

April 23, 2026

Minutes of the Washington County
Commissioners' Workshop
held April 23, 2026
in the Washington County Commissioners' Office
Machias, Maine

Attending the meeting were:

Commissioner David Burns
Commissioner Courtney Hammond
Commissioner Billy Howard
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Paul Sylvain, MVNO / Machias
Leigh MacKeen, Whitneyville
Tammy Gay, Deeds
Paula Johnson-Rolfe, WCSO
Joshua Rolfe, RCC / WCSO
Chief Deputy Crabtree, WCSO
Heather Green, Deeds
Lisa M. Hanscom, EMA
Heron Weston, WCUT
Christine Day, EMA
Megan Huffman, Finance
Sondra Small, Finance
Wayne Small, Jonesport
Grace Falzarano, Finance

Commissioner Burns called the meeting to order at 3:00 p.m.

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

MOTION Commissioner Howard moved to go into Executive Session.
Commissioner Hammond seconded the motion which passed
3-0. It was 3:00 p.m. (Howard / Hammond, 3-0)

MOTION The Commissioners declared themselves to have closed
the Executive Session. It was 3:35 p.m.
(Hammond / Howard, 3-0)

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MOTION

Commissioner Hammond moved to offer the position of Finance Director to Jennifer Windsor.
(Hammond / Howard, 3-0)

Commissioner Burns stated Ms. Windsor has indicated she will accept the position. Salary and benefits will be negotiated.

The workshop reconvened at 3:58.

AGENDA ITEM: Review of Washington County Policies

Commissioner Burns suggested the review of the policies should be tabled for another workshop to allow ample time. It was determined another workshop will be held for the purpose of reviewing county policies.

AGENDA ITEM: Review of Job Descriptions

County Manager Renée Gray presented updated job descriptions for each Washington County department for the Commissioners' review and approval.

Finance Office:

- Finance Manager - Full-time hourly, Incumbent is Sondra Small.
- Finance Director - The hiring process for this position is not complete. There were no changes noted for the job description provided.
- Accounts Payable/Payroll Clerk - Full-time hourly, Incumbent is Megan Huffman.
- County Treasurer - Elected/Appointed Position. It was noted the decision for the position to be elected or appointed will be made in November by the voters. The duties listed within the job description will not change.

MOTION

Commissioner Howard moved to approve the Job Descriptions for the Finance Office as presented.
(Howard / Hammond, 3-0)

Sheriff and Corrections Office Administration:

- Administrative Assistant - Full-time hourly, Incumbent is Jennifer Weaver. Commissioner Hammond noted this job description is very comprehensive.

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- Maintenance / Jail - Full-time, hourly, union; Incumbent is Jim Prenier.
- Office Manager - Salary Exempt; Incumbent is Paula Johnson-Rolfe.
- Corrections Officers - Full-time, hourly, union.
- Corrections Officer, Lieutenant - Full-time, hourly, union.
- Corrections Officer, Sergeant - Full-time, hourly, union.
- Jail Administrator - Salary Exempt; Incumbent is Rich Rolfe
- Head Cook - Full-time, hourly, union; Incumbent is Scott Conlin
- Cook - (1) Full-time, hourly, union; (1) Part-time, hourly.
- Community Corrections - this position no longer exists.

MOTION **Commissioner Hammond moved to approve the Job Descriptions for the Sheriff and Administrative Office staff as presented. (Hammond / Howard, 3-0)**

Probate Office:

- Probate Clerk/Secretary - Full-time, hourly, union; Incumbent is Susan Bolles.
- Register of Probate - Job Description still being worked on.
- Deputy Register of Probate - Position not filled at this time.

MOTION **Commissioner Burns moved to approve the Job Description for the Probate Office as presented. (Burns/ Hammond, 3-0)**

Regional Communications Center:

- RCC Deputy Director - There was no job description available for this position. Chief Deputy Crabtree stated he is working on it.
- Emergency Communications Specialists (ECS), Corporal - Full-time, hourly, union.
- Emergency Communications Specialists (ECS) - Full-time, hourly, union.
- ECS Part-Time - hourly

MOTION **Commissioner Hammond moved to approve the Job Description for the Regional Communications Center as presented. (Hammond / Howard, 3-0)**

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Sheriff's Office:

- Chief Deputy - There was no job description available for this position. Chief Deputy Michael Crabtree stated he will update the current job description for the Commissioners' review. He stated currently the Chief Deputy supervises the Patrol Deputies and the Detectives. Commissioner Burns asked Mike if he anticipates the job description to change much. Mike responded that would be up to the Sheriff as the Chief Deputy is at the Sheriff's "will and pleasure".

County Administrative Office:

- County Manager - Salary Exempt; Incumbent is Renée Gray.
- Administrative Assistant - Full-time, hourly; Incumbent is Carla Manchester.
- Buildings & Grounds Supervisor - Full-time, hourly. County Manager Renée Gray stated she has made some changes to the job description and designated David Lund as Supervisor. There was a brief discussion on the process of designating a supervisor to this position. This was a previous job description that has been left vacant for years. The Commissioners agreed the job description was good; to designate someone to fill that position will require a payroll change form to be processed as a promotion for David Lund. There was no request for an increase in pay.
- Buildings & Grounds Maintenance Worker II - (3) Full-time, hourly, non-union; Incumbents are Brian Knox, Randy Look and Matthew Stanhope.

MOTION Commissioner Hammond moved to approve the Job Description for the Buildings and Grounds Department as presented. (Hammond / Burns, 3-0)

Registry of Deeds:

- Registrar - Elected; Incumbent is Tammy Gay
- Deputy Registrar - Full-time, hourly, non-union; Incumbent is Heather Green
- Deeds Clerk/Secretary - Full-time, hourly, union; Incumbent is Anna Villone.

MOTION Commissioner Hammond moved to approve the Job Description for the Registry of Deeds Office as presented. (Hammond / Howard, 3-0)

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District Attorney's Office:

- Administrative Assistant - (2) Full-time, hourly, union; Incumbents are Susan Sullivan and Rachel Worcester. It was noted that both positions are in the Machias Office.
- Clerk/Secretary - Full-time, hourly, union; Incumbent is Wanda Cox. It was noted this position is in the Calais Office.
- Victim Witness Advocate (VWA) - (2) Full-time, hourly, union; Incumbents are Melissa Campbell and Crystal Cushing. It was noted one position is in the Machias Office and one position is in the Calais Office.

MOTION **Commissioner Hammond moved to approve the Job Description for the District Attorney's Office as presented. (Hammond / Howard, 3-0)**

Emergency Management Agency:

- Administrative Assistant - EMA Director Lisa Hanscom provided a job description to replace existing one and renamed the job title to Deputy Director/Administrative Programs Coordinator. Lisa explained that although the job description still includes Administrative Assistant duties, state level responsibilities have been added. This is still an hourly, non-union position. The incumbent is Christine Day. A payroll change form will be submitted to show this change in job title and duties. There will be no request for an increase in pay.

Chief Deputy Crabtree recommended job descriptions be reviewed every four years.

AGENDA ITEM: Quotes for Sheriff's Office Cruiser

Chief Deputy Crabtree stated a bid summary was presented at the April 9th Commissioners' Meeting. Three quotes were received. The bids are from Darlings of Bangor for \$57,925.00, Quirk of Bangor for \$55,001.00, and McGovern of Marlborough, Massachusetts for \$55,750.00. The bid does not include the cost of the installation of additional equipment by Quirk. The cost for installing equipment will be invoice separately in the amount of \$1,523.00. Chief Deputy Crabtree recommended accepting the bid from Quirks as low bidder.

MOTION **Commissioner Burns moved to award the bid for one 2026 Chevrolet Truck Tahoe to Quirk as low bidder as presented. (Burns / Hammond, 2-1)**

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AGENDA ITEM: Award Bid for Auditor

A summary of the bids received for Auditing Services was provided to the Commissioners. The Request for Bids was published and advertised to cover three years: 2023 to be completed by July 31, 2026; 2024 to be completed by November 30, 2026; and 2025 to be completed by June 1, 2027. Five responses were received. Three responses were no bid. The response from Ron L. Beaulieu was no bid but he would be willing to negotiate a contract. The bid received from Wipfli LLP was: \$30,000 for 2023, \$31,500 for 2024, \$32,300 for 2025 with an additional amount of \$5,500 to \$7,500 per year should a Federal Single Audit be necessary. Provisional Treasurer Grace Falzarano explained the reasoning for the increase in the additional costs and summarized the scope of the work in the proposal. Commissioner Hammond questioned the 6% technical fee adding the extra cost of \$1800.00. Commissioner Howard stated he was surprised that the County received any bids with the deadlines that are needing to be met. Commissioner Burns remarked that there will also be pre-audit expenses. After considering the need to complete three years of audits within a limited timeframe,

MOTION Commissioner Howard moved to award the bid for an auditor to Wipfli LLP at the proposed amounts for the three-year period. (Howard / Hammond, 3-0)

AGENDA ITEM: M.O.U. Between Washington County and Teamsters Local Union 340

At the April 9th Commissioners' Meeting, a proposed M.O.U. was presented to the Commissioners for their approval. After reviewing the M.O.U. the Commissioners requested a change to add language with regards to negligence if a cell phone was lost, stolen or damaged. The union agreed and a revised M.O.U. was presented for a final approval. Commissioner Hammond made a motion to approve the M.O.U. Before the motion was seconded, it was noted the language included "should any bargaining unit member" take advantage of a county-provided cell phone. Commissioner Burns commented this statement is ambiguous as not all clerical union members are required to use a cell phone for work. Commissioner Burns asked if this addendum would override the original union contract. Finance Manager Sondra Small responded that it would. Registrar Tammy Gay noted deeds employees do not need to use cell phones for work; however, if a stipend was

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offered it would open up that option. Commissioner Burns stated the M.O.U. will need to be amended before the Commissioners will approve it. He noted the word "choose" should be changed to "required" in the opening line of the M.O.U. Commissioner Burns asked for the M.O.U. to read "Should any Bargaining Unit Member be required to use a cell phone...." Commissioner Hammond withdrew his motion.

MOTION Commissioner Burns moved to authorize County Manager Renée Gray to accept and sign the Clerical Union Contract M.O.U. Addendum with the requested amendment.
(Burns / Howard, 3-0)

Other Business

Provisional Treasurer Grace Falzarano presented a letter of service from Hank Farrah Consulting LLC for pre-auditing services for the fiscal ending December 31, 2024. Fees for this service will be \$14,500.00 plus out-of-pocket expenses. Grace stated that Hank is completing the pre-audit work for FY 2023 and will begin the work for FY 2024.

MOTION Commissioner Howard moved to approve the proposal for services from Hank Farrah as presented.
(Howard / Hammond, 3-0)

The Letter of Service was signed by Chair Commissioner Burns.

Accounts Payable/Payroll Clerk Megan Huffman presented a financial summary of the General Fund. She explained the Opioid Funds are included in the General Account but should be deducted from the General Fund balance to have a true picture of available funds for accounts payable and payroll. The summary included the remaining balance of the TAN. Commissioner Burns questioned the Opioid Funds being included in the General Fund, and asked why the Opioid Funds were not in a separate account. Megan responded that the Finance Office is working on opening an account and preparing a transfer of funds. Grace recommended leaving the Opioid Funds in the General Fund as a buffer for now. Commissioner Burns stated he did not like the idea of leaving the Opioid Funds in the General Fund for a buffer. He requested a new account be established for the Opioid Funds and transfer to be prepared for the Commissioners' review and approval by the meeting of May 14th.

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Chief Deputy Mike Crabtree stated the Sheriff's Office has found good candidate to fill the vacant position in their department. He requested the Commissioners approval to move forward with the hiring process. Mike stated the Sheriff's Office would like to recommend Alan Medina as a new hire to begin part-time on April 19th and then become full-time on May 10th.

MOTION Commissioner Burns moved to approve Alan Medina as a part-time Patrol Deputy effective 04/19/26 and to become full-time on 05/10/26 as presented. (Burns / Hammond, 2-1)

ADJOURNMENT

5:10 p.m.

ATTEST:

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

Finance Department

County of Washington
PO Box 297, 85 Court Street
Machias, ME 04654
(207) 255-8354

Grace Falzarano, Provisional Treasurer
treasurer@washingtoncountymaine.gov

Sondra Small, Finance Office Manager
financeclerk@washingtoncountymaine.gov

Megan Huffman, Finance Clerk
appayroll@washingtoncountymaine.gov

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General Fund

Beginning Cash	April 23, 2026	1,148,066.65
Less A/P Warrant 04/17/2026		
Less Payroll 04/24/2026		(259,955.02)
Less Opioid Funds		(503,294.37)
Less Probate Surcharge		(60,476.45)
Ending Cash		324,340.81

TAN

2026 TAN		4,027,350.00
Less Previous Drawdowns		(884,225.59)
Remaining 2026 TAN		3,143,124.41

Note: The TAN interest accrues at 5.02%

Finance Department

County of Washington
PO Box 297, 85 Court Street
Machias, ME 04654
(207) 255-8354

Grace Falzarano, Provisional Treasurer
treasurer@washingtoncountymaine.gov

Sondra Small, Finance Office Manager
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Megan Huffman, Finance Clerk
appayroll@washingtoncountymaine.gov

Commissioner's Meeting

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General Fund

Beginning Cash	April 23, 2026	584,295.83
Less A/P Warrant 04/17/2026		
Less Payroll 04/24/2026		(259,955.02)
Ending Cash		324,340.81

TAN

2026 TAN	4,027,350.00
Less Previous Drawdowns	(884,225.59)
Remaining 2026 TAN	3,143,124.41

Note: The TAN interest accrues at 5.02%