

1 **COMMISSIONERS' MEETING**

2 **April 2, 2025**

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7 At a regular meeting of the County Commissioners of the County of York, begun and  
8 holden at the York County Government Building in Alfred, within and for the County of York,  
9 being held on Wednesday, April 2, 2025, A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

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14 Richard R. Dutremble  
15 Richard Clark  
16 Robert Andrews  
17 Justin Chenette  
18 Donna Ring  
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20 County Manager Greg Zinser and Deputy County Manager Linda Corliss were present at the  
21 meeting.  
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23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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25 **04-02-2025 ITEM**

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

28 None  
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30 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

- 31 a. Commissioners' meeting of March 19, 2025  
32 Commissioner Clark motioned to approve the minutes. Commissioner Andrews  
33 seconded the motion. Vote 5-0.  
34

35 **3 TO APPROVE TREASURER'S WARRANTS**

- 36 a. Warrants to be approved on March 19, 2025 in the amount of \$1,646,398.37  
37 Commissioner Clark motioned to approve the warrant. Commissioner Andrews  
38 seconded the motion. Vote 5-0.  
39 b. Warrants to be approved on March 26, 2025 in the amount of \$730,771.67  
40 Commissioner Clark motioned to approve the warrant. Commissioner Andrews  
41 seconded the motion. Vote 5-0.  
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44 **4 TO HEAR ANY REPORTS FROM THE COUNTY**  
45 **COMMISSIONERS**

46 None  
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49 **5 NEW BUSINESS**

50 a. Deputy County Manager/H.R. Director Linda Hutchins-Corliss to present  
51 new hires/transfers:

- 52 i. To seek hiring approval of Jeremy Jeannette in the position of full-time  
53 Corrections Officer in the Sheriff's Office with an effective date of hire of  
54 April 7, 2025.

55 Commissioner Clark motioned to approve the hiring of Jeremy Jeanette in  
56 the position of full-time Corrections Officer in the Sheriff's Office with an  
57 effective date of hire of April 7, 2025.

- 58 ii. To seek hiring approval of Jason Gilpatrick in the position of full-time  
59 corrections officer in the Sheriff's Office with an effective date of hire of  
60 April 7, 2025.

61 Commissioner Clark motioned to approve the hiring of Jason Gilpatrick in  
62 the position of full-time corrections officer in the Sheriff's Office with an  
63 effective date of hire of April 7, 2025. Commissioner Andrews seconded the  
64 motion. Vote 5-0.

- 65 iii. Robert Brodeur in the position of full-time Corrections Officer in the  
66 Sheriff's Office with an effective date of hire of April 14, 2025  
67 Commissioner Ring motioned to approve the hiring of Robert Brodeur in the  
68 position of full-time corrections officer in the Sheriff's Office with an  
69 effective date of hire of April 14, 2025. Vote 5-0.

- 70 iv. Alison Bachelder in the position of full-time Corrections Officer in the  
71 Sheriff's Office with an effective date of hire of April 14, 2025  
72 Commissioner Ring motioned to approve the hiring of Alison Bachelder in  
73 the position of full-time corrections officer in the Sheriff's Office with an  
74 effective date of hire of April 14, 2025. Vote 5-0.

75 H.R. Director/Deputy County Manager Linda Corliss informed the Board that  
76 there are now 46 full-time correction officers.  
77

78 b. To begin FY'2026 budget review

- 79 i. County Manager Greg Zinser to give an overview and review administration  
80 budgets-County Manager Zinser stated that the big items in the budget are  
81 that the first full year of the correctional union contract is in the FY'2026  
82 budget. We are bargaining now with the FOP and MSEA unions. He added  
83 that the Board will see large increases in salaries and benefits.

84 The County Manager continued that revenues stayed pretty stagnant, but we  
85 are starting to see an uptick.

86 The supplemental pages show what each city/town's county tax bill will be.  
87 Energy consumption has gone up and therefore energy contracts costs will  
88 increase. Technology increases are also shown in this budget.

89 This budget factors in costs for the new buildings, explained County  
90 Manager Zinser.

91 He continued that there is one new request for a groundskeeper in the  
92 Facilities budget and explained that last year the county went out to bid for  
93 these services. The bids received were very high.

94 County Manager Zinser added that he is proposing a 4% COLA increase for  
95 non-union.

96 Commissioner Ring stated that she noticed quite an increase in the telephone  
97 lines throughout the budget.

98 County Manager Zinser replied that the County has added services to include  
99 increasing bandwidths and managed services.

Commissioner Chenette asked how long it has been since the County has gone out to bid as sometimes vendors get complacent.  
County Manager Zinser replied that we have been with the company for 7 to 8 years but that it is not easy to just go out to bid and that there is something to be said about relationships.  
Commissioner Ring questioned whether or not the line increases have to do with just telephones?  
County Manager Zinser replied that deputies all have cell phones and air cards. The District Attorney's office and EMA also have some cell phones. We did reallocate costs to some departments based on the number of phones in their department as well as six or seven months ago we eliminated some lines.  
Commissioner Ring commented that she wanted to again bring to light that the county budgets for salaried employees to sell back 10 days and it looks like to her that most employees do sell back their days.  
Also, the salaried employees get 41 days of earned time up front when they are hired. This is not common in the real world, she stated. Commissioner Ring stated that she thinks this need to be looked at for future hires.  
Commissioner Ring questioned why the life insurance line shows such an increase.  
County Manager Zinser explained that Maine Municipal Association provided life insurance, but Harvard Pilgram does not, so we had to purchase it.

- ii. District Attorney Kathryn Slattery to present budget  
District Attorney Kathryn Slattery presented her budget to the Board and stated that the Biddeford office is nice inside. She informed all that the backlog created during COVID is cleared. York County D.A.'s office extradited 48 fugitives out of 85 arrested. 401 deferred disposition cases were added for a total of 1404 cases in 2024. 9,759 charges were reviewed by the D.A.'s office and of those, 625 were domestic violence related. \$117,130 was collected in supervision fees and \$245,281 was collected in restitution for victims.  
D.A. Slattery informed the Board that her office has a fully staffed domestic violence division as of April 7<sup>th</sup> with over \$245,000 received for victims in York County.  
Her department is transitioning to E-prosecutor. As well, the D.A.'s office has seen lots of personnel changes as three long-time employees retired. Currently, there are six vacancies.  
D.A. Slattery informed all that the paid interns are very valuable to her office and one just became an extern meaning that they get class credits.  
Commissioner Ring asked D.A. Slattery how many interns she has and how many hours do they work.  
D.A. Slattery responded that there are currently four interns that work 40 hours per week. She added that second year interns can go into the courtroom.  
Commissioner Clark asked if they are all from the University of Maine.  
D.A. Slattery replied, yes.  
Commissioner Ring asked D.A. Slattery for a copy of the statistics she stated at the beginning of her presentation.

Commissioner Ring asked if now that the D.A.'s office is caught up with their cases, pre-trial prisoners by reduced?  
D.A. Slattery responded that it should.  
Commissioner Chenette questioned D.A. Slattery as to why a 92% increase in her meals and lodging budget line is shown?  
D.A. Slattery explained this is for the annual conference that all eighteen of her Assistant District Attorneys attend. They receive all their yearly credits at this yearly conference.

- iii. Register of Deeds Nancy Hammond to present budget  
County Manager Zinser explained that this budget shows a reduction due to the Records Specialist position being moved to administration.  
Register of Deeds Nancy Hammond informed the Board that documents recorded in 2024 were down 500 from the prior year. 7200 deeds were recorded in 2024. Register Hammond informed all that the Association is preparing new legislation to increase recording fees. This has made it through committee so it should pass. The overall collection of fees will go up and we will flat rate everything.  
Register Hammond commented that the hiring of the Records Management Specialist was a great hire. He has been of great assistance to York County residents.  
She explained that the reduction in professional services is due to the fact that Paige is not traveling here as much and is working with Andrew (Records Management Specialist) via Zoom.  
Register Hammond spoke about a Bill being introduced by Representative Fecteau. She explained that a buyer using Maine Housing would be exempt from paying transfer tax. Register Hammond said the impact is not significant and the increase in fees would be an offset.  
There was discussion of LD 1082. Register Hammond informed all that the State is taking steps to accept electronic payments, so it is not far off to think they are setting themselves up to take 10% of the (county deeds) fees.  
She added that there is still a value in the services the Registry provides. Maine does have the lowest recording fees in New England.
- iv. EMA Director Art Cleaves to present budget  
EMA Director Art Cleaves thanked the Commissioners and other county staff for their support. He stated that EMA's budget shows an 8.96% change. Wages show an 11% increase. They have one open position.  
The overtime line shows \$15,000. This is due to storm activations and the coastal resiliency effort. EMA was able to give York County residents over \$40 million back due to the January disaster of 2024. EMA receives \$262,000 in EMPG funding, \$251,000 in Homeland Security funding every year as well as \$16,000 from Seabrook.  
Commissioner Chenette stated that he always wants us to be cognizant of the operational costs of the dredge.  
EMA Director Cleaves explained that currently dredge costs are offloaded to Cat B FEMA costs. We continue to seek grant funding. The dredge should be self-sustaining in a couple of years.  
County Manager Zinser stated that we are leveraging Federal funding currently and that is what is floating the program. Maintenance dredging is when the program will shine through.

Commissioner Dutremble asked EMA Director Cleaves if their overtime budget line request is enough.  
County Manager Zinser replied that the bottom line is no. We want to bring attention to what EMA does. We have been taking costs and claiming them under Homeland Security and reserve monies. We are unsure of the Federal Government ongoing and their willingness to give us Homeland Security funds. We can only spend the funding in certain areas.

v. Chief Fire Administrator Roger Hooper to present Regional Training Center budget

County Manager Zinser told all that the training center building is ahead of schedule. This budget is a starting point to recognize costs to run the facility. These funds are going to get us going for the first six months. You should expect the budget to go up, County Manager Zinser informed the Commissioners.

Chief Hooper explained that this past year over 500 First Responders have been here at the York County Government Building for trainings held. That number will easily triple once we have the Training Center up and running. We will be offering programs by using training contractors. We've been doing that here for the last three years. Our goal is for the center to never be idle. Ems is not as robust due to training problems. There are no clinical facilities in this State. We will expand this training, stated Chief Hooper. Commissioner Clark suggested that since it is difficult to know what you need to open the training center, should we put money in a contingency fund for this (center) to be able to run?

Commissioner Chenette replied that he is not opposed to what Commissioner Clark is proposing but wondered if an outside consultant might be needed to help determine costs.

Chief Hooper explained that the programs already exist and we have received good input from the Chiefs in York County as well as good data from similar facilities around the Country. He added that he believes we are in good shape to get started. We are creating RFQ's to look nationwide for agencies to provide the courses that we are looking for. I think we should wait and see, suggested Chief Hooper.

County Manager Zinser clarified that our police and fire chiefs know what they want for courses. Our unknowns are more like will MCJA be a part of our center? We certainly would welcome having a contingency as items will come up that we need.

Fire Chief Hooper agreed and stated that some of the training equipment needs maintenance every time it is used.

Commissioner Chenette asked if there was a projected out estimated revenue? County Manager replied that he can get that information to Commissioner Chenette. We are planning on having four full-time employees.

Commissioner Clark motioned to put \$50,000 aside in a contingency fund. Before these funds can be accessed, Chief Hooper needs Commissioner approval. Commissioner Andrews seconded the motion.

DISCUSSION: Commissioner Chenette questioned how we came to this amount. Would it not be helpful to have the projections, he asked? He added there is nothing before him showing what these monies can be used for. Chief Hooper gave an example that the pond and dry hydrants could have

one of the hydrants break and not be warrantied. One of the steel doors on the drill tower could get damaged-wear and tear types of things. Commissioner Chenette explained that it is helpful to understand how we will ramp up to eventually \$600,000 to \$700,000 a year. It is hard for me to process this vision, he stated.

Administration budget- County Manager Zinser explained that the big changes are in salaries as the Records Management Specialist was moved from Deeds to Administration. As seen in other departments, supplies and other items are increasing.

Commissioner Dutremble asked if the auditors had finished their audit. The County Manager replied, yes and Commissioner Chenette asked, "don't they typically give a presentation".

County Manager Zinser replied that they have some years and can certainly do so if the Commissioners want. He added that there were only two minor Findings in the Management letter. County Manager Zinser congratulated the Finance Department on a job well done! He added that he has had positive conversations with our auditing firm.

Treasurer budget-County Manager Zinser reviewed with the Commissioners. Commissioner Chenette asked if the Treasurer had weighed in on everything? County Manager Zinser replied that the Treasurer has no statutory budget authority. He added that he did not engage her in the copulation of the budget.

Commissioner Clark requested that the Treasurer be sent a copy of the budget and the audit.

Communications budget- County Manager Zinser explained that this is a contract. He added that they have been working on other communications issues such as the towers and a hybrid satellite UH and VHF system.

Recovery Center budget- The true costs, explained County Manager Zinser have been carried over from Layman Way Recover Center ahead of schedule as we need to plan for the opening in 2026.

He reminded the Commissioners that we carried over \$125,000 in funds for the homelessness issue and we converted that to medical consulting. He explained that they reduced consulting by \$50,000 and likewise for medical and added the monies to the operational costs.

County Manager Zinser explained that it will be necessary to fund the recovery center at \$1.5 million over the next two years.

County Manager Zinser informed all that it will cost approximately \$6 million to run all five programs. With MaineCare billing, we should receive reimbursement of \$4.5 to 4.6 million. We are starting with detox and that is the most expensive program.

Mental/Dental Insurance budget-County Manager Zinser explained that the costs are rising so we are asking for a new expense line. We have been using the remaining funds from the H.R.A. employer contributions but the insurance reserve is dwindling.

302 Retirement budget- this is a function of wages and based on the contracts the  
303 County Manager explained.

304  
305 Public Agencies budget- The Extension services asked for a small increase  
306 this year but they do pay to rent office space to us (rent at the courthouse) so  
307 there is an offset of \$40,000. We have two renters.

308  
309 MEDATS- County Manager Zinser explained that this is the Maine District  
310 Attorney Technical Services Center. We charge a fee to all counties for using  
311 this service. It is a pass-through account.  
312  
313  
314

315 **6 OLD BUSINESS**

- 316 a. To review and approve Neil Linsky v. Town of Berwick Findings of Fact  
317 Commissioner Clark motioned to approve the Findings of Facts as presented.  
318 Commissioner Andrews seconded the motion. Vote 5-0.  
319

320 **7 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**  
321 **ISSUES PURSUANT TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF**  
322 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**  
323 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**  
324 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**  
325 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
326 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

327 None  
328

329 **8 PUBLIC COMMENT(S) ON ANY ITEM(S)**

330 None  
331

332 **9 ADJOURN**

333 Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the  
334 motion. Vote 5-0.  
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1 **COMMISSIONERS' MEETING**

2 **April 9, 2025**

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6  
7 At a regular meeting of the County Commissioners of the County of York, begun and  
8 holden at the York County Government Building in Alfred, within and for the County of York,  
9 being held on Wednesday, April 9, 2025, A. D. at 4:30 P. M.

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11  
12 **COMMISSIONERS PRESENT:**

13  
14 Richard R. Dutremble  
15 Richard Clark  
16 Robert Andrews  
17 Justin Chenette (excused)  
18 Donna Ring  
19

20 County Manager Greg Zinser and Deputy County Manager Linda Corliss were present at the  
21 meeting.

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

24  
25  
26 **04-09-2025**

27 **ITEM**

28 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

29 None

30  
31 **2 TO APPROVE TREASURER'S WARRANTS**

- 32 a. Warrants to be approved on April 2, 2025 in the amount of \$876,317.58.  
33 Commissioner Clark motioned to approve the warrant. Commissioner Ring  
34 seconded the motion. Vote 3-0. (Commissioner Andrews not present yet.)  
35

36 **3 TO HEAR ANY REPORTS FROM THE COUNTY**  
37 **COMMISSIONERS**

38 Commissioner Clark commented that he took a drive to look at the new buildings.  
39 He reported that the Recovery Center foundation is in, and the roof is going on the  
40 training building.

41 County Manager Zinser added that the training center is a couple of weeks ahead of  
42 schedule and the Recovery Center building is two weeks ahead of schedule.  
43 Commissioner Dutremble told all that he recently attended a Maine County  
44 Commissioner Association meeting and there are groups working in Augusta  
45 making sure we get accurate funding for the jails.  
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51 **4 NEW BUSINESS**

52 a. To continue FY'2026 budget review

53 i. Facilities Manager Rick deRochemont to present budget  
54 County Manager Zinser stated that there is a new request for a  
55 groundskeeper.

56 Facilities Manager Rick DeRochemont explained to the Board that most of  
57 the budget items increases are due to the new buildings and increased costs  
58 with the D.A.'s office. He pointed out that a new item is county vehicle  
59 maintenance line. We have more vehicles, and we travel to Biddeford. Gas  
60 and oil costs are up since we have more vehicles and fuel for last year's  
61 groundskeeping. There are huge increases in electricity. Facilities Manager  
62 DeRochemont stated that the heating and repairs line includes the new  
63 buildings. Another increase is due to the inventory software program.  
64 Commissioner Ring asked if the groundskeeper position has been advertised  
65 for yet? County Manager Zinser replied, not yet. He added that it is a topic  
66 of conversation with the Union. He continued that last year we had bids  
67 come in for grounds maintenance that doubled in the amount of around  
68 \$60,000. We rejected the bids. The County Manager explained that we  
69 worked through Manpower through the summer months. We don't have any  
70 plan B for maintenance for the county. If approved, we will ask to move  
71 forward.

72 ii. Register of Probate Carol Lovejoy to present budget-

73 Register of Probate Carol Lovejoy addressed the Board.

74 She informed all that in 2024, York County Probate processed 178 passport  
75 applications and that so far in 2025 they've processed 75. In 2024, there  
76 were 1481 filings and proceedings. To date in 2025, there have been 303 new  
77 proceedings. Register Lovejoy explained that she has requested \$15,000 as a  
78 new request for electronic records (online). She explained that Catalyst was  
79 the vendor we had and that \$17,000 was the original cost of the contract.  
80 The yearly maintenance fee is about \$3,500. We have no idea what the  
81 contract is going to be. They've been unresponsive.

82 County Manager Zinser explained that they arrived at \$15,000 for that line  
83 after conversation. If we need more, we will take it from tech. reserve.

84 Register of Probate Lovejoy explained that this is being handled through the  
85 Register's association. We aren't entirely sure where it is going to go.

86  
87 Commissioner Ring stated that workers compensation costs are very high.

88 County Manager Zinser explained that the rates went up on clerical positions.  
89 In general, the cost is going through the roof, he stated. Also, we pay higher  
90 rates because of the jail.

91 Commissioner Ring asked Register of Probate Lovejoy if the revenue  
92 amount shown of \$500,00 is a good number? Register Lovejoy replied, yes,  
93 we have been consistently over that amount.

94  
95 County Manager Zinser informed the Board that they are giving the Judge an  
96 additional one day per month to be used at the Judge's discretion. In  
97 conversation with the Judge, the County Manager learned that the Judge was  
98 teaching higher education classes. This service he provides is huge. County  
99 Manager Zinser stated that he is proposing to compensate Judge Houde when

he teaches these 8 or 9 classes per year. County Manager Zine stated that we are grateful for Probate services and all that they do. Judge Houde addressed the Board and informed them that he has 60-80 people for these classes. He designs them and moderates them, and all participants receive approved credits. County Manager Zinser stated that this is a huge value to the county.

Commissioner Ring asked Register of Probate Lovejoy about the court's scheduling. Register Lovejoy replied that the court is pretty up to date but there are a lot of emergency guardianships right now.

iii. Sheriff King to present Sheriff's Office budget-

Sheriff King explained that he is increasing the overtime budget after an analysis of the last couple of years showed overages. The Uniforms/safety equipment line is up because we need new vests.

The Employee Training line was also increased, Sheriff King explained largely due to the SRT support. We use this team quite often. Also, quite a few deputies are using the education-employee development benefit. Sheriff King added that meals and lodging budgets are up as lots of training is held out of the area.

Sheriff King continued that the county vehicle maintenance is increased as we had to go out to get some vehicles fixed. We hope after this year to do more in-house. The vehicles budget line reflects the purchase of seven vehicles and that is our yearly rotation. Vehicles are increasing in value. County Manager Zinser explained that we broke out weapons (in the budget) as we were taking the funds out of safety equipment, but we now recognize it as an actual expense.

Commissioner Ring questioned the increase of \$32,000 in the SRT support line and asked what is that for?

Sheriff King responded training lights on their firearms.

Commissioner Ring asked how many? Sheriff King replied, three.

Commissioner Ring commented that training has usually been charged to the overtime account. She added that she thinks that is a high increase. There is no breakdown of \$32,000. I would like more detail, she stated.

Sheriff King replied that in 2023 we spent \$58,000 and in 2024 we went over.

Commissioner Ring stated that she is concerned about the increases.

Chief Deputy Forbes explained that they only had a \$20,000 training budget before, and that tuition reimbursement came out of that account.

Commissioner Ring responded that we have a reserve account for that.

County Manager Zinser replied that we do but we don't want to drain that account.

Commissioner Ring replied that when they request tuition reimbursement, it should be done prior to the budget so you have a number. Sheriff King replied that we make sure they adhere to the guidelines.

Finance Director Lori Lemieux explained what items are taken out of the budget line to include a training subscription to Dirigo Safety Another conferences (training sessions), shooting range, and additional higher training.

Commissioner Ring commented regarding the Sheriff's Office vehicles that from the vehicle inventory report she was given there are seven vehicles right

151 now that are new and unassigned, forty-six vehicles total with three to be  
152 sold. We have seven new vehicles so why do we need to buy seven more?  
153 There are only five vehicles that have over 80,000 miles on them. The rest  
154 are all under 80,000 miles. They have to buy all new equipment to fit the  
155 vehicles. Our officers are not operating high mileage vehicles right now.  
156 Sheriff King responded because we are staying with this rotation.  
157 Commissioner Ring stated to Sheriff King that if he wants a little more in  
158 some of his lines, maybe no new vehicles. She stated that she believes there  
159 are some budgets we can look at and reduce. She stated that she cannot  
160 support seven new vehicles.  
161 Commissioner Dutremble asked the Sheriff if that (vehicle budget) number is  
162 high enough?  
163 Sheriff King replied that it is his understanding that this is a good number.  
164 County Manager Zinser added that we don't know how tariffs will affect us.  
165 Commissioner Ring stated that the overtime wages could be better managed.  
166 She added that there is a lot of P.R. stuff done that could be managed better.  
167 Commissioner Ring asked for a projection on what they (Sheriff's Office)  
168 think they are going to use this year. We used to have this in the budgets.  
169 County Manager Zinser explained in regard to overtime, we are trying to  
170 resolve some articles in the Union contract that would have a good impact.  
171

172 iv. Major Lori Marks to present jail budget

173 County Manager Zinser explained that we have to increase wages for the  
174 contract approved. State funding plays the larger issue here. We are putting  
175 in \$2.4 million in the budget, which is the same as in prior years but last year  
176 we received less. The only thing that kept us going was due to receiving the  
177 supplemental amount of \$255,000. There is a chance that the \$2.4 million we  
178 put into the budget is too much, explained the County Manager.  
179 There is a chance that the State may put \$4 million back in (the budget) but it  
180 is a big role of the dice this year on what we are getting.  
181

182 Commissioner Dutremble stated that the committee is working on revenues.  
183 Maine Municipal Association put a bill in also. A lot of other entities are  
184 working on this (jail budgets), and he feels we will get more money.  
185

186 County Manager Zinser explained that the medical assisted treatment  
187 program costs \$600,000 to \$700,000 but we only get \$120,000 from the  
188 State. We are required to do this under the Department of Corrections  
189 Standard, he explained.

190 Medical is a huge and ongoing concern, stated the County Manager. We  
191 have a \$300,000 bill that may come due for us. We have been having internal  
192 conversations about the feasibility of looking at our own medical program.  
193

194 Jail Administrator Lori Marks addressed the Board and stated that the only  
195 increase she is asking for is in the uniforms and safety equipment lines. With  
196 increased hiring, the need for more uniforms, safety equipment and wages  
197 has gone up. In regards to the inmate supplies budget, with our population at  
198 almost 200, there are things we are mandated to provide, so our number has  
199 gone up.  
200

201 Jail Administrator Marks continued that their budget shows significant

decreases in the equipment/copier repair lines. Tech related stuff shows a 30% decrease to help offset some of the increases, also.

Commissioner Ring asked Jail Administrator Marks what the daily average population is. Jail Administrator Marks replied, 185 to 190.

Commissioner Ring commented that this budget is about as reasonable as you can get. The increase in uniforms is a necessity. Commissioner Ring Stated, "Good job!"

Commissioner Dutremble informed all that last spring the Saco/Biddeford Rotary went to the jail and were impressed with how the facility was run.

County Manager Zinser completed the general review of the budget.

- b. To vote to approve FY'2026 budget and transmit to budget committee  
Commissioner Clark motioned to approve the FY'2026 budget in the amount of \$28,492,088. Commissioner Andrews seconded the vote: Vote 3-1  
(Commissioner Ring opposed)

**5 OLD BUSINESS**

None

**6 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)**

**7 PUBLIC COMMENT(S) ON ANY ITEM(S)**

None

**8 ADJOURN**

Commissioner Ring motioned to adjourn. Commissioner Andrews seconded the motion. Meeting adjourned at 5:30 p.m.

**JOB DESCRIPTION**

County of York



Human Resources

**FACILITY OPERATIONS  
SPECIALIST**

**Status:** Full-Time

**FLSA:** Non-Exempt (40 hrs. week)

**Salary:** \$25 - \$30.00 hour

**Union:** Non-Union

**Reports to:** Facilities Manager

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The FACILITIES OPERATIONS SPECIALIST is responsible for monitoring and maintaining important County machinery, mechanical functions and infrastructure so that they perform optimally and safely as well as for performing ground maintenance and landscape enhancement services. The Facilities Operations Specialist is also responsible for the upkeep and maintenance of all exterior county properties to ensure all grounds meet minimum standards for safety and efficiency.

**Scope**

Facilities Operations Specialist reports to the Facilities Manager and cares for County major maintenance systems, mechanical functions, grounds, and related equipment. The performance of these responsibilities will help to ensure their continuous operational ability as well as the enhancing the appearance, safety and security of the exterior of County facilities and the surrounds grounds with the goal of creating and maintaining County environments that are both aesthetically pleasing and functional. This will require a flexible working schedule.

**SUPERVISION RECEIVED AND EXERCISE**

Works under the general supervision of the Facilities Manager who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

There are no supervisory responsibilities with this position.

<b>ESSENTIAL DUTIES</b>
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1. Monitor and inspect multi-faceted machinery throughout the county campus to ensure all equipment is in good working order and ensure safe operations.
  - Provide regular inspections to ensure any machinery is in good order.
  - Backflow device inspections as required by the water utility.
  - Maintain septic grinder building and Fuji Clean units as trained.
  - Perform simple maintenance and repairs as needed on machinery and equipment to prevent malfunctions.
  - Maintain facility fencing and screen materials installed at county campus locations.
  - Liaison with approved vendors to complete complex repairs or upgrades.
  - Conduct safety reviews and maintain safety standards to ensure adherence to all safety and environmental regulations, ensuring a safe and clean work area.
  - Document operational data, conditions, and maintenance activities in logs.
  - Communicate all abnormalities to appropriate supervisors.
2. Care for all external grounds and associated machinery to ensure they are maintained in a safe and healthy manner.
  - Mowing all county owned lawns.
  - Weeding and maintaining all flower beds to include replacing mulch annually and planting new plants as needed.
  - Disinfects landscape areas with insecticides and other necessary chemicals to ensure it is safe for the employees and the public.
  - Prunes and trims trees and bushes include the use of a chainsaw and related tools.
  - Removes weeds and weeds plants within the landscape.
  - Plants new decorative flowers and other ornamental plants using fertilizer and plant friendly chemicals.
  - Maintaining roadways and access areas by sweeping debris, removing trash and ensuring visibility by removing obstacles to include trees, branches, snow etc.
  - Maintain gravel driveways and access areas.
  - Shovel and salt all walkways to maintain safe passage.
  - Snow removal to include plowing and snow removal as assigned.
  - Maintain irrigation systems including annual set-up programming and repairs.
  - Clean, wash and maintain ground maintenance equipment and vehicle.
  - Perform and/or report minor maintenance repairs regarding ground maintenance.
3. Maintain storage areas of equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.
  - Secure storage areas.
  - Maintain an adequate quantity of materials and supplies and restock as necessary.

- Handle backstock and warehouse duties for county supplies and machinery.
- Make note of the need for equipment repairs.

4. Perform other related duties as assigned.

- All other special project assignments related to the proper upkeep and maintenance of county grounds and plant operations as assigned and supervised by the Facilities Manager.

<b>KNOWLEDGE SKILLS &amp; ABILITIES</b>
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The Facilities Operations Specialist will understand general machine operations and ground maintenance procedures. Will have basic knowledge of related monitoring devices, equipment alarm systems, chemicals, products and equipment utilized for all facets of the position. This person must possess a working knowledge of the Workplace Hazardous Materials Information System and applicable OSHA requirements. Be able to read and understand labels and instructions, particularly on the use and application of chemicals and products. The individual must be self-motivated and have the ability to work with minimal supervision.

The Facilities Operations Specialist will possess the following skills and abilities:

**Technical**

- Equipment Operation – Proficiency in operating and maintaining mechanical infrastructure, machinery and equipment.
- Troubleshooting – Ability to diagnose and resolve mechanical issues quickly.
- Safety Compliance – Understanding and adhering to safety regulations and protocols.
- Technical Documentation – Ability to read and interpret technical manuals and schematics.
- Quality Control – Ensuring products meet quality standards through regular inspections.

**Interpersonal Skills**

- Communication – Clear and effective communication with team members and supervisors.
- Teamwork – Collaborating efficiently with others to achieve common goals.
- Problem-solving – Identifying and resolving issues that arise during operations.
- Adaptability – Adjusting to new procedures, technologies, and unexpected changes.
- Attention to Detail – Maintaining precision in all tasks to ensure smooth operations.

**Knowledge and Experience**

- Equipment Operation(s) – Gauges, computer screens, mowing and landscape maintenance equipment, snow removal equipment, basic hand tools to include but not limited to hammers, drills, saws, etc.

Qualified candidates will have effective verbal and listening communication skills, good time management, ability to multi-task, ability to pick up and carry 65 pounds, utilization of power tools, climb ladders and stairs, stand for prolonged periods of time and ability to work outdoors, including under adverse weather conditions and extreme temperatures.

Knowledge on how to structure different inspection schedules and the elements involved in the development of various types of landscapes.

Ability to solve problems and create solutions for landscaping design and maintenance issues.

Ability to work primarily independently but also to be able to work collaboratively with other members of the facilities team and/or vendors as needed.

#### **Employee Safety**

This employee is responsible for the use of safety devices and protective equipment to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

#### **EDUCATION, TRAINING & EXPERIENCE**

- High School Diploma or Equivalent required.
- Valid Driver's License required.
- 3+ years' experience in ground maintenance and/or landscaping preferred.
- 2+ years' experience in plant operations preferred.
- Effective communication skills both orally and written.
- Good customer service skills.