27 Northport Dr
Portland, ME 04103

Cumberland County

Board of Commissioners

Meeting Minutes - Draft

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

Monday, June 15, 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 5:00 p.m.

ATTENDANCE

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

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

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

CD 26-017 Approval of the minutes, May 18, 2026, meeting of the Board of Commissioners

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, 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 5:32 p.m., there were no comments from the public.

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, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

26-058 Sheriff’s Office Commissions May 1st, 2026 through May 31st, 2026.

This Order was APPROVED.

26-059 Approve agreement for law enforcement services by and between Cumberland County, the Cumberland County Sheriff, and the inhabitants of the Town of Naples from June 17, 2026 to September 7, 2026.

This Order was APPROVED.

26-060 Approve the agreement for Law Enforcement services by and between Cumberland County, the Cumberland County Sheriff, and the inhabitants of the Town of Chebeague Island from May 20, 2026 to September 6, 2026.

This Order was APPROVED.

26-061 Authorize the County Manager to sign the General Assistance Services agreement between Cumberland County and the Towns of Falmouth, Casco, North Yarmouth, Gray, and Baldwin from July 1, 2026 to June 30, 2029.

This Order was APPROVED.

26-062 Authorize the County Manager to sign the contract between the Town of Gray and Cumberland County for regional dispatch services from July 1, 2026 - June 30, 2028.

This Order was APPROVED.

26-063 Authorize the County Manager to execute the contract between the Town of Windham and Cumberland County for regional dispatch services from July 1, 2026 to June 30, 2028.

This Order was APPROVED.

26-064 Authorize the County Manager to execute the contract between the Town of North Yarmouth and Cumberland County for regional dispatch services from July 1, 2026 to June 30, 2028.

This Order was APPROVED.

26-065 Authorize the County Manager to execute the contract between the Town of Chebeague Island and Cumberland County for regional dispatch services from July 1, 2026 to June 30, 2027.

This Order was APPROVED.

26-066 Authorize the reduction of board members on the Cumberland County Board of Assessment Review from seven (7) to five (5) members by eliminating the two (2) currently vacant seats, effective immediately.

This Order was APPROVED.

26-067 Amend the Cumberland County Administrative Regulations and Policies and repeal “Number 15: CJIS Security,” and adopt “Number 15: CJIS Security Policy” to replace the former policy.

This Order was APPROVED.

26-071 Authorize the County Manager to sign the Tyler Technologies Software As A Service Agreement for the “Munis” program.

This Order was APPROVED.

NEW BUSINESS

26-068 Authorize the County Treasurer to adjust the Tax Stabilization Reserve, the Special Revenue accounts, establish Capital Reserve accounts and re-authorize ARPA interest funded expenditures.

County Manager James Gailey explained that the agenda item was the result of amending county policies that address the audit result. This item cleans up the funds within the charter of accounts in preparation of the 2027 audit and ACFR. He noted that the content was discussed in detail at the previous workshop in the beginning of June. He summarized that this item balances the special revenue chart of accounts, addresses liabilities and established reserve accounts without having to rely on future budgets. County Manager Gailey continued and explained that funds in the ARPA interest account would be reauthorized from existing ARPA projects which include Jail Recruitment, Northport construction, and Cross Insurance Arena Capital projects.

Vice Chair Tyler asked what ARPA stands for?

County Manager Gailey explained that ARPA stands for the “American Rescue Plan Act.” which were funds used to address the economic impacts of COVID.

County Manager Gailey read the five motions as written.

Commissioner Cloutier thanked County Manager Gailey for reading the motions and observed that this action would clean up and support Finance Director Theresa Grover’s work.

Commissioner Gorden requested that the motion be amended to show that the item approves all of the proposed motions as if they were voted on individually.

Commissioner Gorden stated that he appreciated the hard work that was presented at the workshop. He appreciated the transparency regarding the reserve accounts and that it reinforces the public’s trust. He added that it also prepares the county to be fiscally responsible and allows for effective operations.

County Manager Gailey recognized Finance Director Grover and Finance and

Budget Manager Alyssa Johnson for their work to identify the accounts.

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

26-068 Authorize the County Treasurer to adjust the Tax Stabilization Reserve, the Special Revenue accounts, establish Capital Reserve accounts and re-authorize ARPA interest funded expenditures.

County Manager Gailey read the five motions as written:
Motion one to transfer $427,348 from the MAT Reserve Fund (Account # 31067) to Account #51389 to cover medication-assisted treatment (MAT) expenditures.

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

Motion two to establish the following reserve accounts:

- A “Buildings and Grounds Reserve” for the purpose of funding necessary maintenance of County-owned buildings and grounds.
- A “RCC Radio Communications and Frequency Reserve” for the purpose of funding radio communication initiatives, such frequency sharing and acquisition of P25 licenses.
- A “Non-Public Safety Fleet Reserve” for the purpose of funding acquisition and maintenance of County vehicles used by County departments not involved in law enforcement functions.
- A “Regional Service Expansion Reserve” for the purpose of funding the development of new County-run regional services.
- A “Cross Insurance Reserve” for the purpose of funding maintenance and capital improvements to the Cross Insurance Arena.
- A “Fire and EMS Reserve” for the purpose of funding initiatives and equipment to support regional fire and EMS collaboration.

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

Motion three to transfer a total of $4,646,013.45 from the Investment Revenue Account (Account #54000-4901) to the following accounts:

- $250,000 to Account #31342-4008
- $390,000 to Account #70601-4100
- $205,000 to the Buildings and Grounds Reserve Account
- $200,000 to the RCC Radio Comms/Freq. Reserve Account
- $100,000 to the Non-Public Safety Fleet Reserve Account
- $300,000 to the Regional Service Expansion Reserve Account
- $230,000 to the Cross Insurance Arena Reserve Account
- $75,000 to the Fire and EMS Reserve Account
- $1,400,304.59 to Fund 21
- $214,092 to Fund 31
- $54,052 to Fund 42
- $11,186 to Fund 51
- $135,198 to Fund 52

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

Motion four to transfer $400,000 from the Tax Stabilization Reserve Account (Account # 31391-4100) to the following accounts:

- $125,000 to the Buildings and Grounds Reserve Account
- $50,568.67 to the RCC Radio Comms/Freq. Reserve Account
- $75,000 to the Regional Service Expansion Reserve Account

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

Motion five to re-authorize a total expenditure of $1,081,180.80 previously made from the Investment Revenue Account (Account #54000-4901) for the following purposes:

- $26,850.28 for Recruitment
- $997,617.35 for Northport Construction
- $56,713.17 for Cross Insurance Arena maintenance

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

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

Commissioner Cloutier requested that the Board go into executive session last after updates were shared. There were no objections.

COMMENTS FROM THE EXECUTIVE STAFF

Human Resources Director Amy Jennings shared that they are two patrol deputy vacancies away from being fully staffed. She explained that several patrol deputies have been hired and will be attending the academy in the fall. There are a number of vacancies across multiple departments, particularly in the Facilities Department and the Jail. The Human Resources and Finance Departments are fully staffed. She shared that negotiations with Dispatch went well and they will be discussed in depth in the executive session.

Chair Smith asked about the current number of correctional officers openings?

HR Director Jennings shared that there were approximately 25 vacancies.

Finance Director Grover shared that her Department's new payroll software, TCP, went live last week. There are few glitches that staff are addressing but only a few minor issues that are expected to be corrected. She explained that her department is running both payroll softwares simultaneously and it is creating delays. Staff have been preparing for the end of the fiscal year as well as the audit. Finance and Budget Manager Alyssa Johnson is integrating the new budget management software into finance operations.

Commissioner Gorden asked when the audit begins?

Finance Director Grover stated that it starts in September.

Assistant County Manager Breana Gersen shared that she met with the Maine Office of Community Affairs and a representative from the Governor's office about developing the regional code enforcement officer program at the county. As it is a new concept, they will continue discussions about developing the new model.

Chair Smith asked about the timing of the program?

Assistant County Manager Gersen shared that pilot funding would be available at the end of the summer for a three year pilot program.

Commissioner Gorden asked if the county is applying for funding?

County Manager Gailey confirmed that they will.

COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey shared that he will bring forth names of additional members to be appointed to the Feasibility Committee for the Cross Insurance Arena at the next Commissioner meeting.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Cloutier congratulated Finance Director Grover on her work. He observed that much of the funding reallocated is being dedicated to the development of Regional activities which he supports. This is an opportunity for significant future growth. He advised that regarding the Arena Feasibility Committee, they should reach out to the municipalities that are being affected both negatively and positively. He recalled that their group did a similar exercise when the Cross Insurance Arena underwent renovations. While the opinions were mixed, there was ultimately a positive outcome. Commissioner Cloutier shared that in memory of former County Commissioner Neil Jamieson, spring sports are coming to a close and congratulations to all of the student participants.

Commissioner Gorden stated that one of the things that interested him is a new finance system and many opportunities that are beginning to open up within all the communities in the county. He noted that one of the projects that should be modernized are the community contracts so that they are very similar. He explained that consolidating the contract charges so that they're similar across the county contracts, it helps the public to see the differences in costs and charges. He expressed that the commission should make sure that this is an acceptable idea across the county as it becomes common across the organization. He observed that accelerated change is taking place. In addition to central dispatch services, there is also the organization of Fire and EMS. It is more evident that organizational consolidation is happening in the county. He pointed out that that can be seen by the General Assistance contracts that were just approved and by the interest in the Human Resources services provided by the county.

Vice Chair Tyler echoed Commissioner Gorden, and shared that he is witnessing the consolidation of services. He gave an example of Windham and Gorham that have decided to create a shared position of a Deputy EMS Fire Chief. He explained that municipalities are realizing that they don’t need to pay twice for the same services when they can share. He anticipates that other municipalities will eventually do the same thing for similar vacant positions. Vice Chair Tyler noted that there is a declining interest in becoming a fire fighter or a correctional officer.

Chair Smith also echoed former Commissioner Neil Jamieson and congratulated all of the graduates from high school or college. She also observed that June is Pride Month and wished those who are observing a happy pride month.

EXECUTIVE SESSION

26-069 Authorize the County Commissioners to enter into Executive Session in accordance with 1 M.R.S.A. §405 (6)(D) for the opportunity to discuss contract negotiations with the Cumberland County Communications Association.

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: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

26-070 Authorize the County Commissioners to enter into Executive Session in accordance with 1 M.R.S.A. §405 (6)(A) for the County Manager's annual evaluation.

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: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

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

Yes: 4 - Chair Smith, Vice Chair Tyler, Commissioner Gorden, and Commissioner Cloutier

No: 0

Excused: 1 - Commissioner Caterina

Next Meeting: Monday, July 20, 2026

ADJOURNMENT