedures.

Data and Image Conversion

1. Contractor is responsible for conversion of and loading current land record images and index from County’s current system into proposed system. The Contractor shall convert existing history data to new format at no charge. The new system shall be fully functional at the start of the contract period.
2. All software and hardware licenses for the length of the contract must be included.
3. All indexes, microfilm, document images, and/or magnetic tape, etc., past, present and future, shall remain the property of the County. All images shall be stored in a non-proprietary format. Any and all revenues produced by viewing and/or copying any of the County records shall remain the revenue of the County

Support and System Security

1. Contractor will perform all on-going support of the entire system, including hardware (if supplied by Contractor) and software, during the term of the contract.
2. Contractor will be responsible for security administration. Software must provide for system security from hacking and virus protection.
3. Software must provide different levels of coded access: Public Search, Employee operation, and Supervisor/Security officer.

Disaster Recovery

System must provide for archival and disaster recovery services for the term of the contract. System must provide the ability for full backup and recovery in the case of any type of malfunction (and/or software).

Training

Training Contractor will provide on-site education and training of all County employees who will work with the land records system and any re-training can be scheduled at the request of the office, at no charge, during the contract.

Current System Basic Functions

The following is a basic outline of functions that our current system provides. The proposed system shall provide these basic functions which shall be equivalent to or exceed the current system’s functions.

Recording

1. System is easy for operators with basic PC and Windows skills to learn and operate.
2. Accounting control features that automatically figure recording fees, surcharge, and transfer tax in accordance with the Maine statutes for both documents and plans. Contractor will upgrade the software at its own expense within 90 days of any statute changes.
3. Internal audit controls required by Maine Revenue Services to ensure no changes can be made to funds undetected.
4. System shall automatically assign Volume and Page(s), instrument number, date and time of recording and imprint this information on the recorded document. The Registry currently imprints the book and page on every page of the document.
5. System must support at least 7 recording stations, 7 indexing stations, 7 scan stations, and at least 4 public view stations.
6. System shall provide accurate accounting reports such as: daily, weekly, monthly cash control reports; transfer tax summary report satisfactory to Maine Revenue Service; charge account billing statements; and copy account billing statements.
7. Cashiering module allows operator to capture the name and address of person or firm submitting the documents. Operator is able to choose between manually keying the name, or selecting a valid name from a custom table. Operator is required to enter document type and number of pages and/or any other additional information to determine fees.
8. System carries forward all document indexing data that was both automatically captured and manually entered during the cashiering process into the indexing module without requiring redundant data entry.
9. For all fee transactions, system creates an audit trail that includes the following information: operator ID, date, time, transaction detail, fee amount, person/corporation submitting recordings, instrument number, document type, fee type, payment type, book and page.
10. Operator has the ability to stamp the documents immediately following the transaction completion or stamp the documents at a later time.
11. To meet multiple recordings of the same document type in the same batch (such as town tax liens), system is able to enter duplicate documents without entering each one individually. Operator has the ability to manually enter the location, date of document, and common grantor or grantee during cashiering and that information is populated through to indexing for all documents in the multiple recording line. This information may be changed in indexing for each individual document if required.
12. Operator is able to cancel and/or redo a step before completion of the transaction without having to void receipt. Upon completion of the transaction, the operator has the option of printing a receipt and recalling and printing a receipt at a later time.

13. All cashiering reports can be produced at any time for any number of days, months or years. Cash balancing reports provide, but are not limited to: date and time, instrument number, book and page numbers, receipt number, submitter name, document type, number of pages, recording fees, consideration amount, transfer tax, transaction type, payment type, check amount, cash amount, draw down amount, and deposit amount.

14. System allows for “draw-down” accounts for customers with money deposited on account in advance of service as well as charge accounts.

15. System provides the ability to take any combination of cash payments, check payments, card payment or customer “draw down” payments for any transaction.

16. The system has the ability to enter indexing while entering the receipt. All grantors and grantees can be added during cashiering, and these will pass through to the Indexing module, eliminating the need for duplicate entry.

17. System must allow for a smooth transition from one calendar year to the next without the requirement to “close” the prior year before starting a new year.

E-recording

The Registry currently provides electronic recording services through Simplifile, Indecomm, Ingeo/CSC and e-Recording Partners Network. The County does not advocate any e-file company and recognizes that Contractor and the e-file partner must be able to work together to provide this service. County intends to continue to provide the e-recording service for its customers at no cost to the County.

Indexing

1. System provides the ability to retrieve documents to be indexed or verified, using flexible methods that include, but not be limited to: instrument number, book and page number, document type.

2. System supports access to all documents in a batch by multiple workstations at the same time.

3. System displays all partial index information for each document and prompts the operator for the additional indexing fields relevant to that document type.

4. System easily duplicates field entries between different documents and within the same document.

5. System allows for the use of alpha codes for commonly used names.

6. System is able to provide several reports from indexing. Reports to include but not limited to Verify, Numeric, Index, Reference, History Log Change, Missing Image, Image Counts and Town Transfers.

7. The system provides the ability to enter multiple towns on one document.

8. System provides a section for multiple marginal references and comments.

9. System will pull index information from marginal reference. This index information may be changed if necessary.
10. System will spell check names and prompt for a correction.
11. System will support multiple index groups for a single document.
12. System must support the back indexing of documents and integrate this information into the system with no additional charge to the County.
13. System shall provide for printing of index reports showing grantor, grantee, type of document, location by town, date of document, marginal reference data, date of recording and book and page in compliance with Maine statutes.
14. Indexes shall be capable of being sorted by both grantor/grantee or to/from.
15. System must allow for the printing of indexes for any date range at any time without additional charge to the County.

Changes Journal

System must track changes made to recording and indexing information of a document. Basic information must be readily available to the public through the public search and full information must be readily available to the supervisor.

Scanning and Imaging

1. System automatically links document image to the corresponding index.
2. System validates the number of pages scanned against the manually entered document page count.
3. System provides a method to correct inconsistencies between scanned page count and manually entered page count.
4. System supports simplex and duplex scanning.
5. System allows for automatic feed when scanning multiple, single-page documents.
6. System supports scanning of various paper weights, qualities and sizes measuring up to 8.5” x 14.00”.
7. System provides the ability to specify a range of instruments by date, book numbers or document numbers to download images to CD, flash drive etc.
8. Software must support imaging documents and integrating the image into the other software features, such as public search.
9. System must allow image rescans by both individual page and by document as a whole.

10. System must allow for the back scanning of old books and integrate the images into the system at no additional cost to the County.

Redaction

System must provide for manual redaction of personal information. System must be able to restore the original version of the image.

Microfilm

All documents and plans must be microfilmed in compliance with Maine statutes. Contractor may but is not required to provide the conversion service if it wishes.

Book Production

The Registry records approximately 50,000 documents per year and 500 plans. The Registry currently does not print record books but reserves the right to revert to printing books at its discretion at no additional cost. System must provide the ability to produce its own compact books using high resolution, high-speed printers.

Public Search

1. Search functions are simple for the public to use, without needing prolonged assistance, training or intervention from County personnel.
2. System provides the public with full-featured search functions that allows the public to easily locate the specified documents.
3. System provides the capability to search names by a combination of last and first name.
4. System supports access to images that have only been linked to their partial index, but have not yet been fully indexed.
5. System provides the ability to view the image of a marginal reference that is noted within the document.
6. System supports the retrieval of a document by multiple users at the same time.
7. System supports the following movements through an image display: page-by-page, forward and backward, selecting a specific page for viewing, jump to first or last page.
8. The system provides public access searching by: Party name, Corporation, Document type, Document number, Book and Page and Date range.
9. System supports the display of multiple grantor/grantee names in alphabetical order.
10. Customers request copies directly from the public terminals. The system calculates fees and informs the customer of charges. If desired, the charges will automatically be posted to their account.

11. Public view stations shall have ability to show all indexed information for recorded documents and plans, link to the image of the document for viewing, show changes made to the indexing of the document, and allow for printing or faxing of the document with automatic billing to the customer account.

12. The public view index listing of entries shall show search name, reverse party, book and page, location by town, document type, whether the search name is a grantor or grantee, date of document, date of recording, and marginal reference document for each entry on the list.

13. Purchase price is confidential at the county level and must be hidden from the Public Search.

14. Publicly interfacing computer services must meet all applicable federal and state accessibility requirements, including Title II of the Americans with Disabilities Act and WCAG 2.1 Level AA standards.

Website

The Registry of Deeds currently has an internet site. The system must support internet service to the public with viewing and printing of indexes and document images including automatic charging to the customer account. Maine law currently provides for 400 free copies per year for each individual, company or corporation. The system must provide for free copies and then after the first 400 copies require payment either from a customer account or by credit card on the website. The system must track free copies. Contractor is required to host and maintain the website, as well as provide customer support for the website. The hosted website must meet all applicable federal and state accessibility requirements, including Title II of the Americans with Disabilities Act and WCAG 2.1 Level AA standards.

Fraud Alert System

System must offer a Consumer Notification System that allows the public to sign-up for through the website. This system will notify the enrollee if a document containing their name is recorded in the Registry of Deeds. This system shall be provided at no cost to the County or to the public.

Town Transfers

1. The system generates a Town Transfer Report along with the document images. The report can be set up to include any type of document and either full documents or specific pages for each town. Transfers can be selected by date range and will sort by the town that was indexed when they print.

2. System must automatically print and/or copy to a CD, or deliver by FTP images for the town assessor copies, sort by town (based on indexing information), and automatically charge the appropriate town account. System must support customization of the assessor copies by town and document type.

3. System must support the printing of invoices for copy, town and recording accounts.

Plans

1. Ability to configure with current wide-format scanner/copier to provide indexing, imaging, searching and printing of survey plans.
2. System shall also automatically figure recording fees for plans and automatically assign the plan book and page number.
3. System must allow for scanned images of plans to be integrated into the system. Viewing and printing through the system must be accommodated by the software
4. Index report for plans shall show owners, streets, plan title, date of plan, date of recording, location by town and plan book and page number. Plan index reports shall be sorted by town.
5. System must allow for the back scanning of old plans and integrate them into the system at no additional charge to the County.

References

Please supply names, addresses and phone numbers of at least three (3) customers who can attest to the reliability and services of the Contractor, the hardware if applicable, the software, and the operation of the system as a whole.

Hardware

The County may consider purchasing hardware from contractor. If the County chooses a proposal that includes the purchase of hardware the following requirements will apply:

1. Contractor will perform all on-going support of the entire system, including hardware and software, during the term of the contract.
2. Contractor will be responsible for servicing and maintaining supplied equipment or replacing any nonworking equipment that Contractor originally supplied or upgrading any equipment necessary to maintain optimal performance as system grows.
3. Contractor will be responsible for continual administration, updates, cleansing and rebuild responsibilities of anti-virus solution if providing hardware.
4. System must schedule backup and shutdown during off-hours if providing hardware.

Section 6- PROPOSAL FORMAT AND FORMS

- A. **Proposal Format.** All proposals shall be complete and carefully worded and must convey all the information requested by the County. If significant errors are found in the Bidder's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the County, and the County alone, will be the judge as to whether that variance is significant enough to reject the proposal. Proposals shall be in substantially the following format:
- a. **Section 1:** The Original RFP Package, including any addenda, and completed Proposal Forms (Section 6- Proposal Format and Forms).
 - b. **Section 2.** Response to requirements and plan for implementation of the services sought (Section 5- Scope of Services and Specific Conditions).
 - i. Bidder shall submit a narrative and documentation to support its Proposal for the services sought.
 - c. **Section 3.** Any other information Bidder desires to Furnish- This section is to be reserved for any information provided over and above the specific information requested in the RFP.

PROPOSAL FORMS

BIDDER NAME AND ADDRESS:

Info Quick Solutions, Inc.

7460 Morgan Road

Liverpool, NY 13090

Contact Person: Brian Owens, VP Sales

Telephone Number: 315-546-4984

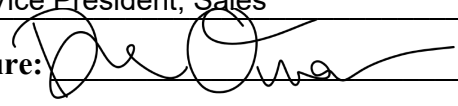
Email Address: briano@iqsworks.com

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

I acknowledge the terms and conditions in this RFP, agree to abide by all conditions of this RFP, except as provided in the Exceptions and Deviations Form, and certify that I am authorized to sign this proposal for the Bidder. If awarded the contract, I hereby agree to execute a contract with Cumberland County in the form specified within thirty (30) days after the award.

Printed Name: Brian Owens

Title: Vice President, Sales

Signature:  _____

Date: 4/30/26

Receipt of the following Addendum is acknowledged:

Addendum No. Date 4/22, 2026

PRICING SHEET

Bidders shall provide the total monthly costs for services requested under this RFP and the total amount of any additional costs.

	Total Monthly Cost	Additional Costs
Option 1 (software only)	\$6,800/month/60 months	
Option 2 (software & hardware)	\$8,000/month/60 months	

Below please describe and break out the Additional Costs indicated above.

Additional costs are optional for the following services:

Microfilm \$0.08/image

Microfilm Storage \$1.60/roll/year

EXCEPTIONS AND DEVIATIONS FORM

Any exception or deviation in a Bidder's Proposal to the terms and conditions, standards, requirements, and scope of services in this RFP must be set forth on this form. Bidders must clearly number and describe in detail each exception or deviation and reference the exact page number and paragraph of the term, standard, or requirement to which the exception or deviation applies.

The County reserves the right to reject, modify or accept any exceptions at its sole discretion. **If not exceptions or deviations are provided below, the Bidder agrees to accept all of the terms and conditions contained in the RFP and any addenda to the RFP.**

1. Info Quick Solutions takes no exceptions to the terms and conditions of this RFP.

2. _____

3. _____

4. _____

5. _____

Registry of Deeds Response to RFP Questions

April 22, 2026

- 1.) Are you or your IT department leaning towards a Windows solution?
 - a. Answer: Yes
- 2.) Do you anticipate that there would be paper records that would be scanned digitally by whichever provider you select? Is the existing history data in paper format, to be transformed to digital, and are you looking for that to be done at no charge, in other words?
 - a. Answer: Existing history data is already in digital format. The only paper records that would need to be scanned digitally are the daily recordings that the Registry currently scans into the system.

Section 2

Response to Requirements and Implementation Plan



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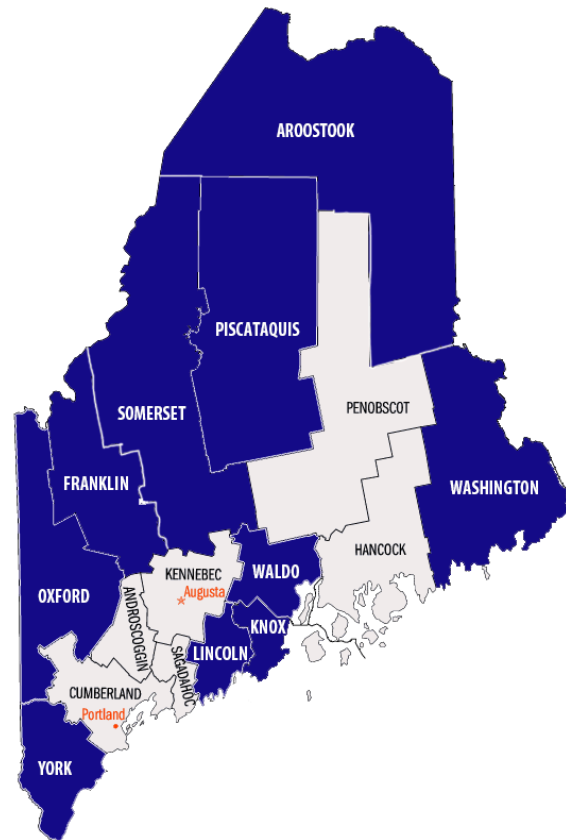
I. Executive Summary

Info Quick Solutions, Inc. (IQS) is pleased to submit a proposal for the Cumberland County North and South Registry of Deeds records management system. We understand the Registry’s business processes and agree with the scope of services and requirements set forth in this RFP.

It has been a privilege to serve many Registers of Deeds in Maine. IQS has established a track record of excellent service, quality products, and innovation. We have delivered many software updates and enhancements consistent with our commitment to continuous improvement.

Our software suite, Solution, integrates all office functions into a user-friendly and easily-adaptable interface.

In addition to our best-in-class software suite, we provide world-class support. This proposal includes unlimited on- and off-site support. Calls to our office are answered by live people and routed to the appropriate person, who is empowered to solve any problems that may arise.



Company Profile

IQS is a privately-held, veteran-owned, debt-free New York State corporation specializing in records management services. Our founder, Bernie Owens, has decades of experience in the field. He has spearheaded numerous industry innovations throughout his career.

Our Liverpool, NY facility includes a state-of-the-art microfilming and imaging lab, indexing department, support center, programming staff, and data center. We employ approximately 50 people, representing many collective years of experience. We pride ourselves on high staff retention, which correlates to our excellent customer service and ability to innovate.



Experience

IQS has implemented more than 100 installations. We have deep knowledge of the business operations of the Registry of Deeds. Our project team has successfully managed projects of a similar size and scope.

Cumberland County will receive expert consultation throughout the contract. As a full-service company, IQS has the resources and knowledge to develop creative solutions. Upon review of this proposal you will learn why Solution powers municipalities throughout the Northeast, including eleven Registries in Maine.



II. Proposed Solution

A. System Overview

Our software suite, Solution, integrates all office functions into a user-friendly and easily-adaptable interface. It is designed using Microsoft .NET technologies.

The application logic resides in modules that are independent of both the database and the user interface. This architecture allows functionality to be delivered to both Windows desktop clients and intranet/internet Web clients.

The system features a flexible workflow that can be adjusted as the situation demands. Administrators may easily identify the status of all documents via a real time “Work Status” console which facilitates ad hoc adjustments to workflows.

Users can scan documents at any time during the workflow, including prior to recording.

1. Technology Architecture

Program: Microsoft .NET

Database: Oracle 19c

Server: Windows Server 2022

Workstations: Windows 11 Professional

IQS does not use any proprietary hardware. We can provide hardware recommendations based on our experience with a variety of devices.

2. Security

The application security model uses a familiar users and groups structure. User access to screens and/or specific functions on a screen is easily controlled within the system. Sealed documents require users to have additional security credentials.

The system requires a username and password for access. Security levels are controlled by the system administrator using a flexible administrative interface within the program. Various access levels are granted for processing rights such as scanning, indexing, cashiering, reporting, and searching. Additional access levels are granted for supervisory functions such as voiding, revising/editing transactions, rescanning, deleting records, etc.

The system maintains extensive audit logs which record all modifications made to transactions and the administrative tables.



B. Software Features

1. Data Entry

Data entry screens are optimized for efficiency and accuracy. Where appropriate, data fields have auto-fill or select lists to minimize keystrokes. Repeated data may be carried over from one screen to the next, from one document to the next, or held in a clipboard ring. Validation and auto-cleanup rules may be applied to fields to ensure consistency of data. Document screens automatically reconfigure to show fields specific to the current document.

2. Fees

Fee formulas may be configured for document groups or individual document types. Fee line items may be exempted or overridden. Pricing for fees (cost per page, per name, etc.) is easily changed by an authorized user. Receipts may be configured to print in either detail or summary mode.

3. Cashiering

The system contains a fully integrated cashiering module. All tax and fee calculation methods are supported.

Main features include:

- Ability to optionally fully index a document at the counter
- Ability to optionally scan at the counter
- Easily rearrange documents on a receipt prior to recording
- Ability to quickly enter multiple documents of the same type (e.g. tax liens)
- Ability to suspend a transaction
- Ability to automatically generate rejection letters
- Ability to automatically generate certified copies
- Simple one-click method to manage apportionments
- Integration with financial packages (e.g. MUNIS, Quick Books)

4. Indexing

Indexing can be performed at either the cashiering stage or later. The indexing module features a queue whereby the user either predefines attributes of the documents to be indexed (e.g. deeds only) or simply requests the next document in the queue.



Main features include:

- Optimized screen layout for indexing from the scanned image
- Dual monitor support
- Multiple devices to facilitate more efficient indexing (lookup tables, repeat keys, etc.)
- User-defined filters for record selection
- One-click access to view document receipt from the screen
- Easily regenerate a cover page from the indexing screen when information initially entered at the counter was inaccurate

5. Verification

The verification module provides ultimate flexibility for the user. The system supports sight, key, and combination verification options. Selection criteria may be defined by the user in the same manner as the indexing module.

Main features include:

- Optimized screen layout for verifying from the scanned image
- Dual monitor support
- User-defined filters for record selection
- One-click access to view document receipt from the screen
- Easily regenerate a cover page from the indexing screen when information initially entered at the counter was inaccurate

6. Imaging

The system supports both single and batch scanning during any point in the workflow. The scanning module contains numerous automatic and manual cleanup functions as well as the ability to skip blank pages and automatically detect the page length.

7. E-Recording

Solution has fully-integrated E-Recording capabilities. Documents are received in a queue for staff to review. They can then be electronically stamped and recorded. If a document needs to be rejected, a rejection letter can be customized and sent back to the submitter electronically.

We are integrated with all E-Recording vendors currently in the State of Maine.



8. Public Search

The in-office public search module is simple enough for the average user, yet powerful enough for the professional. The system provides for 500 free copies/year for individuals, companies, or corporations.

Main features include:

- Ability to view results in index or document mode
- Ability to simultaneously search multiple names, document types, and municipalities
- Ability to search names on both sides of a document (e.g. Deed where John Smith is the Grantor and Mary Jones is the Grantee)
- Document cart for easy printing of entire documents or specific pages
- Supports escrow or drawdown accounts for document printing
- Features document queue for the general public prints, allowing prints to be released when payment is collected.

The system also includes an internet access component at **SearchIQS.com**. IQS handles customer support, maintenance, and fee collection. Public users will only see documents designated by the Registrar; staff members can be given password-protected access to other data.

Images and data from the County's in-house production server are replicated and stored on a web server maintained at our Liverpool, NY facility. IQS maintains redundant fiber optic lines to maximize system uptime and an automatic natural gas generator to provide service continuity.

9. Reporting

The application uses Crystal Reports as the main report engine. Reports can be printed or exported in several formats including Microsoft Word, Excel, and PDF.

The Report Explorer module categorizes and displays the authorized reports for each user. Reports can be archived for future reference.

IQS will develop custom reports as needed at no extra cost to the County.

10. Archiving

A variety of archiving methods are available to ensure the permanence of the County's critical data. The system provides a simple method to prepare scanned images for



conversion to archival microfilm. Images can be exported to a variety of formats suitable for archiving, including TIFF and PDF.

11. Fraud Alert

Fraud Alert allows users to sign up online and receive email alerts whenever a document, such as a deed or mortgage, is recorded under their name. It gives homeowners peace of mind and allows them to quickly take action on unauthorized transactions.

IQS offers this service at no cost to the County or its constituents. It is available at <https://searchiqs.com/fraudalert>.

12. Passport Module

The passport module enables the user to collect fees and electronically generate transmittals (normal and expedited).



C. Ongoing Services

1. Training and Support

Unlimited training and support are included for the duration of the contract. This includes both remote and on-site methods, depending on the situation.

IQS provides email and toll-free telephone support Monday through Friday from 8:00 AM to 5:00 PM EST.

Our support procedure is as follows:

1. Call or email is received by technical support personnel
2. Severity level is determined
3. Support specialist responds within required time frame
4. Problem resolution

IQS responds to support calls in relation to problem severity. For example, mission critical failures such as the system being down will receive immediate action. IQS will respond to less severe issues within 1 hour.

2. Software Updates

Our philosophy is that software is never done. As a result, feature updates and enhancements are provided at no additional charge during the contract.

Historically, major updates have been delivered every six months. This occurs primarily through a VPN connection during non-business hours.

Our modular design provides users with ultimate flexibility. Although all customers receive the upgrades, features may be enabled or disabled based upon customer preference.

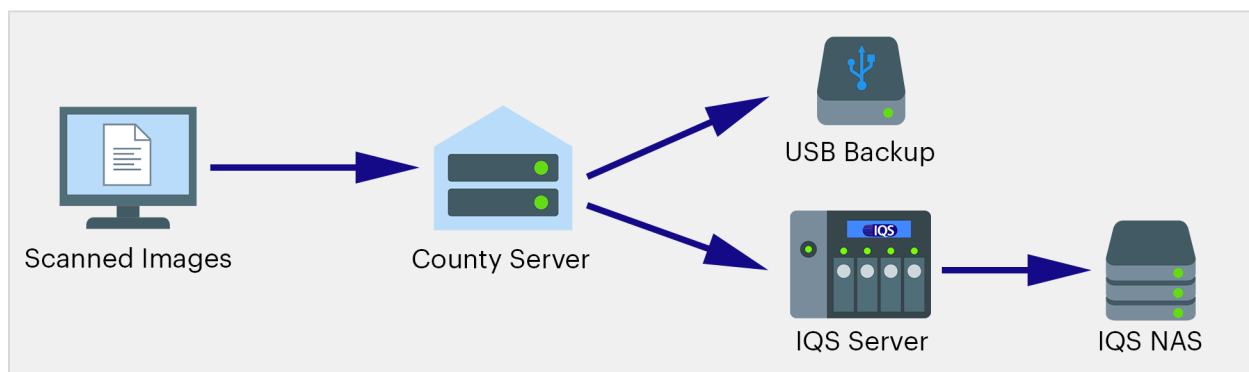
Since IQS maintains all customers on the current version of the software, there are no end of life cycle issues.

IQS utilizes several methods to keep customers current with any system changes or updates including user group meetings, our website, webinars, and email. When updates become available, IQS will contact the County to determine the best method to deliver the update or change. Updates could be delivered either remotely or on-site.

3. File Backup and Disaster Recovery

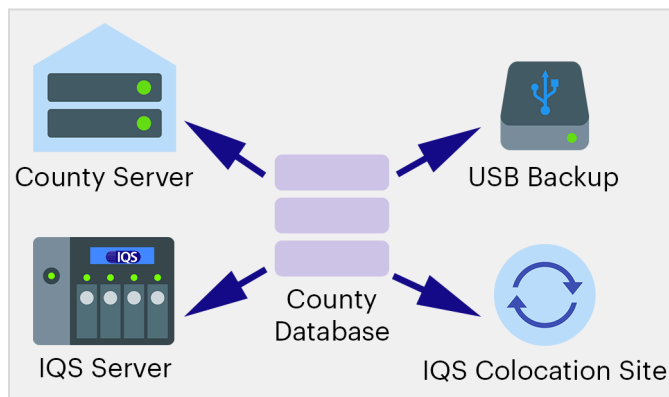
IQS has stringent backup policies in place to ensure the safety and security of the County’s data.

Image Backup



Images are immediately backed up to a USB backup drive on the server as they are scanned. They are simultaneously pushed across the internet to our FTP site. Once a day, those images are backed up from our storage server over to our NAS. IQS verifies that all files are accounted for at the end of each month.

Database Backup



IQS runs scripts that securely transmit the database over an encrypted VPN tunnel to our servers. There is also a copy that gets transferred over to an external hard drive at the client facility, a copy on the County server, and a copy at the IQS colocation site.

Our customers are not dependent upon IQS to run on a day-to-day basis. All processing is done at the client site. IQS maintains redundant fiber optic lines as well as a gas-powered backup generator.

In the event of a system failure, IQS would provide remote access to the database while restoring local hardware and software.



III. Proposed Hardware

IQS uses high-quality brands. All provided hardware includes full technical support and setup, maintenance, and replacement, if needed.

COMPONENT	QUANTITY
Server, firewall, switch, battery backup	1
PCs with keyboard and mouse	13
23" widescreen monitors	13
Large network printer	1
Desktop printers	2
Desktop scanners	7
Dymo label makers	7



IV. Implementation Plan

A. Project Timeline

A more detailed plan will evolve after in-depth evaluation and discussion with the Registrar of Deeds, IT staff, and any other stakeholders, expanding on the following phases:

PHASE	TASKS
1. Site Preparation	<ul style="list-style-type: none">● Gather detailed information about business practices to build fee schedules, document codes, reports, etc.● Analyze networking environment● Set up project management portal
2. Data and Image Conversion	<ul style="list-style-type: none">● Write, test, and debug conversion/upload programs● Meet with Registry staff to review results● Upload data to new system
3. Installation	<ul style="list-style-type: none">● Configure all necessary hardware● Install and configure software● Upload any remaining unconverted data
4. Training	<ul style="list-style-type: none">● Assign lead trainer to project● Develop custom training program● Provide extensive on-site training to designated personnel
5. Implementation (“Go Live”)	<ul style="list-style-type: none">● Schedule after all hardware and software are tested, converted data is uploaded, and staff has successfully completed training● IQS staff remain on site to provide technical and training support as needed



1. Site Preparation

The main objectives during this phase are to gather detailed information regarding the County's business processes, analyze the networking environment that the system will interact with, and determine system hardware placement.

During this phase, IQS system staff will be meeting with the Registrar of Deeds to gather information necessary to prepare the system's reference tables. This information will be used to build fee schedules, document codes, reports, etc.

We will also be meeting with County IT to determine the level of involvement needed. Typically, involvement is limited to the provision of data from the legacy system, any network settings, and system access if applicable.

IQS will set up a project management portal to keep project stakeholders up-to-date throughout the process.

2. Data and Image Conversion

IQS has developed numerous auditing and validation procedures to ensure an accurate and complete data conversion process. Our expert team members have overseen the conversion of millions of index lines and images.

IQS will write, test, and debug any necessary conversion programs. We will meet on a regular basis with County staff to review the results of the data conversion process prior to uploading to the new system.

We take complete responsibility for the conversion process. The County should not expect to have to do any extensive corrections of the converted data. IQS regards converted data that requires extensive corrections by Registry staff an unacceptable outcome.

3. Installation

During this phase, software is installed and configured for each workstation and server. All hardware and software are tested.

Usernames, passwords, permissions, and other accessibility measures are finalized. Any remaining unconverted data is uploaded to the system at this time. This generally occurs the weekend before going live with the new system.



4. Training

A Lead Trainer will be assigned to the project and a custom training program will be developed based upon the results of the site assessment.

As part of the agreement, IQS provides unlimited on-site support and training. Extensive training will be provided in all areas of system use, maintenance, and hardware. IQS will provide on-site training to Registry staff, IT, and other personnel designated by the Registrar of Deeds. Sessions can also be conducted for abstractors and public users. Learning will be reinforced by hands-on use of the test database which is populated with converted data.

IQS recognizes that no two offices are alike. Therefore, we constantly monitor training progress and adjust the duration and number of sessions according to user progress. Our training supervisor will communicate frequently with the Registrar of Deeds to discuss progress and assess future training needs, especially during the first month of system implementation.

Furthermore, IQS training staff will be on-site during the first week of system launch to assist staff as needed. Training will continue as the situation warrants. It is our practice to provide training as long as it is needed instead of providing an arbitrary number of training hours.

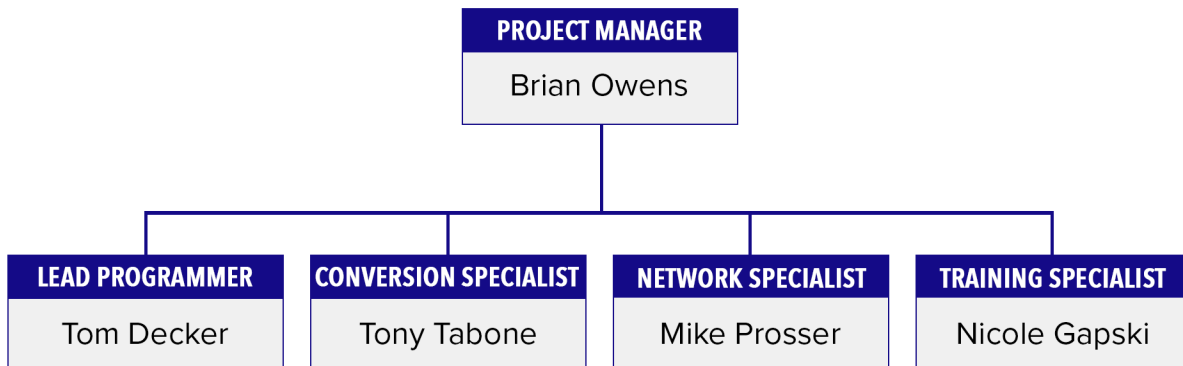
5. Implementation (“Go Live”)

This phase is scheduled once all aspects of the system hardware and software have been tested, the converted data is uploaded to the system, and staff has successfully completed training.

IQS programming, training, and networking staff will be available on-site minimally for the first week to provide technical and training support as needed.

Toward the end of the first week, the IQS Project Manager will meet with the Registrar of Deeds to discuss any system implementation issues that arise and determine which IQS personnel are required to remain on-site. A plan will also be developed to address any outstanding system or staff issues.

B. Project Team



Brian Owens, Project Manager

Brian has over 10 years of experience in the records management industry. He has overseen countless projects which meet or exceed the scope of the project contained in this proposal.

Tom Decker, Lead Programmer

Tom is the lead developer of the proposed solution. He has extensive experience working with a variety of database technologies and programming languages. He is also an expert in data conversion, overseeing the conversion of millions of index lines and images.

Tony Tabone, Conversion Specialist

Tony has over 25 years of experience in the Land Records industry. He has successfully completed numerous conversions.

Mike Prosser, Network Specialist

Mike has expertise in networking, hardware, and data storage/transfer technologies. He has successfully managed multiple transfers of land records data to their host servers. He has also been involved in staging and implementing indexing and imaging systems.

Nicole Gapski, Application Training Specialist

Nicole has extensive experience training end users in the software. Her thorough understanding of land records is built on years of on-site consultations with clients. The combination of this practical and training expertise makes her a highly effective trainer, as she can understand applications from both the user and trainer perspectives.

IQS does not outsource or subcontract any project.



V. Response to Specifications

The RFP specifications are listed below with IQS responses to each section.

Current Hardware

1. All existing computers shall be replaced with “new” not used or reconditioned computers with the exception of the engineering copier computer at the Northern Registry of Deeds (which shall be integrated into the new management system)
2. All existing document printers shall be replaced with new document printers
3. All existing servers shall be replaced with new servers
4. All existing document scanners shall be integrated into the new management system.
5. The existing engineering copier at both the Northern and Southern Registry of Deeds shall be integrated into the new management system.
6. All miscellaneous hardware such as, but not limited to, check scanners and imprinters shall be replaced with new equipment. Miscellaneous hardware that belongs to another vendor such as a bank check scanner shall be integrated into the new management system if the Owner so chooses.

IQS Response: IQS will provide the specified hardware as outlined in *Section III. Hardware.*

Contract Term

1. The term of the contract shall be for five (5) years with the option of two (2) - five (5) year term extensions based on the County of Cumberland’s satisfaction with the costs and services provided.
2. Vendor shall configure its system so that the needs of the Owner shall be met for the duration of the contract period. A refresh/upgrade/replacement of the equipment shall be every five (5) years or sooner as the need requires.

IQS Response: Reviewed and acknowledged. IQS provides regular system updates to enhance the software. All provided hardware is supported for the duration of the contract, including repair or replacement if necessary.



Data and Image Conversion

1. Contractor is responsible for conversion of and loading current land record images and index from County's current system into proposed system. The Contractor shall convert existing history data to new format at no charge. The new system shall be fully functional at the start of the contract period.
2. All software and hardware licenses for the length of the contract must be included.
3. All indexes, microfilm, document images, and/or magnetic tape, etc., past, present and future, shall remain the property of the County. All images shall be stored in a non-proprietary format. Any and all revenues produced by viewing and/or copying any of the County records shall remain the revenue of the County.

IQS Response: Reviewed and acknowledged.

Support and System Security

1. Contractor will perform all on-going support of the entire system, including hardware (if supplied by Contractor) and software, during the term of the contract.
2. Contractor will be responsible for security administration. Software must provide for system security from hacking and virus protection.
3. Software must provide different levels of coded access: Public Search, Employee operation, and Supervisor/Security officer.

IQS Response: Reviewed and acknowledged. All provided hardware is maintained and supported by IQS for the duration of the contract, including repair or replacement if necessary.

Disaster Recovery

System must provide for archival and disaster recovery services for the term of the contract. System must provide the ability for full backup and recovery in the case of any type of malfunction (and/or software).

IQS Response: Reviewed and acknowledged. For more information, please refer to *Section II.C.3. File Backup and Disaster Recovery*.

Training

Training Contractor will provide on-site education and training of all County employees who will work with the land records system and any re-training can be scheduled at the request of the office, at no charge, during the contract.



IQS Response: The proposal includes training for both staff and the public.

Current System Basic Functions

The following is a basic outline of functions that our current system provides. The proposed system shall provide these basic functions which shall be equivalent to or exceed the current system's functions.

Recording

1. System is easy for operators with basic PC and Windows skills to learn and operate.
2. Accounting control features that automatically figure recording fees, surcharge, and transfer tax in accordance with the Maine statutes for both documents and plans. Contractor will upgrade the software at its own expense within 90 days of any statute changes.
3. Internal audit controls required by Maine Revenue Services to ensure no changes can be made to funds undetected.
4. System shall automatically assign Volume and Page(s), instrument number, date and time of recording and imprint this information on the recorded document. The Registry currently imprints the book and page on every page of the document.
5. System must support at least 7 recording stations, 7 indexing stations, 7 scan stations, and at least 4 public view stations.
6. System shall provide accurate accounting reports such as: daily, weekly, monthly cash control reports; transfer tax summary report satisfactory to Maine Revenue Service; charge account billing statements; and copy account billing statements.
7. Cashiering module allows operator to capture the name and address of person or firm submitting the documents. Operator is able to choose between manually keying the name, or selecting a valid name from a custom table. Operator is required to enter document type and number of pages and/or any other additional information to determine fees.
8. System carries forward all document indexing data that was both automatically captured and manually entered during the cashiering process into the indexing module without requiring redundant data entry.
9. For all fee transactions, system creates an audit trail that includes the following information: operator ID, date, time, transaction detail, fee amount,



person/corporation submitting recordings, instrument number, document type, fee type, payment type, book and page.

10. Operator has the ability to stamp the documents immediately following the transaction completion or stamp the documents at a later time.
11. To meet multiple recordings of the same document type in the same batch (such as town tax liens), system is able to enter duplicate documents without entering each one individually. Operator has the ability to manually enter the location, date of document, and common grantor or grantee during cashiering and that information is populated through to indexing for all documents in the multiple recording line. This information may be changed in indexing for each individual document if required.
12. Operator is able to cancel and/or redo a step before completion of the transaction without having to void receipt. Upon completion of the transaction, the operator has the option of printing a receipt and recalling and printing a receipt at a later time.
13. All cashiering reports can be produced at any time for any number of days, months or years. Cash balancing reports provide, but are not limited to: date and time, instrument number, book and page numbers, receipt number, submitter name, document type, number of pages, recording fees, consideration amount, transfer tax, transaction type, payment type, check amount, cash amount, draw down amount, and deposit amount.
14. System allows for “draw-down” accounts for customers with money deposited on account in advance of service as well as charge accounts.
15. System provides the ability to take any combination of cash payments, check payments, card payment or customer “draw down” payments for any transaction.
16. The system has the ability to enter indexing while entering the receipt. All grantors and grantees can be added during cashiering, and these will pass through to the Indexing module, eliminating the need for duplicate entry.
17. System must allow for a smooth transition from one calendar year to the next without the requirement to “close” the prior year before starting a new year.

IQS Response: The system has these features. Please refer to *Section II. Proposed Solution* for more information.

E-Recording



The Registry currently provides electronic recording services through Simplifile, Indecomm, Ingeo/CSC and e-Recording Partners Network. The County does not advocate any e-file company and recognizes that Contractor and the e-file partner must be able to work together to provide this service. County intends to continue to provide the e-recording service for its customers at no cost to the County.

IQS Response: The system integrates with all e-recording vendors currently in the State of Maine. The user can add and reposition stamps anywhere on the document pages before saving the document.

Indexing

1. System provides the ability to retrieve documents to be indexed or verified, using flexible methods that include, but not be limited to: instrument number, book and page number, document type.
2. System supports access to all documents in a batch by multiple workstations at the same time.
3. System displays all partial index information for each document and prompts the operator for the additional indexing fields relevant to that document type.
4. System easily duplicates field entries between different documents and within the same document.
5. System allows for the use of alpha codes for commonly used names.
6. System is able to provide several reports from indexing. Reports to include but not limited to Verify, Numeric, Index, Reference, History Log Change, Missing Image, Image Counts and Town Transfers.
7. The system provides the ability to enter multiple towns on one document.
8. System provides a section for multiple marginal references and comments.
9. System will pull index information from marginal reference. This index information may be changed if necessary.
10. System will spell check names and prompt for a correction.
11. System will support multiple index groups for a single document.
12. System must support the back indexing of documents and integrate this information into the system with no additional charge to the County.



13. System shall provide for printing of index reports showing grantor, grantee, type of document, location by town, date of document, marginal reference data, date of recording and book and page in compliance with Maine statutes.
14. Indexes shall be capable of being sorted by both grantor/grantee or to/from.
15. System must allow for the printing of indexes for any date range at any time without additional charge to the County.

IQS Response: The system has these features. Please refer to *Section II. Proposed Solution* for more information.

Changes Journal

System must track changes made to recording and indexing information of a document. Basic information must be readily available to the public through the public search and full information must be readily available to the supervisor.

IQS Response: Corrections or changes to document indexing are stored in a log. Basic information is available in public search. Supervisors can see additional information such as the user who made the change.

Scanning and Imaging

1. System automatically links document image to the corresponding index.
2. System validates the number of pages scanned against the manually entered document page count.
3. System provides a method to correct inconsistencies between scanned page count and manually entered page count.
4. System supports simplex and duplex scanning.
5. System allows for automatic feed when scanning multiple, single-page documents.
6. System supports scanning of various paper weights, qualities and sizes measuring up to 8.5" x 14.00".
7. System provides the ability to specify a range of instruments by date, book numbers or document numbers to download images to CD, flash drive etc.
8. Software must support imaging documents and integrating the image into the other software features, such as public search.



9. System must allow image rescans by both individual page and by document as a whole.
10. System must allow for the back scanning of old books and integrate the images into the system at no additional cost to the County.

IQS Response: The system has these features. Please refer to *Section II. Proposed Solution* for more information.

Redaction

System must provide for manual redaction of personal information. System must be able to restore the original version of the image.

IQS Response: The system has this feature.

Microfilm

All documents and plans must be microfilmed in compliance with Maine statutes. Contractor may but is not required to provide the conversion service if it wishes.

IQS Response: The system has a feature to export documents prepared for writing to microfilm.

Book Production

The Registry records approximately 50,000 documents per year and 500 plans. The Registry currently does not print record books but reserves the right to revert to printing books at its discretion at no additional cost. System must provide the ability to produce its own compact books using high resolution, high-speed printers.

IQS Response: The system includes a book printing module that allows Registries to print any range of books using the provided printers.

Public Search

1. Search functions are simple for the public to use, without needing prolonged assistance, training or intervention from County personnel.
2. System provides the public with full-featured search functions that allows the public to easily locate the specified documents.
3. System provides the capability to search names by a combination of last and first name.



4. System supports access to images that have only been linked to their partial index, but have not yet been fully indexed.
5. System provides the ability to view the image of a marginal reference that is noted within the document.
6. System supports the retrieval of a document by multiple users at the same time.
7. System supports the following movements through an image display: page-by-page, forward and backward, selecting a specific page for viewing, jump to first or last page.
8. The system provides public access searching by: Party name, Corporation, Document type, Document number, Book and Page and Date range.
9. System supports the display of multiple grantor/grantee names in alphabetical order.
10. Customers request copies directly from the public terminals. The system calculates fees and informs the customer of charges. If desired, the charges will automatically be posted to their account.
11. Public view stations shall have ability to show all indexed information for recorded documents and plans, link to the image of the document for viewing, show changes made to the indexing of the document, and allow for printing or faxing of the document with automatic billing to the customer account.
12. The public view index listing of entries shall show search name, reverse party, book and page, location by town, document type, whether the search name is a grantor or grantee, date of document, date of recording, and marginal reference document for each entry on the list.
13. Purchase price is confidential at the county level and must be hidden from the Public Search.
14. Publicly interfacing computer services must meet all applicable federal and state accessibility requirements, including Title II of the Americans with Disabilities Act and WCAG 2.1 Level AA standards.

IQS Response: The system has a robust public search module with these features. Please refer to *Section II. Proposed Solution* for more information.

Website



The Registry of Deeds currently has an internet site. The system must support internet service to the public with viewing and printing of indexes and document images including automatic charging to the customer account. Maine law currently provides for 400 free copies per year for each individual, company or corporation. The system must provide for free copies and then after the first 400 copies require payment either from a customer account or by credit card on the website. The system must track free copies. Contractor is required to host and maintain the website, as well as provide customer support for the website. The hosted website must meet all applicable federal and state accessibility requirements, including Title II of the Americans with Disabilities Act and WCAG 2.1 Level AA standards.

IQS Response: IQS maintains and provides customer support for the public search website. All payments are handled through the website. The website allows users to sign up and receive 400 free prints per year per Maine law.

Fraud Alert System

System must offer a Consumer Notification System that allows the public to sign-up for through the website. This system will notify the enrollee if a document containing their name is recorded in the Registry of Deeds. This system shall be provided at no cost to the County or to the public.

IQS Response: IQS offers a free Fraud Alert service for users to sign up online and receive email alerts whenever a document is recorded under their name.

Town Transfers

1. The system generates a Town Transfer Report along with the document images. The report can be set up to include any type of document and either full documents or specific pages for each town. Transfers can be selected by date range and will sort by the town that was indexed when they print.
2. System must automatically print and/or copy to a CD, or deliver by FTP images for the town assessor copies, sort by town (based on indexing information), and automatically charge the appropriate town account. System must support customization of the assessor copies by town and document type.
3. System must support the printing of invoices for copy, town and recording accounts.

IQS Response: The system includes features to print assessor copies by town. The Registry also has the ability to create no-charge accounts on the public search website for town assessors.



Plans

1. Ability to configure with current wide-format scanner/copier to provide indexing, imaging, searching and printing of survey plans.
2. System shall also automatically figure recording fees for plans and automatically assign the plan book and page number.
3. System must allow for scanned images of plans to be integrated into the system. Viewing and printing through the system must be accommodated by the software.
4. Index report for plans shall show owners, streets, plan title, date of plan, date of recording, location by town and plan book and page number. Plan index reports shall be sorted by town.
5. System must allow for the back scanning of old plans and integrate them into the system at no additional charge to the County.

IQS Response: The software has this functionality. The Registry is able to back-scan and back-index records.



References

Please supply names, addresses and phone numbers of at least three (3) customers who can attest to the reliability and services of the Contractor, the hardware if applicable, the software, and the operation of the system as a whole.

MUNICIPALITY	CONTACT
Aroostook County North, ME	Hon. Amy Ouellette, Register of Deeds (207) 834-3926 amy.ouellette@aroostook.me.us
Aroostook County South, ME	Hon. Melissa Richardson, Registrar of Deeds (207) 532-1500 melissa@aroostook.me.us
Franklin County, ME	Hon. Susan Black, Register of Deeds (207) 778-5889 sblack@franklincountymaine.gov
Knox County, ME	Hon. Madelene Cole, Registrar of Deeds (207) 594-0422 mcole@knoxcountymaine.gov
Lincoln County, ME	Hon. Rebecca S. Wotton, Register of Deeds (207) 882-7431 rwotton@lincounty.me
Oxford County, ME	Hon. Cherri L. Crockett, Register of Deeds (207) 743-6211 ccrockett@oxfordcounty.org
Piscataquis County, ME	Hon. Gail Clark, Register of Deeds (207) 564-2411 deeds@piscataquis.us
Somerset County, ME	Hon. Tanya Belanger, Registrar of Deeds (207) 474-3421 tanya.i.belanger@somersetcounty-me.org



Waldo County, ME	Hon. Stacy L. Grant, Register of Deeds (207) 338-1710 registerofdeeds@waldocountyme.gov
Washington County, ME	Hon. Tammy Gay, Registrar (207) 255-6512 deeds@washingtoncountymaine.com
York County, ME	Hon. Nancy E. Hammond, Register of Deeds (207) 324-1576 nehammond@yorkcountymaine.gov

Hardware

The County may consider purchasing hardware from contractor. If the County chooses a proposal that includes the purchase of hardware the following requirements will apply:

1. Contractor will perform all on-going support of the entire system, including hardware and software, during the term of the contract.
2. Contractor will be responsible for servicing and maintaining supplied equipment or replacing any nonworking equipment that Contractor originally supplied or upgrading any equipment necessary to maintain optimal performance as system grows.
3. Contractor will be responsible for continual administration, updates, cleansing and rebuild responsibilities of anti-virus solution if providing hardware.
4. System must schedule backup and shutdown during off-hours if providing hardware.

IQS Response: IQS agrees to the above terms if hardware is provided. Please refer to the hardware section of this RFP for a detailed list of proposed hardware.

Registry of Deeds Records Management System

EVALUATION CRITERIA	Max Score	Info Quick Solutions		
		JS	AG	MR
Technical & Functional Requirements	30	27	25	30
Maintenance & Support	25	23	20	25
Experience & Qualifications	20	20	20	18
Implementation & Training	15	15	15	15
Cost Proposal	10	9	9	9
TOTAL SCORE	100	94	89	97

Cumberland County

27 Northport Dr
Portland, ME 04103

Position Paper

File #: 26-057

Agenda Date: 5/18/2026

Agenda #:

Request For Agenda Item:

The County Commissioners will go into Executive Session in accordance with 1 M.R.S.A. Section 405 (6) (A) for the review of the County Manager's contract and 1 M.R.S.A. Section 405 (6) (C) for discussions of acquisition and disposal of real property.

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