

**CUMBERLAND COUNTY
BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**

Maine
Cumberland **County**

Monday, March 14, 2021

CALL TO ORDER 5:45 PM

The Board of Commissioners for Cumberland County, Maine 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 Susan Witonis.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Present:

Commissioner Susan Witonis, Chair
Commissioner James Cloutier
Commissioner Stephen Gorden
Commissioner Thomas Coward
Commissioner Neil Jamieson

Absent:

County Staff:

Alex Kimball, Deputy Manager of Finance and Administration
Don Brewer, Director of Human Resources
Katharine Cahoon, Administrative & Special Projects Coordinator
Melinda Fairbrother-Dyer, Director of Regional Communications
Matthew Mahar, Director of EMA
Sandra Warren, Compliance and Audit Manager
Kristin Style, Director of Community Development
Courtney Kemp, CDBG Coordinator

County Guests:

Jonathan Crimmins, Chair of the ARPA Advisory Committee
Mark Swann, Director of Preble St

APPROVAL OF THE MINUTES

Chair Witonis requested a motion to approve the Meeting Minutes of February 15, 2022. A motion was made by Commissioner Jamieson and seconded by Commissioner Cloutier.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

INFORMATIONAL REPORT/PRESENTATIONS

2021 CCRCC Year End Report

Director Melinda Fairbrother-Dyer gave a brief synopsis of the Regional Communications Department operations. Chair Witonis stated that the report was very comprehensive and well written. Deputy Manager of Finance and Administration Alex Kimball asked if Director Fairbrother-Dyer asked if the type of calls that the Communications Center had received changed as a result of the pandemic. Director Fairbrother-Dyer stated that the number of Domestic Violence calls had gone down but the severity of the calls had gone up. There are currently 9 staff vacancies, staff retention has been challenging. With school closures during the pandemic, there had been an increase in children reporting emergency calls.

2021 Registry of Deeds Annual Report

HOME-ARP Update

Director of Community Development Kristin Styles gave an update on the funds received from the HOME Investment Partnership Program-American Rescue Plan. As an entitlement, Cumberland County with the City of Portland received \$3.6M for addressing homelessness. They have partnered with the State to do outreach and received public input. Based on the input received, 30% of the funds will be allocated to Public services to give to agencies and the other 70% will go to the creation of permanent affordable housing or permanent non-congregate shelter. The funds are for individuals who are homeless or at severe risk of being homeless.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ITEMS REMOVED FROM THE CONSENT AGENDA

Chair Witonis identified item 22-020 be moved off the Consent Agenda and discussed at the next Commissioner Meeting. There was no objection.

22-020 Approve the Sheriff's Office to accept the Violence Against Women Grant.

CONSENT AGENDA

22-021 Approve the CCRCC contract with the Town of Bridgton for 2022-2025.

22-022 Sheriff's Office Commissions for the end of March and all of April 2022.

Chair Witonis commented that the population of Bridgton had experienced an increase of 4% which has higher than usual for that area.

A motion was made by Commissioner Jamieson and seconded by Commissioner Cloutier to approve the consent agenda.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

ARPA BUSINESS

22-023 Action Plan for Round 1 Competitive Grants. First Reading

Compliance and Audit Manager Sandra Warren shared the ARPA Advisory Committee's (AAC) recommendations to the Board of Commissioners. She introduced the Chair of the AAC, Jonathan Crimmins, who gave an overview of the committee's selection of projects recommended for funding. He stated that the committee also held a live Q and A session with the applicants to gain a better understanding of the objective of their projects. The projects recommended for funding were thoughtful and aligned with the Commissioners' strategic plan. Commissioner Cloutier asked about the Portland Food hub submitted by Preble St, Portland, Maine, and the committee's decision to recommend funding to that applicant. AAC Chair Crimmins stated that Preble St provided additional information about the funding needed which happened after the fact. At the time of funding request, Preble Street had not received funding from other sources, which was accurately reflected on their application and not purposely omitted. Commissioner Gorden asked if the AAC had used a cap for the maximum amount of funding awarded to applicants. Chair Crimmins stated that awards were based on the individual applicants, taking into account their budget and community impact. Compliance and Audit Manager Warren added that the scoring did take other funding sources into consideration, projects receiving more sources of funding ultimately scored higher, project that were fully funded by

Cumberland County ARPA were not reviewed by the AAC and placed in Tier 3 and Tier 4.

22-024 Authorize the Award of Bid to Watson Controls for the purchase of the Communication's Center Dispatch consoles for \$277,290.45.

Compliance and Audit Manager Warren stated that this project was for a total of 14 new dispatch consoles that will replace the existing consoles which is part of the Regional Expansion project approved in August 23, 2022. Included in the expansion is the new wiring and a new floor to support the upgraded electrical components.

A motion was made by Commissioner Cloutier and seconded by Commissioner Jamieson to approve Item 22-023 First Read of the Action Plan for Round 1 Competitive Grants and Item 22-024 the Award of Bid to Watson Controls for the purchase of the Communication's Center Dispatch consoles for \$277,290.45.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

22-025 Amend the existing authorized County ARPA project funding.

Deputy Manager of Finance and Administration Kimball stated that this item amends a collective amount of \$525,000 for internal County projects. One of the major budgeted items, an emergency generator for the Cross Insurance Arena (CIA) has been modified. Instead of purchasing a permanent generator and modifying the roof of the CIA, a portable generator will be purchased and the facility's electrical panel modified to include a hook up. Compliance and Audit Manager Warren stated that modified budgeted project costs included the air handling system in the Jail Medical Wing, the Regional Communications Space Enhancement which includes moving an air handler to allow for expansion. A major reduction in the budget is the result of a smaller generator that would be sufficient for the emergency use of the CIA.

A motion was made by Commissioner Cloutier and seconded by Commissioner Jamieson to approve amendments to the existing authorized County ARPA project funding.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

NEW BUSINESS

22-026 Approve the revised pay plan for non-union employees, effective May 1, 2022.

Human Resources Director Don Brewer gave some background regarding the new non-union pay plan that was recently presented at the February 28, 2022. A regional market survey was done on a handful of positions that were remaining unfilled by CMA which looked at regional pay rates for public and private sector employees for similar positions. The consultant crafted a pay plan table that standardizes pay steps for non-union positions and should assist with attracting new employees. 116 employees will transition to the pay plan which would go into effect the first pay period on the week of May 1, 2022. Commissioner Jamieson thanked HR Director Brewer and HR Employee Relations Coordinator for their hard work to streamline and standardize the pay scale in the County.

A motion was made by Commissioner Cloutier and seconded by Commissioner Jamieson to approve the revised pay plan for non-union employees, effective May 1, 2022.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

22-027 Adopt the five year FEMA approved Emergency Mitigation Plan submitted by the Emergency Management Agency.

Director of EMA Matthew Mahar presented the Board of Commissioners with the County's new Emergency Mitigation Plan. The plan was created and sent to the State, then FEMA and then distributed to Cumberland County municipalities to adopt. After the Commissioners adopt the plan, it will be sent to the State and then on to FEMA. Commissioner Gorden asked how long this plan takes to create, Director Mahar stated that it takes 2 years and the next one is due in 5 years and that he has already started on the new one.

A motion was made by Commissioner Coward and seconded by Commissioner Cloutier to adopt the five year FEMA approved

Emergency Mitigation Plan.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

22-028 Proclamation for April 10 - 16, 2022 as National Public Safety Telecommunicators Week.

Commissioner Coward remarked on the skill and dedication that is exhibited by telecommunicators and encouraged the public to read the 2021 CCRCC Annual Report to better understand the nature of the work at the Telecommunications Center.

A motion was made by Commissioner Jamieson and seconded by Commissioner Cloutier to proclaim April 10 - 16, 2022 as National Public Safety Telecommunicators Week.

A Roll call vote was taken and the motion passed unanimously in favor, 5-0.

Yes: Commissioners, Coward, Cloutier, Gorden, Jamieson and Witonis

22-029 Proclamation for April 11 – 15, 2022 as National Community Development Week.

Commissioner Jamieson thank the Community Development department for their hard work in the County. Director Styles thanked Sandra Warren as the former CDBG Coordinator and new CDBG Coordinator Courtney Kemp for their hard work.

A motion was made by Commissioner Cloutier and seconded by Commissioner Coward to proclaim April 11 – 15, 2022 as National Community Development Week.

COMMENTS FROM THE COUNTY MANAGER

There were not comments from the County Manager.

COMMENTS FROM THE EXECUTIVE STAFF

Deputy Manager of Finance and Administration Kimball shared that the County is in the process of the annual audit and that the projects by ARPA and CDBG funds are financially significant. He also shared that there has been a decrease in Medication

Assisted Treatment (MAT) Nursing staff at the Jail despite the recent pay increase. It's possible that the current pay structure may need to be revisited in the future.

HR Director Brewer stated that a Diversity Equity and Inclusion training will take place at the end of March for County Courthouse Staff that aligns with the personnel policy. Staff is exploring the possibility of digitizing personnel files, which are numerous and would be difficult to move in the event of an emergency.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Jamieson commented that it was nice to faces again thanks to the County's mask optional policy. As the State is 80% vaccinated he urged others to get vaccinated. He congratulated Scarborough Boys Hockey team that won the State Championships, and congratulations to the track team and the swim team.

Commissioner Cloutier recognized the work that the County has done with ARPA relating to the Cross Insurance Arena.

Commissioner Gorden mentioned that there is a shift in the type of work that employees are seeing many prefer to work a flex schedule as a result of working from home during COVID. He spoke about the bill for State funding for the Jails which would help offset property taxes is currently stalled. He thanked staff for their work on the ARPA projects.

Commissioner Coward stated that he is looking forward to the pandemic winding down and asked people to mask when appropriate to slow the spread of infectious diseases. He is looking forward to Spring and the warmer weather.

Chair Witonis shared that the Maine Mariners announced they're no longer requiring proof of vaccination or a negative test for entry. Masking is not required but encouraged at the Cross Insurance Arena, she encouraged the public to attend a hockey game if they have not already been.

ADJOURNMENT 7:22 pm