

1 **COMMISSIONERS' MEETING**

2
3 **December 3, 2025**

4
5 At a regular meeting of the County Commissioners of the County of York, begun and holden at the York
6 County Government Building in Alfred, within and for the County of York, being held on Wednesday,
7 December 3, 2025, A. D. at 4:30 P.M.

8
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 EMA Director Arthur Cleaves (via Zoom), Deputy EMA Director Megan Arsenault (via Zoom), Fire
21 Administrator Rod Hooper, and Facilities Director Rick deRochemont were present at the meeting.

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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.

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

32
33 a. Commissioners' meeting of November 19, 2025

34
35 Commissioner Clark requested two edits to the November 19, 2025, meeting minutes:

- 36 • Page 3, Line 132: Add the word "County" so the sentence reads:
37 *"partial funding in FY27 and full County funding thereafter."*
38 • Page 5, Line 204: Spell out the acronym MainePERS so it reads:
39 *"Maine Public Employees Retirement System (MEPERS)."*

40
41 **MOTION: Commissioner Clark moved to approve the minutes of November 19, 2025, as amended.**
42 **Commissioner Andrews seconded the motion.**

43 **Motion carried 5:0**

44
45 **3. TO APPROVE TREASURER'S WARRANTS**

46
47 a. Warrants to be approved on November 19, 2025, in the amount of \$2,160,979.63

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49 **MOTION: Commissioner Clark moved to approve the warrant dated November 19, 2025, in the**
50 **amount of \$2,160,979.63. Commissioner Andrews seconded the motion.**

51 **Motion carried 5:0**

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b. Warrants to be approved on November 26, 2025, in the amount of \$836,053.57

MOTION: Commissioner Clark moved to approve the warrant dated November 26, 2025, in the amount of \$836,053.57. Commissioner Andrews seconded the motion.

Motion carried 5:0

4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

Commissioner Dutremble reported that the State's budget process is currently underway and stated that the assessment of each county is expected to be reduced by approximately 2%.

5. NEW BUSINESS

a. To hear abatement denial appeal for Gretchen and Keith Benggio of Cornish

County Manager Zinser explained that the Commissioners would conduct a formal hearing on the Benggio abatement denial appeal. Gretchen Benggio was sworn in and presented her case, noting concerns about a July 2025 assessment increase of \$110,000 and requesting a reduction from \$694,000 to approximately \$584,000. She reported recent discussions with the town assessor regarding a possible adjustment to \$604,000.

Commissioners asked clarifying questions about the appeal process and negotiations with the town. The appellant expressed concern about future tax impacts and provided historical assessment data.

Bob Konczal, the town's assessor agent, was sworn in, confirmed a misclassification error, and recommended a revised valuation of \$604,400, with a taxable value of \$579,400 after the homestead exemption. He noted that the Cornish Select Board must vote on the abatement at its December 10, 2025, meeting.

Commissioners agreed to table the hearing pending the town's formal decision. If an agreement is reached and approved, the appellant may withdraw the appeal; otherwise, the hearing will be reopened.

MOTION: Commissioner Clark moved to table the abatement denial appeal hearing for Gretchen and Keith Benggio of Cornish until December 17, 2025. Commissioner Andrews seconded the motion.

Motion carried 5:0

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

i. To seek hiring approval of Kellie Brazier in the position of Full-time Maintenance Technician I in Facilities with an effective date of January 5, 2026

Deputy County Manager/HR Director Linda Hutchins-Corliss confirmed this is not a new position but a replacement for a vacancy. Commissioner Clark asked about work location and staffing levels; it was noted that assignments are flexible and that filling this position will help maintain coverage across buildings, though additional staff may be needed in the future.

MOTION: Commissioner Clark moved to approve the hiring of Kellie Brazier in the position of Full-time Maintenance Technician I in Facilities with an effective date of January 5, 2026. Commissioner Andrews seconded the motion.

102 **Motion carried 5:0**

103

104 ii. To seek transfer/promotion approval of Dan Hotaling from Full-time Maintenance
105 Technician grade V to Full-time Maintenance Supervisor grade VI with an effective date of
106 December 8, 2025

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108 **MOTION: Commissioner Clark moved to approve the transfer/promotion of Dan Hotaling from**
109 **Full-time Maintenance Technician grade V to Full-time Maintenance Supervisor grade VI with an**
110 **effective date of December 8, 2025. Commissioner Andrews seconded the motion.**

111 **Motion carried 5:0**

112

113 iii. To seek hiring approval of Michael Robbins in the position of Full-time Patrol Deputy in
114 the Sheriff's Office with an effective date of December 22, 2025

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116 Commissioner Clark discussed certification requirements for a candidate from New Hampshire. It was
117 confirmed that New Hampshire law enforcement certification is reciprocal with Maine, requiring only
118 completion of a Maine laws class. Commissioner Ring also noted that the candidate should relocate to
119 York County within six months. The candidate currently resides in Gilmanton Ironworks, New
120 Hampshire.

121

122 **MOTION: Commissioner Ring moved to approve the hiring of Michael Robbins in the position of**
123 **Full-time Patrol Deputy in the Sheriff's Office with an effective date of December 22, 2025, with the**
124 **condition that he relocate to York County within six months of hire. Commissioner Chenette**
125 **seconded the motion.**

126 **Motion carried 5:0**

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128 iv. To seek hiring approval of Scott Gagne in the position of Full-time Training and
129 Response Coordinator in the EMA Office with an effective date of December 4, 2025

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131 **MOTION: Commissioner Clark moved to approve the hiring of Scott Gagne in the position of Full-**
132 **time Training and Response Coordinator in the EMA Office with an effective date of December 4,**
133 **2025. Commissioner Andrews seconded the motion.**

134 **Motion carried 5:0**

135

136 c. To seek administrative termination due to MCJA non-compliance for the following effective
137 December 4, 2025:

138

139 i. Jennifer Garcia, Reserve

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141 **MOTION: Commissioner Clark moved to approve the administrative termination of Jennifer**
142 **Garcia, Reserve Correctional Officer, with an effective date of December 4, 2025. Commissioner**
143 **Andrews seconded the motion.**

144 **Motion carried 5:0**

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146 ii. Allison Millard, Reserve

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148 **MOTION: Commissioner Clark moved to approve the administrative termination of Allison**
149 **Millard, Reserve Correctional Officer, with an effective date of December 4, 2025. Commissioner**
150 **Andrews seconded the motion.**

151 **Motion carried 5:0**

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153 iii. Dennis Ring, Reserve
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155 **MOTION: Commissioner Clark moved to approve the administrative termination of Dennis Ring,**
156 **Reserve Correctional Officer, with an effective date of December 4, 2025. Commissioner Andrews**
157 **seconded the motion.**

158 **Motion carried 5:0**
159

160 iv. Jennifer Simoneau, Reserve
161

162 **MOTION: Commissioner Clark moved to approve the administrative termination of Jennifer**
163 **Simoneau, Reserve Correctional Officer, with an effective date of December 4, 2025. Commissioner**
164 **Andrews seconded the motion.**

165 **Motion carried 5:0**
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167
168 v. Chris Saiauski, Reserve
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170 **MOTION: Commissioner Clark moved to approve the administrative termination of Chris**
171 **Saiauski, Reserve Correctional Officer, with an effective date of December 4, 2025. Commissioner**
172 **Andrews seconded the motion.**

173 **Motion carried 5:0**
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175 d. Approval of EMS Program Administrator Position
176

177 County Manager Zinser introduced the proposal to create an EMS Program Administrator position as the
178 next step in staffing the Regional Training Center. He noted that the position is included in the current
179 budget under EMS certifications and that funds for wages and benefits are already allocated. Hiring an
180 individual is preferred over contracting to meet licensing standards and achieve certified training center
181 status. Pending board approval, the position will be posted promptly to advance the consortium license
182 process. Fire Administrator Roger Hooper addressed questions from the Commissioners.
183

184 Commissioner Chenette expressed support and inquired about anticipated revenue to offset costs and
185 whether a market analysis had been conducted. Administrator Hooper stated that revenue will come
186 through tuition in partnership with York County Community College, though specific figures and tuition-
187 sharing details are still under negotiation.
188

189 Commissioner Ring would like to see the benefit package reviewed for any new positions.
190

191 **MOTION: Commissioner Clark moved to approve the EMS Program Administrator**
192 **Position. Commissioner Chenette seconded the motion.**

193 **Motion carried 4:1 with Commissioner Ring opposing.**
194

195 e. Alfred Courthouse Discussion
196

197 County Manager Zinser led a discussion on the Alfred Courthouse, noting that the building is oversized
198 for current needs and faces major repair issues, including the bell tower, brick repointing, and a failing
199 geothermal HVAC system. He shared that Sanford Housing proposed a building swap over a year ago,
200 offering the newer Springvale Courthouse in exchange for Alfred, which they would redevelop into 55+
201 housing, childcare facilities, and additional units using historic preservation funding. Departments
202 affected by a move expressed support, though legislative approval may be required. County Manager
203 Zinser emphasized that while operational savings from a swap would be modest, the primary benefit

204 would be avoiding significant capital repair costs at Alfred. Current rental income of \$35,000–\$40,000
205 could likely transfer to Springvale.

206
207 Commissioners provided input on the proposal. Commissioner Ring acknowledged the historical
208 significance of Alfred but suggested that a swap may be the best financial option and recommended
209 taxpayer input. Commissioner Chenette requested schematics, square footage comparisons, maintenance
210 details, and rental analyses for both courthouses, and proposed a public visioning session with detailed
211 visuals. Commissioner Dutremble confirmed long-standing geothermal issues and asked about renovation
212 costs, agreeing that public input is important. Commissioner Clark expressed strong reservations, citing
213 the courthouse's historical and practical value, concerns about dismantling the courtroom, moving records
214 from the county seat, and losing property that could be costly to replace later. He stated that the large
215 parking lot on Route 111 should be retained and warned against giving up assets that may gain value in
216 the future. Commissioner Andrews asked whether locating the facility in Springvale instead of Alfred, the
217 county seat, would present a problem. County Manager Zinser confirmed that county buildings can be
218 located outside Alfred.

219
220 Facilities Director Rick deRochemont explained that the geothermal system was misconfigured from the
221 start, uses outdated Freon, and requires full replacement at an estimated cost of \$200,000. The well pump,
222 now 20 years old, is expected to fail, and the courthouse's 88 units require frequent repairs. Renovations
223 for a move to Springvale would be minimal, involving cubicle relocation, carpet cleaning, and some door
224 replacements. Commissioners also discussed the Child Advocacy Center, which is facing certification
225 issues and has shifted services to Cumberland County. Commissioner Chenette stressed the need for clear
226 communication and suggested involving the District Attorney to reassure constituents.

227 The board agreed that public input is essential regarding the courthouse swap. Commissioners proposed
228 holding a public hearing or visioning session to engage residents and groups such as the historical society.
229 County Manager Zinser will prepare a cost comparison and additional data for review before any
230 decisions are made.

231

232 f. Letter from EMA to Maine Congressional Delegation

233

234 County Manager Zinser introduced the topic of a letter to the federal delegation regarding FEMA delays
235 and invited EMA Director Arthur Cleaves to provide context. Director Cleaves explained that three
236 approved emergency protective measure projects in Saco, Wells, and Old Orchard Beach, intended to
237 install small berms for protection, have been stalled in FEMA's Environmental and Historical
238 Preservation review since April. Despite permits already being secured from the Army Corps of Engineers
239 and DEP, FEMA has not coordinated with these agencies, causing unnecessary delays. The federal
240 shutdown further compounded the issue, and the projects have now been pending for nearly nine months.
241 Director Cleaves warned that additional review by the Secretary of Homeland Security for projects over
242 \$100,000 could add 60–90 days, pushing completion beyond the March dredging season. He stressed the
243 urgency of action, noting ongoing efforts with FEMA Region 1 and Senator Collins' office, and requested
244 any additional support to help move the process forward.

245

246 Commissioner Chenette thanked EMA Director Cleaves for preparing the letter and expressed concern
247 that federal delays, particularly the additional review by the Secretary of Homeland Security, are
248 jeopardizing the ability to use the dredge, a critical tool for protecting coastal communities. He stressed
249 that the situation is urgent and that the next storm could result in the loss of more homes if action is not
250 taken. Chenette emphasized the need for the congressional delegation to prioritize this issue and
251 suggested also sharing the letter with state legislators to apply additional pressure. He called this an "all-
252 hands-on-deck" moment, noting that constituents are frustrated by the lack of progress and that the
253 commission has shown leadership, but the federal government is "dropping the ball." He urged immediate
254 action to ensure the dredge can be deployed this season.

255
256 **MOTION: Commissioner Clark moved to approve the letter to the federal delegation regarding**
257 **FEMA project delays and authorize its submission. Commissioner Chenette seconded the motion.**
258 **Motion carried 5:0**
259

260 **6. OLD BUSINESS**

261 a. Information regarding Part-time employment and volunteering
262

263 County Manager Zinser addressed a question raised by Commissioner Clark at the previous meeting
264 regarding whether a part-time or reserve employee could also volunteer for the pantry. County Manager
265 Zinser confirmed that Clark was correct, employees, including reserve staff, can volunteer for similar
266 duties. He acknowledged that this had not been considered initially but noted it does not significantly
267 impact current operations for the remainder of the month. County Manager Zinser stated that the issue has
268 been discussed with the employee and will be revisited in the new year to determine the best course of
269 action after the busy season.
270

271 **7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**
272 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**
273 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**
274 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**
275 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
276 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**
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278 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters – leave of absence
279 extension
280

281 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
282 **(A) to consider a personnel matter. Commissioner Andrews seconded the motion.**
283 **Motion carried 5:0.**
284

285 **Motion: Commissioner Clark motioned to come out of executive session. Commissioner Andrews**
286 **seconded the motion.**
287 **Motion carried 5:0**
288

289 **Motion: Commissioner Clark motioned to approve the first discussed employee's leave of absence**
290 **extension through February 2, 2026. Commissioner Andrews seconded the motion.**
291 **Motion carried 5:0**
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293 **Motion: Commissioner Clark motioned to approve the second discussed employee's leave of**
294 **absence from December 11, 2025, through January 26, 2026. Commissioner Andrews seconded the**
295 **motion.**
296 **Motion carried 5:0**
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299 **8. PUBLIC COMMENT(S) ON ANY ITEM(S)**
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301 Susan Wiswell asked if the Commissioners had received the annual report from the Jail Board of Visitors
302 and asked if there were any questions. Commissioner Ring noted she had not yet read the report but
303 would reach out if needed. Ms. Wiswell encouraged commissioners to email her with any questions.

304 County Manager Zinser commented that the report appeared straightforward and thanked Ms. Wiswell for
305 her work.

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307 **9. ADJOURN**

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

309 **Motion carried 5:0**

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311 Meeting adjourned at 5:44pm.

312
313 Respectfully Submitted,

314 Patricia Murray
315 Executive Assistant to the County Manager
316
317

DRAFT



Robert L. Andrews
Vice-Chairperson
District 1

Richard R. Dutremble
Chairperson
District 2

Justin Chenette
District 3

Donna L. Ring
District 4

Richard Clark
District 5

COUNTY OF YORK

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Gregory T. Zinser
County Manager

Patricia A. Murray
Assistant to the Manager

Linda M. Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

MEMO

TO: Board of Commissioners
FROM: Finance Director Lori Lemieux *RL*
DATE: December 12, 2025
RE: Transfer of End of Year Allocations

This request is to transfer the excess allocations from our unassigned accounts to specific reserves for use in the future. The attached document shows the beginning balances and the ending balances if the following transactions are approved.

Please keep in mind that these are from unaudited records and are contingent on the completion of the FY25 Audit. Once the audit is near completion, these may need to be amended in accordance with the audited information.

After conferring with the County Manager, Greg Zinser, I am proposing the following transfers:

- 1) To move \$800,000.00 from the General Fund Unassigned to seven separate reserves:
 - a. Contingency \$79,167.70
 - b. Capital Improvement \$100,000.00
 - c. Employee Wellness \$20,000.00
 - d. Special Projects \$480,832.30
 - e. Employee Training and Development \$40,000.00
 - f. Technology Upgrades \$30,000.00
 - g. Payroll Liabilities \$50,000.00
- 2) To move \$300,000.00 from the Jail Fund Unassigned to two separate reserves:
 - a. Jail Capital Improvements \$200,000.00
 - b. General Fund Insurance Reserve \$100,000.00
- 3) To reallocate internal General Fund Reserves from the following:
 - a. New Government Building \$200,000.00
 - b. Maine 200 \$11,195.00
 - c. Projects \$4,640.95
 - d. Ergonomics \$550.40
 - e. Pers Record \$454.50
 - f. EMA/Facility Garage \$25,012.22
 - g. The above totaling \$241,853.07 to be reallocated to Special Projects

Thank you for the consideration of the above assignments.

Reserves

December 12, 2025

		Fiscal Year 2025			
		Starting Balance	Revenue	Expenses	Ending Balance
1000	37150	1000-00-000-000-37150	CONTINGENCY RESERVE		-20,832.30
1000	37200	1000-00-000-000-37200	FB-UNRESTRICTED, COMMITTED	40,517.23	0.00
1000	37210	1000-00-000-000-37210	FB-UNRESTRICTD OVERLAY		0.00
1000	37211	1000-00-000-000-37211	FB-UNRESTR ASSIGN CAP IMPR	-161,915.39	-98,865.74
1000	37213	1000-00-000-000-37213	FB-UNRESTR ASSIGN-NEW GOV BLD	-266,376.10	-260,140.60
1000	37215	1000-00-000-000-37215	FB-UNRES ASSGN-CH CARD ACCESS	0.00	0.00
1000	37221	1000-00-000-000-37221	FB-UNRESTR COMM EMA VEHICLE	-247,016.50	-225,016.50
1000	37223	1000-00-000-000-37223	FB-UNRESTR COMM SO VEHICLE	-120,191.11	-118,496.11
1000	37231	1000-00-000-000-37231	FB-UNRESTR ASSIGN-WELLNESS	-30,420.82	-20,457.29
1000	37233	1000-00-000-000-37233	FB-UNRESTR ASSIGN-MAINE 200	-11,195.00	-11,195.00
1000	37235	1000-00-000-000-37235	FB-UNRESTR ASSIGN-SPEC/GRANT	-1,912,445.99	-1,051,533.37
1000	37238	1000-00-000-000-37238	FB-UNRESTR ASSIGN-EE TRAIN/DEV	-22,430.38	-16,286.57
1000	37242	1000-00-000-000-37242	FB-UNRESTR ASSIGN DISPATCH	0.00	0.00
1000	37244	1000-00-000-000-37244	FB-UNRESTR ASSIGN-SO RESERVE	0.00	0.00
1000	37246	1000-00-000-000-37246	FB-UNREST ASSIGN-PROJECTS	-4,640.95	-4,640.95
1000	37255	1000-00-000-000-37255	FB-UNRESTR ASSIGN-ERGONOMICS	-550.40	-550.40
1000	37257	1000-00-000-000-37257	FB-UNRESTR ASSIGN-TECH UPGRADE	-67,953.18	-59,302.85
1000	37259	1000-00-000-000-37259	FB-UNRESTR ASSIGN-PERS RECRD	-454.50	-454.50
1000	37262	1000-00-000-000-37262	FB-UNRESTR ASSIGN-NEW IT OFFC	0.00	0.00
1000	37265	1000-00-000-000-37265	FB-UNRESTIT ASSIGN-DA SECURITY	0.00	0.00
1000	37280	1000-00-000-000-37280	FB-UNRESTR ASSIGN-SO MAINT BLD	0.00	0.00
1000	37281	1000-00-000-000-37281	FB-UNRES ASSIGN-EMA/FACIL GARA	-77,430.99	-77,430.99
1000	37285	1000-00-000-000-37285	FB-UNRESTR COMMIT-MAJ CAP PROJ	-294,731.91	-294,731.91
1000	37290	1000-00-000-000-37290	FB-UNRESTR ASSIGN-PR LIABILITI	-469,294.03	-469,294.03
1000	37294	1000-00-000-000-37294	FB-UNRESTR COMM-INSURANCE FUND	-354,960.64	-341,202.14
				-4,103,357.42	-3,070,431.25

Surplus	Internal	Potential
SFR Request	XFR Request	New Bal
79,167.70		-100,000.00
		0.00
		0.00
100,000.00		-198,865.74
	-200,000.00	-60,140.60
		0.00
		-225,016.50
		-118,496.11
20,000.00		-40,457.29
	-11,195.00	0.00
480,832.30	241,853.07	-1,774,218.74
40,000.00		-56,286.57
		0.00
		0.00
	-4,640.95	0.00
	-550.40	0.00
30,000.00		-89,302.85
	-454.50	0.00
		0.00
		0.00
	-25,012.22	-52,418.77
		-294,731.91
50,000.00		-519,294.03
		-341,202.14
800,000.00	0.00	

2600	37211	2600-00-000-000-37211	FB-UNRESTR ASSIGN CAP IMPR	-1,605,096.87	695,327.24	-909,769.63
2600	37218	2600-00-000-000-37218	FB-UNRESTR ASSIGN BOND CONTR	0.00		0.00
2600	37223	2600-00-000-000-37223	FB-UNRESTR COMM JAIL VEHICLE	-89,795.00		-89,795.00
2600	37294	2600-00-000-000-37294	FB-UNRESTR COMM-INSURANCE FUND	0.00		0.00
				-1,694,891.87		-999,564.63

200,000.00		-1,109,769.63
		0.00
		-89,795.00
		0.00
100,000.00		
300,000.00		

Repayment to GF Insurance Reserve

1000	37300	1000-00-000-000-37300	FB-UNRESTRICTED, UNASSIGNED	-3,219,078.94	207,902.82	-4,183,736.31
2600	37300	2600-00-000-000-37300	FB-UNRESTRICTED, UNASSIGNED	-626,958.36	695,327.24	-1,322,285.60

800,000.00		-3,383,736.31
300,000.00		-1,022,285.60