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3 **COMMISSIONERS' MEETING**

4  
5 **November 5, 2025**

6 At a regular meeting of the County Commissioners of the County of York, begun and holden at the York  
7 County Government Building in Alfred, within and for the County of York, being held on Wednesday,  
8 November 5, 2025, A. D. at 4:30 P.M.

9 **COMMISSIONERS PRESENT:**

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

15  
16 **COMMISSIONERS ABSENT:**

17 None

18  
19 County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Sheriff William King,  
20 Finance Director Lori Lemieux, EMA Director Arthur Cleaves, Deputy EMA Director Megan Arsenaault,  
21 and Facilities Director Rick deRochemont were 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 None.  
29

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

32  
33 a. Commissioners' meeting of November 5, 2025

34 **MOTION: Commissioner Clark moved to approve the minutes of November 5, 2025. Commissioner**  
35 **Andrews seconded the motion.**  
36 **Motion carried 5:0**

37  
38 **3. TO APPROVE TREASURER'S WARRANTS**

39  
40 a. Warrants to be approved on November 5, 2025, in the amount of \$665,243.58  
41

42 **MOTION: Commissioner Clark moved to approve the warrant dated November 5, 2025, in the**  
43 **amount of \$665,243.58. Commissioner Andrews seconded the motion.**  
44 **Motion carried 5:0**

45  
46 b. Warrants to be approved on November 13, 2025, in the amount of \$1,544,231.65  
47

48 **MOTION: Commissioner Clark moved to approve the warrant dated November 13, 2025, in the**  
49 **amount of \$1,544,231.65. Commissioner Andrews seconded the motion.**  
50 **Motion carried 5:0**

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

53 None.

54  
55 **5. NEW BUSINESS**

56  
57 County Manager Zinser expressed appreciation to all county employees who donated to the food pantry.  
58 HR has been collecting and delivering the donations over the past few days. Additionally, he recognized  
59 the MSEA union for contributing \$250 to the pantry and thanked them for their generosity.

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

61 i. To seek hiring approval of David Townsend in the position of Reserve Public Safety  
62 Instructor II in the Regional Training Center with an effective date of December 1, 2025

63  
64 **MOTION: Commissioner Clark moved to approve the hiring of David Townsend in the position of**  
65 **Reserve Public Safety Instructor II in the Regional Training Center with an effective date of**  
66 **December 1, 2025. Commissioner Andrews seconded the motion.**  
67 **Motion carried 5:0**

68 ii. To seek hiring approval of Antwayne Chisholm in the position of Full-time Corrections  
69 Officer in the Sheriff's Office with an effective date of December 8, 2025

70 **MOTION: Commissioner Clark moved to approve the hiring of Antwayne Chisholm in the position**  
71 **of Full-time Corrections Officer in the Sheriff's Office with an effective date of December 8,**  
72 **2025. Commissioner Andrews seconded the motion.**  
73 **Motion carried 5:0**

74  
75 iii. To seek hiring approval of Malcolm Langer in the position of Temporary Law Student  
76 Internship – 2L&3L in the District Attorney's Office with an effective date of January 1,  
77 2026

78  
79 **MOTION: Commissioner Clark moved to approve the hiring of Malcolm Langer in the position of**  
80 **Temporary Law Student Internship – 2L&3L in the District Attorney's Office with an effective date**  
81 **of January 1, 2026, through May 31, 2026. Commissioner Andrews seconded the motion.**  
82 **Motion carried 5:0**

83  
84 iv. To seek hiring approval of Nabil Al-Kurdi in the position of Full-time Corrections  
85 Officer in the Sheriff's Office with an effective date of December 8, 2025

86  
87 **This application was withdrawn.**

88  
89 c. Court Security position review

90  
91 County Manager Zinser reviewed the court security staffing situation, explaining that when the state  
92 vacated several years ago, the County created two positions; one full-time and one part-time (three days  
93 per week). The part-time role has remained vacant despite recruitment efforts, as qualified candidates  
94 prefer full-time employment. Zinser proposed retaining and reclassifying the current full-time position as  
95 Court Security I and converting the part-time role into a full-time position, Court Security II, which  
96 would work three days at the courthouse and two days assisting Civil Process. He emphasized that this

change would not impact the general fund, as costs would be covered by the Civil Process surplus, and noted that the adjustment would improve coverage during absences, add flexibility, and address recruitment challenges. If approved, the next steps include reclassifying the existing position and creating the new full-time classification.

During discussion, Commissioner Ring expressed concerns about benefit costs, wage disparities, and long-term sustainability. She requested clearer job description language and transparency regarding Civil Process revenue and expenses. Sheriff King highlighted operational strain under the current model, stating that the proposed full-time role would improve efficiency, prevent backlogs, and maintain civil process revenue. Commissioner Chenette framed the proposal as an access-to-justice issue, emphasizing the need for security to ensure public confidence and constitutional rights. HR Director and Deputy County Manager Hutchins-Corliss noted staffing gaps when the part-time role was unavailable and said combining court security and civil process duties would provide flexibility. Commissioner Clark supported the change, citing hiring challenges for part-time roles and the need for enhanced security in emotionally charged court settings.

i. Rename existing Court Security to Court Security 1

**MOTION: Commissioner Clark moved to rename the existing Court Security position to Court Security 1. Commissioner Chenette seconded the motion.**  
**Motion carried 5:0**

ii. Review existing part-time Court Security position

**MOTION: Commissioner Clark moved to convert the existing part-time Court Security position to a full-time Court Security 2 position which will include split time between court security and civil process. Commissioner Chenette seconded the motion.**  
**Motion carried 4:1 with Commissioner Ring opposing.**

d. General discussion with possible approval – Finance Compliance Specialist to replace ARPA Program Manager position

County Manager Zinser proposed converting the ARPA Program Manager position into a Finance Compliance Specialist role to address ongoing federal compliance (e.g., A-133 audits) and future Recovery Center billing requirements. ARPA funds will cover the position for one year, with partial funding in FY27 and full funding thereafter.

Commissioner Ring asked about long-term funding and whether the role would shift to the Recovery Center budget; County Manager Zinser clarified it will remain in Finance but support multiple operations.

Finance Director Lemieux noted heavy workload managing numerous grants and reporting, emphasizing the need for additional staff.

Commissioner Ring reiterated opposition to new full-time positions until benefits are reviewed.

Chair Dutremble stressed proper ARPA fund use and requested clarification on education requirements in the job description; Deputy County Manager/HR Director Hutchins-Corliss agreed to revise language to “bachelor’s degree or higher.”

Commissioner Chenette asked about outsourcing or automation; Finance Director Lemieux cited confidentiality and past issues with temporary staff, and County Manager Zinser emphasized consistency for compliance.

Director Lemieux reported significant extra hours worked by Finance staff to meet compliance demands.

**MOTION: Commissioner Clark moved to replace the existing ARPA Program Manager position with the Finance Compliance Specialist position as proposed. Commissioner Andrews seconded the motion.**

**Motion carried 4:1 with Commissioner Ring opposing.**

e. Pantry Reserve Coordinator Job Description Approval

County Manager Zinser requested creating a part-time Reserve Pantry Coordinator (10–15 hrs./week at \$18/hr.) to ensure coverage and compliance at the county-operated pantry. Position funded through existing pantry allocations and Foundation donations. Having only a current single staff member leaves gaps when unavailable; county policy requires employee oversight; volunteers currently use personal vehicles for deliveries. Role is urgent due to holiday demand and liability concerns.

Commissioner Ring supported the proposal, noting minimal cost (no benefits) and the need for operational continuity.

**MOTION: Commissioner Clark moved to approve the Pantry Reserve Coordinator position. Commissioner Chenette seconded the motion.**

**Motion carried 5:0**

f. To approve Pantry Reserve Coordinator position for Sandy Lyle effective November 20, 2025

HR Director Hutchins-Corliss requested an exception to the hiring policy to quickly appoint a Reserve Pantry Coordinator due to increased holiday demand. She presented candidate Sandra Lyle, a long-time volunteer familiar with pantry operations, who understands the role is reserve and will only be paid when covering for the current coordinator. Lyle is willing to assist more during the next 6–8 weeks and continue volunteering otherwise. The packet for her review was provided, and Rob, the current coordinator, supports the recommendation.

Commissioner Clark raised a concern about potential conflicts with state wage and hour laws if an individual serves as both a volunteer and a paid employee for the pantry. He suggested this issue should be reviewed to ensure compliance.

**MOTION: Commissioner Clark moved to approve the hire of Sandy Lyle as the Pantry Reserve Coordinator, effective November 20, 2025, with the understanding that County staff will consult legal counsel and return at the next meeting with guidance to ensure compliance with state law. Commissioner Chenette seconded the motion.**

**Motion carried 5:0**

g. To schedule date for tax abatement denial appeal (Benggio v. Town of Cornish) suggested date of December 3, 2025, at 4:30PM IN THE Commissioners meeting room

**MOTION: Commissioner Clark moved to schedule the tax abatement denial appeal for Benggio vs the Town of Cornish on December 3, 2025, at 4:30pm in the Commissioners meeting room.**

197 **Commissioner Andrews seconded the motion.**  
198 **Motion carried 5:0**  
199

200 **6. OLD BUSINESS**

201 a. Retire Rehire/Hire Draft Policy Review  
202

203 County Manager Zinser explained that the revised retire-rehire policy focuses on applying the state-  
204 mandated 5% MainePERS penalty consistently to all new hires, whether former county employees or  
205 external applicants. The policy requires retirees who reapply to go through the full hiring process without  
206 special arrangements. Two versions of the policy were presented: one with a 10-year employment limit  
207 and one without, each with pros and cons. Zinser noted that limiting tenure could discourage experienced  
208 applicants from other agencies, while no limit avoids restricting the hiring pool but may raise concerns  
209 about long-term position stagnation. The primary goal is to clarify how the penalty is split and ensure  
210 fairness in retirement contributions. He emphasized that the policy is not about restricting rehiring but  
211 about compliance and transparency.  
212

213 Commissioner Chenette asked for clarification on the recommendation between two policy drafts  
214 regarding rehiring retired law enforcement officers. County Manager Zinser stated he supports Plan B (no  
215 time limit), explaining that imposing a 10-year cap could discourage applicants and create unnecessary  
216 restrictions, though he acknowledged arguments for periodic reviews. Commissioner Ring noted that all  
217 law enforcement hires must meet existing requirements, including physical agility tests, regardless of  
218 prior service. HR Director Hutchins-Corliss clarified that Policy A includes an initial 10-year term with  
219 subsequent 5-year review increments, while Policy B has no time limit. She expressed a preference for  
220 Policy A, as it allows ongoing oversight without setting a hard cap. The group confirmed that rehired  
221 officers would undergo the full hiring process, including application, oral board, physical tests, medical  
222 checks, and polygraph, and that final approval would come before the Commissioners. After discussion,  
223 consensus leaned toward Policy A.  
224

225 **MOTION: Commissioner Ring moved to approve the Retire Rehire/Hire Policy A as presented.**  
226 **Commissioner Chenette seconded the motion.**  
227 **Motion carried 5:0**  
228  
229

230 **7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**  
231 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**  
232 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**  
233 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**  
234 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
235 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**  
236

237 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters  
238

239 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**  
240 **(A) to consider a personnel matter. Commissioner Andrews seconded the motion.**  
241 **Motion carried 5:0.**  
242

243 **Motion: Commissioner Clark motioned to come out of executive session and noted no action was**  
244 **taken. Commissioner Andrews seconded the motion.**  
245 **Motion carried 5:0**  
246

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

248  
249 Susan Wiswell, Kittery Maine, asked how many corrections officers are currently employed and whether  
250 the new hire must attend the academy. The response confirmed that the new candidate is scheduled to  
251 enter the academy in January. Staffing remains low, with approximately 49 officers, including the new  
252 hire, and about 17 of them have less than one year of experience. Several officers are still on probation,  
253 highlighting ongoing staffing challenges.  
254

255 **9. ADJOURN**

256 **Motion: Commissioner Clark motioned to adjourn. Commissioner Ring seconded the motion.**

257 **Motion carried 5:0**

258  
259 Meeting adjourned at 6:33pm.  
260

261 Respectfully Submitted,

262  
263 Patricia Murray  
264 Executive Assistant to the County Manager  
265



**County of York**  
**YORK COUNTY REGIONAL TRAINING CENTER**  
79 First County Way  
Alfred, ME 04002

**MEMORANDUM**

11/20/2025

To: County Commission  
Fm: Roger S. Hooper, Director, Regional Training Center  
Via: Linda Hutchins-Corliss, Director, Human Resources Department

**RE: NEW POSITION REQUEST** – Emergency Medical Training Programs Administrator.

**Purpose:** Request approval to hiring an Emergency Medical Training Programs Administrator for the Regional Training Center (RTC).


**Background:** As has been discussed, one of the core programs at the RTC will be the training, certification, re-certification of Emergency Medical Technicians (EMTs) and Paramedics. This position will ensure a quality and compliant EMS training program is efficiently managed.

**Responsibilities:** This position is a direct report to the RTC Director for administrative, technical and operational matters. This position will oversee all EMS training and education at the RTC. Coordinate with York County Community College on curriculum development, instructor supervision, clinical coordination, course delivery and oversight for all accredited programs.

- Compile the necessary information and prepare the required applications for Maine EMS Training Center licensure.
- Maintain standards necessary to keep license and accreditation compliant and current once this is obtained.
- Ensure the delivery of quality EMS training programs. Serve as a course lead instructor when necessary.
- Maintain training aids, props, classroom, laboratories and other equipment as necessary.
- Recruit, supervise and assign EMS instructors to various classes.
- Coordinate with local hospitals, EMS agencies for field and clinical site training of students.
- Ensures training programs meet the needs of the students and local EMS agencies.

**Funding Source:** Funding for this position is available on the current budget for the RTC.

## **JOB DESCRIPTION**

<p><b>County of York</b> <b>REGIONAL TRAINING CENTER</b></p>  <p>Emergency Medical Services (EMS) Training and Education Programs Administrator.</p>	<p><b>Emergency Medical Services (EMS) Training and Education Programs Administrator.</b></p> <p><b>Status: Full-Time</b></p> <p><b>FLSA: Exempt (Salary)</b></p> <p><b>Salary: \$75,000 - \$80,000</b></p> <p><b>Union: Non-Union</b></p> <p><b>Reports to: RTC Director</b></p>
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### **RESPONSIBILITIES**

The EMS Programs Administrator is responsible for the oversight and management of all EMS Training and Education programs at the York County Regional Training Center (RTC).

The Program Administrator fulfills the following keys roles:

- This position is a direct report to the Director of the Regional Training Center for administrative, technical and operational matters as well as supervision.
- Serve as the York County EMS Training Center Program Director. In consortium with the York County Community College, prepares application for training center licensure and industry accreditation in accordance with the most current standards of the Committee of Accreditation of the Educational Programs for the EMS Professions (CoAEMSP) and the Maine EMS Bureau.
- The position will report to York County Community College's Dean of Education on all academic matters including curriculum, the specification of required competencies, and the delivery of the instructional programs. This includes ensuring all instructors teaching within the EMS programs have gone through the college's selection and approval process, and will participate in required professional development. The role will also report directly to the College on ensuring student retention and success in EMS programming.

Additionally, the Program Administrator will be able to:

- Maintain collateral communications among administrators, academic division(s), emergency service organizations, communities of interest, Employer Board, Medical Director, faculty, and students.
- Instruct students in course content and assigned subjects.
- Demonstrate EMS skills and assessments.



- Instruct students how to perform EMS skills from lesson plans and instructional guides.
- Demonstrate proficiency with effective methods for content delivery in a clinical and laboratory learning environment.
- Supervise adjunct instructors and lab assistants.
- Supervise peer-review sessions and laboratory sessions.
- Utilize learning management systems to track student progress and grades.
- Evaluate student competency utilizing program guidelines in the classroom and laboratory settings.
- Develop, implement, and assess the effectiveness of summative assessments, lesson plans, presentations, program guides, and curriculum related to EMS education.
- Demonstrate effective counseling and remediation of students.
- Maintain licenses, certifications, and current clinical practice knowledge base through life-long learning and continuing education.
- Serve on boards and committees as deemed beneficial to the RTC.
- Serves as a part of the County's Incident Management Team.
- Perform other duties as directed by the Director of the York County Regional Training Center.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree.
- National Registry of EMTs Paramedic certificate or equivalent.
- Maine EMS Paramedic license.
- Maine EMS Instructor Coordinator - Paramedic License or equivalent.
- Current AHA BLS, ACLS, and PALS Provider.
- At least five (5) years active field experience as a paramedic provider
- At least three (3) years active instructional experience as a college instructor or equivalent

#### **PREFERRED QUALIFICATIONS**

- Master's degree.
- Experience with CAAHEP/CoAEMSP Accreditation.
- American Heart Association BLS, ACLS, and/or PALS Instructor.
- National Association of EMS Educators Instructor I & II course or National Pro Board Fire & Emergency Services Instructor II certification.
- National EMS Management Association Field Training & Evaluation Program course.
- National Association of EMTs AMLS and/or PHTLS Instructor/Provider.
- UMBC CCEMTP Certification, FP-C, CCP.

#### **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening that includes; interview(s), background investigation, criminal history checks, and medical screening.
- Must hold a valid motor vehicle operator's license.
- Must provide proof of U.S. Citizenship or legal privilege to work in the United States.
- Must have completed National Incident Management System courses ICS-100, 200, 700.

## SUBMITTAL INSTRUCTIONS

All interested candidates must submit a York County application, resume, and cover letter to Human Resources. The position will remain open until filled.

- **York County applications can be located and downloaded from:**  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)
- **Applications/cover letters/resumes can be emailed to:**  
Jean Lalonde  
[humanresources@yorkcountymaine.gov](mailto:humanresources@yorkcountymaine.gov)  
Please put "EMS MANAGER" in the subject line.
- **Applications/cover letters/resumes can be mailed to:**  
York County Government  
**Attention:** Human Resource Department  
45 Kennebunk Road, Alfred, ME 04002
- **Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:**  
York County Government Building  
149 Jordan Springs Road  
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

**The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.**

*York County Government is an Equal Employment Opportunity Employer.*