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3 **COMMISSIONERS' MEETING**

4
5 October 21, 2026

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7 The regular meeting of the York County Commissioners was held on Wednesday, October 21, 2026, at
8 4:30 p.m. at the York County Government Building in Alfred.

9 **COMMISSIONERS PRESENT:**

10 Richard Clark
11 Robert Andrews
12 Justin Chenette
13 Donna Ring

14 **COMMISSIONERS ABSENT:**

15 Richard R. Dutremble

16
17 **STAFF PRESENT:**

18 County Manager Greg Zinser, Facilities Director Rick deRochemont, EMA Director Art Cleaves, EMA
19 Deputy Director Megan Arsenault, EMA Mitigation and Finance Manager Laurie Ewing, EMA Response
20 Manager Scott Gagne, EMA Logistics Coordinator Jason Cote, Finance Director Lori Lemieux, and
21 Sheriff William King.
22

23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

24
25 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

26 None.

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28 **2. MINUTES OF THE FOLLOWING MEETINGS**

- 29
30 a. Commissioners' meeting of October 7, 2026
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33 **MOTION: Commissioner Clark moved to approve the minutes of October 7, 2026, as presented.**
34 **Commissioner Chenette seconded the motion.**
35 **Motion carried 4-0**
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37 **3. TO APPROVE TREASURER'S WARRANTS**

- 38
39 a. Warrants to be approved on October 7, 2026, in the amount of \$624,907.06
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41 **MOTION: Commissioner Clark moved to approve the warrant dated October 7, 2026, in the**
42 **amount of \$624,907.06. Commissioner Chenette seconded the motion.**
43 **Motion carried 4-0**
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- 45 b. Warrants to be approved on October 14, 2026, in the amount of \$1,757,504.80
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47 **MOTION: Commissioner Clark moved to approve the warrant dated October 14, 2026, in the**
48 **amount of \$1,757,504.80. Commissioner Chenette seconded the motion.**
49 **Motion carried 4-0**
50

51 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

None.

5. NEW BUSINESS

a. EMA Staffing Updates

County Manager Zinser announced the upcoming retirement of Art Cleaves, Director of Emergency Management Agency (EMA), effective January 1, 2027. He noted that the retirement date had been adjusted to support operational continuity through the upcoming holiday and vacation season. County Manager Zinser advised that Megan Arsenault, Deputy Director EMA, will serve in an acting capacity following Mr. Cleaves' retirement while the County evaluates next steps and begins the recruitment process. He expressed appreciation for Mr. Cleaves' nearly 12 years of service, recognizing his leadership, dedication, and contributions to the growth and advancement of the EMA, and accepted his retirement with regret.

Commissioners Ring, Chenette, Clark, and Andrews expressed their appreciation for Art Cleaves' years of dedicated service to York County and the Emergency Management Agency. They commended his leadership, professionalism, commitment to public service, and the significant contributions he has made to the County and its communities. The Commissioners thanked Mr. Cleaves for his service and extended their best wishes for a well-deserved retirement.

b. Discussion of Governmental Affairs Advisor – possible appointment of employee

County Manager Zinser recommended appointing Art Cleaves to a new Governmental Affairs Advisor role upon his retirement as EMA Director. He explained that the position would support the development of the County's Coastal Resilience Program, dredging initiatives, intergovernmental partnerships, and Community Development Block Grant (CDBG) entitlement initiative. Mr. Zinser stated that the role would provide continuity and help further develop these programs while new EMA leadership transitions into place, noting that funding sources are available and the position would not create an additional cost to the County.

Commissioner Ring inquired whether the proposed position would be a full-time role with benefits and questioned the anticipated length of the appointment. County Manager Zinser indicated the full-time position would likely be a term appointment of approximately two to three years to allow for program development.

Commissioner Chenette expressed support for retaining Mr. Cleaves in an advisory capacity to provide continuity and leadership for the Coastal Resilience Program and related initiatives. He suggested further consideration of the position title, noting concerns that "Governmental Affairs" may carry a lobbying connotation.

Commissioner Ring expressed concern regarding the duration of the appointment and requested additional clarification regarding the position's duties and scope.

County Manager Zinser stated that the role would focus on program development and relationship-building efforts and agreed to return with a formal job description and recommended title for the Board's consideration.

MOTION: Commissioner Clark moved to appoint Arthur Cleaves as Governmental Affairs Advisor effective January 1, 2027. Commissioner Ring seconded the motion.

Motion failed 2-2 with Commissioners Ring and Chenette opposing

- c. Review letter from Pete Tranchemontagne, Sanford resident and City Councilor, regarding interim recovery/housing resources

County Manager Zinser discussed a letter from Sanford City Councilor Pete Tranchemontagne regarding homelessness and recovery services. He advised that reopening Layman Way is not feasible due to staffing, operational, permitting, and funding constraints, but noted that York County continues to provide support through existing resources and mutual aid efforts. He also highlighted the County's new treatment and recovery center, which is expected to begin offering detoxification and outpatient services in early 2027.

Commissioner Chenette thanked Councilor Tranchemontagne for his advocacy and suggested inviting Sanford officials to tour the County's treatment and recovery center and other County programs to increase awareness of available and forthcoming services. County Manager Zinser agreed to extend the invitation.

Commissioner Clark highlighted the County's support for housing and homelessness initiatives, including funding for Mainspring housing projects and other affordable housing efforts. He emphasized that homelessness is a regional and statewide challenge requiring broader state involvement and noted that the County has taken meaningful steps within its available resources.

Commissioner Ring noted York County's financial support for the Sanford Housing Authority and Commissioner Chenette suggested updating Sanford officials on the County's contributions toward housing initiatives. Commissioner Ring also stated that homelessness should be addressed at the state level and emphasized the need for expanded mental health services. County Manager Zinser reported that the Housing Authority is expected to close on a property soon and agreed to provide follow-up information to Sanford officials.

6. OLD BUSINESS

None.

7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT TO 1 M.R.S.A. §405 (6)(A), ACQUISITION OF REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. §405 (6)(C), LABOR NEGOTIATIONS PURSUANT TO 1 M.R.S.A. §405 (6)(D) CONSULTATION WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. §405 (6)(E), REVIEW OF CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. §405 (6)(F)

None.

8. PUBLIC COMMENT(S) ON ANY ITEM(S)

None.

9. ADJOURN

MOTION: Commissioner Clark moved to adjourn. Commissioner Chenette seconded the motion. Motion carried 4-0

Meeting adjourned at 4:59 p.m.

Respectfully Submitted,

Patricia Murray, Executive Assistant to the County Manager

JOB DESCRIPTION

County of York



County Administration

Director of Strategic Initiatives and Special Projects

Status: Full-Time

FLSA: Exempt

Salary: \$100,000 to \$115,000

Reports To: County Manager or designee

Position Summary

The Director of Strategic Initiatives and Special Projects is responsible for the development, coordination, implementation, and management of strategic programs, special projects, and initiatives undertaken by York County Government. Working under the general direction of the County Manager, this position advances County priorities involving complex, multi-jurisdictional projects, federal and state funding, intergovernmental partnerships, and emerging County programs.

A primary responsibility is to advance initiatives that have been authorized, funded, or partially developed but have not yet reached full implementation or operational capacity. The Director coordinates resources, partnerships, administrative processes, and operational planning necessary to bring these initiatives to successful completion. Initial responsibilities include coastal resiliency initiatives, Congressionally Directed Spending (CDS) awards, and emerging County programs and services.

Essential Duties and Responsibilities

Strategic Initiative Development and Implementation

- Lead implementation of strategic initiatives and special projects identified by the County Manager and County Commissioners.
- Assume responsibility for programs at varying stages of development and advance them toward full implementation and operational readiness.
- Develop implementation plans with milestones, timelines; resource requirements, budgets, and measurable outcomes.
- Identify and resolve administrative, financial, regulatory, and operational barriers.

- Coordinate with County departments and outside organizations; establish operating procedures and performance measures.
- Report progress, risks, and recommended actions to the County Manager and transition completed initiatives to appropriate operational owners.

Coastal Resiliency and Regional Initiatives

- Coordinate coastal resiliency initiatives with municipalities, regional organizations, and state and federal partners.
- Support projects addressing coastal flooding, sea-level rise, storm impacts, infrastructure vulnerability, and community resilience.
- Identify regional partnerships, shared approaches, technical assistance, and funding opportunities.
- Coordinate planning activities, consultant services, and implementation efforts.
- Monitor relevant policy and funding developments and represent the County in related working groups.

Congressionally Directed Spending and Grant Administration

- Provide project management and administrative oversight for CDS awards and other assigned federal or state funded initiatives.
- Coordinate implementation consistent with award terms, approved scope, schedules, and applicable requirements.
- Maintain project budgets, milestones, reporting calendars, documentation, and compliance tracking in collaboration with the Finance Department.
- Monitor expenditures, reimbursement requests, and grant deliverables; identify and address delays or compliance concerns.
- Coordinate required reports, supporting records, and grant closeout activities.
- Communicate with federal agencies, project partners, and Maine's congressional delegation as directed; identify additional funding opportunities.

Program Development and Operational Readiness

- Evaluate initiatives with preliminary approval, funding, or organizational support that have not achieved full operational status.
- Develop and execute strategies to move initiatives from planning into active operations.
- Coordinate staffing considerations, administrative procedures, contracts, resource allocation, and governance arrangements.
- Work with department heads to clarify roles, service delivery, long-term management, and financial sustainability.
- Develop policies, agreements, and performance measures and coordinate transition to permanent operational management.

Intergovernmental Relations and Partnerships

- Serve as liaison with municipal, regional, state, and federal partners on assigned initiatives.
- Develop productive relationships with governmental agencies, nonprofit organizations, and community stakeholders.
- Facilitate collaboration across jurisdictions and participate in relevant meetings and committees.
- Coordinate memoranda of understanding and other agreements subject to required approvals.

Administrative and Management Responsibilities

- Prepare reports, presentations, recommendations, and briefings for the County Manager and County Commissioners.
- Develop and monitor project budgets with the Finance Department; coordinate consultants and contractors.
- Maintain project records and schedules and support procurement and contract administration consistent with County policy and funding requirements.
- Identify operational improvements and perform additional duties as directed by the County Manager.

Required Knowledge, Skills, and Abilities

- Strong project management and organizational skills, including management of multiple complex initiatives.
- Ability to advance projects from partial development to operational completion and deliver measurable results.
- Knowledge of public administration, intergovernmental coordination, and government financial practices.
- Familiarity with grant administration, reporting, compliance, procurement, and contract administration.
- Ability to develop budgets, schedules, implementation plans, and practical solutions to obstacles.
- Independent judgment, initiative, accountability, and effective written and verbal communication.
- Ability to lead and coordinate across departments and partners without necessarily holding direct supervisory authority.

Qualifications

Candidates must demonstrate progressively responsible professional experience involving project management, program development, strategic initiative implementation, governmental administration, or related work. Qualifications will be evaluated primarily on demonstrated accomplishments, tangible work products, and successful implementation of projects and initiatives rather than formal educational credentials.

1. **Demonstrated Project Implementation:** Documented experience advancing complex projects, programs, or initiatives from planning or partial development through implementation and operational completion.
2. **Proven Professional Accomplishments:** A record of measurable results through completed projects, established programs, implemented policies, operational improvements, or other tangible work products.
3. **Project and Program Management:** Experience coordinating multiple projects, setting priorities, managing timelines, resolving obstacles, and achieving defined objectives.
4. **Intergovernmental and Organizational Coordination:** Experience collaborating with governmental agencies, organizational leadership, external partners, or diverse stakeholders to accomplish shared objectives.
5. **Financial and Resource Management:** Ability to develop or administer budgets, manage resources, coordinate funding, or oversee project expenditures.

6. **Independent Problem-Solving and Initiative:** Ability to exercise independent judgment, develop practical solutions, and execute assignments with limited supervision.
7. **Communication and Professional Work Products:** Ability to produce and present reports, project plans, implementation strategies, policy recommendations, funding proposals, or comparable work products.
8. **Accountability and Results:** A documented history of accepting responsibility and delivering measurable outcomes within organizational, financial, or operational constraints.

Evaluation of Qualifications

York County Government will place substantial emphasis on demonstrated ability to perform the essential responsibilities of the position. Candidates may be asked to provide examples of completed projects, implemented programs, professional work products, and measurable accomplishments. Relevant experience may be acquired in public-sector, private-sector, nonprofit, consulting, or other professional settings.

A college degree is not required. Formal education, certifications, and specialized training may be considered supplementary qualifications but will not substitute for demonstrated accomplishments and relevant experience. The County will evaluate the totality of each applicant's professional background, competencies, and documented achievements.

Supervision and Independence

Works under the general administrative direction of the County Manager and exercises considerable independence, initiative, and professional judgment. Coordinates across County departments and external organizations; direct supervisory duties may be limited. The position does not independently authorize expenditures, enter binding agreements, or establish County policy except as expressly delegated by appropriate County authority.

Performance Expectations

- Timely achievement of milestones and implementation objectives.
- Successful transition of developing programs into fully operational initiatives.
- Effective administration of funding awards and compliance with reporting and financial controls.
- Productive partnerships and effective resolution of implementation barriers.
- Clear reporting, independent initiative, and accountability for measurable results.

Other Requirements

The position may require evening meetings, travel throughout York County and Maine, and occasional regional or federal meetings. A valid driver's license and compliance with applicable County employment requirements are required.

General Statement

This description summarizes the general nature and level of work performed and is not an exhaustive list of duties, responsibilities, or qualifications. York County Government may modify duties and responsibilities consistent with organizational needs and applicable employment requirements.