

December 11, 2025

Minutes of the Washington County Commissioners'  
Regular Meeting  
held December 11, 2025  
in the Washington County Probate Courtroom  
Machias, Maine

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Attending the meeting were:

Commissioner David Burns  
Commissioner Courtney Hammond  
Commissioner Billy Howard  
Renée Gray, County Manager  
Carla Manchester, Administrative Assistant  
Susan Beal, Columbia  
Sonny Beal, Columbia  
Paul Sylvain, MVNO  
Dennis Perry, WRCC / WCSO  
Rich Rolfe, Jail Administrator  
Paula Johnson-Rolfe, WCSO  
Meredith Mawhar, SCEC  
Brian Schuth, Eastport  
Charlie Jay, Jonesport  
Tony Saniago, Columbia Falls  
Susan Sullivan, D.A.'s Office  
Rachel Worcester, D.A.'s Office  
Michael J. Vaughan, Teamsters Local 340  
Crystal Cushing, VWA D.A.'s Office  
Barry Curtis, Sheriff  
Michael Crabtree, Chief Deputy  
Tammy Gay, Deeds  
Anna Villone, Deeds  
Heather Green, Deeds  
Wayne Small, Jonesport  
Sondra Small, Finance  
Megan Huffman, Finance  
Colleen Brown, Whiting  
Bob Granger, District Attorney  
Marianne Moore, Senator  
David Bibber, Charlotte  
Ben Edwards, Machias  
Charles Rudelitch, SCEC  
Darlene Perry, Probate  
Lisa M. Hanscom, EMA

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Executive Department business was called to order at 4:09 p.m.



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Approval of the minutes for the Regular Commissioners' meeting held on November 13, 2025. (Howard / Hammond, 3-0)

Approval of the minutes for the Budget Advisory Committee /Commissioners' Workshop held on November 19, 2025. (Howard / Hammond, 3-0)

Approval of the minutes for the Budget Advisory Committee /Commissioners' Workshop held on December 3, 2025. (Howard / Hammond, 3-0)

**AGENDA ITEM: Monthly and Quarterly Reports**

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

All written reports were accepted.

EMA Director Lisa Hanscom stated her office anticipates receiving two contracts; the EMPG (Emergency Management Performance Grant) and the LEPC (Local Emergency Planning Committee) 2025 work plans and budget. Lisa noted they have already been approved by MEMA (Maine Emergency Management Agency). Lisa asked for approval from the Commissioners to authorize EMA to sign the EMPG and LEPC contracts upon receipt. By consensus, the Commissioners tabled the request until the contracts are received.

EMA Director Lisa Hanscom presented a repair appraisal from Huntley Auto Body for the EMA truck and requested approval for the truck repair using EMA budgeted funds. Lisa previously reported damage to the truck. She stated the estimate for repair is \$2,102.00; the insurance deductible is \$2,500.00. She noted this leaves the County responsible for the full repair cost. Commissioner Howard questioned if there was only one body shop that gave an appraisal. County Manager Renée Gray stated the Risk Pool designated the body shop.

**\*MOTION\***                    **Commissioner Hammond moved to authorize the \$2,102.00 truck repair using EMA budgeted funds.**  
**(Hammond/ Burns, 3-0)**

EMA Director Lisa Hanscom presented a request to authorize EMA to purchase of a two-year messaging suite subscription renewal. Lisa explained the renewal is needed for the EMA's Portable Solar All-Traffic Message Sign. Lisa stated the mobile sign was purchased using



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HSGP 22 (Homeland Security Grant Program). Lisa noted the sign has been requested and deployed numerous times for such things as accidents, redirect traffic for road races and for county-level announcements and public notifications. Lisa explained a messaging suite is required to create and display custom messages. EMA purchased a two-year subscription in 2023 for \$1,710.00. This subscription expires on December 15, 2025. Lisa presented renewal options:

- 1-year subscription - approximately \$950
- 2-year subscription - approximately \$1,710
- 3-year subscription - discounted multi-year rate available

Lisa recommends the two-year messaging suite subscription, and noted EMA does have sufficient funds in the 2025 budget to cover this cost.

**\*MOTION\***            **Commissioner Hammond moved to authorize the purchase of the two-year messaging suite subscription as recommended. (Hammond / Burns, 3-0)**

Jail Administrator Rich Rolfe requested approval to hire a part-time cook for the jail. Rich stated the current part-time cook has taken another job. He explained that having a part-time cook on hand saves a lot of money by covering for weekends, vacation time and sick time when they are able. He stated the part-time hours will be kept below the 130 monthly averages. He also noted there is minimal expense in hiring a part-time person for the kitchen. There is a requisite for a Serv Safe class that would cost less than \$150.00 if the selected person has not completed that class. Rich stated he has no prospects as of yet as he was waiting for approval to hire.

**\*MOTION\***            **Commissioner Burns moved to authorize the Jail Administrator to hire a part-time Cook for the Jail as presented. (Burns / Howard, 3-0)**

In the absence of Provisional Treasurer Grace Falzarano, Finance Manager Sondra Small presented a request for approval of spending up to \$2000.00 for postage without prior approval. She explained that having the smaller amount of \$500.00 causes more transactions and makes it difficult when there is a lot of outgoing mail.

**\*MOTION\***            **Commissioner Burns moved to authorize spending up to \$2000.00 for postage without prior approval as presented. (Burns / Hammond, 3-0)**



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**AGENDA ITEM: Payroll Change Notices**

By consensus, the Commissioners accepted the resignation of John Woodward as full-time Deputy Register of Probate effective 11/28/25.

**AGENDA ITEM: Signatures on Six-month Certificates**

None.

**AGENDA ITEM: Approval of Commissioners' Meeting Dates for 2026**

The Commissioners were presented with a schedule for the 2026 meeting dates; all meetings being held the second Thursday of each month at 4 p.m. Due to a conflict for the January meeting of the 8<sup>th</sup>; it was recommended January's meeting will be scheduled for the 14<sup>th</sup>.

**\*MOTION\*** Commissioner Hammond moved to approve the 2026 Meeting dates as presented except for the January meeting which will be held on January 14<sup>th</sup>. (Hammond / Burns, 3-0)

**AGENDA ITEM: Approval of Holiday schedule for 2026**

A holiday schedule for 2026 was presented for the Commissioners' approval. Commissioner Burns asked if all the holidays were the standard holidays. County Manager Renée Gray responded that all holidays listed are standard federal and state holidays.

**\*MOTION\*** Commissioner Howard moved to approve the 2026 Holiday schedule as presented. (Howard / Hammond, 3-0)

**AGENDA ITEM: Discussion of:**

- Sunrise County Economic Council Contract
- Community Benefit Agreement Reallocation Proposal

Sunrise County Economic Council Director Charles Rudelitch presented an Agreement for Special Services for the Commissioners' approval. Charles stated Washington County has had a contract with SCEC for the past decade for general economic development. He noted this contract for economic development is separate from the contract for the administration of the TIF funds. The previous contract was Washington County to pay SCEC a fixed price of \$24,000.00 per year for their services. Charles stated the new contract is for \$50,000.00 per year. He explained the contract includes administration of the programs and activities funded by the Downeast Wind Community Benefit Agreement and



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will be fully funded by the CBA. Charles stated the contract will begin on January 1, 2026 for a period of five year; terminating on December 31, 2030. Commissioner Howard asked if there was much activity. Charles responded SCEC is working with a few hundred people and many businesses. Charles noted the services provided by SCEC will be the same as previously provided, but will also include administration of the CBA funds.

**\*MOTION\*** Commissioner Howard moved to approve the contract between the County of Washington and Sunrise County Economic Council as presented. (Howard / Hammond, 3-0)

Charles presented a spreadsheet for the Downeast Wind Community Benefit payment schedule. The spreadsheet showed the current fund allocations to be received from the CBA. The first payment will be received in April of 2026 with nineteen more payments to be received annually thereafter. Charles stated the Grant Committee met to renegotiate the use of funds. Charles presented the proposed reallocation of funds for the Commissioners approval. (See spreadsheet attached) Charles noted the Budget Advisory Committee expressed a desire to use some of the money for county infrastructure. Charles stated the major allocation changes are to illuminate the Scholarship Fund of \$50,000.00, Small Business RLF of \$75,000.00 and Watershed Management & Infrastructure of \$20,000.00. Those allocations that were illuminated was moved to County Infrastructure of \$145,000.00. He noted minor allocation amount changes will be increased in Emergency & Rescue Capital Fund. Charles reiterated this CBA is a 20-year commitment. Charles stated if the reallocations are too confining, they can ask to redefine them. Commissioner Howard asked what the \$350,000.00 allocation for Schoodic Improvements are meant to accomplish. Paula Johnson-Rolfe stated the Schoodic land owners have been working on gathering ideas. Charles acknowledged allocations for Schoodic Improvements could be designated for Public Safety.

**\*MOTION\*** Commissioner Burns moved to approve the reallocations of the Downeast Wind Community Benefit Agreement as presented. (Burns / Howard, 3-0)

**AGENDA ITEM: Signatures on IT Contract**

County Manager Renée Gray presented a contract for IT services from The Computer Guy. She stated the contract is to begin January, but



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asked the Commissioners if it should be put on hold until the FY 2026 Budget has been passed. It was noted that the BAC had issue with the structure and coverage of the county IT. Commissioner Howard noted the county does need to have comprehensive IT coverage. Commissioner Burns agreed and stated the need to move ahead with the contract. Commissioner Hammond stated he is comfortable with the level of service that will be provided.

**\*MOTION\*** Commissioner Howard moved to approve the IT Contract between the County of Washington and The Computer Guy.  
(Howard / Hammond, 3-0)

The IT contract was signed as presented.

**AGENDA ITEM: TAN Maturity Date Extension**

County Manager Renée Gray shared information received by Lee Bragg of Bernstein Shur regarding extending the maturity date of the tax anticipation note. Renée relayed to the Commissioners Mr. Bragg's advice. Mr. Bragg stated the maturity date of the TAN can be extended from December 31 to March of 2026 assuming that Machias Savings Bank is agreeable. He noted the county would simply be amending the existing note to change the due date within IRS rules. Mr. Bragg stated this change would only require a vote by the Commissioners and the execution of a few documents. By extending the maturity date, it would avoid a default on December 31<sup>st</sup>, allow time for more towns to participate in the repayment, and allow additional time to work on other solutions. With the recommendation of legal counsel;

**\*MOTION\*** Commissioner Hammond moved to further amend the \$7,612,174 allonge to the \$5,679,800 Tax Anticipation Note dated February 21, 2025, and awarded to Machias Savings Bank, Machias, Maine, by extending the maturity date to March 20, 2026, and further to authorize Treasurer and County Manager to execute said Second Allonge and all other documents necessary to complete said amendment. All other terms and conditions as stated in said Tax Anticipation Note will remain the same. (Hammond / Howard, 3-0)

**AGENDA ITEM: County Manager's Report**

A written report was submitted and is attached.



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Renée reported the meeting with Jeremy Gray to review the new State M.O.U. with the County was rescheduled due to a snow storm.

Renée stated the confirmation hearing for the LUPC nominee Wayne Jones will be held in Augusta on January 8, 2026 at 9 a.m.

Renée reported the Chair-lift elevator is not working. She stated a sign has been posted for now and arrangements will be made for repair in 2026.

Renée stated she has worked with Grace and Lisa to update and make the Department of Justice (DOJ) grant compliant. She noted financials have been completed but the grant still needs to be closed out.

Renée reported a Supplemental Member Assessment for the new Sheriff's building was received from the Risk Pool. The cost for July thru December for the additional insurance is \$5,115.80.

Renée noted she has been updating the municipalities meeting schedule for the TAN payment discussions daily.

Renée updated the Commissioners on the status of the MDEA space in the new Sheriff's building. She has been working with Dennis Kingman of Haley Ward for the required radon test needed before the State will allow the MDEA staff to use the office space. Renée reported the lowest price given by Mr. Kingman for testing and reporting is \$1400.00. Renée stated she will continue to research other alternatives for acceptable testing.

**AGENDA ITEM: Commissioner Issues and Comments**

Commissioner Howard stated a contract for tasers for the Sheriff's Office had been signed by Chief Deputy Crabtree without being agreed upon yet. Commissioner Howard asked who approved the contract. Chief Deputy Crabtree stated he signed the contract after a discussion with the Board of Commissioners in June. Commissioner Howard commented the Sheriff's Office should research burner guns as they are cheaper. There was some discussion on types of devices used by law enforcement, as well as safety and training concerns. Jail Administrator Rich Rolfe stated tasers, unlike OC spray, does not cause secondary contamination. He noted the taser has no effect on officers, helps with safety and is better for the officers to use.



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Commissioner Howard stated he was made aware of \$79,000.00 of ARPA funds being spent on furniture for the new Sheriff's building. Commissioner Howard asked who approved these purchases. Chief Deputy Crabtree responded that Commissioner Burns approved the purchase of furniture. Commissioner Burns stated he did not make that decision on his own. Commissioner Howard stated he questioned the purchase because he did not realize it had been approved. Commissioner Howard stated he would like a copy of all change orders for the new Sheriff's building. This request includes architect approval. Commissioner Burns questioned the oversight and management of the construction of the new building. County Manager Renée Gray stated the Finance Office created an ARPA funds spreadsheet that tracked expenditures. Commissioner Howard stated there should be a new set of eyes review all materials related to the construction of the new building.

Commissioner Burns stated the Maine County Commissioners Association arranged for a tour of the Two Bridges Regional Corrections facility. He noted the facility was quite impressive. Commissioner Burns stated Two Bridges is a shared facility between two counties. He noted this is a possible idea for the future for Washington County.

**AGENDA ITEM: Return of the 2026 Draft Budget Proposed by the Budget Advisory Committee**

Budget Advisory Committee Chair Brian returned a draft budget proposed and passed by the BAC at their December 3<sup>rd</sup> meeting. Mr. Schuth stated the budget passed with a taxation set at \$11,801,820. He noted this amount does not include the overlay amount. Mr. Schuth stated this budget is an increase over the previous year but the BAC feels this budget is responsible in regards to the county's needs. Mr. Schuth highlighted significant changes that were made to the proposed budget offered by the Commissioners:

- The BAC added 3% wage increases for all non-union employees
- The BAC added \$50,000.00 for building maintenance fund
- The BAC added \$50,000.00 to the Finance department for external support, to be used for outside assistance in bookkeeping and audit preparation

Mr. Schuth stated the BAC recommends a Finance Advisory Committee be formed. In conclusion, Mr. Schuth offered the 2026 proposed budget to the Commissioners that the BAC feels are practical and will maintain the financial needs of the county. Commissioner Burns acknowledged the great amount of work the BAC has done on this budget with much time spent on learning and analyzing the functions of all county



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departments and financial needs. He recognized the heavy burden that was taken on by all. However, Commissioner Burns stated he is still not comfortable with the budget that has been returned to the Board of Commissioners. Commissioner Burns stated the intention of the Board of Commissioners is to reject the proposed budget offered by the BAC.

**\*MOTION\*** Commissioner Burns made a motion to reject the proposed 2026 budget of \$11,801,820.00, returning the budget to the Budget Advisory Committee and following guidance and Maine statute. (Burns / Howard, 3-1)

Mr. Schuth stated the statute for producing a final budget is clear. The BAC will plan on meeting on December 17, 2025 to continue work to produce a final budget. Commissioner Howard recommended the Board of Commissioners hold a workshop meeting before the BAC meeting. A workshop date for the Commissioners was not finalized. Commissioner Burns stated the Board of Commissioners owe it to the county to pass a budget with reasonable and responsible cuts. BAC member Sonny Beal voiced his concern of losing services. RCC ECS Charlie Jay conveyed her disappointment that the budget has still not passed. Mr. Schuth stated the BAC will do everything they can to bring finalizing the budget to a conclusion on December 17<sup>th</sup>. BAC member Wayne Jones inquired about a previous request from the Board of Commissioners to ask the Unorganized Territories to pay for two patrol deputies from the U.T. budget. Mr. Jones asked if the BAC will have information on that piece before the BAC meeting of December 17<sup>th</sup>. Commissioner Burns responded that this request will be pursued. Paula Johnson-Rolfe questioned if the patrol deputies budgeted with the U.T budget would be confined to patrol U.T. areas only. Commissioner Howard stated this idea will continue to be researched.

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

**\*MOTION\*** Commissioner Howard moved to go into Executive Session. Commissioner Hammond seconded the motion which passed 3-0. It was 5:25 p.m. (Howard / Hammond, 3-0)

**\*MOTION\*** The Commissioners declared themselves to have closed the Executive Session. It was 5:42 p.m. (Howard / Hammond, 3-0)



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\*MOTION\* Commissioner Hammond made a motion to authorize the County Manager to execute the Settlement Agreement between the County of Washington and employee. (Hammond / Burns, 3-0)

\*MOTION\* Commissioner Hammond made a motion to authorize the County Manager to accept \$10,000.00 as a full and final settlement payment from Maine County Commissioners Association Self-Funded Risk Management Pool. (Hammond / Burns, 3-0)

ADJOURNMENT

6:00 p.m.

ATTEST:

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



**Washington County Emergency Management Agency  
December Monthly Report to the Washington County Commissioners**

**1. DOJ Grant Update**

The financial reporting for the DOJ (Department of Justice) grant has been completed. The remaining **\$23,903.70** in unexpended funds has been returned to the federal government as required. The final progress report for the grant is due in January.

With the submission of the updated financial reporting and the return of unused funds, Washington County is now in compliance with the DOJ grant.

Although the grant performance period is ending, the associated project is not yet complete. One of the remaining requirements is the development of a **maintenance plan**. I created two similar templates and provided them to Josh Rolfe (RCC) to begin drafting the plan. Since my office has the experience and capability in plan development, I have offered our assistance in writing and finalizing the maintenance plan. The templates I created are attached for your review.

**2. EMPG and LEPC Work Plans and Contracts**

On November 14, 2025, I emailed the Commissioners the **EMPG** (Emergency Management Performance Grant) and **LEPC** (Local Emergency Planning Committee) 2025 work plans and budgets that have been approved by MEMA (Maine Emergency Management Agency). Our office has not yet received the official contracts for these two programs; however, we will need **Commissioner approval** to sign the contracts when they arrive.

Commissioner Billy Howard called me shortly after receiving and reviewing the email and stated that he had no issue with EMA signing the contracts. At this time, I have not yet received approval from the other two Commissioners.

**Action Item:** Approval from the Commissioners authorizing EMA to sign the EMPG and LEPC contracts upon receipt.

**3. Vehicle Damage and Repair Estimate**

As previously reported, the EMA truck was sideswiped. A repair estimate from **Huntley Auto Body** totaled **\$2,102.00**. The insurance deductible is **\$2,500.00**, and therefore the Risk Pool was unable to approve a loss payment. This leaves the County responsible for the full repair cost.

After reviewing my 2025 budget, the department has sufficient funds to cover this expense. Remaining outstanding bills for 2025 total **\$6,203.61**, leaving approximately **\$12,490** available in the Emergency Management budget.

**Action Item:** Approval from the Commissioners to authorize the **\$2,102.00** truck repair using EMA budgeted funds.

#### 4. EMA Solar Sign Tampering Incident

While the EMA portable solar all-traffic sign/trailer was parked and charging in the District Attorney's Office parking lot, it was tampered with. Upon picking up the sign for a road race, I observed that:

- The sign had been moved,
- The batteries had been turned on and drained,
- Screws securing the battery compartment cover had been loosened, suggesting an attempt to remove the batteries.

This incident highlights ongoing concerns about storing EMA equipment outdoors in unsecured county parking areas.

To address this issue, I have been working with local fire departments to identify secure indoor storage locations. Danny Bower of the Marshfield Fire Department has offered space in the Maine Wild Blueberry Shed on Stackpole Road to store the EMA side-by-side and trailer. This building is secure and suitable for our needs.

Additionally, the Marshfield Fire Department has agreed to store our EMA solar sign and side-by-side once their new firehouse is completed, either in the new facility or the existing firehouse. This long-term storage solution will provide:

- Convenient emergency access to the equipment,
- Secure, protected storage to prevent tampering, and
- Shelter from weather-related damage.

I am drafting a **Memorandum of Understanding (MOU)** for the Maine Wild and Marshfield Fire Department to sign, confirming that **Washington County retains ownership and authority** over all EMA equipment stored at their facilities.

#### 5. Portable Solar All-Traffic Message Sign and Messaging Suite Renewal

The EMA's Portable Solar All-Traffic Message Sign and trailer was purchased using HSGP 22 grant funding. This mobile sign is a versatile tool intended for use during evacuations, medical events, road closures, directing the public to assistance locations, fires, traffic accidents, and guiding people to safer areas during large gatherings.

The sign has been requested and deployed numerous times, including:

- Route 9 road closures due to traffic accidents,
- Road races to safely direct traffic around participants,
- County-level announcements and public notifications.

To create and display custom messages, the sign requires a **messaging suite**. EMA purchased a two-year subscription in **2023** for **\$1,710.00**. This subscription will expire on **December 15, 2025**.

The renewal options are:

- **1-year subscription:** approximately \$950
- **2-year subscription:** approximately \$1,710
- **3-year subscription:** discounted multi-year rate available

I am requesting approval to purchase the **two-year messaging suite subscription**, as EMA does have sufficient funds in the 2025 budget to cover this cost.

**Action Item:** Approval from the Commissioners to authorize the purchase of the two-year messaging suite subscription.

Respectfully submitted,

Lisa M. Hanscom



## **DRAFT Washington County Communications Infrastructure Maintenance Plan – DOJ Grant Outline**

### **Purpose:**

Develop a comprehensive, sustainable maintenance plan for Washington County's communications infrastructure, including towers, repeaters, and related equipment, to ensure reliability, regulatory compliance, and eligibility for future funding. The plan will specifically address any infrastructure that is currently not up to code and establish procedures for remediation.

### **Key Components:**

#### **1. Comprehensive Inventory of Equipment and Sites**

- Document all towers, repeaters, and infrastructure.
- Record site ownership, equipment condition, code compliance status, and past assessments.
- Identify items that are not up to code for prioritized attention.

#### **2. Site Assessments and Structural Evaluations**

- Incorporate findings from Motorola's assessments.
- Identify structural, operational, or code compliance issues.
- Recommend mitigation or repair strategies for items not meeting current standards.

#### **3. Coordination with Third-Party Site Owners**

- Define procedures for non-county-owned sites.
- Address right-of-way, access agreements, and ongoing collaboration.
- Ensure code compliance requirements are communicated and enforced where county equipment resides.

#### **4. Maintenance and Upgrade Logging**

- Establish a schedule for inspections, preventive maintenance, and upgrades.
- Track code compliance checks, repairs, and corrective actions for non-compliant infrastructure.
- Maintain organized records for future reference and funding purposes.

#### **5. Financial Plan for Maintenance**

- Identify funding sources (county, grants, or both).
- Ensure sustainable support for ongoing maintenance, repairs, and code-related upgrades.
- Allocate resources for remediation of infrastructure that is not up to code.

## **6. Independent Infrastructure Study**

- EMA to pursue funding for coverage study.
- Assess dead spots, remaining equipment life, and code compliance issues.
- Provide recommendations for mitigation and upgrades, particularly for non-compliant items.

## **7. FCC License Management**

- Track all licenses, renewal deadlines, and compliance requirements.
- Ensure infrastructure operates in accordance with all relevant codes and FCC regulations.

## **8. Disaster Preparedness Documentation**

- Record current conditions of towers, equipment, and sites, including code compliance status.
- Provide documentation for disaster recovery funding and insurance claims.
- Include pre-incident records for any items not up to code to facilitate remediation after emergencies.

## **9. Future System Enhancements**

- Plan upgrades for fire departments and EMS, including P25 transition.
- Ensure all new or upgraded systems meet current codes and standards.

## **10. Collaboration and Governance**

- Engage Emergency Management, RCC, and Sheriff's Office.
- Define roles, responsibilities, and inter-agency coordination for maintenance and code compliance.

## **11. Consolidation of Existing Information**

- Integrate current data, including code compliance records, into a single plan.
- Support funding requests, repairs, and identification of problem areas.

## **12. Phased Plan Development**

- Begin with a basic plan covering critical items, including immediate code compliance needs.
- Expand over time to include detailed assessments, upgrades, and long-term funding strategies.

**Benefit to County & Grant Alignment:**

- Provides a documented, organized framework for ongoing maintenance and code compliance.
- Strengthens future grant applications by demonstrating planning, sustainability, collaboration, and regulatory adherence.
- Supports disaster response and funding eligibility by providing baseline documentation of infrastructure conditions, including items not up to code.

Component	Description / Purpose	Notes / Status / Code Compliance
<b>1. Comprehensive Inventory of Equipment and Sites</b>	Document all towers, repeaters, and other infrastructure. Record site ownership, equipment condition, past assessments, and code compliance status.	Identify items not up to code for prioritization. Can start with existing data and consolidate into one plan.
<b>2. Site Assessments &amp; Structural Evaluations</b>	Include findings from Motorola assessments. Identify structural, operational, or code compliance issues. Recommend mitigation or repairs for non-compliant items.	Critical for safety, regulatory compliance, and planning upgrades.
<b>3. Coordination with Third-Party Site Owners</b>	Establish procedures for non-county-owned sites, access, right-of-way, and maintenance collaboration. Ensure code compliance requirements are communicated and enforced where county equipment resides.	Ensures cooperation and adherence to regulatory standards.
<b>4. Maintenance &amp; Upgrade Logging</b>	Develop schedule for inspections, preventive maintenance, and upgrades. Track code compliance checks, repairs, and corrective actions for non-compliant infrastructure. Maintain organized records.	Supports ongoing reliability, safety, and future funding applications.
<b>5. Financial Plan for Maintenance</b>	Identify funding sources (county, grants, or both). Allocate resources for ongoing maintenance, repairs, and code-related upgrades.	Ensures sustainability and prioritizes remediation of non-compliant infrastructure.
<b>6. Independent Infrastructure Study</b>	EMA to pursue funding for coverage study. Assess dead spots, remaining equipment life, and code compliance issues. Provide mitigation recommendations.	Helps guide upgrades, repairs, and prioritization of non-compliant items.
<b>7. FCC License Management</b>	Track all licenses, renewal deadlines, and compliance requirements. Ensure all infrastructure meets FCC and other applicable codes.	Prevents regulatory lapses and ensures uninterrupted operations.
<b>8. Disaster Preparedness Documentation</b>	Record current conditions of towers, equipment, and sites, including code compliance status. Provide documentation for disaster recovery funding and insurance claims.	Ensures quick access to funds and guidance for remediation after disasters.
<b>9. Future System Enhancements</b>	Plan upgrades for fire/EMS including P25 transition. Ensure new or upgraded systems meet current codes and standards.	Supports modernization and regulatory compliance.
<b>10. Collaboration &amp; Governance</b>	Engage EMA, RCC, Sheriff's Office. Define roles, responsibilities, and inter-	Promotes unified approach across agencies and regulatory adherence.

Component	Description / Purpose	Notes / Status / Code Compliance
<b>11. Consolidation of Existing Information</b>	<p>agency coordination for maintenance and code compliance.</p> <p>Integrate current data, including code compliance records, into a single plan. Supports funding requests, repairs, and identification of problem areas.</p>	<p>Makes tracking non-compliant infrastructure easier for remediation and reporting.</p>
<b>12. Phased Plan Development</b>	<p>Begin with a basic plan covering critical items, including immediate code compliance needs. Expand to detailed assessments, upgrades, and funding strategies.</p>	<p>Allows rapid implementation while systematically addressing all non-compliant infrastructure.</p>

**Benefits / Grant Alignment:**

- Provides a documented, organized framework for ongoing maintenance and code compliance.
- Strengthens future grant applications by demonstrating planning, sustainability, collaboration, and regulatory adherence.
- Supports disaster response and funding eligibility by providing baseline documentation of infrastructure conditions, including items not up to code.



**COUNTY OF WASHINGTON  
PRIOR APPROVAL FORM**

DEPARTMENT

AMOUNT

DESCRIPTION

PURPOSE

BUDGET LINE

**ALL SPENDING OF THE FY 2025 BUDGET MUST HAVE PRIOR APPROVAL BY THE COUNTY MANAGER.**

**THE COUNTY MANAGER WILL HAVE AUTHORITY TO SPEND UP TO \$500 PER ITEM(S).**

**ITEMS OVER \$500 WILL HAVE TO BE APPROVED BY THE COUNTY COMMISSIONERS PRIOR TO PURCHASE.**

DEPARTMENT HEAD SIGNATURE

DATE

COUNTY MANAGER

DATE

COMMISSIONER BURNS, CHAIR

DATE

COMMISSIONER CROWLEY, SR.

DATE

COMMISSIONER HOWARD

DATE

**[lisa.hanscom@washingtoncommaineema.gov](mailto:lisa.hanscom@washingtoncommaineema.gov)**

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**From:** Malcolm L. Ulmer <mlu@mainecounties.org>  
**Sent:** Tuesday, December 2, 2025 9:56 AM  
**To:** Renee Gray  
**Cc:** Carla Manchester; Lisa Hanscom; Christine Day  
**Subject:** Damage to 2024 Chevrolet Silverado (ME Plate #500-295) Owned by Washington County - EMA Director Lisa Hanscom - D/L  
**Attachments:** 11/10/2025 - Our Claim No. 003420-AP-01  
003420-AP-01 Appraiser's Repair Estimate.pdf

**Renee:**

Attached please find a copy of our retained appraiser's repair estimate in the amount of \$2,102.00. It is my understanding that a copy of the attached repair estimate has been provided to, and accepted by, Huntley Auto Body. Repairs may begin anytime, if not already underway.

The estimated cost of repairs does not exceed Washington County's deductible in the amount of \$2,500. As such, the Risk Pool is unable to approve a loss payment at this time.

Thank you for your assistance. Please do not hesitate to contact me with any questions.

Regards,

Malcolm L. Ulmer, Director of Operations MCCA Risk Pool  
4 Gabriel Drive, Suite 2  
Augusta, Maine 04330  
207-894-7166 Telephone  
207-221-1750 Fax

[clerk@washingtoncountymaine.gov](mailto:clerk@washingtoncountymaine.gov)

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**From:** Renee Gray <[manager@washingtoncountymaine.gov](mailto:manager@washingtoncountymaine.gov)>  
**Sent:** Tuesday, December 2, 2025 10:54 AM  
**Cc:** 'Carla Manchester'; 'Lisa Hanscom'; 'Christine Day'  
**Subject:** RE: Damage to 2024 Chevrolet Silverado (ME Plate #500-295) Owned by Washington County - EMA Director Lisa Hanscom - D/L 11/10/2025 - Our Claim No. 003420-AP-01

Hi Lisa,

This will have to be approved by the Commissioners at the next meeting, unless you have the funds to repair it in a grant. Which will still have to go through the Commissioners, as it is over the \$500 mark.

Renée Gray  
Washington County Manager  
207-255-3127  
New Email: [manager@washingtoncountymaine.gov](mailto:manager@washingtoncountymaine.gov)

-----Original Message-----

**From:** Malcolm L. Ulmer <[mlu@mainecounties.org](mailto:mlu@mainecounties.org)>  
**Sent:** Tuesday, December 2, 2025 9:56 AM  
**To:** Renee Gray <[manager@washingtoncountymaine.gov](mailto:manager@washingtoncountymaine.gov)>  
**Cc:** Carla Manchester <[clerk@washingtoncountymaine.gov](mailto:clerk@washingtoncountymaine.gov)>; Lisa Hanscom <[lisa.hanscom@washingtoncomaineema.gov](mailto:lisa.hanscom@washingtoncomaineema.gov)>; Christine Day <[christine.day@washingtoncomaineema.gov](mailto:christine.day@washingtoncomaineema.gov)>  
**Subject:** Damage to 2024 Chevrolet Silverado (ME Plate #500-295) Owned by Washington County - EMA Director Lisa Hanscom - D/L 11/10/2025 - Our Claim No. 003420-AP-01

Renee:

Attached please find a copy of our retained appraiser's repair estimate in the amount of \$2,102.00. It is my understanding that a copy of the attached repair estimate has been provided to, and accepted by, Huntley Auto Body. Repairs may begin anytime, if not already underway.

The estimated cost of repairs does not exceed Washington County's deductible in the amount of \$2,500. As such, the Risk Pool is unable to approve a loss payment at this time.

Thank you for your assistance. Please do not hesitate to contact me with any questions.

Regards,

Malcolm L. Ulmer, Director of Operations MCCA Risk Pool  
4 Gabriel Drive, Suite 2  
Augusta, Maine 04330  
207-894-7166 Telephone  
207-221-1750 Fax

**clerk@washingtontycountymaine.gov**

---

**From:** Malcolm L. Ulmer <mlu@mainecounties.org>  
**Sent:** Tuesday, December 2, 2025 9:56 AM  
**To:** Renee Gray  
**Cc:** Carla Manchester; Lisa Hanscom; Christine Day  
**Subject:** Damage to 2024 Chevrolet Silverado. (ME Plate #500-295) Owned by Washington County - EMA Director Lisa Hanscom - D/L 11/10/2025 - Our Claim No. 003420-AP-01  
**Attachments:** 003420-AP-01 Appraiser's Repair Estimate.pdf

Renee:

Attached please find a copy of our retained appraiser's repair estimate in the amount of \$2,102.00. It is my understanding that a copy of the attached repair estimate has been provided to, and accepted by, Huntley Auto Body. Repairs may begin anytime, if not already underway.

The estimated cost of repairs does not exceed Washington County's deductible in the amount of \$2,500. As such, the Risk Pool is unable to approve a loss payment at this time.

Thank you for your assistance. Please do not hesitate to contact me with any questions.

Regards,

Malcolm L. Ulmer, Director of Operations MCCA Risk Pool  
4 Gabriel Drive, Suite 2  
Augusta, Maine 04330  
207-894-7166 Telephone  
207-221-1750 Fax

**COUNTY OF WASHINGTON  
PRIOR APPROVAL FORM**

DEPARTMENT

AMOUNT

DESCRIPTION

PURPOSE

BUDGET LINE

**ALL SPENDING OF THE FY 2025 BUDGET MUST HAVE PRIOR APPROVAL BY THE COUNTY MANAGER.  
THE COUNTY MANAGER WILL HAVE AUTHORITY TO SPEND UP TO \$500 PER ITEM(S).  
ITEMS OVER \$500 WILL HAVE TO BE APPROVED BY THE COUNTY COMMISSIONERS PRIOR TO PURCHASE.**

DEPARTMENT HEAD SIGNATURE

DATE

COUNTY MANAGER

DATE

COMMISSIONER BURNS, CHAIR

DATE

COMMISSIONER CROWLEY, SR.

DATE

COMMISSIONER HOWARD

DATE



All Traffic Solutions Inc.  
 14201 Sullyfield Cr., Ste 300 Chantilly, VA 20151  
 Phone: 814-237-9005 • Fax: 814-237-9006  
 Tax ID: 25-1887906  
 Purchase Order Address: 3100 Research Dr.  
 State College, PA 16801

## RENEWAL QUOTE

Renewal Number: Q-78376  
 Issue Date: 7/14/2023

Account ID: 254301

For Questions please contact:

Corey Hart  
 chart@alltrafficsolutions.com

**Bill To:**

Washington County Emergency Management  
 ATTN: Lisa Hanscom  
 PO Box 297  
 Machias ME 04654

**Multi-Year Discount Options:**

24 Month Renewal, Save 10%  
 36 Month Renewal, Save 15%

Billing Contact:

Current/Prior Expiration Date: 12/15/2023 12:00:00 AM  
 Renewal Term: : 24 Month  
 Expiration after Renewal: : 12/15/2025 12:00:00 AM

Item No	Description	For Qty Devices	Annual Unit Price	Total Per Billing Interval
4000774	App, Messaging Suite (24mo); Equip Mgmt, Image Mgmt, Alerts, Mapping and PremierCare	1	\$1,900.00	\$1,900.00
4001191	App, Discount - Renewal	1	(\$190.00)	(\$190.00)
<b>Total:</b>				<b>\$1,710.00</b>

**Special Notes:**

**Renewal Options:**

- **Renewal quote signature required below for sales order to be valid.**
- **Sign and Pay from This Quote:** Pay directly from this quote after signing below. A signed copy must be sent to ATS via email/fax/mail.
- **Sign and Return Quote:** Sign below indicating you have initiated payment process and authorize the continuation of services. Payment must be received within 30 days from expiration for continuity of service.
- **Issue Purchase Order:** Issue a Purchase Order for the renewal. We will re-submit a new invoice referencing that PO.

I am authorized to commit my organization to this order:

Lisa M. Hanscom	WC EMA Director	<i>Lisa M. Hanscom</i>	Nov. 20, 2023
Print Name	Title	Signature	Date

If your organization will be creating a purchase order for this order, please submit purchase order to either of the following:

Email: [sales@alltrafficsolutions.com](mailto:sales@alltrafficsolutions.com)

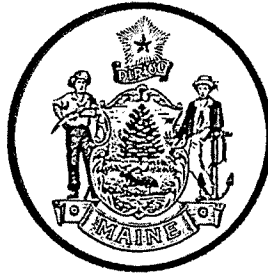
Physical Address: Listed at top of quote

**STATE OF MAINE**  
**OFFICE OF THE DISTRICT ATTORNEY**  
PROSECUTORIAL DISTRICT VII  
Hancock and Washington Counties

70 State Street  
Ellsworth, Maine 04605  
(207) 667-4621  
(207) 667-0784 (Fax)

24 Center Street  
P.O. Box 297  
Machias, Maine 04654  
(207) 255-4425  
(207) 255-6423 (Fax)

382 South Street, Ste A  
Calais, Maine 04619  
(207) 454-3159  
(207) 454-2665 (Fax)



**Delwyn E. Webster**  
Asst. District Attorney

**Paige E. Bebus**  
Asst. District Attorney

**Justine Barry**  
Asst District Attorney

**Kirk Bloomer**  
Asst District Attorney

**Eric Columber**  
Asst District Attorney

**Timothy Cote**  
Detective

---

**Robert Granger, District Attorney**  
**Toff Toffolon, Deputy District Attorney**

December 2, 2025

Washington County Commissioners  
Court Street  
Machias, ME

RE: Monthly Department Head Report  
November- 2025

Dear Sirs:

While the tasks of processing incoming criminal complaints, interacting with defense attorneys, and preparing for our next trial term goes on unabated, the focus remains on finding solutions to the budget crisis. I have remained in communication with the budget committee and the commissioners while they work to find the path forward. I remain particularly concerned about sufficient allocation for my department's computers. Unless we adhere to the regular replacement schedule, my staff will have difficulty accessing necessary secure databases which are critical to our work.

Respectfully,

Robert C. Granger  
District Attorney



## MONTHLY ADMINISTRATIVE REPORT FOR November 10<sup>th</sup>– December 11<sup>th</sup>

### TASKS COMPLETED

- Prepare Commissioners' meeting minutes
- Prepare Agenda for December Meeting
  - Distribute and publicize
- Prepare weekly vouchers for payment
  - Reconcile Health Trust insurance billing
  - Reconcile NCEU Health and Welfare billing
  - Prepare voucher for monthly postage funds for meter
- Prepare monthly postage report
- Human Resources
  - Process paperwork for employee status changes:
    - Resignation of employee
  - MainePERS
    - "Limited Open Enrollment Period" has been completed.
  - Continue to process election forms for open enrollment for LD 1021 (FF/LEO Health Insurance Subsidy)
  - Process Open Enrollment for all eligible employees
  - Training on new Maine Municipal Employees Health Trust online program
- Risk Pool
  - Tracking several vehicle accidents claims through correspondence with Malcolm Ulmer
- Worker's Comp
  - Submitted several First Report of Injuries.
- Scheduling and putting notice out for meetings
- Website updates
  - There have been many updates needed throughout this past month
- U.S. Bank Lease
  - Continue to help facilitate the termination of the leased equipment for EMA and Jail due to non-appropriation of funds.
- Researching and answering questions for auditor
- Worked with Renée to contact municipalities regarding TAN payment discussions

We continue to field information requests and compile data.



# Commissioners - F.Y. I.

## Company information:

Plan Rewards+

County of Washington

Account #:  
7185813

Please note that the Administrative Office participates in the Quill membership Program. As you can see we benefit by shopping sales and using rewards and coupons.

\* Start date : 1/2025 End date : 12/2025

When possible we share any saving with all other departments. I am very pleased to be able to save in any way we can.

Since 1/2025

12 Months savings

Sale Item Savings

Quill+ Savings

Rewards & coupons savings

Other Savings

CGM

\$1375.81

\$790.16

\$146.24

\$147.40

County of Washington

Total Savings:

\$2459.61



Other

Points available Points expire after 60 days without a purchase.

394

benefits

Ink & Toner Cartridges Recycled 4/7

Free shipping on any size order

Quill+ lifetime savings:

**\$9544.52**

Applies to current program; does not include past Quill+ memberships. Total reflects savings for your entire organization.



# 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*

Commissioner's Meeting

December 11, 2025

## General Fund

Beginning Cash	December 11, 2025	5,869,351.78
Less Payroll 12/19/2025		-
Less A/P Warrant 12/12/2025		(178,580.79)
Less Opioid Funds		(581,387.11)
Less Deed Surcharge		(239,004.99)
Less Probate Surcharge		(60,476.45)
Less Downeast Wind		(842,720.00)
Ending Cash		<u>3,967,182.44</u>

## TAN

Amount of TAN	7,612,174.00
Less amount drawn on TAN	(6,749,800.00)
Remaining TAN Funds	<u>862,374.00</u>

Note: The TAN figures do not include the interest accrued at 5.02%



Projected Needs for Dec 2025

<u>Accounts Payable</u>		<u>Payroll 2025</u>	
#	Warrant Total	Ck Date	Warrant Total
1	\$ 142,149.90	3-Jan	\$ 261,100.99
2	\$ 268,495.19	17-Jan	\$ 255,050.32
3	\$ 1,443,834.79	31-Jan	\$ 265,407.28
4	\$ 71,534.90	14-Feb	\$ 249,829.41
5	\$ 22,000.00	28-Feb	\$ 259,689.30
6	\$ 1,341,976.20	28-Feb	\$ 75,753.40 (Payout)
7	\$ 293,604.57	14-Mar	\$ 241,413.76
8	\$ 1,175,567.94	28-Mar	\$ 251,100.50
9	\$ 190,574.83	11-Apr	\$ 246,069.99
10	\$ 299,641.70	25-Apr	\$ 240,382.37
11	\$ 469,087.12	9-May	\$ 242,232.40
12	\$ 388,311.94	23-May	\$ 245,424.61
13	\$ 208,130.83	6-Jun	\$ 242,361.00
14	\$ 277,582.86	20-Jun	\$ 262,795.17
15	\$ 394,527.85	3-Jul	\$ 246,789.12
16	\$ 257,837.36	18-Jul	\$ 266,157.18
17	\$ 165,851.84	1-Aug	\$ 256,335.22
18	\$ 336,934.40	15-Aug	\$ 264,222.21
19	\$ 187,485.03	29-Aug	\$ 270,606.81
20	\$ 772,988.39	12-Sep	\$ 245,123.73
21	\$ 56,716.80	26-Sep	\$ 289,376.87
22	\$ 206,914.95	10-Oct	\$ 246,001.29
23	\$ 303,346.94	24-Oct	\$ 256,892.39
24	\$ 178,046.91	7-Nov	\$ 248,865.17
25	\$ 236,051.10	21-Nov	\$ 257,138.20
26	\$ 23,903.70	5-Dec	\$ 304,656.52
27	\$ 178,580.79		
	<b>\$ 9,891,678.83</b>		<b>\$ 6,490,775.21</b>
	<i>Divided by 27</i>		<i>Divided by 26</i>
	<b>\$ 366,358.48</b>		<b>\$ 249,645.20</b>
	<i>x 1 AP Warrants</i>		<i>x 1 payrolls</i>
	<b>\$ 366,358.48</b>		<b>\$ 249,645.20</b>

*Anticipated Need through 12/31/25*

**\$ 616,003.68**

Cash on Hand 12/11/2025	3,967,182.44
Remaining Funds due from Towns as of 11/19	-
Sub total cash	<u>3,967,182.44</u>
Less Anticipated needs through 12/31	616,003.68
Estimated remaining cash 12/31	3,351,178.76
Estimate per month using 2025 Actual	
Warrants per month	\$ 366,358.48
Payroll per month	\$ 249,645.20
Estimated total funds bi-weekly	\$ 616,003.68

Using estimated remaining cash 12/31 and estimated expenses with no emergency repairs.



**TAN Payment 2025**

Principal	\$ 6,749,800.00
Interest	\$ 232,126.61
Total:	<u>\$ 6,981,926.61</u> (as of 12/01/25)

**Towns Paid:**

Columbia Falls	\$ (98,331.68)
Topsfield	\$ (36,830.20)
Talmadge	\$ (11,310.62)

<b><u>Remaining</u></b>	<b><u>\$ 6,835,454.11</u></b>
-------------------------	-------------------------------



Commissioners Meeting

December 11, 2025

Notes from Provisional Treasurer Grace Falzarano

Since I will not be attending your meeting, I do want you to consider/know the following. In my absence, both Sondra and Megan will have this information.

1. I was very pleased to see the Budget Committee vote on an adequate budget. It is one that I will feel quite comfortable speaking with and showing the Bank officials as it is definitely workable and sustainable.
  - a. Allocation of \$50,000 – add to the Audit budget line?
  - b. Approve moving the Audit budget line to the Finance Department?
  - c. Allocate approved \$50,000 for Buildings/Structure maintenance or Reserve Account?
2. The outstanding DOJ Grant has finally been completed and the remaining funds of \$23,903.70 were sent back. We are again, in good standing.
3. Postage – we ask that you approve spending up to \$2,000 for postage on the credit card without your prior approval. Having a smaller amount of \$500 makes more transactions and isn't helpful when there is a lot of outgoing mail.

In Summary, I strongly recommend the Commissioners think about the process the Budget Committee went through before they accepted the 2026 Budget. Keep in mind, the time the Departments put in answering all questions and reviewing their budgets.

I do feel good about presenting this budget to the Bank and am looking forward to the opportunity.

Respectfully submitted,

Grace Falzarano, Provisional Treasurer



## Buildings and Grounds report

December 11, 2025

- Finished old Sheriff building masonry on steps
- Waterproofed steps and painted railing on old Sheriff building
- Painted and prepped new Unorganized Territory office space in Old Sheriff building
- Moved UT and EMA to new offices
- Painted UT entrance hallway
- Performed regular duties, snow removal, salt, mopping entire complex after every snow storm
- Built new shelf for reception office Sheriff's building
- Maintenance on RCC floor
- Assisted Kone elevator repair
- Assisted Maine Fire Protection for suppressor inspection
- Cleaned out garage beside new Sheriff's building.
- Repairs to old garage, to keep snow out.
- Maintenance on County tractor, charged battery and tightened alternator belt.



# Washington County Sheriff's Office

**Barry Curtis**  
Sheriff

**Michael Crabtree**  
Chief Deputy

**Richard Rolfe**  
Jail Administrator

**Joshua Rolfe**  
R.C.C. Deputy Director

**Paula Johnson-Rolfe**  
Office Manager



83 Court Street  
Machias, Maine 04654  
Telephone: (207) 255-4422  
Fax: (207) 255-3641

---

From : Deputy Director Joshua Rolfe  
(In Augusta 12/8 through 12/12 for training)

To: Washington County Board of Commissioners

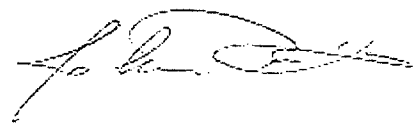
Ref: Monthly report / total calls statistics                      November

Action Items -  
None

	2025	2024
Total CAD calls for service:	1708	1797

Total CAD Calls for Service Received via 9-1-1                      # of calls received via 911 for November not available at time of report. Maine 9-1-1 and Motorola/Flex are working on getting the data to integrate with Flex/CAD after the Next Generation equipment upgrade last month.

Individual Call Type statistics included in following pages.



November 2025

12/04/25  
10:34

Washington County Sheriff's Office  
Total CAD Calls Received, by Nature of Call

Page: 501  
1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	41	2.40
911 Misdial	31	1.81
Abandoned Vehicle	3	0.18
Accident Property Damage	145	8.49
Accident Personal Injury	13	0.76
Animal Control Complaint	10	0.59
Agency Assist	27	1.58
Alarm Commercial	66	3.86
Alarm Residential	15	0.88
Alcohol Offense	1	0.06
Ambulance Call	335	19.51
Ambulance Transfer	92	5.39
Animal Noise	1	0.06
Animal Problem	5	0.29
Assault	8	0.47
Sexual Assault	4	0.23
ATV Complaint	3	0.18
Bail Check	1	0.06
Commercial Burglary	3	0.18
Residential Burglary	12	0.70
Civil Assist	49	2.87
Crash Detection	5	0.29
Criminal Mischief	13	0.76
Criminal Threatening	4	0.23
Criminal Trespass	27	1.58
Attended Death	3	0.18
Unattended Death	1	0.06
Detail (All)	8	0.47
Directed Patrol	9	0.53
Disorderly Conduct	8	0.47
Domestic Dispute	31	1.81
DRE Utilization	2	0.12
Drug Information	9	0.53
Drug Related	2	0.12
Fight	3	0.18
Fire	46	2.69
Fish and Game	18	1.05
Fraud	4	0.23
Harassment	24	1.41
Information	81	4.74
Juvenile Problem	5	0.29
K9 Deployment	11	0.64
K9 Training	3	0.18
Littering	3	0.18
Mental Subject	6	0.35
Missing Person	7	0.41
Motor Veh Complaint	63	3.69
Motor Vehicle Stop	165	9.55
Motorist Assist	12	0.70
Noise Complaint	5	0.29
Paper Service	9	0.53
Parking Problem	2	0.12
Protection Order Service	12	0.70
Property Check	41	2.40
Found Property	3	0.18

12/04/25  
10:34

Washington County Sheriff's Office  
Total CAD Calls Received, by Nature of Call

Page: 501  
2

Nature of Call	Total Calls Received	% of Total
Lost Property	1	0.06
Recovered Property	1	0.06
Public Assist (Highway, etc.)	14	0.82
Remove Subject	12	0.70
Rescue	1	0.06
School Visit	1	0.06
Subject Stop	5	0.29
Suicidal Subject	9	0.53
Suspicious Activity	59	3.45
Test	1	0.06
Theft	31	1.81
Unknown Problem	1	0.06
Violation Bail	2	0.12
Violation of F.O.	3	0.18
Warrant Arrest	6	0.35
Search Warrant	1	0.06
Check Well Being	50	2.93
Total Calls:		1708

Report includes:  
All dates between '00:00:01 11/01/25' and '23:59:59 11/30/25'  
All nature of incidents  
All cities  
All types  
All priorities  
All agencies  
All zones

\*\*\* End of Report \SpillmanServer\app\tmp\reportTmp\_WC1109R\rp

November 2024

12/04/25  
10:35

Washington County Sheriff's Office  
Total CAD Calls Received, by Nature of Call

Page: 501  
1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	64	3.56
911 Misdial	42	2.34
Abandoned Vehicle	1	0.06
Accident Property Damage	140	7.79
Accident Personal Injury	11	0.61
Animal Control Complaint	7	0.39
Agency Assist	18	1.00
Alarm Commercial	61	3.39
Alarm Residential	27	1.50
Ambulance Call	338	18.81
Ambulance Drug Overdose	2	0.11
Ambulance Transfer	83	4.62
Animal Noise	1	0.06
Animal Problem	3	0.17
Assault	13	0.72
Sexual Assault	1	0.06
ATV Complaint	2	0.11
Commercial Burglary	1	0.06
Residential Burglary	5	0.28
Civil Assist	26	1.45
Crash Detection	2	0.11
Criminal Mischief	19	1.06
Criminal Threatening	7	0.39
Criminal Trespass	21	1.17
Unattended Death	1	0.06
Detail (All)	15	0.83
Directed Patrol	6	0.33
Disorderly Conduct	17	0.95
Domestic Dispute	23	1.28
DRE Utilization	3	0.17
Drug Information	4	0.22
Drug Related	3	0.17
Escort	3	0.17
Fight	6	0.33
Fire	68	3.78
Fish and Game	6	0.33
Fraud	3	0.17
Harassment	18	1.00
Information	97	5.40
Juvenile Problem	7	0.39
K9 Deployment	1	0.06
K9 Training	4	0.22
K9 Visit	1	0.06
Mental Subject	8	0.45
Missing Person	6	0.33
Motor Veh Complaint	57	3.17
Motor Vehicle Stop	239	13.30
Motorist Assist	14	0.78
Noise Complaint	6	0.33
Paper Service	38	2.11
Parking Problem	1	0.06
Protection Order Service	9	0.50
Property Check	23	1.28
Found Property	5	0.28
Lost Property	3	0.17

12/04/25  
10:35

Washington County Sheriff's Office  
Total CAD Calls Received, by Nature of Call

Page: 501  
2

Nature of Call	Total Calls Received	% of Total
Public Assist (Highway, etc.)	23	1.28
Remove Subject	22	1.22
Sex Offender Verify	1	0.06
Shots Fired	5	0.28
Special Investigation	1	0.06
Subject Stop	3	0.17
Suicidal Subject	4	0.22
Suspicious Activity	39	2.17
Test	11	0.61
Theft	27	1.50
Traffic Hazard	1	0.06
Violation Bail	2	0.11
Violation of P.O.	7	0.39
Violation of Probation/Parole	1	0.06
Warrant Arrest	5	0.28
Check Well Being	55	3.06
-----		
Total Calls:	1797	

Report Includes:

All dates between '00:00:01 11/01/24' and '23:59:59 11/30/24'  
All nature of incidents  
All cities  
All types  
All priorities  
All agencies  
All zones

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\*\*\* End of Report \SpillmanServer\app\tmp\reportImp\_WC1109R\rp



# Washington County Sheriff's Office

**Barry Curtis**  
Sheriff

**Michael Crabtree**  
Chief Deputy

**Richard Rolfe**  
Jail Administrator

**Paula Johnson-Rolfe**  
Office Manager



83 Court Street  
Machias, Maine 04654  
Telephone: (207) 255-4422  
Fax: (207) 255-3641

DATE: DECEMBER 8, 2025

TO: WASHINGTON COUNTY COMMISSIONERS

FROM: RICH ROLFE, JA

RE: NOVEMBER MONTHLY REPORT

The month of November was still busy with an average daily population of 64. The highest was 67 and the lowest was 61. Our in-house population was an average of 49 with DOC taking our female inmates. Still over capacity by 7, but getting there.

Its business as usual this month so not a lot of information to report, which typically is a good thing!

Our medical provider has given her notice so I will be seeking a new provider. DECH has expressed interest in that service. I will be meeting with the DECH VP of practices soon to see if this is a viable option.

For your consideration: I would like to hire a part-time cook, which will save us a lot of money. The part-time cook we have had has taken another job. The coverage is for weekends and help cover vacations/sick when they are able. The hours are kept below the 130 monthly averages as we keep track weekly and document on a spreadsheet.

There is minimal expense to hiring someone part-time in the kitchen, if any. This depends on whether they have the requisite Serv Safe class, which is less than \$150.



DE Wind CBA Payment Schedule

**Current Allocation**

	Oct 2025	Apr 2026	20 Pmt TOTAL
Scholarship Fund	\$50,000	\$50,000	\$1,000,000
Small Business RLF	\$75,000	\$75,000	\$1,500,000
Admin, Infrastructure, Improvements	\$127,720	\$123,640	\$2,476,880
Emergency & Rescue Capital Fund	\$50,000	\$50,000	\$1,000,000
Health & Emergency Services	\$20,000	\$20,000	\$400,000
Watershed Management & Infrastructure	\$20,000	\$20,000	\$400,000
WCCIT	\$150,000	\$0	\$150,000
Schoodic Improvements	\$350,000	\$0	\$350,000
Annual Totals	\$842,720	\$338,640	\$7,276,880

**Proposed Allocation**

	Oct 2025	Apr 2026	20 Pmt TOTAL
Investments in county infrastructure to conserve energy, increase resilience and/or reduce operating costs	\$145,000	\$145,000	\$2,900,000
Fire and EMS related services and/or capital Investments	\$70,000	\$70,000	\$1,400,000
Admin, Project Management, and/or Economic Development	\$127,720	\$123,640	\$2,476,880
WCCIT	\$150,000	\$0	\$150,000
Schoodic Improvements	\$350,000	\$0	\$350,000
Annual Totals	\$842,720	\$338,640	\$7,276,880







## County Manager Report

December 11, 2025

- Meetings attended: Washington County Council of Governments:  
Washington County Council of Governments. I was voted to be the Treasurer for the WCCOG for the upcoming 2026 year.  
Met with the Governor's office representatives, and County officials on December 3<sup>rd</sup>.  
Washington County Working Communities challenge December 4<sup>th</sup>  
Met with TIF grant Committee on December 4<sup>th</sup>, Charles, Meredith, Heron, and Grace to discuss amending the Community Benefit Agreement.  
Multiple Budget Advisory Committee meetings  
Attended the Machias, Jonesport, Steuben, Roque Bluffs, and Whitneyville select board meetings, public hearings and special town meetings.  
Commissioners workshop December 3, 2025
- Meeting with Jeremy Gray, the State court side representative to review the new MOU with the County was rescheduled for December 17<sup>th</sup> due to a snow storm.
- Prepared the LUPC documents for nominee Wayne Jones to be sent to the Speaker of the House, Senate President and the Legislative Information office. Awaiting date for confirmation hearing for Mr. Jones in Augusta.
- Chair-lift elevator is not working. There is a work around, utilizing the other elevator, we've posted a sign and will make arrangements for repair in 2026.
- Processed vouchers for Buildings and Grounds
- Worked with Grace and Lisa to get the DOJ grant updated and compliant
- Received notification from Malcolm at Risk Pool there is a Supplemental Member Assessment for the new Sheriff building, \$5,115.80.
- Contacted, with Carla, all or most of the municipalities in Washington County to create a meeting schedule for the TAN payment discussions. This meeting schedule is being updated as the Municipalities get back to us, and being distributed to the Commissioners and Budget Advisory Committee, encouraging attendance at these meetings.

Sincerely,  
Renée Gray  
County Manager

