



# 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, April 8, 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 Vice Chair Stephen Gorden at 5:34pm.

#### **ATTENDANCE**

- Present:** 3 - Commissioner Neil Jamieson, Commissioner Susan Witonis, and Commissioner Stephen Gorden
- Excused:** 2 - Commissioner Patricia Smith, and Chair James Cloutier

#### **PLEDGE OF ALLEGIANCE**

##### **County Staff:**

James Gailey, County Manager  
Courtney Kemp, Coordinator for Community Development  
Theresa Grover, Director of Finance  
Amy Jennings, Director of Human Resources  
Bill Trufant, Director of Facilities  
Timothy Kortez, Jail Major

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

[CD 24-007](#) Approval of the minutes, March 19, 2024, meeting of the Board of Commissioners

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

#### **INFORMATIONAL REPORT/PRESENTATIONS**

[CD 24-008](#) National Crime Victims' Rights Week is April 21-27, 2024 and Victim Waiting Room Dedication Ceremony on April 23, 2024.

*This Report was RECEIVED AND FILED.*

**COMMENTS FROM THE PUBLIC**

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

Lori Travis from Portland, Maine, spoke about her family's experience with Domestic Violence and navigating the protection order from abuse against her husband.

**CONSENT AGENDA****Approval of the Consent Agenda**

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

**Yes:** 3 - Commissioner Jamieson, Commissioner Witonis, and Commissioner Gorden

**No:** 0

**Excused:** 2 - Commissioner Smith, and Chair Cloutier

[24-031](#) Authorization for the submission of an AKC Reunite Grant Application for the replacement of a Sheriff's Office K9.

*This Order was APPROVED.*

[24-032](#) Authorization of the Law Enforcement & Marine Conservation Services - Marine Patrol & Marine Conservation Contract between the Cumberland County Sheriff's Office, Board of County Commissioners and the Town of Harpswell from April 1, 2024 - March 31, 2025.

*This Order was APPROVED.*

[24-033](#) 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, 2024 to March 31, 2025.

*This Order was APPROVED.*

[24-034](#) Authorization of the Law Enforcement Services Contract between Cumberland County Sheriff's Office, Board of County Commissioners and the Town of Frye Island from May 22, 2024 - October 14, 2024.

*This Order was APPROVED.*

[24-035](#) Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System to provide MainePERS Special Plan 3C to the following non-union Law Enforcement Officer who regularly work more than 20 hours per week and who is not seasonal or temporary: Administrative Investigator, effective May 1, 2024 for future service only.

*This Order was APPROVED.*

[24-036](#) Proclaim the week of April 1 - 5, 2024 as National Community Development Week in Cumberland County.

*This Proclamation was APPROVED.*

- 
- [24-037](#) Proclaim the week of April 14 - 20, 2024 to be National Public Safety Telecommunicators Week in Cumberland County
- This Proclamation was APPROVED.*
- [24-038](#) Proclaim the week of May 5 - 11, 2024 to be National Correction Officer Week in Cumberland County
- This Proclamation was APPROVED.*
- [24-039](#) Proclaim that Cumberland County Commissioners will observe May 12-18, 2024, as National Law Enforcement Week in Cumberland County.
- This Proclamation was APPROVED.*
- [24-042](#) Authorization for the County Manager to submit a proposal to the Office on Violence Against Women in response to a Request for Proposals for the Improving Criminal Justice Response Grant for a revised amount of \$700,000.
- This Order was APPROVED.*

Commissioner Witonis requested that Items 24-037 through 24-039 be recognized. County Manager James Gailey explained that there were four different proclamations that were on the April agenda so that none would be overlooked. The National Community Development Week was last week, April 1 -5, and Courtney (Kemp) and Kristin (Styles) do a fantastic job administering the Community Development program according to HUD guidelines. The National Public Safety Telecommunicators Week April 14 - 20, National Correctional Officer Week May 5 -11 and the National Law Enforcement Week on May 12-18. He stated that the proclamations recognize the hard work that county employees do 365 days a year.

## NEW BUSINESS

- [24-040](#) Authorization for the County Manager to Execute the Memorandum of Agreement between Cumberland County Emergency Management Agency (CCEMA) and the Wilderness Rescue Team (WRT) for Wilderness Search and Rescue Services.
- County Manager Gailey asked EMA Director Michael Durkin to give an overview of the MOU with the Wilderness Search and Rescue Team "Wilderness SAR". EMA Director Durkin explained that the partnership evolved as a result of the Capability and Gap Analysis, "CAGA", which looks at different emergencies and the County's ability to respond to those emergencies. The rating has been at 2.3 and this partnership will address the particular type of emergency. Currently, the Wilderness SAR team is paged by the State Warden Service and does not receive calls that are dispatched through the County Regional Communications Center. With the MOU, the Wilderness SAR team will partner with the County and maintain it's 501 status. They will be able to store their trailer and some equipment at the EMA and receive some grant revenue as well. Liability insurance is covered through the State of Maine as mandated by the State law. Commissioner Gorden asked Director Durkin to elaborate on the relationship with the dispatch center. Director Durkin explained that when someone is missing, the State Game Warden notifies the Wilderness SAR, now the regional dispatch center will also notify the team. Commissioner Witonis asked if there are any County Employees that are on the Wilderness SAR, Director Durkin

stated that he was not aware of any employees but it was a possibility.

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

**Yes:** 3 - Commissioner Jamieson, Commissioner Witonis, and Commissioner Gorden

**No:** 0

**Excused:** 2 - Commissioner Smith, and Chair Cloutier

[24-041](#)

Approval of the Substantial Amendment to the Cumberland County/City of Portland HOME Consortium's HOME-ARP Action Plan. Public Hearing and Final Read.

Community Development Coordinator Courtney Kemp introduced the item, the amendment of the HOME-ARP Action plan changes the population served. It will no longer be first come first serve, assistance will be based on chronically Homelessness instead of first come first serve. Commissioner Gorden asked if criteria was established instead of first come first serve. Coordinator Kemp confirmed that it was and explained that criteria includes supportive services and housing development services. There are four different qualifying populations; homelessness, at risk of homelessness, fleeing or attempting to flee domestic violence, and other populations. Commissioner Jamieson asked about the grant's amount of \$3.6M limitations for HOME-ARP program and the type of housing. Coordinator Kemp explained that an RFP is required and that HOME funds are considered gap funds because of the amount needed to build affordable housing and supportive services funding is also going to serve the four qualifying populations.

[24-043](#)

Approval of the Community Development 2024 Annual Action Plan including the allocation of CDBG and HOME partnership funds and contingency plans.

Community Development Coordinator Kemp gave an overview of the Proposed Annual Action Plan that was posted for public hearing held on April 08, 2024 and again on May 13, 2024. The Municipal Oversight Committee (MOC) recommended funding 9 grants through out the County. The Town of Bridgton recommended 3 projects for partial funding and the City of South Portland recommended 7 projects for funding, 2 infrastructure and 5 public service projects recommended for funding. The HUD funding allocation is not finalized. The HOME consortium that is a partnership with the City of Portland and will go out to RFP for HOME related projects.

Commissioner Gorden opened the public hearing, no comments were received. Commissioner Gorden closed the public hearing.

*A motion was made by Commissioner Witonis, seconded by Commissioner Jamieson, that the Order Requiring a Public Hearing be ACCEPTED. The motion carried by the following vote:*

**Yes:** 3 - Commissioner Jamieson, Commissioner Witonis, and Commissioner Gorden

**No:** 0

**Excused:** 2 - Commissioner Smith, and Chair Cloutier

[24-044](#)

Authorize the County Manager to award bid of the Cross Insurance Arena Team Boxes Renovation to PM Construction, Inc. of Saco, Maine, in the amount of \$110,084.00.

Facilities Director Trufant explained that the current team boxes are too small and do not meet certain standards. The new boxes will integrate with the new dasher board systems. Install will take place around the first week of July 2024. Commissioner Gorden confirmed that all requirements would be met, Director Trufant confirmed that the process started in mid March and anticipated requirements were discussed in terms of spacing and size.

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

**Yes:** 3 - Commissioner Jamieson, Commissioner Witonis, and Commissioner Gorden

**No:** 0

**Excused:** 2 - Commissioner Smith, and Chair Cloutier

[24-045](#)

Authorize the County Manager to execute the contract between the US Marshals Service and Cumberland County concerning the federal inmate per diem rate.

County Manager Gailey explained that the contract for Federal inmates that was introduced in May 2023 with the Summerill Group to establish a new rate. The current rate was negotiated in 2010 and the new rate is \$47 per hour and includes transportation. The item was reviewed by legal council and approved by the Sheriff's office. Commissioner Witonis asked if there was enough jail staff to provide the service, Jail Major Tim Kortez stated that 10 new employees were expected to graduate in three weeks. Commissioner Jamieson asked how many Federal inmates were anticipated, Major Kortez estimated the Federal inmate count to be around 10 to 20 inmates. Commissioner Gorden asked about medical for the inmates, County Manager Gailey referred to medical services outlined on page 6 of the contract.

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

**Yes:** 3 - Commissioner Jamieson, Commissioner Witonis, and Commissioner Gorden

**No:** 0

**Excused:** 2 - Commissioner Smith, and Chair Cloutier

## COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey updated on the rise of property fraud and the Registry of Deeds now has an alert feature available for the public to use.

County Manager Gailey gave a summary of different contracts. The General Assistance services contract with the Town of Naples has been executed and another Town has expressed interest. A contract that will be expiring in March 2025 is the Management Agreement with Cross Insurance Arena. It's possible that there is a one year extension but this will be discussed with the CIA Board of Trustees and brought before the Board of County Commissioners. The Maine Mariners Hockey Contract also expires next year.

County Manager Gailey reminded the Board of Commissioners that they received proposed County logos and to inform Travis Kennedy of their preference. Once a logo has been selected, the County will contract with a professional marketing agency to finalize the branding.

County Manager Gailey shared that the EAC hosted the County's Annual Employee Award Ceremony and it was very well attended. The ACE Awards, Acts of Courtesy and Excellence, were presented including the Employee of the Year Award and Supervisory of the Year Award. He named the different employees and their departments who received 2023 ACE awards. Employee of the Year was awarded to Kayleigh Rhodes from the District Attorney's Office. The Supervisor of the Year was awarded to Mike Ward in the Facilities Department.

## COMMENTS FROM THE EXECUTIVE STAFF

Finance Director Theresa Grover shared that the Finance Department is completing their annual report and the annual audit is complete. The Finance Department is modifying current processes to reduce the use of paper. Finance Director Grover stated that she is collaborating with different departments on their processes; the Human Resources department to train more staff on payroll, the LEC (Law Enforcement Center) to improve their scheduling software, the Cross Insurance Arena to prevent fraud, the Emergency Management Agency to improve grant tracking methods, and restitution to streamline restitution payments.

## COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Gorden thanked staff and the public for their participation.

**Next Meeting: Monday, May 13, 2024**

## ADJOURNMENT

*A motion was made by Susan Witonis, seconded by Neil Jamieson, to ADJOURN the meeting. The motion carried by a unanimous vote.*