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2
3 **COMMISSIONERS' MEETING**

4 **September 2, 2026**

5 The regular meeting of the York County Commissioners was held on Wednesday, September 2, 2026, at
6 4:30 PM at the York County Government Building in Alfred.

7
8 **COMMISSIONERS PRESENT:**

9
10 Richard R. Dutremble
11 Richard Clark
12 Robert Andrews
13 Justin Chenette
14 Donna Ring

15
16 **COMMISSIONERS ABSENT:** None.

17
18 County Manager Greg Zinser, Deputy County Manager/HR Director Linda Hutchins-Corliss, Facilities
19 Director Rick deRochemont, EMA Director Art Cleaves, EMA Deputy Director Megan Arsenault (via
20 Zoom), Sheriff William King, Finance Director Lori Lemieux, and RTC Director Rod Hooper, were
21 present at the meeting.

22
23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

24
25 **ITEM**

26
27 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

28
29 None.

30
31 **2. MINUTES OF THE FOLLOWING MEETINGS**

32
33 a. Commissioners' meeting of August 5, 2026

34
35 **MOTION: Commissioner Andrews moved to approve the minutes of August 5, 2026, as amended.**
36 **Commissioner Chenette seconded the motion.**
37 **Motion carried 5-0**

38
39 **3. TO APPROVE TREASURER'S WARRANTS**

40 a. Warrants to be approved on August 5, 2026, in the amount of \$623,426.51

41
42 **MOTION: Commissioner Clark moved to approve the warrant dated August 5, 2026, in the**
43 **amount of \$623,426.51. Commissioner Andrews seconded the motion.**
44 **Motion carried 5-0**

45
46 b. Warrants to be approved on August 12, 2026, in the amount of \$2,279,361.42

47
48 **MOTION: Commissioner Clark moved to approve the warrant dated August 12, 2026, in the**
49 **amount of \$2,279,361.42. Commissioner Andrews seconded the motion.**

50 **Motion carried 5-0**

51
52 c. Warrants to be approved on August 19, 2026, in the amount of \$404,314.21

53
54 **MOTION: Commissioner Clark moved to approve the warrant dated August 19, 2026, in the**
55 **amount of \$404,314.21. Commissioner Andrews seconded the motion.**

56 **Motion carried 5-0**

57
58 d. Warrants to be approved on August 26, 2026, in the amount of \$548,409.75

59
60 **MOTION: Commissioner Clark moved to approve the warrant dated August 26, 2026, in the**
61 **amount of \$548,409.75. Commissioner Andrews seconded the motion.**

62 **Motion carried 5-0**

63
64 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

65
66 None.

67
68 **5. NEW BUSINESS**

69
70 a. Deputy County Manager/H.R. Director Linda Hutchins-Corliss to present New
71 Hires/Transfers:

- 72 i. To seek transfer approval of Mia Behrenhouser from the position of Legal
73 Secretary to the position of Trial Manager in the District Attorney's Office with
74 an effective date of August 17, 2026.

75
76 **MOTION: Commissioner Clark moved to approve the transfer of Mia Behrenhouser from the**
77 **position of Legal Secretary to the position of Trail Manager in the District Attorney's office with an**
78 **effective date of August 17, 2026. Commissioner Andrews seconded the motion.**

79 **Motion carried 5-0**

- 80
81 ii. To seek hiring approval of Beatrix Dorm in the position of Per Diem Registered
82 Nurse in the Integrated Medical and Behavioral Health Division with an
83 effective date of August 24, 2026.

84
85 **MOTION: Commissioner Clark moved to approve the hiring of Beatrix Dorm in the position of Per**
86 **Diem Registered Nurse in the Integrated Medical and Behavioral Health Division with an effective**
87 **date of August 24, 2026. Commissioner Andrews seconded the motion.**

88 **Motion carried 5-0**

- 89
90 iii. To seek hiring approval of Nicole Hoffman in the position of Clinical Director
91 Behavioral Health in the Integrated Medical and Behavioral Health Division
92 with an effective date of September 8, 2026.

93
94 **MOTION: Commissioner Clark moved to approve the hiring of Nicole Hoffman in the position of**
95 **Clinical Director Behavioral Health in the Integrated Medical and Behavioral Health Division with**
96 **an effective date of September 8, 2026. Commissioner Andrews seconded the motion.**

97 **Motion carried 5-0**

- 99 iv. To seek hiring approval of Jennifer Clapp in the position of Licensed Behavioral
100 Health Professional in the Integrated Medical and Behavioral Health Division
101 with an effective date of September 8, 2026.
102

103 **MOTION: Commissioner Clark moved to approve the hiring of Jennifer Clapp in the position of**
104 **Licensed Behavioral Health Professional in the Integrated Medical and Behavioral Health Division**
105 **with an effective date of September 8, 2026. Commissioner Andrews seconded the motion.**

106 **Motion carried 5-0**
107

- 108 v. To seek hiring approval of Dwight Emmons in the position of Reserve Disaster
109 Assistance Responder II in the EMA Office with an effective date of September
110 8, 2026.
111

112 **MOTION: Commissioner Clark moved to approve the hiring of Dwight Emmons in the position of**
113 **Reserve Disaster Assistance Responder II in the EMA Office with an effective date of September 8,**
114 **2026. Commissioner Andrews seconded the motion.**

115 **Motion carried 5-0**
116

- 117 vi. To seek hiring approval of Daniel Krampetz in the position of Reserve Disaster
118 Assistance Responder II in the EMA Office with an effective date of September
119 8, 2026.
120

121 **MOTION: Commissioner Clark moved to approve the hiring of Daniel Krampetz in the position of**
122 **Reserve Disaster Assistance Responder II in the EMA Office with an effective date of September 8,**
123 **2026. Commissioner Andrews seconded the motion.**

124 **Motion carried 5-0**
125

- 126 vii. To seek hiring approval of Zachary Finn in the position of Reserve Hazmat
127 Technician I in the EMA Office with an effective date of September 8, 2026.
128

129 **MOTION: Commissioner Clark moved to approve the hiring of Zachary Finn in the position of**
130 **Reserve Hazmat Technician I in the EMA Office with an effective date of September 8, 2026.**
131 **Commissioner Andrews seconded the motion.**

132 **Motion carried 5-0**
133

- 134 viii. To seek hiring approval of Madison Smith in the position of full time
135 Corrections Officer in the Sheriff's office with an effective date of September
136 8, 2026.
137

138 **MOTION: Commissioner Clark moved to approve the hiring of Madison Smith in the position of**
139 **full time Corrections Officer in the Sheriff's office with an effective date of September 8, 2026.**
140 **Commissioner Andrews seconded the motion.**

141 **Motion carried 5-0**
142

- 143 ix. To seek hiring approval of Mason Bors in the position of full time
144 Corrections Officer in the Sheriff's office with an effective date of September
145 14, 2026.
146

147 **MOTION: Commissioner Clark moved to approve the hiring of Mason Bors in the position of full**
148 **time Corrections Officer in the Sheriff's office with an effective date of September 14, 2026.**
149 **Commissioner Andrews seconded the motion.**
150 **Motion carried 5-0**

151
152 HR Director/Deputy County Manager Hutchins-Corliss reported that the Jail currently has approximately
153 36 full-time Corrections Officers. Approval of the proposed hires would increase staffing to 38 officers,
154 with an additional four to five candidates currently completing pre-employment requirements and
155 expected to be presented at a future meeting.

156
157 a. Review and possible award of HVAC Maintenance bid

158
159 County Manager Zinser presented the HVAC maintenance contract bid, noting the proposed
160 three-year agreement totals approximately \$155,000 across County buildings and does not yet
161 include the Recovery Center, which may be added in a future contract amendment.

162
163 Facilities Director Rick deRochemont was available to answer any questions. He stated that AAA Energy
164 Service Company, the current vendor, has provided satisfactory service and recommended continuing
165 with the company.

166
167 In response to Commissioner questions, Director deRochemont explained that the contract covers
168 preventive maintenance and repairs as needed, including quarterly service and filter replacements, and
169 does not include equipment replacement. He also noted that the proposed bid represents an 8% increase
170 over the previous three-year contract, which totaled approximately \$131,000. Commissioners expressed
171 satisfaction with the vendor's past performance and had no further concerns.

172
173 **MOTION: Commissioner Clark moved to accept the HVAC Maintenance proposal from AAA**
174 **Energy Service in the amount of \$154,988.00 as presented. Commissioner Andrews seconded the**
175 **motion.**
176 **Motion carried 5-0**

177
178 b. New position approval for Training Center Operations Coordinator per FY27
179 budget

180
181 County Manager Zinser presented the proposed Training Center Operations Coordinator position, noting
182 it was included in the FY27 budget. He explained that additional time was needed to define the role's
183 responsibilities and its interaction with the school, instructors, and training programs. County Manager
184 Zinser stated that the position is similar to other county office manager positions, is non-union, and
185 includes the standard benefits associated with county employment.

186
187 Commissioner Ring expressed concern regarding the salary and benefits associated with the proposed
188 position. She reiterated her longstanding position that the County's benefit structure should be reviewed
189 and stated that, until such a review is completed, she would not support the creation of additional
190 management positions.

191
192 Commissioner Chenette asked for clarification regarding the duties of the proposed Training Center
193 Operations Coordinator, specifically the responsibility for managing student enrollment, registrations, and
194 withdrawals. He inquired whether the Training Center currently uses, or plans to use, software or AI tools
195 to support these functions, noting that the operation appears similar to administering a college program.

196
197 RTC Director Roger Hooper responded that the Training Center recently implemented a platform called
198 Learning Stream, which provides registration management, billing, student recordkeeping, class roster
199 management, and related administrative functions similar to those used by colleges and other educational
200 institutions.

201
202 Commissioner Ring asked whether RTC Director Hooper is currently the only full-time employee at the
203 Training Center.

204
205 RTC Director Hooper confirmed that he is presently the Training Center's only full-time employee.
206

207 County Manager Zinser clarified that, while other County and partner agency personnel currently work
208 from the Training Center building, RTC Director Hooper is the only full-time employee assigned to the
209 Training Center itself. He further noted that the County plans to fill an EMS Coordinator position,
210 previously approved in the budget but not yet hired, which would become the next Training Center-
211 related position to be filled.

212
213 **MOTION: Commissioner Chenette moved to approve the Training Center Operations Coordinator**
214 **position for the FY27 budget. Commissioner Andrews seconded the motion.**
215 **Motion carried 4-1 with Commissioner Ring opposed**
216

217 6. OLD BUSINESS

218
219 Commissioner Clark raised concerns regarding a recent Zoom disruption and requested that staff explore
220 measures to prevent similar incidents during future meetings. While emphasizing the importance of
221 maintaining public access and participation, he suggested reviewing available security options, such as
222 requiring participants to register or obtain passcodes in advance. He noted that this was not the first
223 occurrence and urged the County to investigate potential solutions to better protect the meeting process.
224

225 County Manager Zinser will seek solutions.
226

227 7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT 228 TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR 229 ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR 230 NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION 231 WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF 232 CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)

- 233
234 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters
235

236 **Motion: Commissioner Clark moved to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A)**
237 **to consider personnel matters. Commissioner Andrews seconded the motion.**
238 **Motion carried 5-0.**
239

240 **Motion: Commissioner Clark moved to come out of executive session. Commissioner Andrews**
241 **seconded the motion.**

242 **Motion carried 5-0**

243 **Motion: Commissioner Clark moved to approve the request for a Leave of Absence for the period**
244 **of August 18, 2026, through October 1, 2026. Commissioner Andrews seconded the motion.**

245 **Motion carried 5-0**

246

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

248 None.

249

250 **9. ADJOURN**

251

252 **Motion: Commissioner Clark moved to adjourn. Commissioner Andrews seconded the motion.**

253 **Motion carried 5-0**

254 Meeting adjourned at 5:03pm.

255

256 Respectfully Submitted,

257

258 Patricia Murray, Executive Assistant to the County Manager

DRAFT



York County Sheriff's Office

Sheriff William L. King Jr.

Vehicle Bid Information and Specifications

July 20, 2026

The York County Sheriff's Office is seeking bids for the purchase of six (6) 2026/2027 Ford Utility Police Interceptor vehicles for use as patrol vehicles. Bids shall meet or exceed the listed specifications as outlined below. The Sheriff retains the right to accept/reject any or all proposals at any time for any reason. Bids will be accepted until August 23, 2026. Delivery is expected as soon as possible.

- Police Interceptor AWD K8A0
- Color AGATE Black
- Cloth upgraded bucket seats/vinyl rear seats
- Onyx Interior
- Equipment Group 500A
- 10 Speed automatic transmission
- Driver side LED spot lamp
- Keyed alike key code C
- Noise suppression bond straps
- Front and tail lighting solution
- Police wiring kit front and back
- Front license plate bracket
- Full sized pursuit rated tires and full-size spare (18" 5 spoke painted black)
- Remote starter
- HID Plung W/R handle inoperable
- And any other necessary equipment associated with the above specifications

Questions should be directed to Major Craig Sanford casanford@yorkcountymaine.gov 207-459-2578. ALL **Sealed** bids should be mailed to the following address.

York County Sheriff's Office
Attn: Major Craig Sanford
1 Layman Way, Alfred ME 04002

Jeremy D. Forbes
Chief Deputy

Lori Marks
Jail Administrator

Paul G. Mitchell
Operations Major

Craig A. Sanford
Patrol Major

David B. Lambert
Captain

Carl L. Ronco
Captain

Jason D. Brooks
Captain

Administration, Police & Civil Division

Stacy Thistlewood
Julie Edmonson
My linda Badger
Emily Enger

1 Layman Way
Alfred, Maine 04002
207-324-1113
Fax: 324-3496

Corrections Division Administrative Secretary

Kelly Burnham
Marion Bedard
Kaitlyn O'Neill
207-459-9001
Fax: 459-2562



U.S. Department of Housing and Urban Development

MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA
Office of Community Planning and Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street - Fifth Floor
Boston, Massachusetts 02222-1092

CPD website: https://www.hud.gov/program_offices/comm_planning

Richard Dutremble, Chairperson
York County Commissioners
45 Kennebunk Rd.
Alfred, Maine 04002
Sent via email to: rdutremble@yorkcountymaine.gov

Dear Chairperson Dutremble:

We are writing to notify you that York County has gained eligibility for urban county status under the Community Development Block Grant Program (CDBG) for Fiscal Year 2026. The County has been qualified based on its population based on Census Data.

Potential new CDBG urban county grantees may be identified annually when the Census Bureau releases updated population data. In addition, the Office of Management and Budget periodically issues bulletins that update their designations of metropolitan areas, counties included in metropolitan areas, and principal cities of those metropolitan areas.

Once notified that they may be eligible for CDBG funding, potential new urban county grantees are required to provide a written response to their local HUD Field Offices stating that they accept or decline their entitlement status. This response may be sent via email with a PDF attachment to the Field Office. The Field Office is also required to notify each state administering the State CDBG program which includes a potentially eligible urban county.

For a potential new urban county to qualify for CDBG funding in Fiscal Year 2027, you must notify HUD of your intent to accept or defer entitlement status by **September 15th, 2026**. If you chose to accept, you must also provide all the additional requested documentation found in the Urban County Notice available:

<https://www.hud.gov/sites/default/files/hudclips/documents/CPD-26-08.pdf> and attached to this email. Please review the notice and the qualification steps that a county must complete to qualify as an urban county under the CDBG program. These requirements must be completed by September 20, 2026, to qualify as an urban county this year, but you may elect to qualify in FY2027 if you cannot complete the required steps by September 20. If you have any questions regarding this letter, please email our Office at BostonCPD@hud.gov.

Sincerely,

DocuSigned by:
Christopher Hart
1124F1CBAD33492...

Christopher Hart
CPD Director
Office of Community Planning and Development

MEMORANDUM

TO: York County Commissioners
CC: A.W.Cleaves
FROM: County Manager
DATE: September 3, 2026
RE: Deferral of CDBG Urban County Qualification Until Next Year

I have notified HUD (Housing and Urban Development) that York County is deferring CDBG (Community Development Block Grant) Urban County entitlement status for the current qualification cycle. This was a time-sensitive decision. The Board will not meet before HUD's September 15 response deadline, and there is no realistic way for the County and its municipalities to complete the required first-time qualification work by September 20.

The deferral does not reject the opportunity. It postpones qualification for one year so the County can pursue the program through the FY 2027 qualification cycle, with a prospective initial funding term of FY 2028-2030. The immediate practical impact is limited: the County is not currently receiving these funds, no existing County program is being discontinued, and the decision does not obligate the Board to accept a future grant. It does postpone the possibility of receiving a CDBG allocation in FY 2027.

Further Background

HUD has newly identified York County as eligible to become a CDBG Urban County because its eligible population estimate is 200,035, just above the 200,000 threshold. This population estimate EXCLUDES the City of Biddeford. Biddeford is a current entitlement community and they receive a yearly CDBG allocation. HUD's preliminary FY 2027 planning estimate for York County is \$1,849,101 annually. That figure is not guaranteed; final awards depend on congressional appropriations, updated demographic information, and the participating municipal configuration.

If the County qualifies next year, it would receive a formula grant directly from HUD and administer a countywide CDBG program for participating municipalities. Eligible uses may include housing, public facilities, infrastructure, economic development, and public services that satisfy federal CDBG objectives, particularly benefits to low- and moderate-income residents.

HUD's notice reached the County in mid-August and a meeting took place on September 1st. A first-time qualification requires substantially more than a letter accepting the opportunity. Before a complete package can be submitted, the County must:

- Contact the County's municipalities and obtain formal participation decisions.
- Negotiate HUD-compliant Cooperation Agreements with participating municipalities and any required Joint Agreement with a participating Metropolitan City.
- Obtain authorization from each participating governing body and signatures from the appropriate chief executive officials.
- Work with County Counsel on the required legal opinion and support HUD's determination of the County's essential legal powers.
- Submit all participation letters, responses, executed agreements, and legal documentation for HUD review.

HUD's own guidance recommends beginning this process near January because it normally requires eight to nine months. Attempting to complete it in approximately five weeks would create unnecessary legal, administrative, and intergovernmental risk and would not allow municipalities a reasonable opportunity to understand and act on the proposal.

I recommend that the County use the additional year as an implementation period rather than simply waiting for the next HUD notice. Management will need to coordinate the following work:

- Early outreach to every York County municipality explaining the opportunity, participation choices, responsibilities, and anticipated timeline.
- Coordination with HUD's Boston office, the State of Maine CDBG program, and County Counsel to confirm the next qualification schedule and the effect of participation on State CDBG and HOME eligibility.
- Development and advance legal review of model Cooperation and Joint Agreements, required municipal resolutions, and the County Counsel legal opinion.
- A proposed governance and project-selection process that gives participating municipalities a meaningful role while preserving the County's accountability to HUD.
- A staffing and budget plan addressing grant management, financial controls, environmental review, procurement, civil-rights compliance, monitoring, reporting, and subrecipient oversight.
- Preparation for the required Consolidated Plan, Annual Action Plan, citizen-participation process, and ongoing performance reporting.

I believe this remains a good opportunity and is worth pursuing. An estimated annual allocation of approximately \$1.85 million could support meaningful regional investments and justify the administrative effort required. However, the County should enter the program deliberately and with the cooperation of its municipalities. To be clear, every municipality would have to join, with the exception of Biddeford, in order to maintain the population threshold. Deferring for one year provides the time necessary to do that correctly. Under current CDBG regulations the County can retain 20% of the allocation for administrative expenses. This amounts to roughly \$370,000 and would become available AFTER the program is approved

My decision to defer is therefore not a recommendation against participation. It is a practical scheduling decision that preserves the County's ability to pursue the opportunity next year without making rushed commitments on behalf of the County or its municipalities. This item will be placed on a future agenda for further discussion. Should you have any questions please ask.