

COMMISSIONERS' MEETING

January 7, 2026

At a regular meeting of the County Commissioners of the County of York, begun and holden at the York County Government Building in Alfred, within and for the County of York, being held on Wednesday, January 7, 2026, A. D. at 4:30 P.M.

COMMISSIONERS PRESENT:

Richard R. Dutremble
Richard Clark
Robert Andrews
Justin Chenette
Donna Ring

COMMISSIONERS ABSENT:

None

County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Sheriff William King, Chief Jeremy Forbes, Facilities Director Rick deRochemont, Finance Director Lori Lemieux (via Zoom), EMA Director Arthur Cleaves (via Zoom), Deputy EMA Director Megan Arsenault, Emergency Preparedness Coordinator Chris McCall, Fire Administrator Rod Hooper, and Communications Specialist Catherine Derby were present at the meeting.

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

ITEM

1. TO SELECT A COUNTY COMMISSIONER CHAIRPERSON FOR 2026

MOTION: Commissioner Clark moved to nominate Commissioner Dutremble as Chair.
Commissioner Ring seconded the motion.
Motion carried 5:0

2. TO SELECT A COUNTY COMMISSIONER VICE CHAIRPERSON FOR 2026

MOTION: Commissioner Clark moved to nominate Commissioner Andrews as Vice Chair.
Commissioner Ring seconded the motion.
Motion carried 5:0

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

None.

4. TO SELECT WORKFORCE CENTER DIRECTOR FOR 2026

MOTION: Commissioner Andrews moved to nominate Commissioner Clark as Workforce Center Director. Commissioner Ring seconded the motion.
Motion carried 5:0

5. TO SELECT A SOUTHERN MAINE REGIONAL PLANNING REPRESENTATIVE FOR 2026

MOTION: Commissioner Andrews moved to nominate Commissioner Ring as Southern Maine Planning and Development Commission Representative. Commissioner Chenette seconded the motion.
Motion carried 5:0

6. TO SELECT A MCCA BOARD REPRESENTATIVE

MOTION: Commissioner Dutremble moved to nominate Commissioner Chenette as MCCA Board Representative. Commissioner Ring seconded the motion.
Motion carried 5:0

7. TO SELECT A REPRESENTATIVE TO MCCA RISK POOL

MOTION: Commissioner Dutremble moved to nominate Commissioner Chenette as MCCA Risk Pool Representative. Commissioner Ring seconded the motion.
Motion carried 5:0

8. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS

a. Commissioners' meeting of December 3, 2025
Commissioner Clark made the following changes: Page 2, Add MCCA before budget process
"Commissioner Dutremble reported that the State's *MCCA* budget process is currently underway and stated that the assessment of each county is expected to be reduced by approximately 2%."
Page 5, Add heating/cooling before units "The well pump, now 20 years old, is expected to fail, and the courthouse's 88 *heating/cooling* units require frequent repairs."
Page 6, Change can to cannot "...employees, including reserve staff, *cannot* volunteer for similar duties."

MOTION: Commissioner Clark moved to approve the minutes of December 3, 2025, as amended. Commissioner Andrews seconded the motion.
Motion carried 5:0

b. Commissioners' meeting of December 17, 2025

MOTION: Commissioner Clark moved to approve the minutes of December 17, 2025, as presented. Commissioner Andrews seconded the motion.
Motion carried 3:0 with Commissioners Ring and Dutremble abstaining

8. TO ADOPT ROBERT'S RULES OF GOVERNANCE AS A GUIDE FOR CONDUCTING 2026 COMMISSIONER MEETINGS

MOTION: Commissioner Clark moved to adopt Robert's Rules of Governance as a guide for conducting 2026 Commissioner meetings. Commissioner Andrews seconded the motion.

98 Motion carried 5:0

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100
101 **10. TO SELECT A DAY AND TIME FOR CONDUCTING REGULAR COUNTY**
102 **COMMISSIONER MEETINGS FOR 2026**

103 1ST and 3RD Wednesdays beginning at 4:30pm on the following dates:
104 January 7, January 21, February 4, February 25, March 4, March 18, April 1, April 8, May
105 6, May 20, June 3, June 17 if needed, July 1, July 15 if needed, August 5, August 19 if
106 needed, September 2, September 16, October 7, October 21, November 4, November 18,
107 December 2, December 16
108

109 County Manager Zinser noted there were two changes to the agenda since it was sent last Friday and an
110 addendum was necessary. Item 16 was added at HR's request to review an additional leave of absence.
111 Item 10 at his request, requesting a change to the February meeting schedule: instead of meeting on
112 February 4 and February 18 (first and third Wednesdays), he asked to move the second meeting to
113 February 25, making February meetings on the first and fourth Wednesdays. This change is a personal
114 request to align with school vacation.
115

116 **MOTION: Commissioner Clark moved to set the dates and times of 2026 regular Commissioners'**
117 **meetings as presented noting that circumstances change and meetings can be rescheduled, or**
118 **additional meetings posted if necessary.**

119 Commissioner Andrews seconded the motion.

120 Motion carried 4:1 with Commissioner Chenette opposing
121

122 **11. TO REVIEW AND ADOPT POLICIES FOR 2026 AS FOLLOWS:**

123 a. **MILEAGE REIMBURSEMENT RATE** (Manager recommends the 2024 rate of .67)
124

125 **MOTION: Commissioner Clark moved to approve the mileage reimbursement rate for 2026 as**
126 **presented. Commissioner Ring seconded the motion.**

127 Motion carried 5:0
128

129 b. **MEALS ON COUNTY BUSINESS RATE** (\$15.00-breakfast, \$20.00 lunch, \$25.00
130 dinner or \$60.00 per diem)

131 **Special note:* When the event you are attending includes any of the meals you are
132 required to take part in the meal. If you are staying at a hotel that provides
133 breakfast, you must utilize the breakfast provided by the hotel. In these instances,
134 the amounts stated above will be deducted from the per diem rate. ***RECEIPTS**
135 **REQUIRED***

136 **Upon request, the County Manager may adjust the reimbursement rates based on**
137 **prevailing circumstances.**
138

139 **MOTION: Commissioner Clark moved to approve the meals on county business rate for 2026 as**
140 **presented. Commissioner Andrews seconded the motion.**

141 Motion carried 5:0
142

143 c. **POLICE/ACCIDENT/INCIDENT REPORTS** (Manager recommends 2021
144 rate of \$20.00)
145

MOTION: Commissioner Clark moved to approve the police/accident/incident rate for 2026 as presented. Commissioner Andrews seconded the motion.
Motion carried 5:0

- d. BACKGROUND CHECKS FEES** (manager recommends Sheriff's 2023 rate of \$20.00)

MOTION: Commissioner Clark moved to approve the background check fees for 2026 as presented. Commissioner Andrews seconded the motion.
Motion carried 5:0

- e. NOTARIZATION/ATTESTATION FEES** (manager recommends 2020 rate of \$5.00/\$10.00)

MOTION: Commissioner Clark moved to approve the notarization/attestation fees for 2026 as presented. Commissioner Andrews seconded the motion.
Motion carried 5:0

Commissioner Donna Ring referenced Maine Statute MRSA 30-A §421, which authorizes counties to charge administrative fees for civil process services. Currently, the county charges \$5 for these fees. The statute permits an increase up to \$25.

Commissioners discussed the potential revenue benefit and agreed that the county should adjust the fee schedule to reflect the maximum allowed amount.

MOTION: Commissioner Ring moved to increase administrative fees through civil process by \$25.00 as permitted by statute. Commissioner Andrews seconded the motion.
Motion carried 5:0

12. TO APPROVE TREASURER'S WARRANTS

- a. Warrants to be approved on December 17, 2025, in the amount of \$861,774.27

MOTION: Commissioner Clark moved to approve the warrant dated December 17, 2025, in the amount of \$861,774.27. Commissioner Andrews seconded the motion.
Motion carried 5:0

- b. Warrants to be approved on December 24, 2025, in the amount of \$1,838,757.95

MOTION: Commissioner Clark moved to approve the warrant dated December 24, 2025, in the amount of \$1,838,757.95. Commissioner Andrews seconded the motion.
Motion carried 5:0

- c. Warrants to be approved on December 31, 2025, in the amount of \$610,769.59

MOTION: Commissioner Clark moved to approve the warrant dated December 31, 2025, in the amount of \$610,769.59. Commissioner Andrews seconded the motion.
Motion carried 5:0

13. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

Commissioner Clark shared that he received an email earlier today informing him of the passing of Commissioner Betty Johnson from Waldo County. Betty served as a commissioner for about 15 years, and Commissioner Clark worked with her for the last nine years on the Coastal County Workforce Board. He noted that many others may have met her at various functions. Commissioner Clark described her as a lovely woman who worked very hard for many years, contributing significantly to her town and county. He expressed that she will be missed.

Commissioner Chenette noted that although the topic was not on the agenda, he wanted to revisit the discussion about repurposing the courthouse. Since the last meeting, he has received feedback from constituents expressing interest in holding a public hearing or similar event to gather public input. He emphasized the importance of planning for public participation and suggested forming a stakeholder committee, possibly after the public hearing, to explore scenarios and develop recommendations for the board. Commissioner Chenette stressed keeping this issue at the forefront and determining when to schedule these steps.

County Manager Zinser acknowledged that courthouse repurposing has not been a top priority but agreed to prepare and share a public hearing notice. He emphasized caution in approaching the issue, noting that the discussion stems from an offer by Sanford Housing to swap buildings. County Manager Zinser explained that if the board agrees to the swap, it could significantly increase affordable housing in the area. However, if the board is not interested in the swap, there is no need to consider alternative uses for the courthouse, as staff would remain in the current building. He clarified that the decision is narrowly focused on whether to proceed with the building exchange.

Commissioner Ring asked whether there is a breakdown of the budgetary cost to maintain the building.

County Manager Zinser responded that there is a lot going on, and they are working on it as time permits. He emphasized that an immediate answer is not necessary but acknowledged that communications are coming in. County Manager Zinser stated he will draft a carefully crafted notice, share it for input before posting, and expects this to happen sometime in February.

Commissioner Dutremble noted that recent media reports have highlighted challenges faced by some county governments. He emphasized that York county government is currently in the best financial position it has been in 20 years. In 2007, the county had a negative fund balance of \$1.2 million; today, the fund balance is approximately \$8 million. He reported that the county has expanded services for taxpayers, including the opening of a new training center this spring and the anticipated opening of the recovery center in October or November. Commissioner Dutremble highlighted that the county was the first county incorporated in Maine and continues to lead by example in providing services to taxpayers. He expressed pride in completing projects over his 20-year tenure and announced that he will not seek re-election.

County Manager Zinser acknowledged Commissioner Dutremble's comments and expressed concern about recent negative media coverage of other counties across the state. He emphasized that our county should not be grouped into that category, noting that we are financially strong and actively investing in major regional projects, including the recovery center, training center, and customary county functions. County Manager Zinser highlighted that the county will also be covering the upfront costs of the Old Orchard Beach dredging project, estimated at \$5-\$6 million, while awaiting federal reimbursement. He explained that this is why the county is pursuing a line of credit as a precaution, given potential delays in federal funding. He stated that internal discussions are underway regarding how best to communicate these facts publicly and requested commissioner feedback before any messaging is released. County

244 Manager Zinser stressed the importance of transparency and timely response to counter negative
245 perceptions.

246
247 **14. NEW BUSINESS**

248
249 a. Deputy County Manager/HR Director Linda Hutchins-Corliss to present new hires/transfers:

- 250 i. To seek hiring approval of Matthew Beerworth in the full-time position of Patrol Deputy
251 in the YC Sheriff's office with an effective date of January 12, 2026.

252 **MOTION: Commissioner Clark moved to approve the hiring of Matthew Beerworth in the position**
253 **of Patrol Deputy in the Sheriff's office with an effective date of January 12, 2026. Commissioner**
254 **Andrews seconded the motion.**

255 **Motion carried 5:0**

- 256 ii. To seek hiring approval of Alexandria Staples in the full-time position of Finance
257 Compliance Specialist in the Finance office with an effective date of January 12, 2026.

258
259 **MOTION: Commissioner Clark moved to approve the hiring of Alexandria Staples in the position**
260 **of Finance Compliance Specialist in the Finance office with an effective date of January 12,**
261 **2026. Commissioner Andrews seconded the motion.**

262 **Motion carried 5:0**

- 263 iii. To seek hiring approval of Jackson Schramm in the position of Reserve Public Safety
264 Instructor II in the YC Regional Training Center office with an effective date of January 8,
265 2026.

266
267 **MOTION: Commissioner Clark moved to approve the hiring of Jackson Schramm in the position**
268 **of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective**
269 **date of January 8, 2026. Commissioner Andrews seconded the motion.**

270 **Motion carried 5:0**

- 271 iv. To seek hiring approval of Rosario Cordoglio in the position of full-time Court Security
272 Officer II in the Sheriff's office with an effective date of January 26, 2026.

273
274 Commissioner Ring raised concerns regarding a recently rewritten position, questioning whether the
275 changes were made specifically for an individual who initially applied for a part-time role and, within six
276 weeks, transitioned into a full-time position. Commissioner Ring noted that the individual is a second
277 cousin of the Sheriff and expressed discomfort with the perception that the position may have been
278 tailored for this candidate.

279
280 HR Director Hutchins-Corliss assured the Commissioners that the position was not created for a specific
281 individual and that the hiring process followed standard HR procedures. She acknowledged that the
282 individual was not the preferred candidate initially but confirmed that the process was fair and compliant.
283 HR Director Hutchins-Corliss also addressed questions about reclassification of existing positions,
284 explaining that reclassification will occur once the new hire is in place. She noted that this approach is
285 consistent with past practice, where adjustments for similar positions are made collectively after filling
286 the role.

287
288 Commissioner Chenette sought clarification on the hiring process for the recently discussed position. He
289 asked whether the individual was considered an internal candidate for a publicly posted position and

requested HR Director Linda Hutchins-Corliss to walk through the steps of the process to ensure understanding.

HR Director Hutchins-Corliss explained the hiring process for the position in question. The role was originally part-time and became vacant when the previous employee moved to a reserve position. The candidate was not an internal applicant, as he resides in Texas, but had worked for the county several years ago as a corrections officer.

Due to limited qualified applicants for the part-time posting and concerns that part-time hires often leave for full-time opportunities, HR recommended converting the position to full-time. The candidate submitted a letter of interest for the full-time role and went through the standard hiring process, including reference checks and background checks, despite his prior employment with the county. HR Director Hutchins-Corliss noted that eight applications were received, but only two were considered qualified, and the selected candidate met the necessary qualifications.

MOTION: Commissioner Clark moved to approve the hiring of Rosario Cordoglio in the position of full-time Court Security Officer II in the Sheriff's office with an effective date of January 26, 2026. Commissioner Andrews seconded the motion.

Motion carried 4:1 with Commissioner Ring opposing

b. To Review and Approve Waterboro Law Enforcement Agreement

County Manager Zinser presented the Waterboro Law Enforcement Agreement, noting that similar agreements for Acton and Shapleigh will be reviewed at the next meeting. He explained that this agreement reflects significant changes in how such contracts are structured, addressing concerns about staffing and vehicle use.

Key changes include:

- **Staffing Flexibility:** The agreement now specifies "up to 80 hours per week" rather than a fixed number of hours. This allows the Sheriff's Office to adjust coverage based on staffing availability while maintaining its primary patrol responsibilities. If fewer hours are provided, the town is billed only for actual hours worked.
- **Vehicle Provision:** Previously, towns purchased vehicles upfront. Under the new model, the county will purchase vehicles and lease them to towns at an hourly rate (approximately \$9 per hour), calculated based on the vehicle cost over three years and 2,080 annual hours. Upfitting costs will be added to the lease value.
- **Operational Consistency:** Vehicles will remain part of the county fleet and will not be designated exclusively for a specific town, reducing disputes over vehicle use.

County Manager Zinser emphasized that these changes aim to improve flexibility, transparency, and cost management while continuing to meet contractual obligations.

Commissioner Ring sought clarification on whether towns still receive law enforcement coverage when contract deputies are reassigned. County Manager Zinser confirmed that calls are always responded to and prioritized, and routine patrols continue to cover those areas when contract deputies are unavailable. County Manager Zinser noted that the only significant changes to the Waterboro agreement were the "up to 80 hours" language and the shift to county-owned, leased vehicles. He also mentioned that language regarding vehicle maintenance was removed since it is now the county's responsibility. Commissioner Ring expressed support for standardizing contract language across towns, acknowledging the administrative challenges these agreements present.

MOTION: Commissioner Chenette moved to approve the Waterboro Law Enforcement Agreement as presented. Commissioner Ring seconded the motion.
Motion carried 5:0

c. Training Center Update

Fire Administrator Roger Hooper reported significant progress toward opening the York County Regional Training Center and outlined current and future programming plans. The center will focus on four core areas: EMS education and training, law enforcement, fire/rescue, and wellness and resiliency.

Key updates include:

- EMS Program: A position for EMS Program Manager has been posted, with four applicants. The first priority will be applying for state licensing as an EMS training center, enabling expansion into advanced programs such as paramedic training in partnership with the community college.
- Wellness and Resiliency: Two public safety instructors, Matt Leach and Jill Belleard, are leading this program. A steering committee of psychologists, doctors, and public safety professionals has been formed. Initiatives include *Project Homefront*, aimed at supporting first responders and their families.
- Fire Training: The first Firefighter I Academy class began Saturday with 28 students—the largest class in 20 years. Forty applications were received, with some declined due to lack of fire department affiliation.
- Law Enforcement Training: Work continues to expand offerings, including collaboration with the community college to bring its criminal justice program to the center. An updated MOU with the college is expected later this month.
- Near-Term Goals: Finalize agreements with the college, secure EMS licensing, expand corrections and 911/dispatch training, and plan an opening ceremony for May (pending congressional schedules).
- Community Outreach: The center is active on Facebook and has a dedicated website listing training schedules. Programs include the Sheriff's Citizens Police Academy and partnerships with TD Bank and AAA for senior driving safety.

Fire Administrator Hooper emphasized that schedules would evolve monthly and noted strong community support and engagement as the center moves toward full operation.

Commissioner Clark commended the progress on the Regional Training Center, noting that the building looks excellent and expressing appreciation for the efforts of Fire Administrator Hooper, the County Manager, and the construction teams. He then asked for clarification on the process and timeline for obtaining licensure as a Maine EMS training center, requesting details on the steps involved.

Fire Administrator Hooper explained that obtaining licensure as a Maine EMS training center will take approximately 9 months to one year. The process requires developing specific policies, securing accreditation, and maintaining affiliation with a college, hence the partnership with York County Community College. Additionally, a qualified program manager must be in place to meet Maine EMS and accreditation board criteria.

Fire Administrator Hooper noted that achieving licensure will allow the county to operate its own EMT training programs rather than functioning as a satellite under Southern Maine Community College. This change will streamline administration and give the county greater control over program development and delivery.

Commissioner Ring asked whether the Regional Training Center website is separate from the county's website. Fire Administrator Hooper confirmed that it is part of the county site and can be accessed at <https://www.yorkcountymaine.gov/rtc>

Commissioner Dutremble asked whether there are plans for the Regional Training Center to become a certified law enforcement academy in the future. Fire Administrator Hooper responded that discussions are underway with the Maine Criminal Justice Academy (MCJA), and a meeting is scheduled to explore this possibility.

County Manager Zinser confirmed that discussions with the Maine Criminal Justice Academy (MCJA) are ongoing and productive. He noted that MCJA has requested the county to host another part-time officer certification course in February, which the county can accommodate, with another session already scheduled for June or July.

County Manager Zinser acknowledged that offering the full 18-week law enforcement academy would represent a significant shift from long-standing state practices and bureaucracy. He emphasized that the county's goal is not to replace MCJA but to supplement and expand training opportunities. Conversations with MCJA have been positive, and Zinser expressed confidence that progress will continue. He also mentioned exploring additional opportunities with federal law enforcement agencies.

d. EMA's Community Emergency Response Team Update

EMA Deputy Director Megan Arsenault provided an overview of the Community Emergency Response Team (CERT) program, which York County EMA relaunched in January 2025 after completing "Train the Trainer" certification in late 2024. CERT trains community volunteers to assist before, during, and after emergencies, supporting first responders and municipalities.

Key Highlights:

- Team Growth: CERT has grown to 42 active, trained, and credentialed members from across York County, representing diverse backgrounds including EMTs, firefighters, retired healthcare professionals, and community volunteers.
- Roles and Functions:
 - Non-disaster roles: Public outreach, preparedness education, staffing first aid booths, crowd management, and assisting with large event planning.
 - Disaster roles: Basic first aid, utility control, small fire suppression, light search and rescue, shelter support, traffic and crowd control, debris removal, donations management, and emergency communications.
- Training:
 - Basic CERT curriculum covers preparedness, medical skills, disaster psychology, radio use, and incident management.
 - Ongoing monthly training and specialized courses such as CPR, Stop the Bleed, mass feeding, and de-escalation techniques.
- Community Engagement: CERT participated in events like Kennebunkport's National Night Out and continues outreach through tabling events and social media.

Accomplishments in First Year:

- 3 credentialed CERT instructors (Megan Arsenault, Scott Gagne, Stephanie Collins).
- Hosted three 21-hour CERT Basic Training Academy cohorts.
- Assisted with two major public safety events: Old Orchard Beach Fireworks (75,000 attendees) and Kennebunkport Christmas Prelude.
- Conducted 11 outreach events and 9 team trainings/exercises.

- Maintained 42 active members.
- Goals for 2026:
- Host two CERT Basic Training Academies (spring and fall), possibly a third if time allows.
 - Train additional course instructors from within the team for greater involvement.
 - Establish a field leadership program for CERT Team Leads to strengthen emergency leadership skills.
 - Expand municipal awareness of CERT as a resource.
 - Continue monthly skills sessions and exercises to maintain readiness.
 - Recruitment process includes a volunteer interest form, brief interview, paperwork, and background check. A QR code and EMA contact information are available for sign-ups.

EMA Deputy Director Arsenault emphasized that CERT has exceeded expectations in its first year and will continue to grow as a vital resource for York County emergency preparedness.

Commissioner Chenette expressed appreciation for the CERT program and requested a breakdown of the current 42 active members by commissioner district to assist with outreach efforts. He also asked about the ideal number of participants for active CERT membership. EMA Deputy Director Arsenault responded that while there is no minimum requirement for CERT classes, maintaining consistent participation typically requires a larger pool of volunteers. With 42 active members currently, the program aims to approximately double that number over the next one to two years to ensure adequate coverage. She agreed to provide the requested district-level membership data to commissioners.

Commissioner Dutremble noted that York County EMA is recognized as the best in the State.

- e. Contract Ratification – FOP (executive session first – §405 (6)(D) union negotiations

Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (D) to consider a leave of absence extension request. Commissioner Andrews seconded the motion. Motion carried 5:0.

Motion: Commissioner Clark motioned to come out of executive session. Commissioner Andrews seconded the motion.

Motion carried 5:0

Motion: Commissioner Chenette moved to approve the Collective Bargaining Agreement between the County of York and the Fraternal Order of Police. Commissioner Andrews seconded the motion.

Motion carried 5:0

- f. Schedule poverty abatement for February 4, 2026

MOTION: Commissioner Clark moved to schedule the poverty abatement hearing for February 4, 2026. Commissioner Andrews seconded the motion.

Motion carried 5:0

15. OLD BUSINESS

None.

483 **16. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**
484 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**
485 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**
486 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**
487 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
488 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**
489

- 490 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters – Leave of absence
491 extension I
492 b. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters – Leave of absence
493 extension II
494

495 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
496 **(A) to consider 2 leaves of absence extension request. Commissioner Ring seconded the motion.**
497 **Motion carried 5:0.**
498

499 **Motion: Commissioner Clark motioned to come out of executive session. Commissioner Andrews**
500 **seconded the motion.**
501 **Motion carried 5:0**
502

503 **Motion: Commissioner Clark moved to approve the first request for an extension of a leave of**
504 **absence for a period until April 12, 2026. Commissioner Chenette seconded the motion.**
505 **Motion carried 5:0**
506

507 **Motion: Commissioner Clark moved to approve the second request for an extension of a leave of**
508 **absence for a period until March 20, 2026. Commissioner Chenette seconded the motion.**
509 **Motion carried 5:0**
510

511 **17. PUBLIC COMMENT(S) ON ANY ITEM(S)**
512 **None.**
513

514 **18. ADJOURN**

515 **Motion: Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion.**
516 **Motion carried 5:0**
517

518 Meeting adjourned at 6:13pm.
519

520 Respectfully Submitted,
521

522 Patricia Murray
523 Executive Assistant to the County Manager
524



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January 15, 2026

TO: York County Commissioners
FROM: Linda Hutchins-Corliss
Deputy County Manager
RE: Recruitment & Hiring of Employees Age 16 & 17

Although the County does not specifically have a policy against hiring individuals under the age of 18, as a practice we have not focused recruitment on this age group. Although, full and part time county positions may not be ideal for students due to scheduling and time restrictions, there may be some opportunities for students to work in “reserve” and or “temporary” positions.

Examples may include assisting with administrative tasks, classroom preparation and community outreach. And in return, the county can provide valuable educational and mentoring opportunities for local students.

Human Resources is aware of Maine State Labor laws, rules and regulations around the hiring of individuals within this age group and would work with department leaders to ensure compliance.

We are not seeking to change current policy, as there is no existing restriction, however, we just wanted County Commissioners to be aware that county leaders are open to the possibility of hiring qualified applicants that may fall within this age group.

Maine Hiring Rules for Ages 16 and 17

Work Permit

Not required for ages 16–17 (only under 16 need permits).

Allowed Hours

Condition	Hours	Time Restrictions
School Days	Up to 6 hrs/day (8 hrs last school day), 24 hrs/week	7 a.m. – 10:15 p.m.
Non-school Days / Vacations	Up to 10 hrs/day, 50 hrs/week	5 a.m. – Midnight

Prohibited Work

Cannot work in hazardous occupations, including:

- Operating heavy machinery
- Roofing, excavation, demolition
- Driving motor vehicles
- Working with explosives or in confined spaces

Employer Requirements

- Maintain accurate daily time records (start/end times, total hours)
- Follow both Maine and federal laws (apply stricter rule if they differ)