COMMISSIONERS MEETING

August 2, 2023

YORK,ss

At a regular meeting of the County Commissioners of the County of York, begun and holden at the York County Government Building in Alfred, within and for the County of York, being held on Wednesday, August 2, 2023, A. D. at 5:00 P. M.

COMMISSIONERS PRESENT:

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

County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the meeting.

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

08-02-2023 ITEM

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

Robert Wickson addressed the Board and stated that he lives at 38 Cady Lane in Buxton. Robert McDougal stated that he is the owner of the property of the tax abatement denial appeal Hearing that took place at the Commissioners' meeting on July 12, 2023. Mr. McDougal stated that he and Mr. Wickson misunderstood that they had to be present.

Vice-Chairperson Chenette (running the meeting as Chairperson Dutremble was not yet present) asked that the parties wait to speak until their agenda item is taken up by the Commissioners.

2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

a. Commissioners' meeting of July 12, 2023

Commissioner Clark motioned to approve the minutes of the July 12, 2023 Commissioners' meeting. Commissioner Ring seconded the motion. Vote 3-1 with Commissioner Andrews abstaining as he was not present.

3 TO APPROVE TREASURER'S WARRANTS

a. Warrants to be approved on July 12, 2023 in the amount of $525,852.82

Commissioner Clark motioned to approve the warrant. Commissioner Ring seconded the motion. Vote 4-0.

b. Warrants to be approved on July 19, 2023 in the amount of $801,836.01
Commissioner Clark motioned to approve the warrant. Commissioner Andrews seconded the motion. Vote 4-0.
c. Warrants to be approved on July 26, 2023 in the amount of $467,657.42
Commissioner Clark motioned to approve the warrant. Commissioner Andrews seconded the motion. Vote 4-0.

4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

None

5 NEW BUSINESS

a. ARPA finance update and reallocation/balancing requests
Review of spreadsheets and memo. ARPA Financial Project Manager David Nalchajian addressed the Board.
Commissioner Chenette asked if the discussion could include the expense related to the crane regarding whether this payment would be from ARPA funds or separate?
County Manager Zinser replied that he cannot spend out of ARPA without the Commissioners' approval. He added that he is happy to not run it through ARPA and maybe take it out of contingency. It could be a warrant expenditure at the next meeting.
Commissioner Ring motioned to direct the County Manager to pay the $16,000 bill out of contingency. Commissioner Andrews seconded the motion.
Motion amended by Commissioner Ring to reflect the amount of the bill to the City of Saco is $16,687.00. Commissioner Andrews seconded the amended motion. Vote 4-0.

Commissioner Chenette asked if the Commissioners have any questions on the ARPA transfer requests from David Nalchajian.

Commissioner Clark motioned to transfer the following items out of the $500,000 global engineering and design pool.
a. $36,455.20 to the G/H Block design and engineering category
b.$62,907.55 to the G/H block contract category (this covers the change order for the bathrooms)
c.$4,500 to the supportive housing design and engineering category
d.$7,042.88 to the video surveillance category (this covers project overage)
e.$76,138.12 to the design and engineering category for the recovery center
f. $69,692.50 to the engineering and design for the training center
Commissioner Ring seconded the motion. Vote 4-0.

Commissioner Clark motioned to allocate $252,683.60 from the premium pay category to the already existing ARPA financial project manager category (this funds the position) for an additional three years.
Commissioner Andrews seconded the motion. Vote 4-0.

Commissioner Clark motioned to rescind $1,513,600 from the premium pay category to bring the County's allocation in line with the ARPA Federal Grant award. Commissioner Andrews seconded the motion. Vote 4-0.

Commissioner Clark motioned to deallocate $494,254.21 from the following categories:

a. $4,015.00 from mobile vaccine vehicle

b. $400,000.00 from the $400,000 global engineering and design pool

c. $90,239.21 from the $500,000 global engineering and design pool

Commissioner Andrews seconded the motion. (This motion is to deallocate ARPA residual funds). Vote 4-0.

Commissioner Clark motioned that these deallocated funds be equally split and allocated between the Recovery Canter and Training Center.

Commissioner Andrews seconded the motion. Vote 4-0.

b. To review and seek approval of Contract Deputy Agreements for Waterboro and Parsonsfield-

Commissioner Ring asked County Manager Zinser if there are any major differences in the contracts between the towns? County Manager Zinser replied that there are a few differences as some towns have additional requests. He continued that he and Sheriff King are trying to bring the contracts back to all the same and having conversations with Acton and Shapleigh as to what their contracts will look like.

Commissioner Clark motioned to approve the Waterboro Contract Deputy Agreement. Commissioner Ring seconded the motion. Vote 4-0.

Commissioner Clark motioned to approve the Parsonsfield Contract Deputy Agreement. Commissioner Ring seconded the motion. Vote 4-0.

c. To review and seek approval for Archive Phase III proposal- County Manager Zinser explained that at the first meeting in September Paige Lilly will be here to report on Phase 2. Currently, we are asking for approval for Phase 3.

Commissioner Clark motioned to approve the bid as presented for phase 3 of the archival proposal in the amount of $11,185.00. Commissioner Andrews seconded the motion. Vote 4-0.

d. To review and seek approval for In-Cruiser Printer bids memo –

County Manager Zinser explained that this process went through the Federal Procurement process. The remaining funds needed will come from the forfeiture account.

Commissioner Ring asked how much fine money does the York County Sheriff's Office get from the State? Chief Deputy Forbes replied, zero.

Commissioner Ring replied, but the State is requiring this equipment as there will be no more paper tickets. Chief Deputy Forbes, agreed and stated that this is the last year to obtain the grant.

Chief Deputy Forbes explained that they can use these printers for other items like Protection Orders.

Commissioner Ring motioned to approve the bid as presented. Commissioner Andrews seconded the motion. Vote 4-0.

e. To review and seek approval of Public Safety Training Tower bid- County Manager Zinser explained that there is a chance that we might have to use Federal

funds. He explained to the Commissioners that the memo they received asked that they approve the Draeger tower as we are not asking for a dollar amount tonight. Commissioner Clark asked Chief Fire Administrator Hooper why the committee preferred one over the other. Chief Hooper explained that the Draeger model is built better and sturdier, more compartmentalized features, easier to expand and has a pad foundation that allows for better expansion. WHP didn't appear to be modular as the Draeger was. Construction of the steel containers has flooring in them that will be sturdier with less chance of damage to equipment. WHP did not address the law enforcement aspect, but Draeger did.
Commissioner Ring motioned to conditionally award the contract for the Training Tower/Burn Room to Draeger subject to discussions with Draeger, Inc. to eliminate unnecessary items from the proposal and subject to negotiations over a fair and reasonable final price for the project after factoring in the elimination of the unnecessary items. Commissioner Andrews seconded the motion. Vote 4-0.

County Manager Zinser thanked Dave Nalchajian for heading up the procurement and making sure the process was followed.

******HEARD AFTER ITEM g******

f. General discussion/decision regarding patrol deputies living outside of York County- County Manager Zinser asked if perhaps this item could be moved and item g be heard first as this item was put on the agenda as suggested by Commissioner Dutremble who was not yet present at the meeting.
County Manager Zinser explained the statutory requirement is that deputies reside in York County under provisions for the Sheriff's office. Commissioner Dutremble asked for this to be on the agenda over a month ago for a general conversation and is suggesting the possibility of a blanket approval process even though you can't bypass the State law but with the general understanding of it being okay with the Board to hire deputies who live or move outside of York County.
Commissioner Dutremble explained that it is very difficult to get Deputy Sheriffs to come to work any place these days.
He referenced a deputy Sheriff who lives in Biddeford who works for Cumberland County. Commissioner Dutremble stated that the time has come to change the policy. We are hunting for people to work for us.
Commissioner Chenette asked how we work around State law if there is a statutory requirement?
County Manager Zinser explained that we will have a blanket policy. The Commissioners are still going to have to vote to waive that provision. The County Manager continued that rather than saying we hope they will approve it we would like to have this Board adopt that policy.
Commissioner Chenette asked but in terms of us waiving the statutory requirement? County Manager Zinser replied that we can't do that, but we can just have a policy stating we are okay with hiring outside of the county.
Commissioner Ring stated that for the record, the county of York has always required this. She continued that she thinks the statute is on the books for a reason. These people are provided with a vehicle that is valued from $45,000 to $50,000. They have weapons, ammunition, uniforms and computers. Their cruisers are full of sensitive materials. When you are a taxpayer in York County, you want to see them in York County. We assign vehicles and people take them home. In municipalities you don't take vehicles home. To have to pay for someone to travel for an hour to get to work and travel time counts even if they are not in the county,

to me, is a travesty, stated Commissioner Ring. If they are not going to live in York County, then perhaps they need to park their vehicle someplace else and perhaps they pick it up at the office. Most deputies are "boots on the ground" and have been required to live in York County. We have made some move.

Commissioner Ring stated that she, as a taxpayer, is not comfortable having thousands of dollars being parked away. The law on the books is probably due to the equipment and excess mileage on vehicles. She stated that she does not support this. We have administrative positions outside of York County that we have hired and they are not required to respond immediately. I do not want to change the policy at this time, said Commissioner Ring.

Sheriff King stated that it is on a case-by-case basis. The particular individual that we are talking about is in a non-uniformed position. He lives in Cumberland County. He lives closer to the office than someone who lives in Kittery. He does not have a marked unit. There was a specific reason why I allowed it, explained Sheriff King. Since then, we have hired other administrative people in corrections and in the Sheriff's Office that live outside of the county. I think it would be wise to start allowing people to live outside of the county, stated the Sheriff. He continued that he doesn't take a hard line with it and feels it is case by case.

Commissioner Chenette asked if anyone has seen other policies or statements written? He asked if a geographic range should be stipulated in our statement?

Sheriff King replied that he thinks some other counties probably have a mileage stipulation.

Commissioner Ring commented that nobody gets paid to drive to work and when they spend 45 minutes going to and from work it isn't appropriate, especially when they are not in our county.

Sheriff King replied that when somebody signs on, they are available.

Commissioner Ring stated that one individual lived in York County as a patrol deputy and then moved and did not tell anybody. When we hire them, they understand that they have to live in York County. We have on many occasions stipulated that they move, stated Commissioner Ring.

County Manager Zinser replied that the individuals were going to move anyway. He added that in his 12 years as County Manager, we have never turned anyone down.

Sheriff King commented that while he understands the cars and costs but that it is part of their union contract that they get a vehicle.

Commissioner Ring stated that they are issued a car, but it is not in the contract to take the car home.

Commissioner Chenette commented that he thought a draft of a policy would be helpful at our next meeting.

Commissioner Clark commented that if this is going to be done, a radius needs to be developed in which it is possible. He added that he agrees with Commissioner Ring that we are not getting the 8 or 10 hours from the employee and that bothers him. He added that he also has an issue with a response time.

County Manager Zinser reminded all that this was a Board initiative and that the Sheriff wasn't knocking on the door saying he wants this.

Commissioner Chenette stated it is helpful to have the Sheriff's input. We need to be clear around a radius. Maybe there is another county that we can get information from.

Commissioner Ring stated that case by case isn't fair.

County Manager Zinser stated that we will talk to the Sheriff and bring it back to the Board sometime in September or October.

g. H.R. Director Corliss to seek approval of hiring/transfers of the following:

i. Justin Kimball in the position of full-time Corrections Officer in the York County Sheriff's Office with an effective date of hire of July 17, 2023.
Commissioner Clark motioned to approve the hiring of Justin Kimball in the position of full-time corrections officer with an effective date of hire of July 17, 2023. Commissioner Ring seconded the motion. Vote 4-0.

ii. Johny Narvaez in the position of full-time Corrections Officer in the York County Sheriff's Office with an effective date of hire of July 24, 2023
Commissioner Clark motioned to approve the hiring of Johny Narvaez in the position of full-time corrections officer with an effective date of hire of July 24, 2023. Commissioner Ring seconded the motion.
DISCUSSION: Commissioner Ring asked if Mr. Narvaez is related to any other new hires? H.R. Director Corliss replied, no. Vote 4-0.

iii. Justin Renaud in the position of full-time Corrections Officer in the York County Sheriff's Office with an effective date of hire of July 31, 2023
Commissioner Clark motioned to approve the hiring of Justin Renaud in the position of full-time corrections officer with an effective date of hire of July 31, 2023. Commissioner Ring seconded the motion. Vote 4-0.

iv. Christina Cason in the position of full-time Corrections Officer in the York County Sheriff's Office with an effective date of hire of July 31, 2023
Commissioner Clark motioned to approve the hiring of Christina Cason in the position of full-time corrections officer with an effective date of hire of July 31, 2023. Commissioner Ring seconded the motion. Vote 4-0.

v. James Fitzgerald in the position of full-time Corrections Officer in the York County Sheriff's Office with an effective date of hire of August 14, 2023
Commissioner Clark motioned to approve the hiring of James Fitzgerald in the position of full-time corrections officer with an effective date of hire of August 14, 2023. Commissioner Ring seconded the motion. Vote 4-0.

H.R. Director Corliss informed all that with these hires there are now 52 full-time C.O.s. Those just approved will attend the October 2023 Maine Criminal Justice Academy.

vi. Christopher McCall in the position of full-time Emergency Preparedness Coordinator in the York County Emergency Management Agency with an effective date of hire of August 21, 2023
Commissioner Clark motioned to approve the hiring of Christopher McCall in the position of full-time Emergency Preparedness Coordinator with an effective date of hire of August 21, 2023. Commissioner Ring seconded the motion. Vote 4-0.

vii. Scott Gagne in the position of part-time/full-time Training and Response Coordinator in the York County Emergency Management Agency with an effective date of hire of August 7, 2023
H.R. Director Corliss explained that Mr. Gagne will work part time beginning on 8-7-2023. Due to issues with his retirement plan, he cannot begin full time until 12-11-2023.
Commissioner Clark motioned to approve the hiring of Scott Gagne with an effective date of hire of part time (8-7-2023) to full time (12-11-2023). Commissioner Ring seconded the motion. Vote 4-0.

viii. Cameron D. Mayhew in the position of full-time Patrol Deputy in the York County Sheriff's Office with an effective date of hire of August 14, 2023
Commissioner Clark motioned to approve. The hiring of Cameron Mayhew in the position of patrol deputy with an effective date of hire of August 14, 2023. Commissioner Ring seconded the motion. Vote 4-0.

ix. Neil Tolman in the position of Reserve Disaster Assistance Responder III in the York County Emergency Management Agency with an effective date of hire of August 7, 2023
Commissioner Clark motioned to approve the hiring of Neil Tolman in the position of reserve disaster assistance responder III with an effective date of hire of August 7, 2023. Commissioner Ring seconded the motion. Vote 4-0.

x. Timothy Gaillard in the position of Reserve Disaster Assistance Responder III in the York County Emergency Management Agency with an effective date of August 7, 2023
Commissioner Clark motioned to approve the hiring of Timothy Gaillard in the position of reserve disaster assistance responder III with an effective date of hire of August 7, 2023. Commissioner Ring seconded the motion. Vote 5-0. (Commissioner Dutremble now present).

**** Item F regarding deputies living outside of York County heard after item g.****

6 OLD BUSINESS

a. Discussion of McDougal v. Town of Buxton Tax Abatement Denial-
County Manager Zinser summarized that the Board conducted a Hearing on June 7, 2023. Notices of this meeting were sent out and neither parties appeared and the Board denied the abatement.
County Manager Zinser informed the Commissioners that they have two things before them -the letter affirming the denial, but also the individuals are here to speak to the Board and have submitted a formal reconsideration and ask that the Board reopen the Appeal Hearing. If you desire, one of the Commissioners who were here would have to make a motion for a re-hearing request.
Vice-Chairperson Chenette invited the parties to the podium.
Commissioner Chenette told Mr. McDougal and Mr. Wyman that the Board wants to understand why they didn't attend Hearing.
Mr. Wyman explained that the letter stated, "if you wish to attend or you can use ZOOM." He added if we had known there would be questions, we would have attended but we submitted paperwork and the Town wasn't here either.
Commissioner Chenette asked did you reach out for clarification?
Mr. Wyman replied that they just went by the letter and figured it would be a red flag to anyone that saw the information they submitted.

Commissioner Chenette asked the Board if they had any questions related to the scheduling piece? If not, the Commissioners need to make a determination for a re-hearing.
Commissioner Ring stated that she understood that sometimes there is a misunderstanding of communications. She stated that she would not object to a re-hearing.

Commissioner Ring made a motion that the Commissioners grant a re-hearing on

the McDougal tax abatement. Commissioner Chenette seconded the motion.
DISCUSSION- Commissioner Chenette agreed that things do happen. We have an opportunity to make sure all parties are heard.
Vote 4-1 with Commissioner Dutremble abstaining.

County Manager Zinser informed Mr. McDougal that a letter to he and the Town of Buxton will be sent with the date of the re-Hearing.

Commissioner Dutremble requested that the meeting time issue be put on the next agenda at which time the Commissioners can discuss it and decided to keep the meetings at 5:00 or back to 4:30.

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. 1 M.R.S.A. § 405 (6) (E) CONSULTATION WITH LEGAL COUNSEL
Commissioner Ring motioned to enter into execution session pursuant to 1 M.R.S.A. § 405 (6) (E) consultation with legal counsel. Commissioner Dutremble seconded the motion. Vote 5-0.
Commissioner Ring motioned to come out of executive session. Commissioner Dutremble seconded the motion. Vote 5-0.
No action taken.

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

None

9 ADJOURN

Commissioner Clark motioned to adjourn. Commissioner Ring seconded the motion. Vote 5-0. Meeting adjourned at 6:33 p.m.

DRAFT

York County Archives Project: Phase 2 Report

Submitted by Paige Lilly, Archivist June 16, 2023

Summary

Phase 2 covered a dozen tasks designed to further the archival investigations begun in Phase 1:

- Expand our understanding of the historical relationships among the records
- Improve preservation storage conditions for loose records and rolled plans/maps
- Gather information to develop a plan of work for preservation and digitization
- Explore options for providing access to digital copies online with indexing

The full report itemizes Tasks 1-12 on pages 2-7 with Appendices A and B beyond. Preservation and public access appear throughout the report and seem worthy of brief summaries.

Preservation

A selection of Commissioners Court Case/Docket Files were humidified, flattened, and filed. We timed the process to develop a plan of work to preserve, inventory, and prepare the files for digitizing. The FTE estimate is 14 weeks by persons trained to handle and interpret archival materials.

Related preservation activities included:

- Selecting and ordering archival supplies for Phase 2 that can also be used in Phase 2
- Flattening, identifying, and filing fourteen tightly rolled, fragile maps
- Discovering manuscript volumes of county treasurers records and trial justice records during a thorough survey of the Commissioners' basement storage room
- Locating four out of five missing 19th century docket books for General Sessions of the Peace and County Commissioners among records at the Maine State Archives
- Ongoing analysis and preservation storage of the "keep forever" documents, mostly deeds
- Monitoring temperature and humidity in two sections of the basement records storage area; recommendations for improvements are noted in the full report

Public Access

Master microfilms for York County court and commissioners' records are stored securely by Maine State Archives (MSA). Both MSA and IQS can convert microfilm to digital images and each have different approaches to making the materials available online. Digitizing films and having a place online to put them are two steps, not without complications and long-term commitment. Indexing and cataloging present another set of challenges. The Phase 3 proposal identities next steps.

Maine State Archives current practice of referring researchers to familysearch.org is a stop-gap of sorts and decidedly not the State's long-term solution to public access. Their online access platform, digitalmaine.com, provides cataloged, high resolution, color scans of many frequently used collection materials. A long term plan to re-image and upload court and county records would depend on acquiring high quality equipment and more staffing.

York County Commissioners and MSA share goals for preservation and public access. I sincerely recommend arranging a meeting soon, among authorized representatives of both agencies, to discuss working together. It may be appropriate to combine resources as the projects proceed.

York County Archives Project: Phase 2 Detailed Report

Task 1 Digitizing microfilm and documents

Microfilm

- Maine State Archives (MSA) offers a service for making digital copies of images from microfilm and it would cost roughly $60 per roll
- MSA offers an online digital repository at digitalmaine.com
- IQS may do this, as well, and Nancy is in the process of working with them for comparative pricing and a timetable for a possible project to set up a subsection of the Registry of Deeds search website for hosting the digital images

Documents and books

- Documents up to 9"x12" can be scanned using flatbed scanners in Registry of Deeds
- Maine State Library offers free use of high quality flatbed scanners for items up to 11 x 17 inches, including an "edgeless" scanner for digitizing bound manuscripts without taking apart the book or damaging the spine.
- Kofile scans documents and books; the price is greatly higher due to their protocol of full conservation treatment, which for books includes destroying the binding and sleeving each page in a new binding. Many of the items YCC needs to scan do not merit this level of conservation treatment and expense (roughly $5,000 per book for 14 books)

Task 2 Maine State Archives

The goals for my research visit to Maine State Archives (MSA) in Augusta changed over the course of working through Phase 3. Below read the original bullet points and additional information gathered:

- Review and compare "case files" for York County

  Court and commissioners case files archived at MSA were scanned for the familysearch.org project sometime in the 1990s. These documents, stored in acid-free folders in archival storage boxes, number in the thousands for 1801-1866. For example, the Court of General Sessions of the Peace in 1801 filed 556 supporting documents. The April 1866 session of the Commissioners had 168 cases with 443 documents. Here is a link to view these case files, free to access after setting up a simple account: www.familysearch.org/search/catalog/2366660?availability=Family%20History%20Library

  Dates for case files in Augusta and Alfred overlap significantly. Further study should be considered for the Phase 3 project to find an explanation for the overlap and how the documents relate to General Sessions of the Peace and County Commissioners volumes.

  Were the Court of Common Pleas v31-56 (1811-1839) not filmed? These don't show up on any version of microfilm but are on FamilySearch.org. The research visit did not clear up this question but MSA staff will investigate.

- Are the record books and dockets held at MSA physically preserved in the same way the books at the York County courthouse have been?

  Yes and no. Many volumes were cleaned and rebound, similarly to County Commissioners books in Alfred. Most volumes with original bindings are intact and the pages appear to have

(Task 2 continued)

been professionally cleaned. The volumes are stored upright on shelves. Fragile volumes are enclosed in phase boxes of acid-free card stock. Everything is well cared-for and secure.

- Public access discussion

  Head of Archives Services, Heather Moran, met with me about MSA's current public access for court and county records, medium term goals, and long-term goals.

  1. Current status is two-fold:
     a. Familysearch.org hosting materials digitized by that project. This is not considered satisfactory due to lower quality scans and lack of indexing.
     b. DigitalMaine.com hosts frequently requested and high profile materials uploaded and cataloged by Maine State Archives. DigitalMaine is MSA's preferred platform for high quality, color scans produced onsite as they become available.
  2. Medium-term–use the familysearch digital files (which they have on hand) to upload to DigitalMaine.com
  3. Long-term–re-scan the earliest records, especially York County, in color and catalog with index terms on DigitalMaine.com. Significant obstacles to progress on this "dream" project include:
     a. No high quality scanning equipment onsite for bound volumes
     b. Staffing (scanning and cataloging manuscripts is a time-consuming project requiring skill and quality control)

- I described York County Commissioners' wish list for preservation and access:
  1. Process, conserve, and digitize collections at Alfred:
     a. 55 drawers of case files 1830s-1976 (many with surveys and blueprints)
     b. Several boxes of original deed materials in Alfred that have never been processed (both recorded and unrecorded, many still in little tied up packets going back to 1700)
     c. A dozen or more YCC bound records not yet treated or microfilmed
  2. Digitize all the master films in possession of MSA and YCC
  3. Index the digital files (by converting some existing indices and creating new)
  4. Upload all to a sub section of Registry of Deeds IQS system for public access

- We agreed it would be appropriate and productive to plan a meeting with both Heather and state archivist Kate McBrien (who has visited the collections at Alfred) to discuss opportunities for collaboration, considering the common goals of the two agencies.

- General Sessions and County Commissioners Docket books 1-5?
  - Found! 4 volumes (All but 1812-1818) not numbered 1-5 but clearly part of the series and corresponding to the Court record books.
  - Cataloged under Court of Common Pleas/York/Miscellaneous as records of Justice Joseph Moody

Task 3 (none; inadvertently skipped in proposal numbering)

Task 4 Commissioners Court Case Files

Case Files are packets of folded supporting documents associated with many of the cases, or docket items, acted upon by the Court of General Sessions of the Peace and Commissioners. The official record of the actions was copied into the bound volumes with spine labels "Commissioners Court" records. Frequently the case files include documents and surveys not copied into the official record books. Therein lies the research value of the files.

Task 4 included the following activities, as outline in the Phase 2 proposal:

- Assess any changes in subjects over time from 1831 to 1965

  The Maine court system went through many changes in the first 100 years of statehood, and the case files in Alfred overlap with judicial branch records stored in Augusta. For these reasons, we wanted to determine what types of cases fell under the jurisdiction of the Commissioners Court.

  By sampling case files and reviewing the official records, it appears that Commissioners presided over cases for land partitions; petitions for road openings and closings; licensing for inns, taverns, and professions; damages to property owners who lost land to railroads and roads; and tax abatements. County business also generated case files for budgets, taxes, bonds, appointments, public safety, jails, and other items still appearing on the bi-monthly agendas today.

- Ask other Maine counties what steps they took for packet preservation/access

  Although we did not conduct a survey of other Maine counties, it appears that Cumberland County may be working on a similar project and more information on their experience is forthcoming.

- Seek information about the appraisal and weeding process used in Massachusetts for similar materials before and after 1860.

  The Massachusetts rules do not correlate to records books and case files at Alfred.

  The Massachusetts Judicial Branch established criteria for selecting and retaining representative case files for 1860 and after. Refer to "Supreme Judicial Court Rule 1:11: Rule relative to the disposal of court papers and records" (first amended in 1981 and most recently in 2018) which has sections on Trial Court records that may apply. Regarding rules for sampling of case records for long-term preservation, see Appendix A.

- Humidify/flatten and file sample documents to estimate time

  Selected packets of case files from the 1860s, 1910s, 1940s were humidified to add slight moisture to folded documents and then opened and flattened between blotter sheets weighted down overnight. Flattened documents were then filed in acid-free folders with temporary folder names of case # and year.

- Draft work plan and budget to prepare Commissioners court and docket case files for preservation storage and possible digitization).
  - About 4 hours to process 9 packets (about 6 inches deep in size); 55 drawers contain an average of 12 inches of case file packets each

(Task 4 continued)

- Extrapolating the information comes to 440 hours to humidify, flatten, and file the Commissioners court and docket case files.
- Add 20% and estimate 14 weeks FTE to prepare case files for preservation storage and potential digitization projects. This would not include indexing.
- Notes
  - Many files dated 1830s-1890s are weak or torn at the creases, requiring more care and time to unfold during processing and possible scanning.
  - 20th century files are in better shape but often include staples or other fasteners which need to be removed to prevent rust and to accommodate flatbed scanning.
- Staffing
  - Consider hiring a contract archivist (entry level) to complete this project.
  - Project requires training in archives processing and analysis in order to work appropriately with these records.
  - Keep in mind these are YCC records, not part of Registry of Deeds
- Estimate supplies, document boxes and folders, required (refer to space used for sample cases flattened and files). See the Phase 3 proposal for these details.

Task 5 Maps and Plans

Met with the Registrar of Deeds to review the current status of recorded and unrecorded plans related to deeds. We also discussed the need for further investigation into the status of rolled plans, preservation storage measures, and weeding as recommended in Phase 1 report.

Accomplished humidifying and flattening 14 tightly rolled maps, placed them in oversized folders, labeled, and filed them. We have approximately 10 more maps to flatten for deeds and 40 or more to flatten for commissioners case files.

Task 6 Progress Report

Met with Greg and Nancy to discuss progress and inquire about the status of questions for legal counsel regarding preservation and access requirements posed in Phase 1 report.

- YCC legal counsel is considering replies regarding:
  - Requirements for County Commissioners in making records accessible
  - Requirements for County Commissioners to destroy confidential records
  - Status of unrecorded deeds and advisability of making them publicly available

    Title 33: PROPERTY Chapter 7: CONVEYANCE OF REAL ESTATE, Subchapter 2: RECORDING, §201-A Priority of recording

    "... Conveyances of the right, title or interest of the grantor, if duly recorded, shall be as effectual against prior unrecorded conveyances, as if they purported to convey an actual title. All recorded deeds, leases or other written instruments regarding real estate take precedence over unrecorded attachments and seizures."
- Provided report with show-and-tell for York County Commissioners May 17, 2023

(Task 6 continued)

- Maine County and Judicial retention schedules and requirements
  - Maine State **Archives** retention current schedule for Local Government (excerpts)

    Schedule 1 Administrative Records (could be applicable to the old books/case):

1.4 Appointments/Oaths	End of term plus 10 years
1.5 Bond records, Contractors/Surety	6 years after expiration
1.7 Bond records, Employees/Fidelity	6 years after expiration
1.11 a Correspondence General	1 year
1.16 Historical Records	Permanent

    "Records that document significant aspects of the history of the community . . . except such records noted elsewhere in these schedules... Note: Be certain that materials do not fall within other records series."

1.19 a Insurance Policies	6 years after expiration

    From Schedule 14 County Clerks, Commissioners, Treasurers (potentially could be applicable to the old record books and case files):

14.3 Deputy Sheriff Bonds	6 years after expiration
14.5 Petitions for license	6 years

- Maine **Judicial Branch** retention schedules cover Supreme Judicial Court, Superior Court and District Court For Cases Filed as of 1/1/1997) and Superior Court for Cases Filed Prior to 1/1/1997. See Appendix B for excerpts.

Task 7 Commissioners' Storage Room

Several manuscript volumes of treasurers' records and trial justice records were discovered in a thorough survey of the room. See separate report regarding retention schedules for 20th and 21st century records retention requirements sent to County Manager 5/23/2023 titled YCC Storage Room Records.

Task 8 "Keep Forever" Boxes

This goal was intended to improve storage conditions for safely handling these fragile materials, humidify and flatten sample items, and create a preliminary inventory. While it turned out that we did not meet all of these goals, good progress was made, as follows:

- Archival quality storage supplies were selected and purchased, including boxes, folders, mylar enclosures, and acid-free folder inserts.
- The process of reviewing the records for size, deed recording status, etc. was begun.
- Arranged recorded deeds for Alfred, Arundel, Berwick, Wells, Yarmouth, and York in acid-free folders by decade in groups of 10 or fewer. Selected items were flattened and/or enclosed in mylar sleeves. Note that the filing system organizes deeds by the date recorded although the date of the transaction may be months or years earlier
- Began sorting a group of mixed materials loosely titled "Execution Levies", which include a combination of important records and general correspondence related to deed recording.
- See Phase 3 proposal for remaining projects to complete Task 8

Task 9 Archival Storage

Nancy and I toured the basement archives storage area, considering heating, cooling, risk exposure, etc. She placed devices in both sections to manually monitor fluctuations in temperature and humidity, ideally over a period of several seasons.

My recommendations for improvements have been already under consideration by the Commissioners, County manager, and staff in Deeds and Probate.

- Standards for temperature and humidity levels for paper records in archival storage range from 60 to 65 degrees fahrenheit and 30-45% relative humidity. Fluctuations in temperature and humidity that happen quickly cause the most harm, while changes over several days are less harmful.
- Due to dry conditions in Maine winters, the heating and cooling system likely needs a humidification component added
- Water and drainage pipes in storage risk damage to the collection
- Shelving systems that fit the storage boxes that will be used case files and other documents and bound manuscripts should be considered. More space will be needed
- Establishing a routine for cleaning shelves and dusting boxes and books; we often are concerned about letting people in to do the cleaning but it can be done thoughtfully with cleaning staff and professional staff working together

Task 10 Research Guide to York County Records

Create a research guide to historical York County records, outlining available materials, where accessed, and what kinds of information can be found.

Due to revisions to Phase 2 work plan, the research guide is merely a rough outline at this stage. When ready, it will be provided as a separate draft report for consideration for internal and perhaps public distribution.

Tasks 11 and 12

Report on Phase 2, include research, recommendations, and proposals for phased approach to the following tasks for the Commissioners records and related Registry of Deeds records

- Digitization
- Indexing
- Public access

Results include this report, the page one summary, and a separate Phase 3 Archives Proposal.

Appendix A

Task 4 bullet: Seek information about the appraisal and weeding process used in Massachusetts for similar materials before and after 1860.

The Massachusetts Judicial Branch established criteria for selecting and retaining representative case files for 1860 and after. Refer to "Supreme Judicial Court Rule 1:11: Rule relative to the disposal of court papers and records" (first amended in 1981 and most recently in 2018) which has sections on Trial Court records that may apply.

Section 3.B.

The following types of case records shall be retained permanently in all departments of the Trial Court:

(1) case records in all cases decided by the Supreme Judicial Court;

(2) old case records, defined as:

(a) any records dated or known to have been filed earlier than 1800:

(b) all records from any predecessor court to the District Court or the Boston Municipal Court;

(3) dockets and extended records, except for dockets and extended records for minor violation records, which shall be subject to the sampling provisions set forth in an Order issued by the Supreme Judicial Court pursuant to Section 6;

(4) divorce judgments nisi and absolute and judgments in annulment actions; and

(5) naturalization records prior to 1906.

In addition, for time periods in which both dockets and extended records are missing from a trial court in a particular courthouse, all other case records from that time period in that trial court at that courthouse shall be retained.

Section 3.C.

(4) Superior Court

The following shall be retained permanently:

(a) all case records filed before 1860;

(b) all case records filed in Barnstable, Dukes, Essex, and Nantucket counties before 2000;

(c) for time periods in which any case records in a particular courthouse are missing or substantially damaged, all other case records from that time period at that courthouse.

Section 6. Sampling of case records

Case records not required to be retained pursuant to Section 3 [above] may be sampled in accordance with an Order issued by the Supreme Judicial Court. The Order shall set forth the sampling requirements for case records in all the departments of the Trial Court.

Section 7. Destruction of case records D. Exceptions

(1) Discretion to preserve case records. A Chief Justice or clerk may exercise discretion at any time to retain any case records under the clerk's custody even if such records could be destroyed under this rule.

(2) Excess papers. Regardless of other provisions of this rule, a clerk may destroy any excess case records, such as transmittal letters and duplicate copies.

Section 8. Digital storage

With the exception of the case records listed in Section 8B, all case records subject to retention under this rule may be destroyed once the case record has been converted to, and stored in, a PDF-A format or in another archival digital format which has been approved by the Supreme Judicial Court.

A. The following case records shall be retained in their original form even if electronic copies are available:

(1) any original paper dated or known to have been filed before the year 1800;

(2) all case records created prior to 1900;

(3) all wills, case records filed in or relating to an adoption filed pursuant to G. L. c. 210, a name change filed pursuant to G. L. c. 210 §12, or the establishment of paternity pursuant to G. L. c. 209C;

(4) all dockets and extended records; and

(5) any other paper or record designated for retention by the Chief Justice of the Trial Court, or, in the appellate courts, by the appropriate chief justice.

B. The following case records shall be retained in their original form even if electronic copies are available:

(1) any original paper dated or known to have been filed before the year 1800;

(2) all case records created prior to 1900;

(3) all wills, case records filed in or relating to an adoption filed pursuant to G. L. c. 210, a name change filed pursuant to G. L. c. 210 §12, or the establishment of paternity pursuant to G. L. c. 209C;

(4) all dockets and extended records; and

(5) any other paper or record designated for retention by the Chief Justice of the Trial Court, or, in the appellate courts, by the appropriate chief justice.

Regarding sampling of case records (referred to in Section 6 above)

Supreme Judicial Court Order regarding sampling of case records pursuant to section 6 of Supreme Judicial Court Rule 1:11, rule relative to the disposal of court papers and records G.L. c. 221, §27A, as amended (2022)

Case records not required to be retained pursuant to S.J.C. Rule 1:11 may be destroyed after they are sampled pursuant to this Order, which sets forth the sampling requirements for case records in all departments of the Trial Court.

All case record samples retained pursuant to this Order shall be stamped so as to be clearly visible on the front, "SAMPLED". All containers for such case records shall be labeled so as to be clearly visible on the front, "SAMPLED - SEE SELECTION CRITERIA IN CLERK'S OFFICE." Copies of the selection criteria shall be available on the court's website, in the storage area containing records, in the clerk's office, and in the State Archives.

Land Court:

Case records under the custody of the recorder of the Land Court not required to be retained pursuant to S.J.C. Rule 1:11 may be destroyed as long as the following samples are retained:

Case records from proceedings to foreclose a mortgage pursuant to the federal Servicemembers' Civil Relief Act may be destroyed ten years after final disposition of the case as long as a random sample of twenty case records is retained for each year of records to be destroyed.

All other records: a systematic sample of case records in all permit sessions and miscellaneous cases within the jurisdiction of the Land Court consisting of

- 5% (docket numbers ending in "00", "20", "40", "60", and "80") of case records for the period prior to 1970, and
- 2% (docket numbers ending in "00" and "50") of case records starting in 1970.

Probate and Family Court: [RESERVED]

Superior Court:

Case records under the custody of the clerks of the Superior Court not required to be retained pursuant to S.J.C. Rule 1:11 may be selectively retained as long as the following are retained:

In Barnstable, Dukes, Essex and Nantucket counties: all case records filed before 2000. Starting in 2000, a systematic sample of case records consisting of

- 2% (docket numbers ending in "00" and "50").

In Berkshire, Franklin and Hampshire counties, a systematic sample of case records consisting of:

- 10% (docket numbers ending in "0") of case records for the period from 1860 to 1968, and
- 2% (docket numbers ending in "00" and "50") of case records starting in 1969.

In all other counties,3 a systematic sample of case records consisting of:

- 20% (docket numbers ending in "0" and "5") of case records from 1860 to 1889,
- 10% (docket numbers ending in "0") of case records from 1890 to 1919,
- 5% (docket numbers ending in "00", "20", "40", "60", and "80") of case records from 1920 to 1969, and
- 2% (docket numbers ending in "00" and "50") starting in 1970.

Appendix B

STATE OF MAINE SUPREME JUDICIAL COURT
ADMINISTRATIVE ORDER JB-05-21 (A. 8-16)
RECORDS RETENTION SCHEDULE Effective: August 29, 2016

1. ... All retention periods listed in the retention schedule are stated in years, counted from date of case filing.
2. The retention schedule does not apply until all financial activity is completed...
3. ... The case file must stay on site for one year from the date of last court activity. For purposes of this schedule, court activity is defined as judicial review of motions, stipulated agreements, and actions which result in the disposition of a case. Informational filings and associated docket entries are not considered court actions for the purposes of this schedule.
4. [In the Schedule, these files are considered "Exhibits" and are covered by this section of the order. In other words, supporting documents in case files are not retained beyond one year. The schedule for cases filed prior to 1/1/1997 does include exceptions to Archive (at MSA) case files for murder, felony, divorce, family court, civil land cases, menta health, retardation, sterilization, protective custody, .]
5. Criminal cases are retained according to the most serious classification at the time of filing, e.g., if filed as an A, B, or C Burglary, it shall be retained as an A, B, or C even if the defendant pleaded guilty to a lesser charge such as Criminal Trespass.
6. All docket books sent to Archives must include an alphabetical index.
7. For the purpose of preserving historical documents, until further order of the Supreme Judicial Court, all records from the Lincoln County Superior Court will be retained in perpetuity without regard to any other provision of the Records Retention Schedule.
8. "On Site" storage for purposes of the tables below includes storage that, although not located in the courthouse building, is in a location from which court records may be readily retrieved.

Robert L. Andrews
District 1

Richard R. Dutremble
Chairperson
District 2

Justin Chenette
Vice-Chairperson
District 3

Donna L. Ring
District 4

Richard Clark
District 5

COUNTY OF YORK

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@yorkcountymaine.gov

Gregory T. Zinser
County Manager

Kathryn A. Dumont
Assistant to the Manager

Linda M. Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

September 1, 2023

Memo:

We are seeking approval for the purchase of (2) drones to support the Unmanned Aerial System (UAS) Team in the amount of $12,512.00. The bid was completed through Sourcewell, an accepted means of procurement by the county and one that complies with the federal standards. The funding will come from our Homeland Security Grant Program allocation and FEMA has approved this purchase after reviewing the UAS Team's standard operating procedures.

Respectfully submitted,

Art Cleaves
Director
York County Emergency Management Agency

Unmanned Vehicle Technologies
Tel: +1 844-595-8010
hello@uvt.us
https://www.uvt.us

Invoicing Address:
York County Emergency Management Agency
149 Jordan Springs Road
Alfred ME 04002
United States

Shipping Address:
York County Emergency Management Agency, Marc Brunelle
149 Jordan Springs Road
Alfred ME 04002
United States
+1 207-229-5156

York County Emergency Management Agency,
Marc Brunelle
149 Jordan Springs Road
Alfred ME 04002
United States

Quotation # SO210871

Quotation Date: 07/21/2023

Expiration: 10/19/2023

Salesperson: Matthew Rybar

DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	TAXES	AMOUNT
DJI Mavic 3 Thermal QuickTac Bundle					
[101-144-1026] DJI Mavic 3 Thermal w/Care Enterprise Basic The Mavic 3 Enterprise Series from DJI redefines industry standards for small commercial drones. With a 640x512 radiometric thermal sensor, a 12MP 56x hybrid zoom camera, and a wide camera capable of capturing up to 48MP images, the Mavic 3T is built to serve both public safety and enterprise. This Combo includes a DJI Care Enterprise Basic 1-Year Plan.	2.000 Units	5,498.00	0.00		$ 10,996.00
[101-144-1205] DJI Mavic 3 Enterprise Series Battery Kit DJI Mavic 3 Enterprise Series Battery Kit includes three Intelligent Flight Batteries and one DJI Mavic 3 100W Battery Charging Hub. The 100W USB-C Power Adapter is sold separately.	2.000 Units	659.00	0.00		$ 1,318.00

Unmanned Vehicle Technologies
Tel: +1 844-595-8010
hello@uvt.us
https://www.uvt.us

[101-144-1204] DJI Mavic 3 Enterprise Series 100W Battery Charging Hub When connected to a designated charger, the DJI Mavic 3 100W Battery Charging Hub can expand the charging interface to three. The battery charging hub enhances efficiency by charging batteries in sequence according to their remaining power level, with more fully-charged batteries receiving power first.	2.000 Units	99.00	0.00	$ 198.00
			Subtotal	$ 12,512.00
UVT ProLine Services				
[SRV-PL-101] UVT ProLine Pre-Flight Service Our ProLine Pre-Flight Service ensures you receive a turnkey system on day one. This service includes the activation of the hardware and any included service plans (ex. DJI Care Enterprise) and the updating and testing of all critical flight components. All ProLine services are performed in-house by our factory-trained technicians.	2.000 Units	499.00	100.00	$ 0.00
[SRV-PLS-103] UVT ProLine Support Premium UVT ProLine Support offers you direct access to our technical and operational support teams. With ProLine Support Premium, this access is provided 24x7x365 to ensure you always have the support you need.	2.000 Units	1,999.00	100.00	$ 0.00
			Subtotal	$ 0.00
		Total		$ 12,512.00

The completion of this transaction via payment, Purchase Order, or electronic signature indicates your acceptance of our Terms & Conditions, available online at www.uvt.us/terms. Thank you for choosing UVT!

Payment terms: Net 30

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Finance Director

September 1, 2023

Memo:

The backup dispatch center terminal request for proposals (RFP) was posted and a bid was submitted by Southern Maine Communications. The RFP and resulting bid comply with federal procurement standards and we are requesting that the commissioners award the bid to Southern Maine Communications in the amount of $479,455.00 using previously committed ARPA funds.

Respectfully submitted,

Art Cleaves
Director
York County Emergency Management Agency