



# 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.

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**Monday, May 18, 2026**

**5:30 PM**

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

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**In person with the option to view online: [www.cumberlandcountyme.gov/live](http://www.cumberlandcountyme.gov/live)**

Meeting will be streamed online: [www.cumberlandcountyme.gov/live](http://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:** 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  
Amy Jennings, Director of Human Resources  
Jessica Spaulding, Register of Deeds  
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

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

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

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

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vote.

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

*A motion was made by Commissioner Caterina, seconded by Commissioner Cloutier, that this Minutes Report be APPROVED. 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.

Chair Smith opened the public comment period at 5:33 p.m., Denise Schwartz from Scarborough and Christopher Shmidt from Scarborough spoke and thanked the County Commissioners for their recent vote to not hold ICE inmates.

Chair Smith closed the public comment period at 5:34 p.m.

## 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

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

*This Order was APPROVED.*

[26-049](#) Amend the Administrative Regulations #13 Hazard Communications Program

*This Order was APPROVED.*

[26-050](#) Cumberland County EMA requests the Board of Commissioners authorize signature of the EMA Mutual Aid Agreement, pending it's signature by municipalities.

*This Order was APPROVED.*

[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.

*This Appointment was APPROVED.*

[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.

*This Appointment was APPROVED.*

[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.

*This Order was APPROVED.*

[26-054](#)

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

*This Order was APPROVED.*

## **NEW BUSINESS**

[26-055](#)

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

County Manager Jim Gailey explained that the Cross Insurance Arena Board of Trustees had approved the operational budget at their last meeting and forwarded it to the Board of Commissioners with their recommendation for approval. County Manager Gailey introduced Cross Insurance Arena General Manager Michael LoConte. GM Loconte shared that he has been with the Arena for eleven years and served as General Manager for four and a half years. He explained that the Arena is an expensive facility to operate. Consequently, operations are funded by a diversified portfolio of unique, family friendly, and community events. While the current fiscal year had a forecasted revenue loss of \$304,000, the current year to date loss is \$98,000. This was offset by events that were not previously held at the Arena such as a Boston Bruins Alumni game. GM Loconte credited the Arena's success due to the hard work of his small full time staff and large part time staff. He highlighted the year's successful events that included sport events, authors, musical shows and college and high school graduations and a few unexpected events which included a political rally and professional conference for a medical group. GM Loconte explained that Fiscal Year 2027 has a budgeted loss of \$318,000, a \$14,000 difference between the previous budgeted fiscal year. Capital Improvements at the Arena included a newly renovated concession area with a grab and go area that have generated \$200,000 in coffee and beer sales. \$198,000 has been paid out to not-for-profit organizations who have staffed the concession stands. Bottle returns processed by Clynk have generated \$5,000 in revenue to help offset the costs of running the building which has grown to an estimated \$3.5 million. Focus has been on extending the lifecycle of equipment as costs increase.

Commissioner Cloutier asked about the procedure for purchasing tickets, GM Loconte explained that tickets can be purchased through Ticket Master or avoid processing fees and purchased in person at the box office, Monday through Friday from 9:00 a.m. to 4:00 p.m.

Commissioner Gorden asked if the Arena is working with UMaine Hockey, GM Loconte confirmed that they are working on hosting a game, Commissioner Gorden suggested that the Arena host a hockey game between UMaine and New Hampshire. Chair Smith thanked GM Loconte for his hard work and balancing the mix of events and the needs of the Arena.

County Manager Gailey reviewed the Cross Insurance Arena's Trustee's budget and explained that it is higher as more line items are displayed. He reviewed the different line items of the budget. He explained that the management contract has an incentive fee of \$118,000 and insurance is \$140,000. Insurance is through the Cross Insurance Arena instead of the Trust.

Chair Smith asked if the county covers workers comp, County Manager Gailey explained that workers comp is covered through the Arena management company, the OakView Group who also employs GM Loconte and his staff.

*A motion was made by Commissioner Gorden, 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

[26-056](#)

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

County Manager Gailey explained that the Registry of Deeds contract with their current software vendor for their document management system is ending and staff went out to bid to explore new software providers.

Register of Deeds Jessica Spaulding shared that in their current document management systems contract, their Department contracts for hardware and software. The new contract is for the purchase of software only and hardware will be managed in house with the assistance of IT. This will result in significant cost savings compared to the current contract. She explained that she decided to use software as opposed to cloud services, of the proposals that were received, IQS was the strongest and is currently used by 11 other County Registry of Deeds in Maine.

Commissioner Caterina explained that she is familiar with IQS, Register of Deeds Spaulding noted that it is used by York County and very user friendly.

Commissioner Gorden asked if there was a possibility of creating a single regional contract between the other Registry of Deeds and IQS.

County Manager Gailey explained that it was not likely given that contracts were already in place.

Register of Deeds Spaulding shared that the other Registries had different schedules for their contracts.

Commissioner Cloutier shared that he also preferred using the York County Registry of Deeds website. He noted that it would be a challenge to get all of the Registries to agree to go to a single contract.

Chair Smith asked about the migration from the old software to the new software.

Register of Deeds Spaulding explained that there would be advanced preparation and customers would be notified prior to the transition. She is planning to transition before January 1st, possibly in the beginning of December.

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*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

Human Resources Director Amy Jennings shared that May 1st was the first day of the Maine Paid Family Medical Leave. Payments from the plan begin four to six weeks, she suspects that the delay may deter those from considering applying for it. Staffing levels at the Jail and LEC are already low and they are impacted more so by the new leave. Labor discussions recently started with Communications, she anticipates more information will be forthcoming in June for the July 1st expiration date.

Chair Smith asked about the impact of the vacancies on the positions at the Jail and the plan to address anticipated vacancies.

HR Director Jennings stated that she shared anticipated vacancy concerns with Jail leadership. She shared that to date no memorandum for staffing had been issued. Regarding vacancies, she noted that the new testing requirement has resulted in hiring two to three Correctional Officers a month versus 12 a month. Their office continues to receive a steady stream of applications, and she and her staff are recruiting aggressively, however, interest seems limited.

Chair Smith asked HR Director Jennings about the current number of vacancies.

HR Director Jennings estimated there were at least 25 vacancies.

Chair Smith asked HR Director Jennings what York County Jail is doing for leave.

HR Director Jennings explained that her plan is to collaborate with similarly sized organizations about their approaches at their jails. She gave a review of the different leave types and the impact on the wages for Correctional Officers, she concluded that overall, there are significant wages lost. She and HR Specialist Carrie Hall are proactively creating outreach materials and sharing information about available options to employees to stay ahead.

Commissioner Gorden asked if there was any impact on other departments.

HR Director Jennings explained the Jail has been impacted and she has not seen it in other departments or other levels of the LEC.

Commissioner Caterina inquired about the reasons for taking leave.

HR Director Jennings explained the reasons for leave are very broad and all require a note from a Doctor.

Admin and Special Projects Coordinator Katharine Cahoon shared that she worked with Finance and Budget Manager Alyssa Johnson to prepare the adjusted tax warrants and that the revised tax bills had been mailed to municipalities.

Assistant County Manager Breana Gersen shared that she released a survey to municipalities regarding interest in a regional code enforcement officer (CEO) services. There was specific interest in

the development of a position of a regional third party inspector for MUBEC or for electrical and plumbing inspections. Another survey for Regional HR services will be released next week given increasing complex employment laws. Assistant County Manager Gersen stated that there is potential state funding for code services.

Assistant County Manager Gersen stated that she is also in the process of updating the county Criminal Justice Information Security (CJIS) Policy. That policy covers information transmitted through CCRCC and the Sheriff's Department. The County Grant Policy is undergoing revisions, including updates to grant collaboration roles and realignment with positions within the Executive Department. She has volunteered to sit on the Maine County Commissioner's Association legislative policy committee called Title 38 to coordinate review of Legislative Statutes regarding counties.

Commissioner Gorden asked Assistant County Manager Gersen about the state project called VINE.

Assistant County Manager Gersen explained that CJIS is governed by Federal Regulations, but will look into coordinating VINE into the current policy if applicable.

Commissioner Gorden observed that regarding municipal code enforcement, while inspectors are licensed, builders are not.

Vice Chair Tyler asked about the response from municipalities.

Assistant County Manager Gersen explained that this would not replace a municipal inspector but would build capacity or shared workload for a municipal codes inspector. She stated that for LPI and MUBEC they need to get trained on specific codes and local ordinances. The concept is still evolving and would be finalized prior to implementation.

Vice Chair Tyler noted that the problem with the process of codes enforcement is the inconsistency between each municipality and inconsistency between staff within a municipality.

Assistant County Manager Gersen explained that the creation of a Regional Code service could create shared standards and inspections.

Commissioner Caterina shared that when researching property permits at a municipality, they have been difficult to access due to varied and limited municipal office hours.

Commissioner Cloutier echoed that he has also experienced inconsistencies with code enforcement offices and it is important to explore. He shared that Accessory Dwelling Units (ADUs) allow municipalities to double or triple the density of private homes. He noted that, in 2025, the percentage of ADUs was 9% in Maine and the projected number would increase over the next five years similar to California's percentage of 25%. He also noted that the various ADU laws have been revised over the past four years.

Assistant County Manager Gersen added that ADU approval is prohibited from Planning Board review and falls on approval by the code inspector.

Chair Smith thanked Assistant County Manager Gersen for the information and for exploring new opportunities to meet community demand.

GM Loconte shared that the Cross Insurance Arena hosted two unbudgeted sporting events, AEW Wrestling and MMA, as well as additional Maine Mariners games, which had a positive impact on the Arena's fiscal year.

Chair Smith thanked GM Loconte for the update.

### COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey shared that the allocation from the state that was accepted at the special meeting on May 7th has been finalized. He explained that of the anticipated amount of \$740,000, \$420,000 would be allocated to the MAT program and \$320,000 would be allocated to capital expenditures. Cumberland County's final allocation is \$789,000 and an additional \$49,000 will be allocated to capital for a revised total of \$369,000.

### COMMENTS FROM THE COUNTY COMMISSIONERS

Vice Chair Tyler recognized GM Loconte for his successful management of the Cross Insurance Arena.

Commissioner Gorden expressed concern about the limited availability of medical training opportunities for EMT certification.

**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.

*Time into Executive Session: 6:38 pm.*

*A motion was made by Commissioner Cloutier, seconded by Commissioner Caterina, 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: 7:46 pm.*

*A motion was made by Commissioner Caterina, seconded by Commissioner Gorden, 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

### ADJOURNMENT

*At 7:48 p.m. a motion was made by Stephen Gorden, seconded by Jean-Marie Caterina, to ADJOURN the meeting. The motion carried by a unanimous vote.*