

April 9, 2026

Minutes of the Washington County Commissioners'
Regular Meeting
held April 9, 2026
in the Washington County Probate Courtroom
Machias, Maine

Attending the meeting were:

Commissioner David Burns
Commissioner Billy Howard
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Grace Falzarano, Finance
Paul Sylvain, MVNO
Nick Landrum, East Machias / The Computer Guy
David J. Brock, Lubec / The Computer Guy
Meredith Mawhar, SCEC
Colleen Brown, Whiting
Paula Johnson-Rolfe, WCSO
Rich Rolfe, WCSO
Tim Tabbutt, WCSO
Susan Sullivan, D.A.'s Office
Paige Bebus, D.A.'s Office
Sondra Small, Finance
Wayne Small, Jonesport
Tammy Gay, Deeds
Lisa M. Hanscom, EMA
Heather Green, Deeds
Leigh MacKeen, Whitneyville

Commissioner Courtney Hammond was not present

Executive Department business was called to order at 4:22 p.m.

Approval of the Regular Commissioners' meeting minutes of March 12, 2026 (Howard / Burns, 2-0)

AGENDA ITEM: Old Business

➤ **Update on RCC Relocation Options and Costs**

Jail Administrator Rich Rolfe spoke on the behalf of Sheriff Curtis and Chief Deputy Crabtree in their absence. It was requested and agreed that this topic be tabled until the meeting in May.

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➤ **Clarification of Treasurer Position; Appointment of Election Referendum**

County Manager Renée Gray reported she received clarification from Director of Elections & Voter Registration Heidi Peckham. Ms. Peckham confirmed that if both the referendum question and the election of Treasurer are on the ballot in November and the voters vote to abolish the elected treasurer position, whoever is elected Treasurer would have no office to serve in.

➤ **Continued Discussion to Change Fiscal Year**

County Manager Renée Gray presented a spreadsheet with responses from the municipalities and other counties regarding feedback on the County changing its fiscal year. Renée stated there was some concern and confusion as to how it would all work but most responses were supportive. Commissioner Howard noted most towns would be ok with changing to the July through June fiscal year, but would want to wait to allow a break after the additional "ask" payments made in 2025. Commissioner Burns stated if the County moved forward with legislation to change county tax due dates, there would be no need to change the fiscal year. Commissioner Burns noted he would like more feedback. He also noted that it would help if towns voluntarily made monthly payments for county taxes. It was recommended to form a subcommittee to further investigate these options.

➤ **Tax Abatement Decision**

County Manager Renée Gray stated a decision was given for the tax abatement hearing for DeMaris vs. State of Maine during the March meeting. A decision was given for only one lot but two lots had been discussed during the hearing. Commissioner Burns stated it was the intention of the Board of Commissioners to approve the request on both lots.

MOTION Commissioner Howard moved to approve an abatement for both lots as presented at the tax abatement hearing for DeMaris vs. State of Maine. (Burns / Howard, 2-0)

AGENDA ITEM: County Manager's Report

County Manager Renée Gray submitted a written report. (See Attached)

Renée reported five cruiser bid packets have been prepared and advertised. Bids will be open on May 7th. Bids will be presented to the Commissioners at the May 14th meeting.

Renée stated she met with Jeremy Gray regarding the state-side of the county building to review the M.O.U. Commissioner Burns requested a synopsis of the changes made to the M.O.U.

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Renée stated she has been reviewing upcoming new maintenance agreements for fire alarm systems, elevators maintenance agreements and sprinkler inspections and monitoring. Renée noted a decision on the sprinkler system will need to be delayed.

Renée reported capital asset lists have been returned by the department heads.

Renée stated the desk review for the ARPA funds with the US Treasury is going well.

Renée stated that the Administrative Office has begun compiling information for the 2025 Annual County report. Commissioner Burns noted this is a good opportunity to provide the public with information about what services the county provides.

It was noted there will be a Commissioners' Workshop on Thursday, April 23rd at 4 p.m.

AGENDA ITEM: Finance Report

Provisional Treasurer Grace Falzarano submitted financial reports.
(See Attached)

➤ Transfer and Adjustment Requests

Grace stated she had six Transfer of Funds requests for the Commissioners' approval.

- Transfer funds from the 2026 TAN Account XXXXXX0163 to the General Fund Account XXXXXX0860 in the amount of \$246,774.43 to cover payroll.
- Transfer funds from the Inmates Personal Account XXXXXX1550 to the Prisoner Account XXXXXX1480 in the amount of \$8,806.92.
- Transfer funds from EMA Postage line E602-4835 to EMA LEPC Postage line E303-4835 in the amount of \$163.60.
- Transfer funds from the General Account XXXXXX0860 to the U.T. Account XXXXXX4740 in the amount of \$119.16.
- Transfer funds from the 2026 TAN Account XXXXXX0163 to the General Fund Account XXXXXX0860 in the amount of \$256,112.39 to cover payroll.
- Transfer funds from the 2026 TAN Account XXXXXX0163 to the General Fund Account XXXXXX0860 in the amount of \$151,732.92 to cover accounts payable.

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MOTION **Commissioner Burns moved to approve all six Transfer of Funds as presented. (Burns / Howard, 2-0)**

Grace reported the Pre-Auditor, Hank Farrah, has been working on-site. He has almost completed the work on the audit prep for 2023 and will begin working on 2024. Grace stated Hank was happy with the county's books.

Grace stated she participated in the meeting with the County Manager Renée Gray and Director of Court Facilities Jeremy Gray to review the M.O.U. between the state and the county.

Grace reported there has been on-going issues with timesheets not being filled out properly. It was noted that the recording of scheduled hours and worked hours accurately is essential for proper documentation and processing of payroll. Due to this issue, the Finance Office gave RCC Director Josh Rolfe specific instructions for completing a timesheet. He has drafted a breakdown of a simple explanation of each field on the timesheet and what information needs to be included. Grace asked the Commissioners to support the following handling of timesheets by the Finance Office:

- Time sheets incorrectly filled out could result in payroll for that individual not being processed for normal payroll. That individual may not get paid for that cycle.
- It should be documented on the timesheet who has made corrections or adjustments if that should occur. Information crossed out and changed will not be accepted without legible initials indicating who made the change.

Questions as to how to properly fill out a timesheet should be directed to immediate supervisors or the Finance Office.

MOTION **Commissioner Howard moved to support the Finance Office with the handling of timesheets as presented. (Howard / Burns, 2-0)**

Grace requested the Commissioners support requiring all vouchers to be accompanied with detailed invoices. Some vouchers have been submitted with invoices with a balance owed without detail or a quote. The Finance Office needs better documentation for all vouchers. This request will also be helpful with future audits.

MOTION **Commissioner Howard moved to support the Finance Office with the required documentation needed to process vouchers as presented. (Howard / Burns, 2-0)**

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Grace stated two interviews for Finance Director has been completed. One of the applicants will be scheduled to meet with the Commissioners.

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided written reports from the Department Heads. (See attached)

EMA Director Lisa Hanscom provided a draft of a Point Lepreau Evacuation Traffic Control Plan that will become part of the State of Maine Radiological Emergency Preparedness Plan. (See attached) Lisa stated her office has been working with Maine Emergency Management Agency (MEMA), Cultural Emergency Resource Coalition (CERC), local fire departments, law enforcement, Sheriff's Office, State Police and Department of Transportation. Commissioner Burns asked if the Sheriff's Office has been involved. Lisa replied that Chief Deputy Crabtree attended the meeting. Commissioner Burns also inquired if the State Police will be participating as they do not have a presence in Washington County. Lisa responded the State Police are involved. Commissioner Burns stated there should be something in writing regarding the State Police's commitment to participate. Lisa stated they did not plan on having a written agreement but will work on putting in place an M.O.U. Lisa reported that her office will be hosting the Washington County Firefighters Association and Fire Chiefs monthly meetings. She stated EMA has been working with these groups, along with *IamResponding* and IT, to get the *IamResponding* system fully functional across the county. The EMA Office will also be hosting a workshop to develop Community Emergency Response Teams (CERT) within Washington County. Lisa reported she is working with Paul Styslinger of MEMA to review and revise the Hazard Mitigation Plan. She stated her goal is to have the updated plan submitted to FEMA for final review and approval prior to April 20th. Lisa noted her office continues to collect and process Tier II reports from facilities across Washington County to ensure compliance with state and federal requirements.

Assistant District Attorney Paige Bebus reported the D.A.'s office is managing 601 cases. Their office is still in need of more court time.

County Manager Renée Gray noted the Buildings and Grounds has conducted the annual fire alarm testing.

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Registrar of Deeds Tammy Gay reported the Deeds Office continues to monitor an active bill in the legislative process; LD 2231 "An Act to Support Owners of Manufactured Housing, Mobile Homes and Tiny Homes". Tammy noted that after many years of research, discussion, internal auditing along with the Finance Office and External Auditor, a satisfactory balance has been agreed upon for the Deeds Surcharge account.

Register of Probate reported the Probate Office continues to balance the work load with less staff.

Nick Landrum of The Computer Guy presented an Access Control Policy for the Commissioners' review and approval. The purpose of this policy is to protect municipal and law enforcement systems from unauthorized access or configuration changes, ensure accountability for administrative actions, reduce service instability caused by unmanaged changes, and maintain compliance with CJIS security requirements where applicable.

MOTION Commissioner Burns moved to approve the Access Control Policy as presented. (Burns / Howard, 2-0)

AGENDA ITEM: Payroll Change Notices

MOTION Commissioner Burns moved to hire Maximus Morang as part-time U.T. Public Works effective 04/09/26.
(Burns / Howard, 2-0)

By consensus, the Commissioners accepted the resignation of Kenneth Smead as part-time Corrections Officer effective 04/08/26.

AGENDA ITEM: Signatures on Six-month Certificates

A six-month certificate for Jesse Bunker was signed as presented.

AGENDA ITEM: Grants / Contracts / Agreements

Jail Administrator Rich Rolfe presented a M.O.U. between the Sheriff's Department / Washington County Jail and Sunrise Opportunities. The services specifically address the behavioral health needs of the Washington County Jail. Rich requested the Commissioners give the Sheriff approval to sign the M.O.U.

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MOTION Commissioner Howard moved to authorize the Sheriff to sign the M.O.U. with Sunrise Opportunities as presented. (Howard /Burns, 2-0)

AGENDA ITEM: Schedule Tax Abatement Hearing

A request for tax abatement hearing has been received. The hearing for 329 Bingo Road, LLC vs Town of Waite has been scheduled for Thursday, May 14th at 3 p.m. Reasonable accommodations will be provided per the request of the tax payer.

AGENDA ITEM: Quotes for Sheriff's Office Cruiser

Chief Deputy Michael Crabtree reported Request for Bid packets were sent out to three car dealerships for a new cruiser. Three bids were received.

- Darlings of Bangor \$57,925.00
- Quirk of Bangor \$55,001.00
- McGovern of Massachusetts \$55,760.00

Chief Deputy Crabtree recommended the bid from Quirk for \$55,000.00 (the \$1.00 was dropped) be accepted. He noted there will be an additional cost of \$1,523 for equipment installation which is in the budget. Commissioner Howard pointed out there is a policy and process for purchases that was not followed. Chief Deputy Crabtree stated, traditionally, the Sheriff's Office has just reached out to dealerships for quotes. Commissioner Howard stated the one dealership in Washington County did not receive a bid packet and the RFP was not advertised. David Burns concurred stating procedure and policy must be followed.

MOTION Commissioner Burns moved to accept the bid from Quirk of Bangor for \$55,000.00 as recommended by the Sheriff's Office.

The motion failed without a second to the motion. Commissioner Burns stated the awarding of the bid will need to be addressed during the April 23rd Commissioners' Workshop when all three Commissioners are present.

AGENDA ITEM: Clerical Union M.O.U.

The County Commissioners were provided an updated M.O.U. regarding county-provided cell phones. After several attempts to come to an agreement, Teamsters Business Agent Michael Vaughan submitted an

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M.O.U. for the Commissioners' approval. The language change included the union member will not be responsible for any lost, stolen or damaged cell phones unless there was conclusive evidence that the loss or damage was intentional. Commissioner Burns stated he would like to have the verbiage include member responsibility if the loss or damage is due to negligence. County Manager Renée Gray stated she has drafted an M.O.U. in response to the Clerical Union's M.O.U. By consensus, this discussion was tabled for the Commissioners' Workshop on April 24th. Commissioner Burns requested Susan Sullivan to find out how many union members plan to use a county-provided cell phone so that the County Manager can return the phones that will not be used. Susan Sullivan stated the union members have not seen the M.O.U. drafted by Renée and requested a copy to review.

AGENDA ITEM: Commissioner Issues and Comments

➤ **Commissioners' Response to Deep Green Western Passage**

In February the Board of Commissioners received information regarding DeepGreen Western Passage. The packet was information about the initial application to the Federal Energy Regulatory Commission for a preliminary permit for a Subsea-Compute & Infrastructure Hub in Washington County. The specific location is within the Western Passage of the Bay of Fundy. Commissioner Howard stated Pleasant Point is not in favor of the project. Commissioner Howard noted he is not in favor of the project either. He stated the proposed project area is a huge area of prime fishing. Commissioner Howard stated there is a deadline to respond to the application within 60 days. Commissioner Howard suggested the Commissioners respond with a letter to express that the Board of Commissioners do not support the application for the Preliminary Permit DeepGreen Western Passage Subsea-Compute & Infrastructure Hub in Washington County.

MOTION **Commissioner Howard moved to submit a letter not in support of the DeepGreen Western Passage project as presented. (Howard / Burns, 2-0)**

County Manager Renée Gray was directed to draft the letter and Commissioner Burns will sign the letter as Chair of the Board. Both Pleasant Point and Eastport will be contacted to inform them of the Commissioners' position.

Public Comment:

None.

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AGENDA ITEM: Executive Session: Personnel Issue pursuant to Title 1
MRSA § 405 (6) (A)

- For the purpose of Interview for the
Financial Director

MOTION Commissioner Howard moved to go into Executive Session.
Commissioner Burns seconded the motion which passed 2-
0. It was 5:29 p.m. (Howard / Burns, 2-0)

MOTION The Commissioners declared themselves to have closed
the Executive Session. It was 6:30 p.m.
(Burns / Howard, 2-0)

No action.

ADJOURNMENT

6:30 p.m.

ATTEST:

Carla J.R. Manchester
Carla J.R. Manchester, Admin. Asst.

County Manager Report

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- Meetings attended:
Washington County Council of Governments- 3/17/2026
Staff action meeting with Finance and Admin-3/18/2026
SCEC Board meeting-3/18/2026
WCDA meeting-Next meeting in April
IT meeting with contractor 3/26/2026
- Employee evaluations are in. Deadline was March 31st.
- Held the quarterly Washington County town and city managers luncheon. Towns represented were Milbridge, Baileyville, Machias, and Lubec. Sadly it will be the last one for Baileyville Town Manager, Chris Loughlin as he retires April 1st. He will always be welcome at the table. This will also leave a Budget Advisory committee position to be filled for a one-year term during the BAC caucus in August.
- The deadline for applications for the finance director was March 13th. We are in the review and interview process.
- The five cruiser bid packets were prepared and have been advertised in the newspapers, county website, and county facebook. The deadline to submit bids is noon on May 6th. The bids will be opened publicly May 7th at 9am so the information can be included in the Commissioner's packets for the May 14th meeting.
- I've been providing notary services for the Jail, Deeds and Probate.
- The letter of support the Commissioners signed at the last meeting was sent to the Judiciary Committee clerk. There was some feedback so the letter was received.
- Attended a meeting on the Opioid funds with Rich, Sheriff, Finance, Abby Fruchie and Terry Dennison, and Clem from AMHC.
- Processed vouchers for Buildings and Grounds. Reviewed upcoming new maintenance agreements for fire alarms systems, elevator maintenance agreements and sprinkler inspections and monitoring. DA office building needs sprinkler monitoring system installation for \$3,474.40. The monitoring can be programmed to call RCC directly so we won't have to pay a monthly monitoring fee.
- The meeting with stateside Jeremy Gray regarding the MOU was April 8th.
- Capital Assets for items \$5,000 and over have been returned by the department heads.

- The desk review for the ARPA funds with US Treasury is going well. This will likely be a lengthy process. We have responded to two requests for information so far.
- Thank you to Carla who facilitated the new County office signs. She arranged to have them built and painted, with a donation from Heather Green for the wood and the paint job was provided by Janet St. Pierre. Buildings and Grounds staff hung the signs, even the Commissioner's office got one.
- Carla has begun compiling the information for the 2025 Annual County report. She sent a letter of request to the department heads asking to have their information into her by April 17th. Historically the County has sent an annual report to all the municipalities by mail, which is quite a cost due to postage. Would we rather send it electronically by email going forward, as a cost savings? The annual reports get posted on the County website indefinitely.
- Reminder next Commissioner meeting will be a workshop on April 23rd at 4pm. Auditor requests for proposals are due on April 21st. A recommendation will be made at this next meeting for Commissioners to review.

Sincerely,
Renée Gray
County Manager

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 602 Emergency Management Agency			
3100 Wages	109,624.00	29,513.93	80,110.07
4004 IT Services Contract	15,000.00		15,000.00
4006 Website Maintenance	500.00		500.00
4105 Auto mileage	300.00		300.00
4110 Meals	500.00		500.00
4115 Lodging	1,500.00		1,500.00
4205 Gas/oil/grease vehicles	2,500.00	139.51	2,360.49
4210 Vehicle Mnt	500.00		500.00
4314 Internet Expense	940.00	404.90	535.10
4315 Telephone bill	1,600.00	304.56	1,295.44
4413 Lease Agreement	2,640.00		2,640.00
4632 Equipment Repair/Maintena	500.00		500.00
4655 Radios-base repairs/maint	200.00		200.00
4675 Equipment Repair/Maint	500.00	385.00	115.00
4676 Computer upgrade & mainte	400.00		400.00
4805 Advertising	50.00		50.00
4820 Dues & Bonds	50.00	50.00	-
4835 Postage	50.00	163.60	(113.60)
4840 Printing/Publications	50.00		50.00
4940 Training/education	1,000.00		1,000.00
5335 Office Supplies	400.00	202.71	197.29
5385 Computer supplies	500.00		500.00
Emergency Management	139,304.00	31,164.21	108,139.79
Dept: 602 Emergency Management Agency Revenue			
6208 Fed Match	-		-
6210 State 50% Match	59,777.00	59,777.00	-
6211 Grant Rev	-	64,781.33	(64,781.33)
EMA Revenue	59,777.00	124,558.33	(64,781.33)
Estimated Net Income/Loss	(79,527.00)	93,394.12	(172,921.12)

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Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 603 District Attorney			
3100 Wages	270,608.00	72,549.10	198,058.90
3125 Compensatory Time	-		-
3150 F-T Overtime	-		-
3200 Part Time - Regular	-		-
3220 Earned Paid Leave Wages	-		-
4020 Victim/witness Contract	2,500.00	427.71	2,072.29
4021 Fed Vic-Wit Cont Pmt	27,500.00		27,500.00
4080 Transcripts	800.00		800.00
4105 Auto mileage	8,000.00	498.80	7,501.20
4110 Meals	500.00		500.00
4115 Lodging	5,000.00		5,000.00
4314 Internet Expense	940.00	175.00	765.00
4315 Telephone bill	10,560.00	1,469.15	9,090.85
~Machias and Calais			-
4322 Share File (DA Office)	3,100.00		3,100.00
4411 Calais office rent	3,000.00	750.00	2,250.00
4630 Equipment Lease	3,000.00	2,254.00	746.00
4676 Computer upgrade & mainte	25,000.00	594.00	24,406.00
4722 Insurance - Other	400.00		400.00
4820 Dues & Bonds	1,650.00		1,650.00
4835 Postage	1,300.00	90.64	1,209.36
4840 Printing/Publications	300.00		300.00
5335 Office Supplies	5,000.00	612.74	4,387.26
5375 Training & training suppl	1,500.00		1,500.00
5510 Statutes & reference book	4,000.00	262.50	3,737.50
7320 Computer upgrade	8,000.00		8,000.00
7325 Equipment & furniture	500.00		500.00
7332 Software Reserve	3,000.00		3,000.00
			-
District Attorney	386,158.00	79,683.64	306,474.36
Dept: 603 District Attorney Revenue			
6315 Fed Witn Adv	55,000.00	11,887.82	43,112.18
6316 St Witn Adv			-
6320 Discov fees			-
6321 AdFee-DefDis	10,500.00	3,170.00	7,330.00
6325 Misc Rev	-		-
DA Revenue	65,500.00	15,057.82	50,442.18
Estimated Net Income/Loss	(320,658.00)	(64,625.82)	(256,032.18)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 604 County Administration			
3100 Wages	181,740.00	48,396.17	133,343.83
4000 Professional services	30,000.00	27,015.48	2,984.52
~TAN Services			-
4004 IT Services Contract	2,000.00	500.01	1,499.99
4005 Audit Services	20,000.00		20,000.00
4006 Website Maintenance	1,000.00		1,000.00
4105 Auto mileage	3,000.00	580.00	2,420.00
4110 Meals	500.00	16.50	483.50
4115 Lodging	500.00		500.00
4314 Internet Expense	1,450.00	385.00	1,065.00
~includes email (7)			-
4315 Telephone bill	10,880.00	2,605.22	8,274.78
4630 Equipment Lease	2,000.00	1,316.30	683.70
4676 Computer upgrade & mainte	1,500.00		1,500.00
4805 Advertising	2,000.00	1,020.46	979.54
4820 Dues & Bonds	11,500.00	10,900.06	599.94
4835 Postage	3,200.00	2,936.45	263.55
4840 Printing/Publications	1,000.00		1,000.00
4920 Miscellaneous	950.00		950.00
4930 Registration/enrollment f	300.00		300.00
4940 Training/education	100.00		100.00
5335 Office Supplies	1,500.00	373.74	1,126.26
5505 Books & periodicals(subsc	200.00	40.00	160.00
7314 Office Equipment	-		-
7325 Equipment & furniture	-		-
7336 Econ. Dev. - SCEC	-		-
~SCEC			-
7340 Archive	-	(15.00)	15.00
County Admin	275,320.00	96,070.39	179,249.61
Dept: 604 County Administration Revenue			
6400 County Tax			-
6401 Cty Tax Int			-
6402 Pay in Lieu			-
6455 Misc. Rev - Grant Reimbursement		870.74	(870.74)
6475 UT AdminFees	30,000.00		30,000.00
6476 UT Bldg Rent	4,800.00	800.00	4,000.00
County Revenue	34,800.00	1,670.74	33,129.26
Estimated Net Income/Loss	(240,520.00)	(94,399.65)	(146,120.35)

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Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 605 County Finance			
3100 Wages	208,738.00	39,385.16	169,352.84
3200 Part Time - Regular	36,226.00		36,226.00
4000 Professional services ~payroll	9,000.00	2,112.01	6,887.99
4004 IT Services	2,000.00	500.01	1,499.99
4005 Audit Services	50,000.00		50,000.00
4105 Auto mileage	250.00		250.00
4110 Meals	250.00		250.00
4115 Lodging	-		-
4314 Internet Expense ~includes email (3)	1,160.00	175.00	985.00
4315 Telephone bill	1,400.00	277.50	1,122.50
4630 Equipment Lease	-		-
4676 Computer upgrade & mainte ~TRIO software maintenance	11,000.00	5,107.00	5,893.00
4805 Advertising	100.00		100.00
4820 Dues & Bonds			-
4835 Postage	2,000.00	350.91	1,649.09
4940 Training/education	500.00		500.00
5335 Office Supplies	2,000.00	345.38	1,654.62
7305 County computer upgrade	1,800.00	85.00	1,715.00
7314 Office Equipment (3 printers)	1,000.00	300.00	700.00
County Finance	327,424.00	48,637.97	278,786.03
Dept: 605 County Finance Revenue			
6500 INT INC-G/F			-
6501 Deeds Inter - moved to Deeds 609-6061 Finance Revenue			-
Estimated Net Income/Loss	(327,424.00)	(48,637.97)	(278,786.03)

6501 Deeds Interest is actually Deeds Surcharge Interest and cannot be used as part of the Budget.

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Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 606 County Buildings			
3100 Wages	214,636.00	59,472.49	155,163.51
~court reimburses 1.5 positions			-
4104 Auto Expense	1,500.00		1,500.00
4205 Gas/oil/grease vehicles	1,300.00	157.83	1,142.17
4305 Electricity	37,000.00	7,689.87	29,310.13
4309 Phone Repair/Maintenance	500.00		500.00
4310 Sewer bill	10,114.00	2,321.80	7,792.20
4311 Water bill	5,500.00	1,533.71	3,966.29
4315 Telephone bill	1,200.00	423.12	776.88
4605 Parking lot/grounds/snow	18,800.00	3,243.55	15,556.45
~cost to be shared by courts			-
4610 Building/structure mainte	17,250.00	511.43	16,738.57
4620 Elevator Maintenance Contract	2,000.00	786.93	1,213.07
~4 elevators (3 to be reimbursed by courts)			-
4622 Fire Alarm Inspections - Norris contract	2,000.00	1,550.00	450.00
4635 HVAC repairs	7,500.00	1,218.21	6,281.79
4660 Rubbish Removal/Shredding	2,500.00	567.00	1,933.00
5205 Fuel - Buildings	44,500.00	11,690.46	32,809.54
5325 Maintenance supplies	6,000.00	712.75	5,287.25
5335 Office Supplies	150.00		150.00
5405 Uniforms/clothing allowan	2,750.00	50.56	2,699.44
7205 Building improvements	100,000.00		100,000.00
7210 Jail Roof	10,000.00		10,000.00
7211 HVAC	50,000.00		50,000.00
7325 Equipment & furniture	8,500.00		8,500.00
7380 Bldg Signage			-
County Buildings	543,700.00	91,929.71	451,770.29
Dept: 606 County Buildings Revenue			
6645 BldRent Wcty			-
6650 Court Reimb-moved to Court 800-8001	-	-	-
Buildings Revenue	-	-	-
Estimated Net Income/Loss	(543,700.00)	(91,929.71)	(451,770.29)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 607 Regional Communications Center			
3100 Wages	1,133,515.00	277,349.03	856,165.97
3115 Night Shift Differential	8,000.00		8,000.00
3125 Compensatory Time	-		-
3150 Regular Full Time Overtime	80,000.00	17,188.01	62,811.99
3200 Part Time - Regular	20,000.00	3,441.47	16,558.53
3220 Earned Paid Leave Wages		270.00	(270.00)
3230 Part Time - IT wages	-	2,229.90	(2,229.90)
4004 IT Services Contract- Move to IT Department	-	384.61	(384.61)
4105 Auto mileage	2,000.00		2,000.00
4110 Meals	1,500.00		1,500.00
4115 Lodging	1,000.00		1,000.00
4125 Equipment & Furniture	2,400.00		2,400.00
4205 Gas/oil/grease vehicles	1,500.00	83.07	1,416.93
4305 Electricity	10,515.00	3,766.58	6,748.42
4314 Internet Expense	940.00	175.00	765.00
4315 Telephone bill	3,880.00	1,255.85	2,624.15
4320 Datalines	1,678.00	1,071.21	606.79
4321 Computer Maintenance Agre	23,384.00	7,102.11	16,281.89
~includes Spillman			-
4450 Communications Equipment Maint	7,500.00		7,500.00
4630 Equipment Lease	230.00		230.00
4655 Radios-base repairs/maint - PCT contract	43,200.00	10,800.00	32,400.00
4657 Recorder/Maintenance	6,818.00	4,852.25	1,965.75
4675 Equipment Repair/Maintena	1,000.00	432.74	567.26
4722 Insurance - Other	1,500.00		1,500.00
4820 Dues & Bonds	347.00	152.00	195.00
4835 Postage	25.00	4.44	20.56
4940 Training/education	1,500.00	30.00	1,470.00
5206 Propane-Towers	1,000.00		1,000.00
5335 Office Supplies	1,500.00		1,500.00
5360 Public Safety IAM Responding - Pd w. TIF Funds		16,627.00	(16,627.00)
5405 Uniforms/clothing allowan	1,500.00		1,500.00
5810 Employee Recognition			-
7310 Communications Equipment Maint	7,500.00		7,500.00
7325 Equipment & furniture			-
RCC	1,363,932.00	347,215.27	1,016,716.73

Note: 607-5360 Public Safety - I Am Responding was paid with Community Benefit Funds

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 609 Registry of Deeds			
3100 Wages	169,714.00	45,692.15	124,021.85
4004 IT Services Contract	-	-	-
4314 Internet Expense - includes email (3)	1,160.00	175.00	985.00
4315 Telephone bill	700.00	154.11	545.89
4630 Equipment Lease	5,800.00	2,074.25	3,725.75
4632 Equipment Repair/Maintena	500.00		500.00
4820 Dues & Bonds	200.00	200.00	-
4825 Scanning & Imaging	49,000.00	10,800.00	38,200.00
4835 Postage	1,800.00	421.54	1,378.46
4920 Miscellaneous	500.00		500.00
4930 Registration/enrollment f	300.00	170.00	130.00
5335 Office Supplies	2,800.00	890.95	1,909.05
7325 Equipment & furniture	500.00		500.00
Registry of Deeds	232,974.00	60,578.00	172,396.00
Dept: 609 Registry of Deeds Revenue			
6061 Deeds Surcharge Interest	6,000.00	1,399.21	4,600.79
6064 Web Revenues	5,000.00		5,000.00
6065 R-Deeds Fees	280,000.00	48,410.10	231,589.90
6066 Transfer tax	70,000.00	6,310.42	63,689.58
6068 Surcharge	-	6,024.00	(6,024.00)
Registry Revenue	361,000.00	62,143.73	298,856.27
Estimated Net Income/Loss	128,026.00	1,565.73	126,460.27

6061 Deeds Interest is actually Deeds Surcharge Interest and cannot be used as part of the Budget.

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 610 Probate Court			
3100 Wages	173,209.00	46,633.02	126,575.98
4000 Professional services	40,000.00	921.13	39,078.87
4004 IT Services Contract	2,000.00	499.98	1,500.02
4105 Auto mileage	1,000.00		1,000.00
4110 Meals	200.00		200.00
4115 Lodging	250.00		250.00
4314 Internet Expense - include email (2)	1,190.00	175.00	1,015.00
4315 Telephone bill	700.00	160.87	539.13
4630 Equipment Lease	1,400.00	1,127.00	273.00
4632 Equipment Repair/Maintena	150.00		150.00
4676 Computer upgrade & maint. - Quickbooks/Adobe	1,100.00		1,100.00
4805 Advertising	100.00		100.00
4820 Dues & Bonds	1,050.00	263.00	787.00
4835 Postage	1,800.00	436.80	1,363.20
4845 Notice Publications	10,000.00	2,850.00	7,150.00
5335 Office Supplies	1,800.00	168.61	1,631.39
5338 Record Management System	3,000.00	2,565.20	434.80
5510 Statutes & reference book	1,300.00	253.91	1,046.09
7320 Computer upgrade	1,000.00		1,000.00
7370 ICON Docket System			-
Probate Court	241,249.00	56,054.52	185,194.48
Dept: 610 Probate Court Revenue			
6101 Surcharge	2,500.00		2,500.00
6102 Probate Fees	70,000.00		70,000.00
6104 Postage	-		-
6105 Notice/Pub	-		-
ProbateCourt Rev	72,500.00	-	72,500.00
Estimated Net Income/Loss	(168,749.00)	(56,054.52)	(112,694.48)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 611 Sheriff's Department			
3100 Wages	1,705,516.00	471,946.17	1,233,569.83
3103 Lubec Wages			-
3105 SO-Outside Detail - reimbursable		855.00	(855.00)
3109 Jonesport Wages - reimbursable		300.00	(300.00)
3111 Military Pay		614.88	(614.88)
3114 Reimbursable Detail		3,353.70	(3,353.70)
3125 Compensatory Time			-
3150 Regular Full Time Overtime	220,000.00	76,908.32	143,091.68
3200 Part Time - Regular	12,000.00	2,499.83	9,500.17
3220 Earned Paid Leave Wages		382.10	(382.10)
3230 Part Time - IT wages - Move to IT Department		2,230.05	(2,230.05)
3240 Civil Process	45,000.00	10,836.00	34,164.00
4000 Professional services	3,000.00		3,000.00
4004 IT Services Contract balance paid to Dennis Dorsey from 2025		384.62	(384.62)
4105 Auto mileage	1,000.00		1,000.00
4110 Meals	1,500.00		1,500.00
4115 Lodging	5,000.00	610.40	4,389.60
4117 Tolls	50.00		50.00
4140 Civil Process Expenses	42,000.00	6,896.63	35,103.37
4205 Gas/oil/grease vehicles	95,000.00	11,315.84	83,684.16
4210 Vehicle Mnt (Move vehicle repair to revenue)	45,000.00	(7,992.95)	52,992.95
4305 Electricity	80,000.00	11,628.81	68,371.19
4314 Internet Expense	912.00	175.00	737.00
4315 Telephone bill	39,160.00	5,006.51	34,153.49
4630 Equipment Lease	2,670.00	1,127.00	1,543.00
4656 Mobile radios/repairs-mai	600.00	550.00	50.00
4676 Computer upgrade & mainte	77,485.00	29,920.60	47,564.40
4820 Dues & Bonds	1,200.00	750.00	450.00
4835 Postage	2,500.00	343.53	2,156.47
4840 Printing/Publications	3,800.00	47.80	3,752.20
4905 Criminal investigation ex	19,000.00		19,000.00
4935 Fitness Incentive	7,000.00		7,000.00
4940 Training/education	30,000.00	830.00	29,170.00
5335 Office Supplies	7,400.00	895.49	6,504.51
5338 Record Management System	3,200.00	2,790.40	409.60
5360 Public Safety	6,000.00		6,000.00
5405 Uniforms/clothing allowan	17,600.00	1,257.90	16,342.10
5520 FireArm Associated Expense	10,899.00		10,899.00
5525 Taser Expense	10,000.00	7,450.01	2,549.99
5850 K-9 Expense	5,877.00	690.71	5,186.29
7050 Officer Acquisition	30,000.00		30,000.00
7320 Computer upgrade	-		-
7325 Equipment & furniture	-		-
7345 Motor Vehicles - Reserve	55,000.00		55,000.00
7346 Motor Vehicle Equipment Res	20,000.00		20,000.00
7390 Bullet-proof vests	22,500.00		22,500.00
7391 K-9 Reserve	7,500.00		7,500.00
Sheriff's Department	2,635,369.00	644,604.35	1,990,764.65

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 611 Sheriff's Department Revenue			
6113 MDEA Reimb	212,368.00	51,764.81	160,603.19
6175 Civ Process	87,000.00	20,509.00	66,491.00
6176 SO Ins Rpts	2,300.00	658.00	1,642.00
6179 DETAIL FEES	-	1,125.00	(1,125.00)
6182 Grand Lake			-
6183 Jonesport		3,780.00	(3,780.00)
6184 Lubec Patrol			-
6200 MDEA Rent	7,800.00	1,300.00	6,500.00
Sheriff's Revenue	309,468.00	79,136.81	230,331.19
Estimated Net Income/Loss	(2,325,901.00)	(565,467.54)	(1,760,433.46)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 612 Information Technology			
3200 Part Time - Regular	46,800.00	3,000.00	43,800.00
4004 IT Services Contract	175,000.00	31,249.98	143,750.02
Information Technology	221,800.00	34,249.98	187,550.02
Dept: 614 Governmental Third Party			
4701 WashCty COG			-
4702 Was.Cty. Soil & Water Con			-
4703 Was.Cty. Extension Associ			-
4704 D-E RC&D			-
Governmental Third Party	-	-	-
Dept: 618 Third Party Requests			
4714 Wash. Cty. Firefighters A			-
4715 Orono Fire Region Respons Team			-
4716 Downeast Institute			-
4717 Next Step			-
Third Party	-	-	-
Dept: 619 Insurance			
4721 Liability Insurance	80,000.00	63,380.94	16,619.06
4755 Workers Compensation Insurance	225,000.00	53,223.67	171,776.33
	305,000.00	116,604.61	188,395.39
Dept: 619 Insurance Revenue			
6190 Worker's Comp Insurance Rev	13,052.00		13,052.00
	13,052.00	-	13,052.00
Estimated Net Income/Loss	(291,948.00)	(116,604.61)	(175,343.39)
Dept: 620 Employee Benefits			
4724 Health Insurance	1,533,265.00	576,611.15	956,653.85
4730 Paid Family Medical Leave	20,837.00	6,706.58	14,130.42
4735 MSRS	492,981.00	94,530.35	398,450.65
4740 IRA match	20,000.00	6,000.00	14,000.00
4750 FICA County match	318,799.00	102,611.09	216,187.91
Employee Benefits	2,385,882.00	786,459.17	1,599,422.83
Dept: 620 Employee Benefits Revenue			
6201 Empl Reimb. Empl Ben Rev	106,582.00		106,582.00
	106,582.00	-	106,582.00
Estimated Net Income/Loss	(2,279,300.00)	(786,459.17)	(1,492,840.83)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 622 Debt Service			
4800 TAN plus Interest	150,000.00	246,204.70	(96,204.70)
Debt Service	150,000.00	246,204.70	(96,204.70)
 Dept: 625 Unorganized Territory - Reimbursable			
3100 Wages	4,653.84	4,653.84	-
3200 Part Time - Regular	873.36	873.36	-
3220 Earned Paid Leave Wages			-
4315 Telephone bill	299.29	299.29	-
4835 Postage	1.48	1.48	-
Unorganized Territory	5,827.97	5,827.97	-
 Dept: 625 Unorganized Territory Reimbursement			
6645 Building Rent			
Unorganized Territory Reimbs.	-	-	-
 Estimated Net Income/Loss	(5,827.97)	(5,827.97)	-
 Dept: 660 Capital Reserves			
7501 Leave Reimbursement Reser	80,000.00		80,000.00
7502 Unemployment Reserves	25,000.00		25,000.00
7503 Earned Paid Leave	6,000.00	-	6,000.00
Capital Reserves	111,000.00	-	111,000.00
 Dept: 662 Contingency			
8001 Contingency	100,000.00	-	100,000.00
Contingency	100,000.00	-	100,000.00

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 699 County Jail			
1002 Ambulance Services	2,200.00	447.72	1,752.28
1017 In-house Medical Providers	152,464.00	30,993.47	121,470.53
1026 Psychological Services	9,000.00	1,160.72	7,839.28
1028 Sanitation/Pest Control	1,300.00	262.00	1,038.00
1104 Lodging	12,000.00	2,560.00	9,440.00
1106 Meals - Staff	7,500.00	750.23	6,749.77
1108 Other (Tolls, Parking)	150.00	31.30	118.70
1203 Gasoline	10,000.00	1,465.91	8,534.09
1209 Vehicle Repairs and Maint.	10,000.00	344.81	9,655.19
1302 Electric (Utilities)	50,000.00	18,579.19	31,420.81
1303 Fuel Oil/Heating Oil	40,000.00	13,646.17	26,353.83
1305 Gas-Propane (Kitchen)	5,500.00	1,118.87	4,381.13
1308 Sewer (Utilities)	20,650.00	4,728.40	15,921.60
1310 Telephone/Internet	3,240.00	511.55	2,728.45
1312 Water (Utilities)	4,000.00	1,147.65	2,852.35
1405 Lease Agreement	2,200.00	1,127.00	1,073.00
1602 Building Structure Maint.	26,300.00	4,062.61	22,237.39
1606 Elevator Maintenance	-		-
1607 Equip/Furn. Maint.	6,500.00		6,500.00
1612 Maintenance Agreements	350.00	365.00	(15.00)
1620 Radio Repair	1,000.00		1,000.00
1621 Rubbish Removal	6,000.00	1,533.00	4,467.00
1676 Computer Upgrade/Maintenance ~includes Spillman	13,917.00	9,818.02	4,098.98
1703 Insurance-Liability	60,000.00	50,762.11	9,237.89
1810 Jail Employee Recognition	300.00		300.00
1815 Postage	-		-
1817 TAN Interest	50,000.00		50,000.00
1907 Registration/Enrollment Fees	500.00		500.00
1909 Training & Education	15,000.00	1,134.00	13,866.00
2101 Food	114,000.00	27,501.92	86,498.08
2214 Cleaning Supplies	15,000.00	3,627.69	11,372.31
2221 Institutional Bedding	4,000.00		4,000.00
2225 Institutional Medical	70,000.00	16,365.04	53,634.96
2226 Kitchen Supplies	9,000.00	2,316.45	6,683.55
2230 Office Supplies	4,000.00	446.95	3,553.05
2239 Statutes/Reference Books	300.00		300.00
2301 Correction Officer Uniforms	10,000.00	429.71	9,570.29
2303 Prisoner Uniforms	8,000.00	297.84	7,702.16
2360 Recruitment & PR	750.00		750.00
2805 Computer Upgrade	15,900.00		15,900.00
2806 Security Cameras	1,800.00		1,800.00
2827 Control Panel (fixture)	9,000.00		9,000.00
2845 Motor Vehicles - Reserve	5,000.00		5,000.00
3100 Wages	1,857,775.00	510,710.68	1,347,064.32
3111 Military Pay	-	993.24	(993.24)
3115 Night Shift Differential	11,000.00		11,000.00
3125 Compensatory Time			-

2026 Financial Update

Dept: 699 County Jail continued

3150 Regular Full Time Overtime	178,000.00	94,375.95	83,624.05
3200 P-T Regular	80,000.00	4,360.69	75,639.31
3220 EPL Wages	-	337.26	(337.26)
3230 Part Time - IT wages	-	2,230.05	(2,230.05)
4000 Professional services	200.00		200.00
4004 IT Services Contract (move to IT Depart.)	-	384.61	(384.61)
4724 Health Insurance	734,390.00	116,493.18	617,896.82
4730 Paid Family Medical Leave	9,289.00	2,279.99	7,009.01
4735 MSRS	210,204.00	51,664.28	158,539.72
4750 FICA County match	142,120.00	34,883.74	107,236.26
4755 Workers Compensation	-	20,728.07	(20,728.07)
5525 Taser Expense	5,408.00		5,408.00
7322 Replacement locks	2,400.00		2,400.00
7325 Equipment & furniture	-		-
County Jail	4,007,607.00	1,036,977.07	2,970,629.93

Dept: 699 County Jail Revenue

6949 Supplement	109,104.00		109,104.00
6950 DOC Inv Fund	548,303.00	137,247.50	411,055.50
6953 Pretr/Monitr			-
6956 Misc Inc-SSI	4,000.00		4,000.00
6959 MED CO-PAYS	2,800.00	645.23	2,154.77
6961 Comm Confine			-
6963 Court Fees	6,500.00	1,629.12	4,870.88
6964 OSA Contract	80,000.00	9,507.08	70,492.92
6965 Opioid Funds			-
Jail Revenue	750,707.00	149,028.93	601,678.07
Estimated Net Income/Loss	(3,256,900.00)	(887,948.14)	(2,368,951.86)

2026 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 800 Court - Totally Reimbursed			
4305 Electricity	6,183.08	28,823.76	(22,640.68)
4310 Sewer bill	194.06	194.06	-
4311 Water bill	-	467.83	(467.83)
4314 Internet Expense	9.95	29.85	(19.90)
4605 Parking lot/grounds/snow	121.51	1,065.48	(943.97)
4610 Building/structure mainte	-	824.94	(824.94)
4620 Elevator Maintenance Contract	-	-	-
4635 HVAC repairs	-	742.95	(742.95)
4675 Equipment Repair/Maintena	-	385.00	(385.00)
5205 Fuel - Buildings	1,147.54	3,837.82	(2,690.28)
5325 Maintenance supplies	317.92	1,457.87	(1,139.95)
7205 Building improvements	-	-	-
Court	7,974.06	37,829.56	(29,855.50)
Dept: 800 Court Revenue			
8001 Court Costs Reimbursement	80,735.00	55,523.91	25,211.09
Court Revenue	80,735.00	55,523.91	25,211.09
Estimated Net Income/Loss	72,760.94	17,694.35	55,066.59
Dept: 810 Bad Debts			
Bad Debts	-	-	-
Total Revenue	1,773,386.00	431,596.36	1,341,789.64
Less Total Expense	13,426,719.00	3,676,433.59	9,750,285.41
Add Town Taxes Received	11,653,333.00	3,244,837.23	8,408,495.77
Dept: 900 Town/City Taxation			
6400 Towns/City Tax Payments	11,804,050.00	65,096.32	11,738,953.68
6401 Town City Interest on late pmts.	-	-	-
Remaining amounts due	11,804,050.00	65,096.32	11,738,953.68



**Washington County
Emergency Management Agency**
28 Center Street
P.O. Box 297
Machias, Maine 04654
(207) 255-3931



**Washington County Emergency Management Report
April 6 2026**

1. Point Lepreau Evacuation Traffic Control Plan

Our office has been working with Faith Staples on developing a Point Lepreau Evacuation Traffic Control Plan. This plan will become part of the State of Maine Radiological Emergency Preparedness Plan.

We held a coordination meeting last year with local fire departments, law enforcement, the Sheriff's Office, and the Department of Transportation to discuss the framework. A draft of the plan was sent out to all partners for review and comment on April 6, 2026, and is attached for your review and we welcome any feedback

2. Training, Coordination, and Outreach Efforts

We continue to host the Washington County Firefighters Association and Fire Chiefs monthly meetings. We've also been working with these groups, along with IamResponding and IT, to get the IamResponding system fully functional across the county.

At the end of the month, EMA will be hosting a workshop focused on developing Community Emergency Response Teams (CERT) within Washington County. This workshop will educate community members on the purpose and function of CERT programs and gauge interest in establishing teams within their communities.

Additionally, we have been working with Debbie and Jon at MEMA on exercise planning. In coordination with the LEPC, our office is planning to host a full-scale exercise in October. This exercise will build upon the tabletop and functional exercises conducted over the past several years.

3. Hazard Mitigation Plan Update

I continue to work closely with Paul Styslinger, Natural Hazards Planner at MEMA (Maine Emergency Management Agency), meeting weekly to address the required changes. We are reviewing and revising the plan element by element to ensure that all required updates, data, and documentation are included. While the process is extensive, I am working diligently to complete the revisions as efficiently and quickly as possible. The goal is to have the updated plan submitted to FEMA for final review and approval prior to April 20.

4. Tier II Reporting

We continue to collect and process Tier II reports from facilities across Washington County to ensure compliance with state and federal requirements.

Conclusion

Overall, our focus continues to be on planning, coordination, and preparedness across Washington County. Current priorities include the Point Lepreau evacuation plan, ongoing training and exercise planning, completing the Hazard Mitigation Plan, and ensuring Tier II reporting compliance.

Respectfully submitted,

Lisa M. Hanscom, Director

Washington County Emergency Management Agency (EMA)

RECORD OF CHANGES

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INTRODUCTION

The Maine Traffic Management Manual for Point Lepreau Nuclear Generating Station is intended to aid in the flow of traffic in the event of an emergency at Point Lepreau Station. This plan is to aid in the movement of traffic from local roads to Route 1 and Route 9.

This manual is a compilation of the recommended Access Control Points which may need to be established during an emergency at Point Lepreau Station. The purpose of the manual is to provide guidance to local, county, and state police law enforcement agencies in providing access control for an incident at Point Lepreau Station.

The Access Control Points have been selected based on a traffic analysis of the roads within the Ingestion Pathway Zone (IPZ) and from information provided by Washington County EMA, local fire departments and Maine State Police.

The Maine Traffic Management Manual for Point Lepreau Station is divided into three sections as follows:

Section 1 - Procedures for Maine State Police Duty Supervisor and State Troopers

Section 2 - Access Control Point Summaries

Section 3 - Maps of Access Control Points for the State of Maine

Appendix A - Maine State Police Duty Officer Checklist for Issuing Dosimetry

Appendix B - Emergency Worker Information

Appendix C - Maine State Police Checklists

DISTRIBUTION

This manual shall be reviewed and updated annually. The Master Document and Working Copy shall be located at the Maine Emergency Management Agency. Controlled distribution is as follows:

Agency	Controlled Manuals
MEMA	
State EOC	2
FEMA, Region 1	2
NBOEM	1
Washington County EMA	2
Washington County Sheriff's Office	4
Washington County Communications Center	2
MDOT	2
U.S. Border Patrol	6
Machias Police Department	6
Eastport Police Department	6
Pleasant Point Police Department	4
Calais Police Department	4
Baileyville Police Department	4
Passamaquoddy Police Department	4
East Machias Fire Department	4
Alexander Fire Department	4
Wesley Fire Department	4
Baileyville Fire Department	4
Princeton Fire Department	4
Maine State Police	20

Controlled Manuals may be duplicated for internal use only. Changes will be provided only for Controlled Manuals. However, it is the Controlled Manual holder's responsibility to keep the original manual and all copies current.

SECTION 1

PROCEDURES

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MAINE STATE POLICE TROOP J COMMANDER OR TROOP OD PROCEDURE

This section provides procedures to be followed in the event of an emergency at Point Lepreau Station. These procedures describe actions to be taken according to the three international emergency classification levels.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

1. Receive notification from the Maine State Police (MSP) Headquarters/Warning Point (HQ/WP) in Augusta through Regional Communications Center (RCC) in Augusta.
2. Augusta RCC will notify the Troop "J" OD. They also will notify Washington County Sheriff's Department (207-255-4422) and the Washington County EMA (207-255-3931).
3. Troop J OD may dispatch a state police trooper or sergeant, if available, to the Washington County EMA EOC.
4. Troop J OD will review locations and availability of Troop "J" and Troop "E" personnel and IMAT team.
5. Maintain contact with MSP SEOC Liaison in Augusta to receive directions on all emergency response actions.
6. Ensure that dosimetry and Potassium Iodine (KI) has been dispatched from Augusta.
7. Ensure all local police departments within Washington County are notified of the international emergency classifications.
8. Contact Washington County Sheriff's Office (WCSO), Machias, Eastport, Calais, Pleasant Point, Passamaquoddy, and Baileyville police departments and East Machias, Princeton, Baileyville, Alexander, and Wesley Fire Departments to plan for staffing points along the diversionary routes, place on standby.
9. Dosimetry and KI will be issued at the Washington County Courthouse parking lot near Court Street and Center Street in Machias for all state troopers, local police and fire department personnel assigned to access control points. Additionally, DOT workers that require dosimetry will be issued the equipment through the Jonesboro DOT garage.

NOTE:

Special Arrangements to deliver dosimetry to any trooper, police officer, fire personnel or DOT worker dispatched directly to an access control point or leaving from the Jonesboro DOT yard will be made.

10. Dispatch troopers, local police, and fire departments to specific access control points when directed by MSP SEOC Liaison in Augusta. Advise troopers, local police officers and fire department personnel to establish communications with the State IMAT Team located at the Washington County Courthouse parking lot when they have arrived at their assigned access point.

NOTE:

A copy of the Maine Traffic Management Manual (MTMM) for Point Lepreau Station is kept in each Maine State Police Troop "J" and Troop "E" cruiser and at the local police and fire departments in Machias, Eastport, Baileyville, Pleasant Point, Passamaquoddy, Princeton, Alexander, East Machias, Wesley, and Calais as well as at the Washington County Sheriff's Department.

12. Coordinate with the MSP State EOC Liaison in Augusta and MDOT for providing traffic control equipment (cones, barricades, and signs) to points that have been staffed. Refer to the MTMM for Point Lepreau Station, Section 2, for amount and type of traffic equipment per traffic control point.

NOTE:

Traffic Control Equipment is to be delivered from the MDOT Maintenance Lots. Ensure that equipment is delivered promptly.

13. Notify troopers, local police, and fire departments to implement access control when directed by the MSP State EOC Liaison in Augusta. Request time of the initial order to evacuate within the Point Lepreau Station, IPZ from the MSP State EOC Liaison. Communicate time of the initial order to evacuate to state troopers and local police.
14. If informed by MSP State EOC Liaison in Augusta that a radioactive release is expected or is in progress, do the following.
 - a. Instruct all troopers (including local police and fire departments) to begin reading their dosimeters (DRDs) at 15-minute intervals.
 - b. Begin making reports concerning exposure levels to the State IMAT Team. The IMAT team will ensure that the SP State EOC is notified. The IMAT Team will make hourly summaries and send them to the SP State EOC in Augusta. If an individual reaches an exposure of 500 millirem they shall immediately notify the IMAT team who will notify the SP State EOC in Augusta. This will occur also for any 1 rem exposure. No traffic control worker will receive an exposure of 2 rem unless it has been approved by SP State EOC in Augusta.
 - c. Each trooper, local law enforcement officer and fire department personnel will maintain their own exposure card.
15. Consult Appendix A for guidance on Radiological Exposure Control.

MAINE STATE POLICE STATE TROOPER PROCEDURE

1. Receive an Access Control Point (ACP) assignment from the Duty Supervisor of Troop "J", or Troop "E", or a local police or fire departments. A list of access control points is included in Section 2.
2. Ensure that you have the following equipment before leaving for an access control point. (For those troopers or officers who are assigned directly to an Access Control Point, this equipment will be delivered.)
 - Dosimetry
 - Traffic Management Manual
 - Log Sheets
 - 2 KI tablets
3. Report to the State IMAT Team, upon arriving at the access control point, that you have reached your destination. Stand by on the side of the road until notified that access control should be implemented.
4. Contact the State IMAT Team to request traffic control equipment in accordance with access control point (refer to Section 3), if traffic control equipment (e.g., barricades, cones, and signs) is not at the assigned location within 30 minutes of arrival.
5. When notified to implement access control, deploy the equipment listed above as indicated in the sketch of your post which appears in the Maine Traffic Management Manual for Point Lepreau Station, Section 4.

NOTE:

The purpose of this equipment is to provide visual guidance to all drivers. They are not to serve as physical barriers to vehicular movement. This equipment should be spaced so that vehicles can safely move between individual cones and barricades if the drivers have a need to enter the controlled area.

6. During the early stages of the emergency:
Facilitate the flow of traffic by:
 - expediting the movement of evacuating vehicles, and
 - discouraging the movement of vehicles entering the controlled area by using arm movements to indicate diversion paths of travel. Periodically report amount of traffic allowed entering the Controlled Area to the State IMAT Team.
7. Approximately two (2) hours after the order to evacuate or when inbound traffic volumes diminish to the extent that checking the intent of drivers entering the protected area will not unduly delay these vehicles (i.e., screening motorists will not result in the formation of lines of 20 or more vehicles), check all incoming drivers.
 - a. Allow entry of:

- Emergency response vehicles with specific missions and destinations (i.e., buses, ambulances, tow trucks).
- Members of the press with proper press credentials (unless their safety is in question or otherwise specified when approved by State IMAT Team).
- Employees of the Licensee/Utility responding to the incident, who have appropriate proper identification.
- Federal, State and local emergency response personnel with appropriate proper identification of the agency they represent.
- Area residents with a bonafide need to enter the area. These include:
 - residents returning to shelter in their homes; and
 - residents returning to their homes to prepare for an evacuation after an evacuation recommendation.

NOTE:

Entry for transients or unauthorized personnel and commercial or unauthorized traffic is to be denied.

- b. Advise members of the public with questions to monitor their designated Emergency Alert System (EAS) station for news and instructions.

CAUTION:

If the screening process creates long lines of vehicles (approximately 20 or more vehicles) temporarily stop screening activities until the line dissipates, then resume screening.

8. Read dosimetry according to the instructions provided in Appendix A. Contact the State IMAT Team if any of the radiation exposure limits delineated in Appendix A are met or exceeded.
9. Forward any requests for towing services to the State IMAT Team. Provide explicit directions for the location where towing services are needed.
10. Stay at the access control point until you are instructed to leave or relieved of duty.

At the end of the assignment:

- note the time relieved in the log; and
- report to the location designated by the State IMAT Team to turn in equipment.

SECTION 2

ACCESS CONTROL POINT SUMMARIES

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TOTAL									

NOTES:

- * Priorities indicate the level of importance of each Access Control Point (ACP). Priorities are based on traffic volumes with priority 1 being assigned to roadways with the highest traffic volumes, and Priority 2 to lower volume roadways. If there is a manpower shortage, utilize the priority numbering system to assign personnel with Priority 1 ACPs being staffed for.
- ** Coordinate the staffing of this ACP with the Maine State Police and Washington County Sheriffs Dept.

SECTION 3

MAPS - ACCESS CONTROL POINTS FOR STATE OF MAINE

Maine Traffic Management Manual for Point Lepreau Station ACCESS CONTROL POINT 1

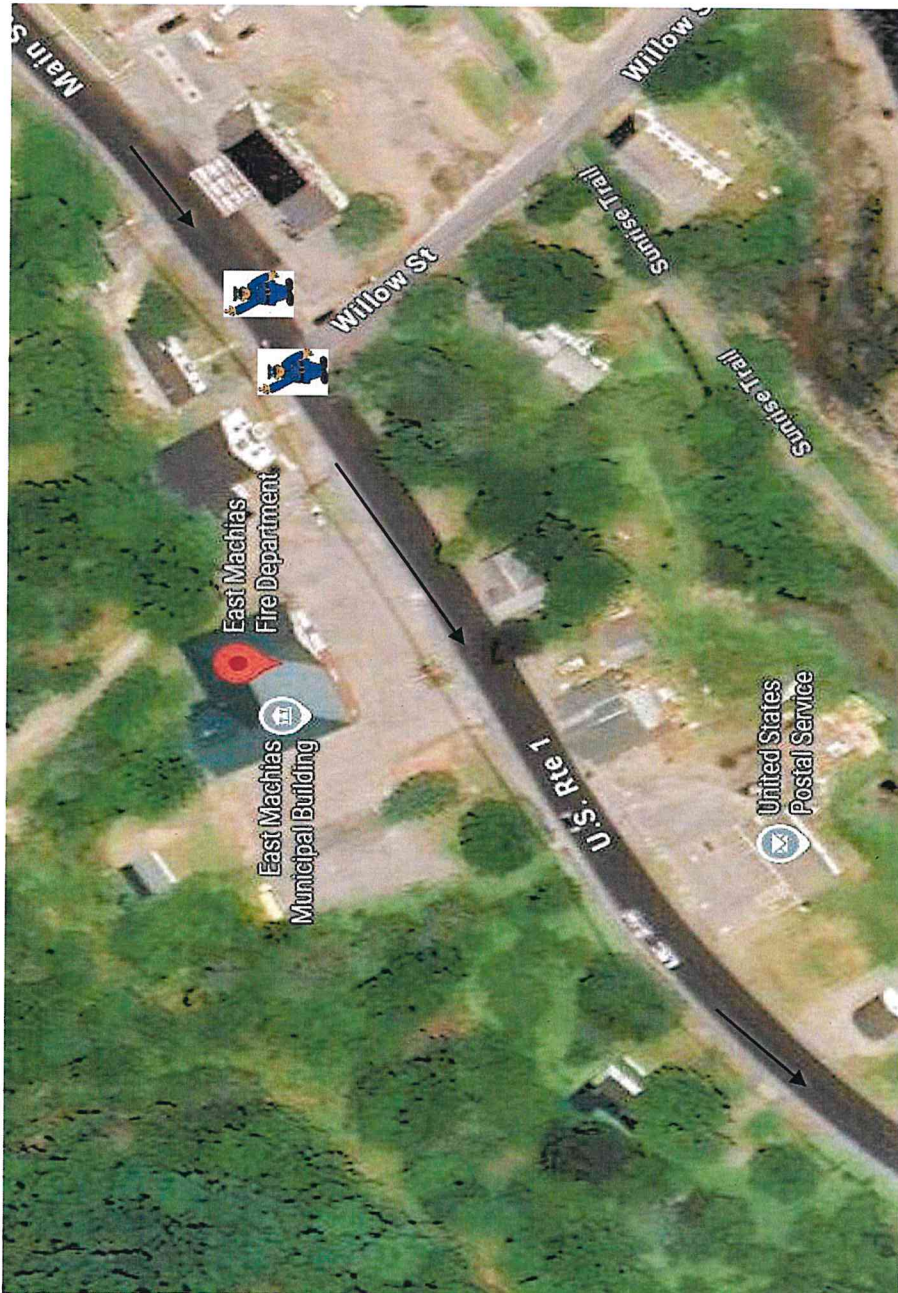
TOWN: EAST MACHIAS

LOCATION: ROUTE 1 IN EAST MACHIAS NEAR THE FIRE DEPARTMENT

Key	
→	MOVEMENT FACILITATED
→	MOVEMENT DISCOURAGED
	TRAFFIC GUIDE
	TRAFFIC CONE
	TRAFFIC CONES SPACED
	TO DISCOURAGE TRAFFIC
	STOP SIGN
	TRAFFIC BARRICADE
	TRAFFIC SIGNAL

DESCRIPTION

Route 1 going West Access Control Point will be the East Machias Fire Department on Route 1 in East Machias.



MANPOWER/EQUIPMENT

?	TRAFFIC GUIDE
?	TRAFFIC CONES
?	BARRICADES

Maine Traffic Management Manual for Point Lepreau Station ACCESS CONTROL POINT 2

TOWN: WESLEY

LOCATION: ROUTE 9 WESLEY NEAR THE WYMAN FACTORY

Key	
→	MOVEMENT FACILITATED
→	MOVEMENT DISCOURAGED
	TRAFFIC GUIDE
	TRAFFIC CONE
	TRAFFIC CONES SPACED TO DISCOURAGE TRAFFIC
	STOP SIGN
	TRAFFIC BARRICADE
	TRAFFIC SIGNAL

DESCRIPTION

Route 9 will be at the Wyman's Factory in Wesley at the top of the hill. (Pushing people to THE North and West)



MANPOWER/EQUIPMENT

?	TRAFFIC GUIDE
?	TRAFFIC CONES
?	TRAFFIC BARRICADES

Maine Traffic Management Manual for Point Lepreau Station ACCESS CONTROL POINT 3

TOWN: PRINCETON

LOCATION: ROUTE 1 GOING NORTH NEAR THE PRINCETON
 ELEMENTARY SCHOOL

<u>Key</u>	
→	MOVEMENT FACILITATED
→	MOVEMENT DISCOURAGED
	TRAFFIC GUIDE
○	TRAFFIC CONE
●	TRAFFIC CONES SPACED
⊥	TO DISCOURAGE TRAFFIC
⊥	STOP SIGN
⊥	TRAFFIC BARRICADE
	TRAFFIC SIGNAL

DESCRIPTION

Route 1 going North toward
 Princeton/Danforth will be near the Princeton
 Elementary School.

MANPOWER/EQUIPMENT

- ? TRAFFIC GUIDE
- ? TRAFFIC CONES
- ? TRAFFIC BARRICADES



Maine Traffic Management Manual for Point Lepreau Station ACCESS CONTROL POINT 3

TOWN: PRINCETON

LOCATION: Stud Mill Road intersection with CCC Road

<u>Key</u>	
→	MOVEMENT FACILITATED
→	MOVEMENT DISCOURAGED
	TRAFFIC GUIDE
○	TRAFFIC CONE
●	TRAFFIC CONES SPACED
⊘	TO DISCOURAGE TRAFFIC
⊙	STOP SIGN
⊗	TRAFFIC BARRICADE
	TRAFFIC SIGNAL

DESCRIPTION

Route 1 going North toward Princeton/Danforth will be near the Princeton Elementary School.

MANPOWER/EQUIPMENT

- ? TRAFFIC GUIDE
- ? TRAFFIC CONES
- ? TRAFFIC BARRICADES



APPENDIX A

DUTY OFFICER CHECKLIST FOR ISSUING DOSIMETRY

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CHECKLIST FOR ISSUING DOSIMETRY

The State IMAT Team, or designee, is responsible for issuing radiological monitoring equipment (dosimetry) and ensuring that associated emergency worker exposure records are maintained. The following is a checklist of the minimum actions of the State IMAT Team, or designee, which is required to take during a radiological emergency at Point Lepreau Station.

1. Perform operational checks on dosimetry upon receipt. Instructions on how to perform the checks are provided in Attachment 1.

NOTE:

ANY DOSIMETER WHICH FAILS AN OPERATIONAL CHECK SHALL BE CONSIDERED DEFECTIVE AND NOT COUNTED AVAILABLE FOR USE.

2. Prepare dosimetry for issue to emergency workers (troopers/officers). A dosimetry unit consists of the following:
 - 1 DMC 2000 (DRD)
 - 1 Exposure Record Card (ERC)
 - 1 Personnel Dosimetry Log
 - 2 KI tablets
3. Issue dosimetry; each emergency worker receives one unit as described above.
4. Have each individual complete the top section of the ERC, Attachment 2.
5. Have the staff members read the DRDs and record the readings on the ERC.
6. Record the appropriate information on the Personnel Dosimetry Log, Attachment 3.
 - Record name/organization, Social Security Number, and date/time issued.
 - Record and verify serial number of the DRDs.
7. Provide each individual with a copy of the Emergency Worker Information, Appendix B.

EXPOSURE RECORD CARD

(Side 1)

Name: _____ Date: _____

Town or Agency: _____

Assignment: _____

DMC 2000 Dosimeter Numbers _____

Read the dosimeter every 15 minutes unless otherwise directed. Record the readings on the reverse side of this card.

Notify the State IMAT Team if your dosimeter:

- 500 mR
- 1 rem
- DRD becomes lost, damaged or DRD goes off scale

Ingest KI only when directed by the State IMAT Team.

- Record date and time
- Report any adverse side effects to your dispatcher or upon arrival to your assigned facility.

Dosimeter Record (Side 2)

TIME	Reading	TIME	Reading	TIME	Reading

Potassium Iodide KI Record

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

APPENDIX B

EMERGENCY WORKER INFORMATION

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EMERGENCY WORKER INFORMATION

READING THE DMC 2000 DOSIMETER (DRD)

The DMC 2000 Dosimeter (DRD) shows the total or accumulated amount of gamma radiation to which it has been exposed starting from the time of turning it on.

PREPARATION AND USE

- a. Dosimetry - The DMC 2000 Dosimeters (DRDs) should be worn clipped to the breast pocket or clipped to the collar of neckline of a garment from the time of issue until you are dismissed from your assignment.
- b. Exposure Record Card and Personnel Dosimetry Log - always keep these in your possession.
- c. Radiation Exposure Control
 1. Unless otherwise directed, read your DMC 2000 Dosimeters (DRD) every 15 minutes and record the time and exposure on the Exposure Record Card.
 2. If the reading on the DRD is greater than or equal to 500 mR, notify the State IMAT Team. Take all further readings on your DRD.
 3. If the reading on the DRD is greater than or equal to 1 R, notify the State IMAT Team.
 4. If the reading on the DRD is approaching 2 R, notify the State IMAT Team who will rotate you out of the area.
- d. Termination of Assignment - At the end of your assignment, report back to the location designated by the State IMAT Team. Record the final reading of your DRD on your Exposure Record Card and on the Personnel Dosimetry Log in the Time In block. Subtract the reading in the Time Out block and record the results in DRD Total Exposure block. At your destination report your mission completion and total mission exposure to the State IMAT Team. Check with the State IMAT Team for directions on what to do with your dosimetry. Please change your clothing and bathe within 24 hours of the end of your shift.

If you are being relieved of your assignment by another individual, then:

- turnover all logs, procedures, and equipment except dosimetry to your relief.
- notify the State IMAT Team of the turnover; and
- report to the location designated by the State IMAT Team.

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APPENDIX C

MAINE STATE POLICE CHECKLISTS

MAINE STATE POLICE SEOC LIAISON CHECKLIST

ALERT, SITE AREA EMERGENCY AND GENERAL EMERGENCY

Date _____ Time _____

- Receive notification from MSP HQ/WP.
- Report to State EOC. Ensure that headquarters is aware that you are at the State EOC.
- Inform the Director and/or the Operations Chief of MEMA of your arrival and request an update of the situation.
- Determine availability of additional personnel if required.
- Obtain road report and/or condition from MDOT representatives.
- Ensure that Traffic Control Point's (TCPs) are available if required.
- Monitor overall Point Lepreau Station situation and be prepared to participate in EOC briefings concerning MSP resources available.

SITE AREA OR GENERAL EMERGENCY

Date _____ Time _____

- Ensure field forces are aware of off-site radiation, especially those in the down wind sectors.
- Be prepared to participate in briefings or group discussions requiring a policy from the "decision-making" process.

MAINE STATE POLICE DUTY SUPERVISOR CHECKLIST

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY
--

Date _____ Time _____

- Receive notification from the MSP HQ/WP through the MSP RCC in Augusta.
- Notify Troop "J" OD. Also notify Washington County Sheriff's Department (207-255-4422) and the Washington County EMA (207-255-3931).
- Review locations and availability of Troop "J" and Troop "E" personnel.
- Maintain contact with MSP State EOC Liaison to receive directions on all emergency response actions.
- Inventory and operationally check radiological equipment in accordance with the MTMM, Appendix A.
- Ensure all local police department within Washington County are notified of the emergency classifications.
- Contact Machias, Eastport, Calais, Pleasant Point, Baileyville, and Passamaquoddy police departments and East Machias, Princeton, Baileyville, Alexander, and Wesley Fire Departments to plan for staffing points along the diversionary routes, place on standby.
- Dosimetry and KI will be issued at the Washington County Courthouse in Machias for all state troopers and local police assigned to access control points.

MAINE STATE POLICE DUTY SUPERVISOR CHECKLIST

NOTE: Special arrangements to deliver dosimetry to any trooper or police officer or fire department dispatched directly to an access control point will be made.

**ALERT, SITE AREA EMERGENCY,
GENERAL EMERGENCY**

- Dispatch troopers, local police, and fire departments to specific access control points when directed by MSP State EOC Liaison. Advise troopers, local police officers and fire departments to establish communications with Troop "J" Dispatch or local police or fire departments upon arrival at assigned access control points.

NOTE: A copy of the MTMM is kept in each Troop "J" and "E" Cruiser and at the local police departments in Machias, Calais, Eastport, Baileyville, Pleasant Point, Passamaquoddy and Washington County Sheriff's Department as well as East Machias, Princeton, Baileyville, Alexander, and Wesley Fire Departments

- Coordinate with the MSP State EOC Liaison MDOT for providing traffic control equipment (cones, barricades, and signs) to points that have been staffed. Refer to the MTMM, Section 2, for amount and type of traffic equipment per traffic control point.

NOTE: Traffic Control Equipment is to be delivered from the MDOT Maintenance Lot. Ensure that equipment is delivered promptly.

- Notify Troopers, local police and fire personnel to implement access control when directed by the MSP State EOC Liaison. Request time of the initial order to evacuate within the Point Lepreau Station EPZ from the MSP State EOC Liaison. Communicate time of the initial order to evacuate to state troopers and local police.

If informed by MSP SEOC Liaison that a radioactive release is expected or is in progress, do the following.

- Instruct all troopers (including local police and fire personnel) to begin reading their DRDs at 15-minute intervals.
- Begin making hourly reports concerning exposure levels to the MSP State EOC Liaison.
- Record exposure levels for each trooper.
- Consult Appendix A for guidance on Radiological Exposure Control.

MAINE STATE POLICE TROOPER CHECKLIST

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

Date: _____ Time: _____

- Receive an Access Control Point assignment from the Duty Supervisor of Troop J, or Troop, or a local police or fire department. A list and maps of access control points are included in the Maine Traffic Management Manual (MTMM), Sections 2 and 3.
- Ensure that you have the following equipment before leaving for an access control point. (For those troopers or officers or fire departments who are assigned directly to an Access Control Point, this equipment will be delivered.)
 - ✓ Dosimetry (DRDs and TLD)
 - ✓ Flares
 - ✓ Flashlight with extra batteries
 - ✓ Maine Traffic Management Manual
 - ✓ Log Sheets
 - ✓ 2 KI tablets
- Report to the Duty Supervisor (or Police Chief), upon arriving at the access control point, that you have reached your destination. Standby on the side of the road until notified that access control should be implemented.
- Contact the Duty Supervisor (or Police Chief) to request traffic control equipment in accordance with access control point (refer to the MTMM, Section 4), if traffic control equipment (e.g., barricades, cones, and signs) is not at the assigned location within 30 minutes of arrival.
- When notified to implement access control, deploy the equipment listed above as indicated in the sketch of your post which appears in the MTMM, Section 4.

NOTE: The purpose of this equipment is to provide visual guidance to all drivers. They are not to serve as physical barriers to vehicular movement. This equipment should be spaced so that vehicles can safely move between individual cones and barricades if the drivers have a need to enter the controlled area.

- During the early stages of the emergency facilitate the flow of traffic by:
 - ✓ expediting the movement of evacuating vehicles, and
 - ✓ discouraging the movement of vehicles entering the controlled area by using arm movements to indicate diversion paths of travel. Periodically report amount of traffic allowed entering the Controlled Area to the Duty Officer.

MAINE STATE POLICE TROOPER CHECKLIST

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY

- Approximately two (2) hours after the order to evacuate or when inbound traffic volumes diminish to the extent that checking the intent of drivers entering the protected area will not unduly delay these vehicles (i.e., screening motorists will not result in the formation of lines of 20 or more vehicles), check all incoming drivers.
- Allow entry of:
 - ✓ Emergency response vehicles with specific missions and destinations (i.e., buses, ambulances, tow trucks).
 - ✓ Members of the press with press credentials (unless otherwise specified).
 - ✓ Employees of the utility responding to the incident have appropriate identification.
 - ✓ Federal, State and local emergency response personnel with identification of the agency they represent.
 - ✓ Area residents with a bonafide need to enter the area. These include: Residents returning to shelter in their homes and residents returning to their homes to prepare for an evacuation after an evacuation recommendation.

NOTE: THE ENTRY OF TRANSIENTS AND COMMERCIAL TRAFFIC IS TO BE DENIED.

- Advise members of the public with questions to monitor their Emergency Alert System radio station for news and instructions.

CAUTION: If the screening process creates long lines of vehicles (approximately 20 or more vehicles), temporarily stop screening activities until the line dissipates, then resume screening.

- Read dosimetry according to the instructions provided in the MTMM, Appendices A and B. Contact the Duty Supervisor or Police Chief if any of the radiation exposure limits delineated are met or exceeded.
- Forward any requests for towing services to the Duty Supervisor or Police Chief. Provide explicit directions for the location where towing services are needed.
- Stay at the access control point until instructed to leave or relieved of duty. At the end of the assignment:
 - ✓ note the time relieved in the log; and
 - ✓ report to the location designated by the Duty Supervisor or Police Chief to turn in

equipment.

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TO: Washington County Commissioners
FROM: District Attorney Robert Granger
DATE: April 2, 2026
RE: Department Report for March, 2026

The month of March was largely uneventful. Busy arraignment days occurred in Machias and Calais at the start of the month. Dispositional conferences were conducted in both courts on March 16th and 17th, and a number of cases were resolved by way of plea. However, Washington County still waits for the assignment of a "permanent" Superior Court justice, and as it appears now, we will not have an opportunity for jury trials till mid-September through October. This jury trial term will be longer than usual, and will provide a good opportunity for the Court and my prosecutors to address a number of cases which have been languishing due to the brevity of previous jury terms.

As of March 20, 2026, the Administrative Office of the Courts indicates that there are 461 cases pending in Washington County, with 72 defendants on deferred dispositions, and 68 defendants awaiting their first court appearance. Thus two prosecutors and limited staff are managing 601 cases. This represents an increase of 1.8% over last year and an increase of 41.4% since 2019.

Robert C. Granger
District Attorney

MONTHLY ADMINISTRATIVE REPORT FOR March 12, 2026 – April 9, 2026

TASKS COMPLETED

- **Prepare Commissioners' meeting minutes for:**
 - February 12, 2026
- **Prepare Agenda for February Meeting**
 - Distribute and publicize
- **Prepare weekly vouchers for payment**
 - Reconcile Health Trust insurance billing
 - Reconcile NCEU Health and Welfare billing
 - Review Consolidated phone bill and distribute Routing Slip for Department Heads
- **Contracts/Leases/Agreements**
 - Continue to gather, file and update spreadsheet
- **Pre-Audit**
 - Gather information for Hank as needed
- **Prepare monthly postage report**
- **Human Resources**
 - Process paperwork for employee status changes:
 - Resignation of employee
 - Benefit deductions
 - Process Family Medical Leave (FMLA) requests
 - Track time used for FMLA
 - Continue to track and file Annual Employee Evaluations
 - Research Section 125 Cafeteria Plan for NCEU members
 - Continue to research and learn about Paid Family Medical Leave (PFML) – *Employees will be eligible to receive this benefit beginning May 1st*
 - Prepare form needed for employees to request PFML
- **Tax Abatement**
 - Send out DeMaris vs State of Maine decision
 - Review new tax abatement hearing request
- **Worker's Comp**
 - Continue to submitted updates to MMA for claims
 - Submit First Report of Injury
- **Website updates**
 - Continue to send Meeting Minutes for posting
- **U.S. Bank Lease**
 - The termination of the leased equipment for EMA and Jail has been done and equipment has been picked up for return.
 - KYOCERA has been notified so these two machines can be removed from our service agreement.
 - Still working on having KYOCERA remove these pieces of equipment from the service agreement.
 - Finance Office has recently acquired new printers. I am working on taking their old printers off the service agreement with KYOCERA.

- Service Agreement revision is on-going.
- Contacted our Customer Service Representative for additional support to resolve the Service Agreement revision and billing issue.

B&G Log March-April

- Morning cleaning/mopping and trash removal.
- Moved evidence locker from old MDEA office to the new MDEA office in the Sheriff's Office.
- Moved furniture into/around Registry of Deeds.
- Modified Treasurers glass in door and stained trim
- New signs and bracket for Commissioners' office, Treasurers, and Museum.
- Changed four bulbs in DA building.
- Performed monthly fire extinguisher check.
- Conferred with Cloud 9 Electric to ensure generators were working to conduct elevator tests during annual fire alarm testing.
- Conducted annual fire alarm system testing with Minuteman Security.
- Built shelves in B&G tool room.
- Installed exterior solar light on back of RCC building.
- Smoke alarm tests in new sheriff's office.
- Prepared sheriff vehicles for sale.
- Shelves installed in Barry's closet in sheriff's office.
- Replaced bulbs in RCC basement.
- Met with Josh from Maine Fire Protection and Zack from Encore Sprinkler Systems to discuss quotes for doing quarterly inspections of New Sheriff's office sprinkler system.
- Snow removal due to several storms in month of March.

- Cleaned dirty smoke alarms in old sheriff's office.
- Supplied key to William in IT.
- Replaced missing deck boards at bottom of EMMA wheelchair ramp.
- Hung two eraser boards in new sheriff's office in the MDEA office.
- Hung second television in new sheriff office conference room.
-

**COUNTY OF WASHINGTON
REGISTRY OF DEEDS
TAMMY C. GAY, REGISTRAR
MONTHLY UPDATE
COMMISSIONERS MEETING
April 9th, 2026**

March 2026 in Review:

Maine Legislature Session Watch regarding any possible Deeds office changes:

1. LD 2231 "An Act to Support Owners of Manufactured Housing, Mobile Homes and Tiny Homes"

Summary: It allows the owner of manufactured housing or a tiny home to request the Secretary of State to cancel the certificate of title for the manufactured housing or tiny home as long as the owner files certain documents in the registry of deeds in the county where the manufactured housing or tiny home is located. Completion of the actions by the owner and the Secretary of State renders the manufactured housing or tiny home real estate for purposes of obtaining financing.

Clarifying that for purposes of Title 9-A, Article 9, "real estate" includes manufactured housing or tiny homes regardless of whether title to the real property to which the housing or home is affixed is owned by the owner of the housing or home.

Clarifying for purposes of the Maine Secure and Fair Enforcement for Mortgage Licensing Act of 2009, that the term "dwelling" includes manufactured housing or tiny homes regardless of whether title to the real property to which the housing or home is affixed is owned by the owner of the housing or home.

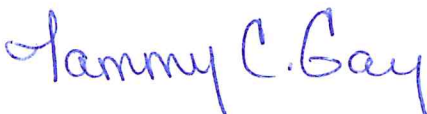
The Maine Registry of Deeds Association testified as neither for or against LD 2231.

2. Tammy is happy to report that after many years of research, discussions, and internal auditing along with the Finance Department and External Auditor, a satisfactory balance has been agreed upon for the Deeds Surcharge account. The Finance department has made the necessary corrections to the account along with the external auditor suggestions to ensure that the account will continue to be handled correctly by both departments.

3. **March Recording Stats:** We recorded 985 documents and 2 survey plans.

4. **March Revenue Collected:** \$ 29,323.43-- recording fees
\$ 5,439.89 -- county portion (9.2%) transfer tax
\$ 2,080.00 -- deeds surcharge account

Respectfully Submitted,



Tammy C. Gay, Registrar of Deeds

LYMAN L. HOLMES
JUDGE

DARLENE M. PERRY
REGISTER

STATE OF MAINE
WASHINGTON COUNTY PROBATE COURT
P.O. Box 297
Machias, Maine 04654
Telephone: (207) 255-6591

March 2026

The Washington County Probate Court held 10 formal hearings in the Probate Courtroom in the month of March.

Due to the reduction in staff in the Probate Court we are slower than we used to be when processing filings. Most attorney offices and individuals from the public are patient and understanding. We used to tell people when they filed an informal estate application that it would be about 2 weeks before they receive their paperwork. We are now telling them it will be approximately 3 weeks.

Public probate filings in Maine Probate Courts can be viewed and printed at www.maineprobate.net and blank probate forms can also be printed at this website.

Yours very truly,



Darlene M. Perry
Register of Probate

