



# Cumberland County

## Board of Commissioners

### Meeting Minutes - Final

142 Federal St  
Portland, ME 04101

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

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**Monday, March 17, 2025**

**6:00 PM**

**Feeney Conference Room, County  
Courthouse, 205 Newbury St,  
Portland ME 04101**

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**Start time is an estimate, the meeting will follow after the Workshop.**

#### **CALL TO ORDER**

The Board of Commissioners met for their regularly scheduled meeting at the Cumberland County Courthouse in the Peter Feeney Conference Room, the meeting was called to Order by Chair Stephen Gorden at 6:10pm.

#### **ATTENDANCE**

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

#### **County Staff:**

James Gailey, County Manager  
Alex Kimball, Deputy County Manager  
Katharine Cahoon, Admin and Special Projects  
Theresa Grover, Director of Finance  
Amy Jennings, Director of Human Resources  
Brian Pellerin, Chief Deputy

#### **PLEDGE OF ALLEGIANCE**

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

[CD 25-007](#) Approval of the minutes, March 3, 2025, executive session of the Board of Commissioners

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

[CD 25-008](#) Approval of the minutes, February 18, 2025 meeting of the Board of Commissioners

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

**INFORMATIONAL REPORT/PRESENTATIONS**

[CD 25-009](#) 2024 4th Quarter Newsletter Communications Department

*This Report was RECEIVED AND FILED.*

[CD 25-010](#) Introduction Chair of Maine County Commissioners Andre Cushing, County Commissioner of Penobscot County

Penobscot County Commissioner Andre Cushing spoke about his experience in the legislature and county government. He spoke about the different services Maine counties provide to their respective municipalities. Penobscot Commissioner Cushing said that he is looking forward to working with the Board of Cumberland County Commissioners and is reaching out to all Maine County Commissioners.

He submitted a summary of his goals which are attached to these minutes as Attachment A.

*This Presentation was READ INTO THE RECORD.*

**COMMENTS FROM THE PUBLIC**

The Board Chair will limit comments to three (3) minutes per speaker.

Giovanna Peruzzi, legal representative of the Cumberland County Jail Employees for the NCEU. She shared some data, since February 18, 2025, there have been 85 holds at the jail preventing staff from going home. There are eight shifts that are operating below minimum. She encouraged Human Resources to address the retention problem of staff at jail.

Chris DeCapua, President of the Correctional Officer's Union. He stated that the transport unit requires specialized training above the pay grade for CO. He submitted a packet that he presented at the first negotiations session, Cost of Living Analysis and Wage Survey, which is attached to these minutes as Attachment B. He stated that the Union had reached out to initiate negotiations in July but were only started until September. He read a letter from the Teachers Union in Brunswick regarding their School District negotiations successfully reach an agreement, he hoped that negotiations would successfully conclude soon.

Cody Belyea, Vice President of Jail Union, shared a personal experience, when meeting with a financial adviser he was told that at his pay rate he would not be able to afford a house in Cumberland County and would have to live in a different county. The financial advisor learned about his overtime and determined that it was physically impossible. He stressed that continuous weeks of overtime results in a lack of sleep.

Chris Beal, Cumberland County Employee with the Jail for 12 years spoke. He stated that he was tired of overtime two to three times a week. He has six years of being held over. He noted that he and 9 others had applied for Maine State Probation and shows just how many people want to leave the jail now. Unable to afford a home in Cumberland County and lives in Sagadahoc County. He stated the only Commissioner to visit the jail was Susan Witonis. He invited the Commissioners to visit the Jail.

Ian Northup, Cumberland County Employee with the Jail for 10 years spoke. He stated that when he first started his was proud to serve his community. He explained that he became certified and participated in trainings and became an instructor. His work schedule no longer allows for him to

instruct other employees. He stated that the consequences of work schedules are resulting in employee's personal tolls, divorce, heart issues and mental health issues.

William Lawson, stated that he spoke at the February Commissioners Meeting, he said that he has given up so much that benefits the Jail. He was a firearms instructor for 20 years and had to make the decision to give up the role of instructor because it took away from his personal life. The experience and knowledge that is being lost is unfortunate. He doesn't want to give back and support the county when it's not giving to him. He recalled what the Sheriff said, five years it's a hump and 10 years it's Mount Everest.

Commissioner Smith and Commissioner Caterina stated for the record that they both toured the jail and were greeted by Chris DeCapua when they toured. This was confirmed by Chris.

Commissioner Tyler shared that he had served on the Jail Board Of Visitors and had toured the Jail multiple times. As a new Commissioner he looks forward to touring and he understands what is going on.

Chair Gorden thanked the speakers for sharing their experiences and wanted them to know that they are a good group and are necessary to the County. He thanked them for their time and closed 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 Gorden, Vice Chair Smith, Commissioner Cloutier, Commissioner Caterina, and Commissioner Tyler

**No:** 0

[25-018](#) Authorize the County Manager to sign the Regional Assessing 3-year contract with the Town of Casco.

*This Order was APPROVED.*

[25-019](#) Authorize the County Manager to sign the Regional Assessing 3-year contract with the Town of North Yarmouth.

*This Order was APPROVED.*

[25-020](#) Approval of the Sheriff Office Commissions January through February 2025

*This Order was APPROVED.*

[25-021](#) Authorization for the County Manager to submit a proposal to the Maine Health Access Foundation in response to the FY 2025 Systems Improvement and Innovation Response Grant.

*This Order was APPROVED.*

[25-028](#) Authorization for the County Manager to submit a proposal to the State of Maine Department of Public Safety in response to the FY 2025 Substance Use Disorder Assistance Program Request for Applications

*This Order was APPROVED.*

## ARPA BUSINESS

### 25-022

Approval of the Cumberland County Commissioners to authorize the transfer of \$1.2 million in contingency funds from the Municipal Water and Sewer Infrastructure allocation to the North Windham Wastewater Treatment System Project.

County Manager Gailey explained the allocation is part of the Windham Town sewer project in the business district. The \$1.2 million was allocated to wastewater projects in the previous Fall. The ARPA funds were earmarked and are now being allocated specifically for the North Windham Wastewater Treatment System Project. The funded project will extend the sewer to the Fire Station. The contract with Windham Town will allow space for the Sheriff's office in the new Fire Station.

Commissioner Caterina asked if the project had started, County Manager Gailey confirmed that it had started. Commissioner Tyler shared that there is a significant amount of housing that is scheduled to be developed in Windham.

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

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

**No:** 0

### 25-023

Authorization for the County Manager to execute the Memorandum of Agreement between the Town of Windham and Cumberland County for space within the proposed Windham Town fire station.

County Manager Gailey stated that the office space would be 3,000 square feet. Commissioner Smith asked if the Sheriff's Office would be a benefit to the Sheriff's Officers, County Manager Gailey confirmed that it would be. This would be a substation and provide Sheriff's Deputies and CID opportunities to work. He added that the County would be responsible for the cost of outfitting the work stations in the office space. Chair Gorden asked if fleet vehicles would be serviced at the Windham location. County Manager Gailey stated that it was a future possibility but for now they would continue to be serviced in Portland.

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

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

**No:** 0

## NEW BUSINESS

25-029

Review the proposed MOU between the Cumberland County Sheriff's Office and The Opportunity Alliance to develop and coordinate efforts for a Law Enforcement Crisis Response Liaison (LECRL).

County Manager Gailey stated that the item was discussed at the workshop earlier. Commissioner Tyler asked Chief Deputy Brian Pellerin how envisions the response to mental health calls. Chief Deputy Brian Pellerin stated that it would be two fold, intervention before an incident escalates and becomes violent and address repeating weekly calls by a single caller.

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

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

**No:** 0

25-024

Approval of the Community Development 2025 Annual Action Plan including the allocation of CDBG and HOME partnership funds and Authorization of the County Manager to execute all required Certifications, Applications and Documents in conjunction with the submittal of the 2025 Consolidated Annual Action Plan. (Second Reading and Final Public Hearing)

Community Development Director Courtney Kemp presented the Community Development Annual Action Plan for 2025. She shared that the Municipal Outreach Committee had met and approved two public infrastructure projects, two public housing projects, and two public services projects. The childcare job creation, 18 new jobs and spots reserved for low to moderate income. She stated that the public infrastructure projects were awarded to Windham Town for the development of a pocket park and Habitat for Humanity for their critical home program and their Alpha One Critical Access Program. My Place Teen Center in Westbrook and Through These Doors were awarded public services grants. For the Set-Aside, Bridgton Town will construct a playground and direct funding to the Bridgton Food Pantry. The City of South Portland, a set-Aside, will also construct a playground and direct funds to housing development. South Portland Public Service allocation also includes Through These Doors, Meals on Wheels and Portland Family's Greater Promise.

At 6:54 pm Chair Gorden opened the public hearing for the Community Development Annual Action Plan. There were no comments from the public. At 6:54 Chair Gorden closed the public hearing.

Commissioner Caterina shared that she attended the Municipal Outreach Committee meeting and had enjoyed scoring the Community Development Applications.

Chair Gorden asked Director Kemp about funding of operational costs versus capital costs. Director Kemp stated that she would find out, she stated that applications this period were very different compared to previous years. Chair Gorden shared that he is hesitant to fund operational costs for municipalities because they're difficult to sustain.

*A motion was made by Commissioner Caterina, seconded by Commissioner Tyler, that the Order Requiring a Public Hearing be INTRODUCED ON FIRST*

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*READING to the Board of Commissioners. The motion carried by the following vote:*

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

**No:** 0

[25-025](#)

Proclaim the week of April 13 - 19, 2025 to be National Public Safety Telecommunicators Week in Cumberland County

Commissioner Smith stated that she was proud of the staff at the CCRCC and they are a shining example of dedicated County employees. Commissioner Caterina thanked the CCRCC staff and said that she is looking forward to her tour at the CCRCC. Commissioner Tyler stated that he attended the Regional Communications Board of Directors meeting. He was very impressed with how active members are and how they continue to stay involved with the community. Chair Gorden agreed that the CCRCC has always shown a high level of professionalism.

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

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

**No:** 0

[25-026](#)

Proclaim the week of April 21 - 25, 2025 as National Community Development Week in Cumberland County.

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

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

**No:** 0

## EXECUTIVE SESSION

[25-027](#)

Authorization of the County Commissioners to enter into executive session Title 1 M.R.S.A. §405(6)(D) for the opportunity to discuss contract negotiations with the National Corrections Employees Union and the Teamster Corrections Supervisor Union.

*Time Into Executive Session: 7:05 pm*

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

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

**No:** 0

*Time Out of Executive Session: 8:08 pm*

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

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

**No:**            0

**Next Meeting: Tuesday, April 22, 2025**

## **ADJOURNMENT**

After the Executive Session, there were no further comments.

Commissioner Caterina made a motion to adjourn the meeting, seconded by Commissioner Tyler. The motion carried by unanimous vote.