



Cumberland County

Board of Commissioners

Meeting Minutes - Draft

142 Federal St
Portland, ME 04101

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

Monday, June 10, 2024

5:30 PM

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

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 James Cloutier at 5:33 pm.

ATTENDANCE

Present: 5 - Commissioner Neil Jamieson, Commissioner Susan Witonis, Vice Chair Stephen Gorden, Commissioner Patricia Smith, and Chair James Cloutier

County Staff:

James Gailey, County Manager
Alex Kimball, Deputy County Manager
Travis Kennedy, Director of Public Affairs
Amy Jennings, Director of Human Resources
Bill Trufant, Facilities Director
Major Tim Kortess, County Jail
Kerry Joyce, Captain
Mike Loconte, General Manager Cross Insurance Arena

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 24-012](#) Approval of the minutes, May 13, 2024 meeting of the Board of Commissioners

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

INFORMATIONAL REPORT/PRESENTATIONS

[CD 24-013](#) Informational Presentation - The New Administrative Building, 27 Northport Dr, Portland, Maine

Deputy County Manager Alex Kimball gave a presentation of the design progress for the new Administrative Building at 27 Northport Dr, Portland, ME. WSP is heading the Architectural Design process and COR is procuring the office furniture. Using ARPA funds, the contracts are overseen by Audit and Compliance Manager Sandy Warren with oversight from Facilities Director Bill Trufant. The layout of the office space is based on a hybrid work schedule.

Relocating certain Courthouse Departments to the new building will give the District Attorney's staff more space at the Courthouse. In the new building, the first floor is receiving the most renovations. It will contain Public Meetings spaces, a cafeteria, and a fitness room. The Registry of Deeds will occupy the first floor. The second floor will remain partially vacant and occupied by a condensed IT Department, smaller Facilities Department, Public Health Department, and EMA who will also have an EOC (Emergency Operations Center). The third floor will contain the Executive Department, Human Resources, Assessing and Finance. Vice Chair Gorden commented that purchasing the existing building is a major improvement provides ample space for less money per square feet and significant savings from terminating office space leases. Commissioner Jamieson asked how much area remains vacant? Deputy County Manager Kimball estimated around 5,000 to 7,000 square feet will remain vacant.

Deputy County Manager Kimball gave an overview of the different office features which include a "huddle room", tech support for remote meeting and learning, sit and stand desks. The construction is expected to be in September of 2024, Commissioner Jamieson asked when they would anticipate moving in? Deputy County Manager Kimball stated it would be in January 2025.

This Presentation was PRESENTED.

[CD 24-014](#) Informational Report - 2023 CCRCC Year End Report

This Report was RECEIVED AND FILED.

[CD 24-015](#) Presentation of the 2024 Regional Fire and EMS Study by Dynamix Consulting Group

Director of Public Affairs Travis Kennedy gave some background on the study, the concept was initiated in the Spring of 2022 based on Town Manager's shared concern for Fire and EMS services. Staff survey results showed that there were concerns about staffing shortages, mental health, and response time. Survey results also suggested that areas of collaboration could include training, inspections, and community outreach. In the Fall of 2022 the County selected consulting group Dynamix Consulting to conduct a study on regional EMS and Fire Services. Data collection began in 2023 with a goal of reporting out by Summer 2023. Response from Town's was varied and data extraction was not seamless. At some point, Dynamix began to slow down and became less responsive due to internal organizational challenges. After negotiations and delays, the report was completed. Another hurdle was that the data requested from different Towns was not forthcoming and the data that was provided was difficult to standardize due to different reporting methods. Public Affairs Director Kennedy highlighted the final report which presented some solutions that were already discussed. The priorities that scored the highest by Fire Chiefs and Town Managers are regional training facility, cooperative service for testing equipment, regional delivery of training programs, assistance with grant reimbursement requests.

The report's short term recommendations included the County facilitating a strategic plan, pursuing a method of uniform shared data, collaborate on training, and identifying financial incentives. Medium long term

recommendations include developing Countywide programs for risk reduction, medical and professional development, establishing a regional training facilities program, and consider a Countywide EMS and PSAP (Public Service Answering Point). The results were recently presented to different regions of the County and well received. He will schedule a time in the Summer to pursue the development of a strategic plan. Commissioner Gorden what drivers were identified given the new OSHA regulations will drive the need for reduced liability, what do Fire Chiefs need to do versus want to do? Director of Public Affairs Kennedy stated that there were certain things that were to expensive and difficult to meet regulations, an example is a requirement to have a Medical Director is a potential resource that could be shared.

Commissioner Smith thanked Travis for pushing the project along. She liked the approach with dividing the different regions because there are different regional challenges.

This Report was PRESENTED.

COMMENTS FROM THE PUBLIC

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

There were no comments from the public.

CONSENT AGENDA

Commissioner Smith requested that Item 24-056 be pulled from the consent agenda for discussion. There were no objections.

Approval of the Consent Agenda

A motion was made to approve the Consent Agenda. The motion carried by the following vote:

Yes: 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

No: 0

[24-055](#) Authorization of a Law Enforcement Services contract between Cumberland County and the Town of Naples from June 12, 2024 - September 2, 2024 for the amount of \$40,137.10

This Order was APPROVED.

[24-057](#) Authorization of the County's Emergency Communications services contract between the CCRCC and the Town of Sebago from July 1, 2024 to June 30, 2027.

This Order was APPROVED.

[24-058](#) Authorization of the County's Emergency Communications services contract between the CCRCC and the Town of Standish from July 1, 2024 - June 30, 2027.

This Order was APPROVED.

[24-059](#) Authorization for the County Manager to enter into a contract between Cumberland County and Naples Town to provide General Assistance from June 1, 2024 - June 30, 2026 in the amount of \$10,444.20 annually.

This Order was APPROVED.

[24-056](#) Adoption of the Revised County Vehicle Use Policy as recommended by the Executive Safety Committee.

Commissioner Smith asked Human Resources Director Amy Jennings about the procedure for a driving violation while operating a County Vehicle. She asked, what happens when employee drivers do not self report a moving violation? HR Director Jennings explained that their Department performs a monthly vehicle license check for employee drivers and HR would know sooner or later. Commissioner Smith asked if it was an outside service, HR Director Jennings explained that it was done in house.

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

Yes: 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

No: 0

UNFINISHED BUSINESS

[24-050](#) Approval the 2024/2025 Cross Insurance Arena Operations Budget and Trustees Budget.

General Manager Mike Loconte of the Cross Insurance Arena gave an overview of the Arena's budget. He stated that there were a number of shows that exceeded ticket sales and attendance that broke Arena records. The past years event mix included comedy shows, basketball games, conferences, and interactive shows like Jurassic Quest and Price is Right Live. GM Loconte explained that the upcoming year will include similar events and the addition of new events like Pro Boxing and Broadway shows. Ancillary income is doing well due to the new Point of Service System, increased sponsorships and suite revenue. He noted that this was important because it's the first year that the Arena has eclipsed \$3 million in expenses, hence focusing on generating more revenue and bringing in different shows. Commissioner Smith thanked General Manager Loconte for his hard work and creative direction.

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

Yes: 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

No: 0

NEW BUSINESS

[24-060](#) Approval of the Agreement between the Town of Baldwin and the Cumberland County Regional Communications Center for the County to use the Town's radio equipment on the WMTW Tower.

County Manager Gailey explained that with the Communications Center's new radio system, the Town of Baldwin has an existing tower that could be used by the County. The County will be responsible for maintenance costs for a period of 10 years and Baldwin will be responsible for the infrastructure costs.

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

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

24-061

Authorization for the County Manager to enter into an agreement with Securitas Technology for the design and build of the Jail Security System Upgrade in the amount of \$2.8Mil and approval of the reallocation of general obligation bond for the Jail roof replacement.

County Manager Gailey explained that in 2023 the Board approved a general obligation bond that included \$1.2 million locking system for the jail and \$1.7 million for the jail roof. The locking system is a priority and is over \$2 million dollars, the new jail roof can be postponed for another year. This item approval would also approve the transfer of the roof funds and reallocate them to the locking system.

Facilities Director Trufant gave an overview of the locking system, the locks are original to the jail and will become inoperable in 2026. The review team recieved three responses to the RFP and Securitas was selected. The current wiring is daisy chained to each lock. Each lock will require new wiring, new programming and new locks. The project will take an estimated 16 months to complete and includes the jail medical addition to be replaced simultaneously. Securitas is a very experienced vendor and Director Trufant expects to lean heavily on them. Commissioner Jamieson asked when the project would start, Facilities Director Trufant stated 30 days to mobilize Securitas, 90 days to identify wiring routes, total anticipated time is 120 days before construction. He plans to proceed cautiously because the jail is a very secure building. One of the solutions during this project is to rotate inmates to different pods to minimize the impact, he is coordinating this with the Jail Major. Commissioner Jamieson clarified that reappropriating funds, they are not new expenses? County Manager Gailey explained that the it's not a new expense and there will be funds in the next budget for the Jail Budget. Commissioner Smith asked what the security liability is by running two systems. Facilities Director Trufant explained that it will require some training and using two different screens. Additionally, this project has been discussed since 2022 and there has been a lot of preparation to minimize the impact on the Jail.

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

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

COMMENTS FROM THE COUNTY MANAGER

There were no comments from the County Manager.

COMMENTS FROM THE EXECUTIVE STAFF

Jail Major Tim Kortez thanked the Human Resources Department for their recruiting efforts. It is working and has made a big difference in staffing levels.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Jamieson wished Happy Fathers Day to all the fathers, congratulations to new graduates, and congratulations to the Scarborough Girls Track Team.

Vice Chair Gorden encouraged the public to support their community festivals, in particular the Yarmouth Clam Festival.

Chair Cloutier thanked Cross Insurance Arena GM Loconte for his hard work to bring successful shows to the area. The profit margin analysis presented a decade ago has come true. He also attended the State Special Olympics in Orono and was pleased to see the Cumberland County Sheriff’s Office attendance in the parade and at the awards ceremony.

EXECUTIVE SESSION

[24-062](#)

The Board of County Commissioners will enter into Executive Session under 1 M.R.S.A. §405(6)(A) for the evaluation of the County Manager.

Time Into Executive Session: 6:55 PM

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

Yes: 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

No: 0

Time Out of Executive Session: 8:20 PM

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

Yes: 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

No: 0

Next Meeting: Monday, July 8, 2024

ADJOURNMENT

A motion was made by Stephen Gorden, seconded by Neil Jamieson, to ADJOURN the meeting . The motion carried by a unanimous vote.