

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.

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. 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

48
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**

- 52
53 b. Warrants to be approved on November 26, 2025, in the amount of \$836,053.57
54

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

57 **Motion carried 5:0**
58

59 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**
60

61 Commissioner Dutremble reported that the State's budget process is currently underway and stated that
62 the assessment of each county is expected to be reduced by approximately 2%.
63

64 **5. NEW BUSINESS**

- 65 a. To hear abatement denial appeal for Gretchen and Keith Benggio of Cornish
66

67 County Manager Zinser explained that the Commissioners would conduct a formal hearing on the
68 Benggio abatement denial appeal. Gretchen Benggio was sworn in and presented her case, noting
69 concerns about a July 2025 assessment increase of \$110,000 and requesting a reduction from \$694,000 to
70 approximately \$584,000. She reported recent discussions with the town assessor regarding a possible
71 adjustment to \$604,000.
72

73 Commissioners asked clarifying questions about the appeal process and negotiations with the town. The
74 appellant expressed concern about future tax impacts and provided historical assessment data.
75

76 Bob Konczal, the town's assessor agent, was sworn in, confirmed a misclassification error, and
77 recommended a revised valuation of \$604,400, with a taxable value of \$579,400 after the homestead
78 exemption. He noted that the Cornish Select Board must vote on the abatement at its December 10, 2025,
79 meeting.
80

81 Commissioners agreed to table the hearing pending the town's formal decision. If an agreement is reached
82 and approved, the appellant may withdraw the appeal; otherwise, the hearing will be reopened.
83

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

87 **Motion carried 5:0**
88

- 89 b. Deputy County Manager/HR Director Linda Hutchins-Corliss to present new hires/transfers:
90

- 91 i. To seek hiring approval of Kellie Brazier in the position of Full-time Maintenance
92 Technician I in Facilities with an effective date of January 5, 2026
93

94 Deputy County Manager/HR Director Linda Hutchins-Corliss confirmed this is not a new position but a
95 replacement for a vacancy. Commissioner Clark asked about work location and staffing levels; it was
96 noted that assignments are flexible and that filling this position will help maintain coverage across
97 buildings, though additional staff may be needed in the future.
98

99 **MOTION: Commissioner Clark moved to approve the hiring of Kellie Brazier in the position of**
100 **Full-time Maintenance Technician I in Facilities with an effective date of January 5,**
101 **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
107

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
115

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**

- 127
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
130

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
140

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**

- 145
146 ii. Allison Millard, Reserve
147

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**

153 iii. Dennis Ring, Reserve
154

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**
166

167
168 v. Chris Saiauski, Reserve
169

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**
174

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

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

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

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

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

f. Letter from EMA to Maine Congressional Delegation

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

Commissioner Chenette thanked EMA Director Cleaves for preparing the letter and expressed concern that federal delays, particularly the additional review by the Secretary of Homeland Security, are jeopardizing the ability to use the dredge, a critical tool for protecting coastal communities. He stressed that the situation is urgent and that the next storm could result in the loss of more homes if action is not taken. Chenette emphasized the need for the congressional delegation to prioritize this issue and suggested also sharing the letter with state legislators to apply additional pressure. He called this an "all-hands-on-deck" moment, noting that constituents are frustrated by the lack of progress and that the

commission has shown leadership, but the federal government is “dropping the ball.” He urged immediate action to ensure the dredge can be deployed this season.

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

6. OLD BUSINESS

a. Information regarding Part-time employment and volunteering

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

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

a. Executive Session pursuant to 1 M.R.S.A. § 405 (6) (A) Personnel matters – leave of absence extension

Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to consider a personnel matter. 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 Clark motioned to approve the first discussed employee’s leave of absence extension through February 2, 2026. Commissioner Andrews seconded the motion. Motion carried 5:0

Motion: Commissioner Clark motioned to approve the second discussed employee’s leave of absence from December 11, 2025, through January 26, 2026. Commissioner Andrews seconded the motion. Motion carried 5:0

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

Susan Wiswell asked if the Commissioners had received the annual report from the Jail Board of Visitors and asked if there were any questions. Commissioner Ring noted she had not yet read the report but

would reach out if needed. Ms. Wiswell encouraged commissioners to email her with any questions. County Manager Zinser commented that the report appeared straightforward and thanked Ms. Wiswell for her work.

9. ADJOURN

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

Motion carried 5:0

Meeting adjourned at 5:44pm.

Respectfully Submitted,

Patricia Murray

Executive Assistant to the County Manager

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3 **COMMISSIONERS' MEETING**

4 **December 17, 2025**

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 17, 2025, A. D. at 4:30 P.M.

8
9 **COMMISSIONERS PRESENT:**

10
11 Richard Clark
12 Robert Andrews
13 Justin Chenette
14

15 **COMMISSIONERS ABSENT:**

16 Richard R. Dutremble
17 Donna Ring
18
19

20 County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Sheriff William King,
21 Jail Administrator Lori Marks, Chief Jeremy Forbes, Major Craig Sanford, Chief Advancement Officer
22 Rachel Stansfield, Finance Director Lori Lemieux, EMA Director Arthur Cleaves (via Zoom), Deputy
23 EMA Director Megan Arsenaault, Fire Administrator Rod Hooper, Register of Deeds Nancy Hammond
24 and Facilities Director Rick deRochemont were present at the meeting.
25

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

27
28 **ITEM**

29
30 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

31
32 David Plavin, Vice President of SOS Saco Bay and Chair of the City of Saco Shoreline Commission,
33 thanked the Commissioners for their letter of support in resolving issues that delayed the dredge from
34 leaving port. He praised Art Cleaves, EMA Director, for his determination and acknowledged
35 collaboration with SOS President Kevin Roach and others. Mr. Plavin also thanked Commissioner
36 Chenette for leading the effort among commissioners and noted additional support from state
37 representatives and a senator, which helped achieve progress. The dredge is expected to be in Wells in
38 January and then in Saco, allowing sufficient time for work. He expressed optimism about a strong
39 Regional Economic Growth (REG) program moving forward and emphasized the potential for future
40 success with continued support.
41

42 Kevin Roach, President of SOS Saco Bay, thanked the county commissioners, Art Cleaves, and all levels
43 of government for overcoming challenges to get the dredge operational. He noted the initial controversial
44 vote about three years ago, its launch last year, and anticipated use this winter. Kevin emphasized the
45 long-term benefits, highlighting that Saco is slated for the Army Corps Jetty Project, one of Maine's
46 largest federal projects, with sand replenishment scheduled for 2027. He suggested that the county dredge
47 could serve as the dredge for that project, saving costs and increasing efficiency. This winter's smaller
48 project is seen as a "practice run" that could build momentum for broader use of the dredge in southern
49 Maine and beyond, bringing attention and benefits to the region. He concluded by expressing optimism
50 about future opportunities.
51

Janet Drew (York, ME) thanked the Commissioners and wished them happy holidays. She shared that the Board of Visitors recently toured the new training center and found it impressive, noting it seems ahead of schedule. Janet also mentioned the Board of Visitors report prepared by Susan Wiswell and asked about the status of the food pantry.

County Manager Zinser responded that the food pantry is very active, distributing over 700 Thanksgiving baskets including turkeys. Demand remains high, and donations are encouraged. Regarding the training center, the first EMS class is scheduled for January 7th or 8th, confirming the project is slightly ahead of schedule and will be a valuable asset for the county.

2. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS

- a. Commissioners' meeting of December 3, 2025

MOTION: Commissioner Clark moved to table the minutes of December 3, 2025. Commissioner Chenette seconded the motion.

Motion carried 3:0

3. TO APPROVE TREASURER'S WARRANTS

- a. Warrants to be approved on December 3, 2025, in the amount of \$459,733.96

MOTION: Commissioner Clark moved to approve the warrant dated December 3, 2025, in the amount of \$459,733.96. Commissioner Chenette seconded the motion.

Motion carried 3:0

- b. Warrants to be approved on December 10, 2025, in the amount of \$1,541,048.55

MOTION: Commissioner Clark moved to approve the warrant dated December 10, 2025, in the amount of \$1,541,048.55. Commissioner Chenette seconded the motion.

Motion carried 3:0

4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

Commissioner Chenette commended David Plavin and Kevin Roach, from SOS Saco Bay, for their advocacy and emphasized that recent progress on the dredge and beach nourishment projects was an all-hands effort involving the county, SOS Saco Bay, and multiple levels of government. He praised Art Cleaves and his team for their leadership and highlighted collaboration with state and local officials, including Senator Bailey, Representatives Archer, Copeland, Gramlich, Mayor Jodi MacPhail, Bob Foley, and others as well as congressional staff. These projects are critical to protecting homes, livelihoods, and the local economy from storm damage. With bureaucratic hurdles cleared, dredging is expected to begin in Wells in January, followed by Saco and Old Orchard Beach. Commissioner Chenette stressed that this is just the beginning, with more work ahead, and commended the county's role as a coordinating force to protect the coastline and support future resilience efforts.

County Manager Zinser noted an additional agenda item regarding county manager authority under Title 30-A, which includes a proposed motion, rationale paragraph, and a resolution requiring execution. He will provide details later in the meeting. He thanked Art Cleaves and the EMA team for their extensive efforts on recent projects, emphasizing the significant time and communication involved. The County Manager then addressed the hiring of seven public safety instructors for the Regional Training Center,

suggesting the board could approve items 1–7 as a single consent action to save time, though it was optional. Commissioner Clark expressed preference to review them individually as usual.

5. NEW BUSINESS

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

- i. To seek hiring approval of Jarrett Clarke in the position of Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Jarrett Clarke in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- ii. To seek hiring approval of Dalton Marriott in the position of Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Dalton Marriott in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- iii. To seek hiring approval of Christopher Carpenter in the position of Public Safety Instructor II in the YC Training Center office with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Christopher Carpenter in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- iv. To seek hiring approval of Mathew McRae-Cyr in the position of Public Safety Instructor II in the YC Regional Training Center with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Mathew McRae-Cyr in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- v. To seek hiring approval of Sean Connell in the position of Public Safety Instructor II in the YC Regional Training Center with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Sean Connell in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- vi. To seek hiring approval of Douglas Williams in the position of Public Safety Instructor II in the YC Regional Training Center with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Douglas Williams in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- vii. To seek hiring approval of Russell Osgood in the position of Public Safety Instructor II in the YC Regional Training Center with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Russell Osgood in the position of Reserve Public Safety Instructor II in the YC Regional Training Center office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- viii. To seek hiring approval of Irene Prescott in the position of Grand Jury Manager in the District Attorney's office with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Irene Prescott in the position of Grand Jury Manager in the District Attorney's office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

- ix. To seek hiring approval of Samantha Felt in the position of Victim Witness Advocate in the District Attorney's office with an effective date of January 5, 2026.

MOTION: Commissioner Clark moved to approve the hiring of Samantha Felt in the position of Victim Witness Advocate in the District Attorney's office with an effective date of January 5, 2026. Commissioner Chenette seconded the motion.

Motion carried 3:0

b. York County Jail Biennium Inspection

County Manager Zinser announced that the commissioners received the biennium jail inspection report, and the county jail scored 100% compliance across all 132 criteria. He congratulated Sheriff King, Major Lori Marks, Jail Administrator, and the entire team for their hard work in compiling the extensive documentation required by the Department of Corrections. Sheriff King echoed the praise, highlighting Major Marks' leadership in achieving the perfect score.

c. Flock Camera Discussion

County Manager Zinser introduced the topic of Flock license plate reader (LPR) cameras, noting that commissioners received a proposal from Chief Deputy Forbes prior to the meeting. The purpose of this discussion was to introduce the concept, clarify its intended use, and address initial questions.

Chief Deputy Forbes explained that the cameras would help address challenges posed by the county's large coverage area (300+ square miles) and limited staffing (3-5 deputies on duty). He emphasized that the technology only captures vehicle plates on public roads, not faces or personal tracking, and that data is retained for 21 days by law. Chief Deputy Forbes highlighted benefits for solving crimes, locating suspects, and supporting public safety initiatives such as mental health interventions, Amber Alerts, and Silver Alerts. He also noted potential uses for traffic management and evacuation planning, referencing EMA's prior interest in similar technology. Chief Deputy Forbes assured that strict policies and

transparency measures, similar to those implemented for body cameras, would govern the system. He invited commissioners to meet with Flock representatives for further details.

Commissioner Questions and Comments

Commissioner Chenette thanked Chief Deputy Forbes for the presentation and stressed the need for a careful, transparent evaluation process, including public input, given concerns raised at the municipal level. Key points discussed:

- Traffic enforcement: Chief Deputy Forbes confirmed the cameras will not be used for speeding or seatbelt violations.
- Federal access to data: Chief Deputy Forbes stated that any access would require going through the Sheriff's Office and be limited to public safety issues. Commissioner Chenette requested more clarity on internal processes and statutory authority for a future meeting.
- Local approval: Placement on private property requires owner consent, while placement on state DOT property requires town approval and compliance with conditions (speed limit ≤ 35 mph, no traffic obstruction).
- Other jurisdictions: Chief Deputy Forbes noted that several municipalities (Lewiston, York, Auburn, Falmouth) use Flock cameras successfully, but no other counties currently do. Commissioner Chenette expressed interest in understanding why other counties, such as Cumberland, have not adopted them.
- Independent review: Commissioner Chenette asked about accountability measures to ensure compliance with data retention and usage policies. Chief Deputy Forbes responded that while there is no formal external audit, the Sheriff's Office would provide open access for review and could conduct quarterly reports if requested. He reiterated that Flock does not have access to vehicle owner information and only captures vehicle and plate data.

Commissioner Chenette emphasized the importance of public awareness and engagement before moving forward and suggested scheduling a follow-up meeting with Flock representatives for detailed answers.

Commissioner Clark voiced concerns about privacy and surveillance, citing his lifelong commitment to personal privacy. He acknowledged that technology already tracks individuals but stated he is uncomfortable expanding monitoring through cameras. While he trusts current leadership, he worries about future administrations misusing the technology and called for real guarantees against abuse, though he admitted uncertainty about how to achieve that. Commissioner Clark expressed skepticism that cameras make people feel safer and shared serious reservations about the proposal, while appreciating the opportunity for discussion and agreeing to revisit the topic in future meetings.

County Manager Zinser thanked Chief Deputy Forbes for the presentation and stated that the next steps will include scheduling additional meetings, obtaining answers to outstanding questions, and developing a plan of action in coordination with the Sheriff's Office. The finalized proposal will be brought back to the board for consideration at a future date.

d. MDEA MOU Discussion and Approval (executive session may be necessary)

County Manager Zinser presented a proposed Memorandum of Understanding (MOU) between York County and a deputy assigned to the Maine Drug Enforcement Agency (MDEA). He explained that this agreement is part of a longstanding arrangement with the state and would allow a concurrent promotion for the deputy, enabling eligibility for a supervisory position within MDEA. County Manager Zinser noted that the MOU is straightforward and requested board consideration.

He advised that any detailed questions should be addressed in executive session under 405(6)(A) due to personnel matters. County Manager Zinser also emphasized the urgency, stating that delaying action could make the agreement moot because of a closing application window for the supervisory role.

Commissioner Chenette asked if this was the same agreement previously flagged for concern by Commissioner Ring. County Manager Zinser confirmed it was and explained that, since the item was already posted on the agenda, only the board could remove it as requested by Commissioner Ring.

MOTION: Commissioner Chenette moved to proceed with the Memorandum of Understanding between the County of York and MDEA Deputy Regan. Commissioner Clark seconded the motion. Motion carried 3:0

e. FY25 Surplus Allocation

County Manager Zinser presented a memo requesting approval for the annual surplus allocation, which is traditionally done at year-end following audit site work. The county ended the fiscal year with approximately \$800,000 in surplus revenues and about \$300,000 from the jail, totaling close to \$1 million.

The proposal includes:

- Reallocating \$800,000 from the general fund to contingency, capital improvements, employee wellness, special projects, employee training and development, technology upgrades, and payroll liabilities.
- Reallocating \$300,000 from the jail fund: \$200,000 to jail capital improvements and \$100,000 to replenish the jail insurance reserve.

Additionally, County Manager Zinser recommended closing or consolidating outdated reserve accounts (e.g., ergonomics fund, EMA facility garage fund, and government building renovation fund) and reallocating those balances to active accounts such as special projects. He assured that sufficient funds will remain for building maintenance and noted that capital improvement reserves will provide backup for major repairs.

County Manager Zinser emphasized that all details, including starting balances, proposed reallocations, and ending balances, are outlined in the attached document and invited commissioners to ask questions.

Commissioner Chenette asked for clarification on certain budget lines, specifically "Special Projects." It was explained that this fund was created about six or seven years ago to support initiatives such as the renovation of the former Layman Way Recovery Center and continues to fund recovery center projects. For building-related needs, the Capital Reserve account holds approximately \$200,000, separate from the \$100,000 allocated for capital improvements in the operating budget. Additionally, an unrestricted reserve account has about \$294,000 available for emergencies or major building expenses. Regarding the food pantry, minor costs like a freezer would first be covered by the operating budget; if that is not feasible, funds could come from reserves. The discussion also addressed the Employee Wellness budget, which covers staff engagement activities, plaques, and maintenance or replacement of gym equipment. Commercial-grade equipment, such as treadmills, can cost around \$5,000, which justifies the increase of this budget to \$40,000.

MEMO

TO: Board of Commissioners
FROM: Finance Director Lori Lemieux
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. BMA/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.

MOTION: Commissioner Clark moved to approve the FY25 surplus allocations as presented. Commissioner Chenette seconded the motion.
Motion carried 3:0

f. Resolution on Authority of York County Manager

County Manager Zinser explained the need for a resolution affirming the authority of the county manager under Title 30A, as requested by the bank during the process of securing a line of credit. This line of credit is intended to protect the county from potential federal funding delays, particularly as it undertakes a \$5 million dredging project that requires upfront payments with expected reimbursements. Zinser noted that federal reimbursement processes can be unpredictable and highlighted the risk of a government shutdown if a continuing resolution is not passed by January 30. The resolution, which was previously approved many years ago, is rarely requested but necessary for the bank to proceed. Zinser asked the commissioners to review the proposed motion and authorize signing the updated resolution.

The Commissioners reviewed the following: As we know, the County Manager is required to implement the actions and directives of the York County Commissioners. In order to do so, he needs to engage in discussions and negotiations in some matters and to take action on others, which may include the signing of various documents on our behalf. Because some third parties wish to see his authority set forth in a formal manner, I hereby make the following motion which may be memorialized in a written resolution:

MOTION: Commissioner Clark moved to authorize County Manager Zinser to take action on behalf of the York County Commissioners confirming, implementing and/or executing on the directives, actions, guidance, and/or votes of the York County Commissioners, including, but not limited to engaging in discussions and negotiations with other parties as well as the preparation and execution of agreements, letters, awards, payments, personnel actions, banking and financial documents (including but not limited to checking, savings accounts, reimbursements, advances, lines of credit, grants, and other contractual arrangements), procurements, leases, audits, memoranda, applications, commitments, settlements, resolutions, and all other documents as necessary to effectuate the purposes of the Commissioners. Commissioner Chenette seconded the motion.

Motion carried 3:0

6. OLD BUSINESS

County Manager Zinser announced that the Benggio abatement appeal has officially been withdrawn.

MOTION: Commissioner Clark moved to dismiss the tax appeal as a settlement has been made between the applicant and the Town of Cornish. Commissioner Chenette seconded the motion.

Motion carried 3:0

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

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

Not necessary.

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

Susan Wiswell asked for clarification regarding the amounts listed under "Special Projects" and whether the figures were additive. County Manager Zinser explained that the amounts include both new money from the surplus and the reallocation of older reserves that are no longer needed. Specifically, the total consists of \$480,000 plus another \$480,000 and \$241,853.07, for a combined balance of approximately \$1.7 million. Zinser emphasized that these are two separate actions: adding surplus funds and moving existing reserves into Special Projects.

Commissioner Clark wished everyone in attendance and everyone watching at home a Merry Christmas and a Happy New Year. Commissioner Andrews seconded the sentiment.

9. ADJOURN

Motion: Commissioner Clark motioned to adjourn. Commissioner Chenette seconded the motion.

354 **Motion carried 3:0**
355
356 Meeting adjourned at 5:28pm.
357
358 Respectfully Submitted,
359
360 Patricia Murray
361 Executive Assistant to the County Manager
362

DRAFT

**AGREEMENT BETWEEN YORK COUNTY
AND THE
TOWN OF WATERBORO**

**"LAW ENFORCEMENT SERVICES"
For Two Deputies**

This agreement effective the '1st day of July, 2025 by and between the COUNTY OF YORK (HEREINAFTER REFERRED TO AS "York County" and the TOWN OF WATERBORO, a body politic and Corporate and having a place of business in the County of York and State of Maine (hereinafter Referred to as "the Town").

WITNESSETH

Whereas, the Town is desirous of contracting with York County for supplemental Law Enforcement Services which are more particularly described herein:

WHEREAS, pursuant to Title 30 A Section 452:

The Sheriff in each county, in person or by the sheriff's deputies, to the extent the sheriff undertakes to patrol, shall patrol those areas in the county that have no local law enforcement but may not be required by law to patrol the entire county. The county commissioners, with the sheriff's agreement, may enter into a contract with a municipality under section 107 to provide specific patrol services by the sheriffs office in return for payment for these services.

The Sheriff has the authority to assign a Deputies to the Town of Waterboro and York County is willing to provide said law enforcement services. In consideration of the mutual promises by each party to the other and other good and valuable consideration, the receipt of which hereby acknowledged, the parties covenant as follows:

1. SERVICES

- A. York County agrees, through the Sheriffs office to provide to the Town supplemental law enforcement services of a fully trained deputy who is a graduate of the Maine Criminal Justice Academy (MCJA).
- B. York County agrees that the deputy shall provide police protection and law enforcement services to the Town practicing the tenets and philosophy known as Community Policing. The assigned deputy will work within the corporate limits of the Town as such hours as are mutually agreed upon by both parties for up to eighty (80) hours per week Such services shall include, but not by way of limitations patrolling the Town of Waterboro, responding to citizens' calls for aid, responding to complaints, enforcing State statutes and local ordinances as pertain to public safety, rendering assistance in emergencies and exercising the statutory and common law powers and duties of the sheriff for the benefit of the Town. The services of the deputy shall also include such other duties as the Town shall reasonably request to ensure as needed and within the confines of the collective bargaining agreement. York County agrees to provide written summary of service activities once per month to the Town, send a representative to the Selectmen's meeting (monthly or less frequent) as requested by the Selectmen, attend annual Town Meeting and Election Days. York County Sheriffs Office shall provide Administrative and Supervisory support services to the contract deputy. These services shall be subject to the terms set forth in the York County Employee Personnel Manual, York County Patrol Association Collective Bargaining Contract and the York County Sheriffs Office Policies and Procedures Manual.

**AGREEMENT BETWEEN YORK COUNTY
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TOWN OF WATERBORO**

- C. York County Shall provide the Town with the following reports at dates specified:

Re.PQ.n

Date

Schedule for deputy assigned to Waterboro as requested

Monthly categorical summary of calls for service for the assigned
Waterboro deputies as requested

Monthly summary of moving traffic stops with breakdown
between warnings and summons as requested

Copies of approved collective bargaining agreements
Agreement that pertains to deputy assigned to Waterboro as requested

- D. York County shall consult with the Town a minimum of (14) fourteen days prior to permanent assignment of any deputy to Waterboro or permanent re-assignment of any deputy out of Waterboro. "Permanent" shall be considered any period of time exceeding (60) sixty calendar days.

- E. York County shall make all decisions regarding hiring, retention, and termination of the deputy; However, York County shall replace the deputy with an individual meeting the qualifications in this contract as soon as practical unless the parties agree to some other arrangement. York County shall allow and invite a representative (s) from the Town to participate in the hiring of the deputy

- F. reserved

- G. The selection and hiring process shall comply with York County hiring practices as stipulated in the York County Collective Bargaining Agreement, and Policy and Procedures of the Sheriff's Department. The selection process will include representatives from the Town of Waterboro as participants in this process. Due weight will be given to the Town's preference for a particular deputy; however, final decisions regarding employment reside with the Sheriff with approval of the County Commissioners*

2. REPRESENTATION OF COUNTY

York County hereby represents and acknowledges that those services described in section #1 of this agreement would not be provided through any appropriations of the annual budget of York County, in the event of this agreement did not exist.

3. TERM

York County agrees to provide the service specified in this contract for a period of 24 months commencing the 1st day of July, 2025 and terminating, the 30th day of June, 2027, unless this contract is earlier terminated as set forth in Section 8 hereof, with a yearly review for adjustments to the Community Policing Program and all costs.

**AGREEMENT BETWEEN YORK COUNTY
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TOWN OF WATERBORO**

4. ADDITIONAL PERSONNEL

If, in the judgment of York County, additional temporary law enforcement personnel are available during the term of this contract, York County agrees to provide the Town with such additional personnel that the Town may request, provided that within a reasonable time in advance of employment the Town furnishes York County with a written statement of the required term of service and for said additional personnel and agrees, in writing to pay the cost computed at a rate consistent with that of Section #4 hereof.

5. COSTS

The Town agrees to pay York County for costs incurred based on those estimates reflected in Addendum I, attached hereto in and incorporated herein by reference (hereinafter referred to as the "base amount") subject to increase or decrease as provided in paragraph B below.

- A. The Town shall pay the base amount in quarterly installments beginning at a mutually agreeable time.
- B. The base amount is for salary, benefits, and daily operational costs only. It is understood that Capital costs for vehicle (s) are negotiated separately of this contract. Beginning on or about July 1, 2027 if the town opts for a "leased" approach the amount of the lease payment will be determined by the acquisition cost of the vehicle divided by 3 years to arrive at a yearly cost. The yearly cost will be divided by 2080 to arrive at a per hour cost. The cost per hour will be added as an operational cost while the deputy is working in Waterboro. The base amount may increase or decrease depending on increases/decreases in social security, payroll liabilities, and/or insurance as well as increased benefits including, but not limited to any such benefits granted in any applicable collective Bargaining Agreement. Any such increased shall be paid by the Town to York County following written notice/invoice thereof detailing the increase(s). York County shall administer the payment of the deputy's salary and fringe benefits and maintain records open for inspection by the Town for the duration of this agreement.

See Addendum 1 hereto and made part hereof.

6. INDEMNITY

York County shall indemnify and hold harmless the Town, its officers, employees, and agents from all claims, losses, damages, including property damages, personal injury, death, or other liability, directly or indirectly, arising out of the provision of law enforcement services set forth in this Agreement. This indemnity shall include the obligation to assume the Town's defense for any claims or actions brought against the Town that arise from York County's performance of law enforcement services under this Agreement, including, but not limited to, costs and attorney's fees. The County's indemnification obligation shall not serve to waive or alter in any way the terms, provisions, and protections contained in the Maine Tort Claims Act or any other rights that the County may have thereunder or pursuant to other applicable law. To the extent the Town has insurance coverage for any claims, demands, costs, or judgment under this Agreement, the parties agree the County's coverage will be primary and the Town's coverage secondary.

**AGREEMENT BETWEEN YORK COUNTY
AND THE
TOWN OF WATERBORO**

7. STANDARD OF PERFORMANCE

The Town and York County shall attempt to mutually resolve all issues pertaining to the nature of the services and conduct of the deputy performed under this contract. Provided, however that York County shall make good the final determination on said issues. York County agrees to receive and consider, in good faith! all inquiries and requests made by the Town. All decisions pertaining to employment discipline and discharge of personnel, performance of duties, and other personnel matter shall remain exclusively with York County.

8. TERMINATION

This contract shall expire June 30, 2027 unless extended as set forth in Section 9 hereof. In the event the contract deputy's salary and/or costs are supported by federal, state, or Department of Justice grant funding, should the Town exercise the early termination provision above, the Town will remain financially liable to the County for all salary and/or costs which remain due and owing pursuant to the grant as well as any penalty or recoupment imposed under the grant contract. This provision is intended to leave the County in the same financial position as if the agreement had been performed in full.

9. EXTENTION

Unless terminated by written notice, as agreed in the above provided article, all rights and privileges herein granted, together with all other provisions of this contract, shall continue in full force and effect, subject to necessary negation of any added cost factors, for an additional period of (30) thirty days from the date of expiration. Either party shall notify the other party in writing if it does not desire the contract extended for such an additional period.

10. ENTIRE AGREEMENT

This instrument embodies the entire agreement of the parties. There is no promise terms, conditions, or obligations other than those contained here; and this contract shall superseded all previous communications, representatives! or agreements, either verbal or written, between the parties hereto.

This Agreement contains the entire agreement of the parties, and neither party shall be bound by any statement of representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, who exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option, or election, but the same shall continue in full force and effect, and not waiver by any patty of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.

IN WITNESS WHEREOF, THE TOWN OF WATERBORO, by order duly sworn by its Town Selectmen, had caused this contract to be signed by the Town Administrator and the County of York, BY ORDER OF THE County Commissioners, has caused this Contract to be subscribed by the Clerk of Said Board, ail in the day and years first above written.

AGREEMENT BETWEEN YORK COUNTY
AND THE
TOWN OF WATERBORO

SIGNED, SEALED, AND DELIVERED on this date of

IN THE PRESENCE OF: COUNTY OF YORK

BY. _____
York County Manager

William L. King, Jr., Sheriff of York County

SIGNED, SEALED, AND DELIVERED on this date of Dec. 16, 2025

IN THE PRESENCE OF: TOWN OF

WATERBORO Laura L. Lowe - my term expires May 11, 2028
/Vci(oc1

State of Maine Date: /Z/ ZCd> BY:
York County

Matthew Bors
Matthew Bors, Town Administrator

CORE PROGRAM AREAS

EMS Education & Training Programs.

- Initial licensure training and continuing education for license maintenance.
- Partnership with York County Community College.
- Achieve licensure as a Maine EMS Training Ctr.
- Needs assessment.
- Advisory panel: YCCC EMS Employer Board.

Law Enforcement Education & Training Programs.

- Professional development, skills proficiency, leadership, etc.
- Developing partnership with YCCC.
- Ongoing discussions with MCJA.
- Needs assessment.
- Advisory Panel: MPCA District 1 Training Council.

Fire & Rescue Education & Training Programs.

- Initial entry training, skills proficiency, professional development, leadership, etc.
- Build on existing partnerships.
- Needs assessment.
- Advisory Panel: YCCA Professional Development Branch.

Resiliency and Wellness Programs (RWP).

- First Responder & support system behavioral health & wellness. Families, Peers, Critical Events, Etc.
- Coordinated regionalized effort.
- Develop partnerships.
- Needs assessment.
- Advisory Panel: YCRTC RWP Steering Committee.

“Recruit to Retirement” training and education to ensure our first responders are competent, confident, and ready to serve at all levels throughout a career.

York County Regional Training Center

GOALS & OUTREACH

Future Goals for 2026 -- Near Term.

- MOA signing with YCCC on 1/21/26.
- Finalize cooperation agreements.
- EMS Training Center License (1 year).
- Develop Corrections Training Schedule.
- Develop 911/Dispatch Training Schedule.
- Grand Opening Ceremony/Pubic Events.

Communications.

- Facebook. York County Regional Training Center - Maine.
York County Fire/EMS Training Events. (Group)
- Website. www.yorkcountymaine.gov/rtc
- General E-mail: rtc.info@yorkcountymaine.gov
- Telephone: (207) 324-0711

Schedules.

- Posted on the website.
- Constantly changing and developing.
- Community outreach programs. Sponsored by the YCSO.



"Recruit to Retirement" training and education to ensure our first responders are competent, confident, and ready to serve at all levels throughout a career.