

February 12, 2026

Minutes of the Washington County Commissioners'
Regular Meeting
held February 12, 2026
in the Washington County Probate Courtroom
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, Machias / MVNO
Meredith Mawhar, SCEC
Paula Johnson-Rolfe, WCSO
Susan Sullivan, D.A.'s Office
Tammy Gay, Deeds
Wayne Small, Jonesport
Bayley Grant, Centerville
Sondra Small, Finance
Grace Falzarano, Provisional Treasurer
Heather Green, Deeds
Joshua Rolfe, RCC/ WCSO
Lisa M. Hanscom, EMA
Barry Curtis, Sheriff
Ben Edwards, Machias
Colin Brown, Downeast Coastal Conservancy

Executive Department business was called to order at 4:40 p.m.

Approval of the minutes for

- Commissioners' Workshop held on December 29, 2025
- Regular Commissioners' meeting held on January 14, 2026
- Commissioners' Workshop held on January 29, 2026.
(Howard / Hammond, 3-0)

AGENDA ITEM: Old Business
➤ None

AGENDA ITEM: County Manager's Report

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

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➤ **Policy Review of Department Heads
Responsibilities, Section B-9**

Renée stated Department Heads are reviewing and updating job descriptions. She asked the Commissioners if they would like to make any changes to the policy under Section B (9), Responsibilities of Department Heads. The current policy states updated job descriptions must be filed with the County Manager for prior review and approval. Commissioner Burns stated he would like to add that the policy state that new job descriptions will be approved with advising consent of County Commissioners. It was noted that union contracts should be considered before policy changes are made to eliminate any conflicts.

MOTION **Commissioner Burns moved to revise the personnel policy for Department Heads Responsibilities, Section B-9 as presented. (Burns / Hammond, 3-0)**

➤ **Review of Organizational Chart**

Renée stated the Organizational Chart was updated to reflect current job titles to the job descriptions within each department of Washington County. The Commissioners were presented the updated Organizational Chart for their approval. Jail Administrator Rich Rolfe stated the revised Organizational Chart was not redistributed for the Department Heads review. By consensus, the Commissioners tabled the approval of the Organizational Chart for the March meeting with the intention of allowing the Department Heads an opportunity to review the revised chart. It was noted an IT Department has been added. RCC Deputy Director Josh Rolfe stated there are extended issues. A synopsis of the issues will be provided to the Commissioners.

AGENDA ITEM: Finance Report

Provisional Treasurer Grace Falzarano submitted a financial report update. (See Attached)

➤ **TAN Payoff Discussion**

Grace submitted a report of the TAN payoff amount. Commissioner Burns recommended the TAN be paid off by the due date of February 20, 2026. Grace stated her concerns about operating funds. Payroll and Accounts Payable Clerk Megan Huffman suggested waiting until next week to decide on a payoff date to see if any further payments from towns are received. To assure the payment is made by the deadline of February 20th,

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MOTION Commissioner Howard moved to authorize payment of the TAN to be made no later than February 18, 2026.
(Howard / Burns, 3-0)

➤ **County Tax Bill Update**

Grace stated the Finance Office is still working with the County Attorney to update the County Tax Bill and asked that this item be tabled until the next meeting.

➤ **Transfer and Adjustment Requests**

None

➤ **Line-Item Budget Requests**

Grace presented a 2025 Budget Line Transfer for the Commissioners' approval. She explained that in 2024 both "in-house medical providers" and "inmate medical cost" was in one line. This did not get changed in 2025. This request will show the difference between medical provider costs and inmate medical costs. The amount of \$33,337.00 will adjust the "In-house Medical Providers" line to be medical providers only with all other medical costs going to "Inmate Medical".

MOTION Commissioner Burns moved to approve the transfer of funds from the "In-house Medical Providers" line (E699-1017) to the "Inmate Medical" line (E699-2225) in the amount of \$\$33,337.00. (Burns / Howard, 3-0)

Grace presented a job description for the new position of Finance Director and requested that it be approved by the Commissioners.

MOTION Commissioner Howard moved to approve the Finance Director job description as presented.
(Howard / Hammond, 3-0)

Grace asked if she could move forward with advertising to fill the position. Commissioner Burns stated advertising for the position should be done as soon as possible. There was a brief discussion on advertising sources.

AGENDA ITEM: Monthly and Quarterly Reports

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

EMA Director Lisa Hanscom submitted job descriptions for the Commissioners' review.

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District Attorney's written report pointed out the unavailability of judges in Washington County. Commissioner Burns stated this is unacceptable and directed the County Manager to draft a letter to submit to the Judiciary Committee regarding this concern.

Jail Administrator Rich Rolfe reported the jail continues to have issues with the kitchen freezer. He noted he will need to replace what they have with a few new freezers. He stated he is in the process of gathering proposals.

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignation of the following employees:

- Gregory Sawyer as part-time Patrol Deputy effective 12/31/25
- Craig Holder as part-time Patrol Deputy effective 12/31/25
- Victoria Dore as part-time Corrections Officer effective 01/14/26
- Leslie Look as part-time Corrections Officer effective 01/15/26
- Emmitt Gardner as part-time Corrections Officer effective 01/21/26

Two promotions were presented for the Commissioners' approval.

MOTION Commissioner Hammond moved to approve the promotion of Eric McLaughlin to Sergeant in the Sheriff's Division effective 01/20/26. (Hammond / Howard, 3-0)

MOTION Commissioner Hammond moved to approve the promotion of Nathan Bean to Corporal in the Sheriff's Division effective 01/20/26. (Hammond / Howard, 3-0)

AGENDA ITEM: Signatures on Six-month Certificates

None.

AGENDA ITEM: Grants / Contracts / Agreements

None.

AGENDA ITEM: Award Bid for 73 Broadway County Property

The Commissioners were provided a summary of the bid opening for the county-owned land on 73 Broadway in Machias. There was one bid

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received from the Downeast Coastal Conservancy in the amount of \$95,000.00. The bid included the acceptance of a continued lease with Healthy Acadia for the Downeast Restorative Harvest project. Downeast Coastal Conservancy Executive Director Colin Brown was present. He stated their bid is based on the professional land appraisal obtained by DCC. He also noted that due to DCC regulations, they would not be able to pay any amount above the appraised value.

MOTION **Commissioner Hammond moved to accept the bid of \$95,000.00 from Downeast Coastal Conservancy for the county-owned property of 73 Broadway, Machias, with the stipulation that the funds received from the sale be earmarked to be held aside until the use of funds is determined. (Hammond / Howard, 3-0)**

Mr. Brown stated DCC looks forward to using the land and to continue to support the community. He stated DCC will pay the legal and closing costs.

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Burns stated the county has received a proposal of terms and conditions from Machias Savings Bank for the purpose of discussion for a 2026 Tax Anticipation Note (TAN). Commissioner Burns further explained there is a list of stipulations the County must agree to and meet in order for Machias Savings Bank to extend a TAN to the County. He stated the list of stipulations were anticipated. Should the County agree to the stipulations, Machias Savings Bank agrees the loan will be funded for a maximum amount of \$7,000,000.00 with an initial tranche of \$5,000,000.00; and a second tranche subject to satisfaction of additional conditions available no earlier than July 1, 2026.

MOTION **Commissioner Howard moved to accept the Terms and Conditions proposal from Machias Savings Bank as presented. (Howard / Hammond, 3-0)**

Commissioner Burns signed the acknowledgement of receipt and acceptance of the proposal letter as the Chair of the Board of Commissioners

Public Comment:

None.

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ADJOURNMENT

5:26 p.m.

ATTEST:

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

County Manager Report
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- Meetings attended:
WCDA met with Charles Rudelitch finalizing the annual reports for the state, MCCA and Risk Pool, MACCAM, TIF Grant committee January and February. Meeting with Jeremy Gray regarding the MOU with the courts is rescheduled for February 25th, SCEC Loan committee.

- Asked Department heads to update the 2026 county assets list. Still waiting to hear back from a few departments. Jail, Sheriff, RCC.

- Prepared and attended January 29th Commissioners meeting

- Media requests for interviews

- Processed FOAA requests, working with Attorney Hamer on a more complicated FOAA request.

- Processed vouchers for Buildings and Grounds

- Reviewed and updated job descriptions for Buildings and Grounds positions and the administrative assistant position. Worked with Carla on updating the Organizational Chart for Washington County government for the Commissioners to review, edit and approve.

- Prepared 73 property sale bids are due February 11th. Carla, David Lund and I will open the bids on February 12th.

- Reminder to department heads to return 2025 Employee evaluations to Carla or me by March 31st. Also, for the department heads to return to me their updated job descriptions, to be included for the commissioners at the next meeting in March. Also a reminder for the Department heads to return to me their assets list for 2026.

- Met with IT vendor, Nick Landrum, regarding IT issues at RCC, Jail and Patrol.

- There is a smoke alarm test for the County buildings on February 24th.

Sincerely,
Renée Gray
County Manager

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 602 Emergency Management Agency			
3100 Wages	109,624.00	12,648.84	96,975.16
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	59.84	2,440.16
4210 Vehicle Mnt	500.00		500.00
4314 Internet Expense	940.00	58.34	881.66
4315 Telephone bill	1,600.00	129.75	1,470.25
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		500.00
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		50.00
4840 Printing/Publications	50.00		50.00
4940 Training/education	1,000.00		1,000.00
5335 Office Supplies	400.00	160.53	239.47
5385 Computer supplies	500.00		500.00
Emergency Management	139,304.00	13,057.30	126,246.70
Dept: 602 Emergency Management Agency Revenue			
6208 Fed Match	59,777.00		59,777.00
6210 State Match	-	5,004.33	(5,004.33)
6211 Grant Rev	-	-	-
EMA Revenue	59,777.00	5,004.33	54,772.67
Estimated Net Income/Loss	(79,527.00)	(8,052.97)	(71,474.03)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 603 District Attorney			
3100 Wages	270,608.00	31,074.09	239,533.91
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	311.75	7,688.25
4110 Meals	500.00	-	500.00
4115 Lodging	5,000.00	-	5,000.00
4314 Internet Expense	940.00	58.34	881.66
4315 Telephone bill	10,560.00	489.53	10,070.47
~Machias and Calais	-	-	-
4322 Share File (DA Office)	3,100.00	-	3,100.00
4411 Calais office rent	3,000.00	-	3,000.00
4630 Equipment Lease	3,000.00	-	3,000.00
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	-	1,300.00
4840 Printing/Publications	300.00	-	300.00
5335 Office Supplies	5,000.00	225.32	4,774.68
5375 Training & training suppl	1,500.00	-	1,500.00
5510 Statutes & reference book	4,000.00	-	4,000.00
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	33,180.74	352,977.26
Dept: 603 District Attorney Revenue			
6315 Fed Witn Adv	55,000.00	-	55,000.00
6316 St Witn Adv	-	-	-
6320 Discov fees	-	-	-
6321 AdFee-DefDis	10,500.00	620.00	9,880.00
6325 Misc Rev	-	-	-
DA Revenue	65,500.00	620.00	64,880.00
Estimated Net Income/Loss	(320,658.00)	(32,560.74)	(288,097.26)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 604 County Administration			
3100 Wages	181,740.00	20,080.46	161,659.54
4000 Professional services	30,000.00	587.50	29,412.50
~TAN Services			-
4004 IT Services Contract	2,000.00	166.67	1,833.33
4005 Audit Services	20,000.00		20,000.00
4006 Website Maintenance	1,000.00		1,000.00
4105 Auto mileage	3,000.00		3,000.00
4110 Meals	500.00		500.00
4115 Lodging	500.00		500.00
4314 Internet Expense	1,450.00	58.34	1,391.66
~includes email (7)			-
4315 Telephone bill	10,880.00	870.36	10,009.64
4630 Equipment Lease	2,000.00		2,000.00
4676 Computer upgrade & mainte	1,500.00		1,500.00
4805 Advertising	2,000.00	234.43	1,765.57
4820 Dues & Bonds	11,500.00	740.00	10,760.00
4835 Postage	3,200.00		3,200.00
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	98.22	1,401.78
5505 Books & periodicals(subsc	200.00		200.00
7314 Office Equipment	-		-
7325 Equipment & furniture	-		-
7336 Econ. Dev. - SCEC	-	12,500.00	(12,500.00)
~SCEC			-
7340 Archive	-		-
County Admin	<u>275,320.00</u>	<u>35,335.98</u>	<u>239,984.02</u>
Dept: 604 County Administration Revenue			
6400 County Tax			-
6401 Cty Tax Int			-
6402 Pay in Lieu			-
6455 Misc. Rev			-
6475 UT AdminFees	30,000.00		30,000.00
6476 UT Bldg Rent	4,800.00		4,800.00
County Revenue	<u>34,800.00</u>	<u>-</u>	<u>34,800.00</u>
Estimated Net Income/Loss	(240,520.00)	(35,335.98)	(205,184.02)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 605 County Finance			
3100 Wages	208,738.00	16,860.12	191,877.88
3200 Part Time - Regular	36,226.00		36,226.00
4000 Professional services ~payroll	9,000.00	639.98	8,360.02
4004 IT Services	2,000.00	166.67	1,833.33
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	58.33	1,101.67
4315 Telephone bill	1,400.00	92.50	1,307.50
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	46.80	1,953.20
4940 Training/education	500.00		500.00
5335 Office Supplies	2,000.00	151.48	1,848.52
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	<u>327,424.00</u>	<u>23,507.88</u>	<u>303,916.12</u>
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)	(23,507.88)	(303,916.12)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 606 County Buildings			
3100 Wages	214,636.00	24,765.60	189,870.40
~court reimburses 1.5 positions			-
4104 Auto Expense	1,500.00		1,500.00
4205 Gas/oil/grease vehicles	1,300.00	112.50	1,187.50
4305 Electricity	37,000.00	2,189.42	34,810.58
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		5,500.00
4315 Telephone bill	1,200.00	141.04	1,058.96
4605 Parking lot/grounds/snow	18,800.00	49.95	18,750.05
~cost to be shared by courts			-
4610 Building/structure mainte	17,250.00		17,250.00
4620 Elevator Maintenance Contract	2,000.00		2,000.00
~4 elevators (3 to be reimbursed by courts)			-
4622 Fire Alarm Inspections - Norris contract	2,000.00		2,000.00
4635 HVAC repairs	7,500.00	118.92	7,381.08
4660 Rubbish Removal/Shredding	2,500.00		2,500.00
5205 Fuel - Buildings	44,500.00	4,232.05	40,267.95
5325 Maintenance supplies	6,000.00	195.59	5,804.41
5335 Office Supplies	150.00		150.00
5405 Uniforms/clothing allowan	2,750.00		2,750.00
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	<hr/> 543,700.00	<hr/> 34,126.87	<hr/> 509,573.13
Dept: 606 County Buildings Revenue			
6645 BldRent Wcty			-
6650 Court Reimb-moved to Court 800-8001	-	-	-
Buildings Revenue	<hr/> -	<hr/> -	<hr/> -
Estimated Net Income/Loss	(543,700.00)	(34,126.87)	(509,573.13)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 607 Regional Communications Center			
3100 Wages	1,133,515.00	117,296.32	1,016,218.68
3115 Night Shift Differential	8,000.00		8,000.00
3125 Compensatory Time	-		-
3150 Regular Full Time Overtime	80,000.00	6,764.62	73,235.38
3200 Part Time - Regular	20,000.00	1,333.99	18,666.01
3220 Earned Paid Leave Wages		270.00	(270.00)
3230 Part Time - IT wages	-	1,229.94	(1,229.94)
4004 IT Services Contract	-		-
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	42.25	1,457.75
4305 Electricity	10,515.00	1,741.17	8,773.83
4314 Internet Expense	940.00	58.33	881.67
4315 Telephone bill	3,880.00	411.40	3,468.60
4320 Datalines	1,678.00	931.61	746.39
4321 Computer Maintenance Agre ~includes Spillman	23,384.00		23,384.00
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	3,600.00	39,600.00
4657 Recorder/Maintenance	6,818.00		6,818.00
4675 Equipment Repair/Maintena	1,000.00		1,000.00
4722 Insurance - Other	1,500.00		1,500.00
4820 Dues & Bonds	347.00		347.00
4835 Postage	25.00		25.00
4940 Training/education	1,500.00		1,500.00
5206 Propane-Towers	1,000.00		1,000.00
5335 Office Supplies	1,500.00		1,500.00
5360 Public Safety (Lisa Hanscom)			-
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	133,679.63	1,230,252.37

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 609 Registry of Deeds			
3100 Wages	169,714.00	19,582.35	150,131.65
4004 IT Services Contract	-	-	-
4314 Internet Expense - includes email (3)	1,160.00	58.33	1,101.67
4315 Telephone bill	700.00	51.34	648.66
4630 Equipment Lease	5,800.00	315.75	5,484.25
4632 Equipment Repair/Maintena	500.00		500.00
4820 Dues & Bonds	200.00		200.00
4825 Scanning & Imaging	49,000.00	3,600.00	45,400.00
4835 Postage	1,800.00		1,800.00
4920 Miscellaneous	500.00		500.00
4930 Registration/enrollment f	300.00	170.00	130.00
5335 Office Supplies	2,800.00		2,800.00
7325 Equipment & furniture	500.00		500.00
Registry of Deeds	232,974.00	23,777.77	209,196.23
Dept: 609 Registry of Deeds Revenue			
6061 Deeds Interest	6,000.00		6,000.00
6064 Web Revenues	5,000.00		5,000.00
6065 R-Deeds Fees	280,000.00		280,000.00
6066 Transfer tax	70,000.00		70,000.00
6068 Surcharge	-		-
Registry Revenue	361,000.00	-	361,000.00
Estimated Net Income/Loss	128,026.00	(23,777.77)	151,803.77

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 610 Probate Court			
3100 Wages	173,209.00	19,985.58	153,223.42
4000 Professional services	40,000.00	150.00	39,850.00
4004 IT Services Contract	2,000.00	166.66	1,833.34
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	58.33	1,131.67
4315 Telephone bill	700.00	53.61	646.39
4630 Equipment Lease	1,400.00		1,400.00
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	138.00	912.00
4835 Postage	1,800.00		1,800.00
4845 Notice Publications	10,000.00	2,500.00	7,500.00
5335 Office Supplies	1,800.00		1,800.00
5338 Record Management System	3,000.00		3,000.00
5510 Statutes & reference book	1,300.00	120.50	1,179.50
7320 Computer upgrade	1,000.00		1,000.00
7370 ICON Docket System			-
Probate Court	<u>241,249.00</u>	<u>23,172.68</u>	<u>218,076.32</u>
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	<u>72,500.00</u>	<u>-</u>	<u>72,500.00</u>
Estimated Net Income/Loss	(168,749.00)	(23,172.68)	(145,576.32)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 611 Sheriff's Department			
3100 Wages	1,705,516.00	203,855.93	1,501,660.07
3103 Lubec Wages			-
3105 SO-Outside Detail - reimbursable		570.00	(570.00)
3109 Jonesport Wages - reimbursable		300.00	(300.00)
3111 Military Pay			-
3114 Reimbursable Detail		207.66	(207.66)
3125 Compensatory Time			-
3150 Regular Full Time Overtime	220,000.00	37,409.20	182,590.80
3200 Part Time - Regular	12,000.00	1,064.95	10,935.05
3220 Earned Paid Leave Wages		270.00	(270.00)
3230 Part Time - IT wages		1,230.03	(1,230.03)
3240 Civil Process	45,000.00	4,168.00	40,832.00
4000 Professional services	3,000.00		3,000.00
4004 IT Services Contract			-
4105 Auto mileage	1,000.00		1,000.00
4110 Meals	1,500.00		1,500.00
4115 Lodging	5,000.00		5,000.00
4117 Tolls	50.00		50.00
4140 Civil Process Expenses	42,000.00	2,836.24	39,163.76
4205 Gas/oil/grease vehicles	95,000.00	5,866.56	89,133.44
4210 Vehicle Mnt	45,000.00	(16,562.80)	61,562.80
4305 Electricity	80,000.00	4,289.76	75,710.24
4314 Internet Expense	912.00	58.33	853.67
4315 Telephone bill	39,160.00	609.77	38,550.23
4630 Equipment Lease	2,670.00		2,670.00
4656 Mobile radios/repairs-mai	600.00		600.00
4676 Computer upgrade & mainte	77,485.00		77,485.00
4820 Dues & Bonds	1,200.00		1,200.00
4835 Postage	2,500.00		2,500.00
4840 Printing/Publications	3,800.00		3,800.00
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		30,000.00
5335 Office Supplies	7,400.00		7,400.00
5338 Record Management System	3,200.00		3,200.00
5360 Public Safety	6,000.00		6,000.00
5405 Uniforms/clothing allowan	17,600.00	135.00	17,465.00
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	199.99	5,677.01
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	253,958.63	2,381,410.37

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 611 Sheriff's Department Revenue			
6113 MDEA Reimb	212,368.00		212,368.00
6175 Civ Process	87,000.00	9,707.32	77,292.68
6176 SO Ins Rpts	2,300.00	172.00	2,128.00
6179 DETAIL FEES	-	750.00	(750.00)
6182 Grand Lake			-
6183 Jonesport			-
6184 Lubec Patrol			-
6200 MDEA Rent	7,800.00		7,800.00
Sheriff's Revenue	<u>309,468.00</u>	10,629.32	298,838.68
Estimated Net Income/Loss	(2,325,901.00)	(243,329.31)	(2,082,571.69)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 612 Information Technology			
3200 Part Time - Regular	46,800.00		46,800.00
4004 IT Services Contract	175,000.00	10,416.66	164,583.34
Information Technology	221,800.00	10,416.66	211,383.34
Dept: 614 Governmental Third Party			
4701 WashCty COG			-
4702 Was.Cty. Soil & Water Con	12,000.00		12,000.00
4703 Was.Cty. Extension Associ	32,500.00		32,500.00
4704 D-E RC&D			-
Governmental Third Party	44,500.00	-	44,500.00
Dept: 618 Third Party Requests			
4714 Wash. Cty. Firefighters A	5,000.00		5,000.00
4715 Orono Fire Region Respons Team			-
4716 Downeast Institute	5,000.00		5,000.00
4717 Next Step			-
Third Party	10,000.00	-	10,000.00
Dept: 619 Insurance			
4721 Liability Insurance	80,000.00		80,000.00
4755 Workers Compensation Insurance	225,000.00	64,438.80	160,561.20
	305,000.00	64,438.80	240,561.20
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)	(64,438.80)	(227,509.20)
Dept: 620 Employee Benefits			
4724 Health Insurance	1,533,265.00	184,883.45	1,348,381.55
4730 Paid Family Medical Leave	20,837.00	4,009.39	16,827.61
4735 MSRS	492,981.00	89,283.80	403,697.20
4740 IRA match	20,000.00		20,000.00
4750 FICA County match	318,799.00	61,342.76	257,456.24
Employee Benefits	2,385,882.00	339,519.40	2,046,362.60
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)	(339,519.40)	(1,939,780.60)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 622 Debt Service			
4800 TAN plus Interest	150,000.00		150,000.00
Debt Service	150,000.00	-	150,000.00
Dept: 625 Unorganized Territory			
3100 Wages	6,980.76		6,980.76
3200 Part Time - Regular	339.64		339.64
3220 Earned Paid Leave Wages			-
4315 Telephone bill	218.80		218.80
4835 Postage			-
Unorganized Territory	7,539.20	-	7,539.20
Dept: 625 Unorganized Territory Reimbursement			
6645 Building Rent			
Unorganized Territory Reimbs.	-	-	-
Estimated Net Income/Loss	(7,539.20)	-	(7,539.20)
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

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 699 County Jail			
1002 Ambulance Services	2,200.00		2,200.00
1017 In-house Medical Providers	152,464.00	9,429.66	143,034.34
1026 Psychological Services	9,000.00		9,000.00
1028 Sanitation/Pest Control	1,300.00	131.00	1,169.00
1104 Lodging	12,000.00	320.00	11,680.00
1106 Meals - Staff	7,500.00	340.00	7,160.00
1108 Other (Tolls, Parking)	150.00	15.65	134.35
1203 Gasoline	10,000.00	666.76	9,333.24
1209 Vehicle Repairs and Maint.	10,000.00	310.01	9,689.99
1302 Electric (Utilities)	50,000.00	3,641.01	46,358.99
1303 Fuel Oil/Heating Oil	40,000.00	4,931.76	35,068.24
1305 Gas-Propane (Kitchen)	5,500.00	426.31	5,073.69
1308 Sewer (Utilities)	20,650.00	4,728.40	15,921.60
1310 Telephone/Internet	3,240.00	109.93	3,130.07
1312 Water (Utilities)	4,000.00		4,000.00
1405 Lease Agreement	2,200.00		2,200.00
1602 Building Structure Maint.	26,300.00		26,300.00
1606 Elevator Maintenance	-		-
1607 Equip/Furn. Maint.	6,500.00		6,500.00
1612 Maintenance Agreements	350.00		350.00
1620 Radio Repair	1,000.00		1,000.00
1621 Rubbish Removal	6,000.00		6,000.00
1676 Computer Upgrade/Maintenance ~includes Spillman	13,917.00	396.00	13,521.00
1703 Insurance-Liability	60,000.00		60,000.00
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	914.00	14,086.00
2101 Food	114,000.00	6,494.75	107,505.25
2214 Cleaning Supplies	15,000.00	1,414.72	13,585.28
2221 Institutional Bedding	4,000.00		4,000.00
2225 Institutional Medical	70,000.00	3,393.43	66,606.57
2226 Kitchen Supplies	9,000.00	970.74	8,029.26
2230 Office Supplies	4,000.00		4,000.00
2239 Statutes/Reference Books	300.00		300.00
2301 Correction Officer Uniforms	10,000.00		10,000.00
2303 Prisoner Uniforms	8,000.00		8,000.00
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	237,167.59	1,620,607.41
3111 Military Pay	-	993.24	(993.24)
3115 Night Shift Differential	11,000.00		11,000.00
3125 Compensatory Time			-

2025 Financial Update

Dept: 699 County Jail continued

3150 Regular Full Time Overtime	178,000.00	41,980.41	136,019.59
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	-	1,230.03	(1,230.03)
4000 Professional services	200.00		200.00
4004 IT Services Contract	-		-
4724 Health Insurance	734,390.00		734,390.00
4730 Paid Family Medical Leave	9,289.00		9,289.00
4735 MSRS	210,204.00		210,204.00
4750 FICA County match	142,120.00		142,120.00
4755 Workers Compensation	-		-
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	324,703.35	3,682,903.65

Dept: 699 County Jail Revenue

6949 Supplement	109,104.00		109,104.00
6950 DOC Inv Fund	548,303.00		548,303.00
6953 Pretr/Monitr			-
6956 Misc Inc-SSI	4,000.00		4,000.00
6959 MED CO-PAYS	2,800.00		2,800.00
6961 Comm Confine			-
6963 Court Fees	6,500.00		6,500.00
6964 OSA Contract	80,000.00	6,666.67	73,333.33
6965 Opioid Funds			-
Jail Revenue	750,707.00	6,666.67	744,040.33
Estimated Net Income/Loss	(3,256,900.00)	(318,036.68)	(2,938,863.32)

2025 Financial Update

Description	Budget 2026	Expenses YTD 2026	Remaining Funds 2026
Dept: 800 Court			
4305 Electricity	6,183.08		6,183.08
4310 Sewer bill	194.06		194.06
4311 Water bill	-		-
4314 Internet Expense	9.95		9.95
4605 Parking lot/grounds/snow	121.51		121.51
4610 Building/structure mainte	-		-
4620 Elevator Maintenance Contract	-		-
4635 HVAC repairs	-		-
4675 Equipment Repair/Maintena	-		-
5205 Fuel - Buildings	1,147.54		1,147.54
5325 Maintenance supplies	317.92		317.92
7205 Building improvements	-		-
Court	7,974.06	-	7,974.06
Dept: 800 Court Revenue			
8001 Court Costs Reimbursement	80,735.00		80,735.00
Court Revenue	80,735.00	-	80,735.00
Estimated Net Income/Loss	72,760.94	-	72,760.94
Dept: 810 Bad Debts			
Bad Debts	-	-	-
Total Revenue	1,773,386.00	22,920.32	1,750,465.68
Less Total Expense	13,481,219.00	1,312,875.69	12,168,343.31
Add Town Taxes Received	11,707,833.00	1,289,955.37	10,417,877.63
Dept: 900 Town/City Taxation			
6400 Towns/City Tax Payments	11,804,050.00		11,804,050.00
6401 Town City Interest on late pmts.			-
Remaining amounts due	11,804,050.00	-	11,804,050.00

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

February 12, 2026

General Fund

Beginning Cash	February 11, 2026		3,496,771.15
Less A/P Warrant 02/06/2026			(443,202.11)
Less Payroll 02/13/2026			(254,577.15)
Less Opioid Funds			(581,387.11)
Less Probate Surcharge			(60,476.45)
Ending Cash			2,157,128.33

TAN

2025 TAN with Interest	6,998,015.87
Less Payments by Towns as of 02/12/2026	(5,125,774.70)
Remaining 2025 TAN Funds due	<u>1,872,241.17</u>

Note: The TAN interest accrues at 5.02%

2025 TAN "ASK" Schedule of Payments Received

<u>TAN Payment 2025</u>		
Principal	\$ 6,749,800.00	
Interest	\$ 248,215.87 (as of 1/21/2026)	
Total:	<u>\$ 6,998,015.87</u> (as of 12/01/25)	
<u>Towns Paid:</u>		<u>Total \$ Paid</u>
Columbia Falls	\$ (98,331.68)	\$ 98,331.68
Topsfield	\$ (36,830.20)	\$ 36,830.20
Talmadge	\$ (11,310.62)	\$ 11,310.62
Jonesboro	\$ (122,508.13)	\$ 122,508.13
Columbia	\$ (95,574.72)	\$ 95,574.72
Addison	\$ (325,321.65)	\$ 325,321.65
Whitneyville	\$ (25,519.58)	\$ 25,519.58
Lubec	\$ (423,511.95)	\$ 423,511.95
Harrington	\$ (269,970.31)	\$ 269,970.31
Marshfield	\$ (78,396.72)	\$ 78,396.72
Machias	\$ (314,152.41)	\$ 314,152.41
Alexander	\$ (120,033.93)	\$ 120,033.93
Beals	\$ (185,069.98)	\$ 185,069.98
Grand Lake Stream	\$ (83,062.35)	\$ 83,062.35
Town of Steuben	\$ (200,000.00)	\$ 200,000.00
City of Calais	\$ (381,450.59)	\$ 381,450.59
City of Eastport	\$ (323,130.12)	\$ 323,130.12
Dennysville	\$ (34,078.00)	\$ 34,078.00
Jonesport	\$ (375,088.26)	\$ 375,088.26
Charlotte	\$ (72,741.41)	\$ 72,741.41
East Machias	\$ (210,448.18)	\$ 210,448.18
Whiting	\$ (36,000.00)	\$ 36,000.00
Cutler	\$ (130,553.13)	\$ 130,553.13
Town of Steuben	\$ (145,137.97)	\$ 145,137.97
Cherryfield	\$ (220,769.12)	\$ 220,769.12
Cooper	\$ (50,332.25)	\$ 50,332.25
Machiasport	\$ (323,201.00)	\$ 323,201.00
Wesley	\$ (43,192.42)	\$ 43,192.42
Crawford	\$ (32,932.17)	\$ 32,932.17
Northfield	\$ (98,897.21)	\$ 98,897.21
Roque Bluffs	\$ (175,314.58)	\$ 175,314.58
Passamaquoddy	\$ (11,310.62)	\$ 11,310.62
Meddybemps	\$ (48,388.98)	\$ 48,388.98
Baring Plantation	\$ (23,214.46)	\$ 23,214.46
Remaining	<u>\$ 1,872,241.17</u>	<u>\$ 5,125,774.70</u>

Estimated Remaining Tan \$ 1,872,241.17



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



**Washington County Emergency Management Agency (EMA)
January 2026**

1. Hazard Mitigation Plan

During January, I continued working with the Maine Emergency Management Agency (MEMA) to complete the required edits to the Washington County Hazard Mitigation Plan. This ongoing coordination ensures the plan meets all state and federal requirements. We are nearing completion of the edit process and will proceed with the next steps once MEMA provides final feedback.

2. Tier II Reporting

The EMA office has begun collecting Tier II reports for Washington County. Tier II reports are due by March 1. At this time, 17 of 98 agencies and departments have submitted their reports. We will continue outreach and coordination efforts to ensure full compliance prior to the deadline.

3. Department Administrative Updates

Job descriptions for the Emergency Management Agency have been updated. The revised job descriptions are attached for the Commissioners' review.

4. EMA Office Visit

On Friday, February 13, the EMA office will host the following visitors:

- Diane Dunn, Brigadier General, Adjutant General of the Maine National Guard and Commissioner of the Department of Defense, Veterans and Emergency Management
- Michelle Lenihan, Deputy Commissioner of the Department of Defense, Veterans and Emergency Management
- David Richmond, Director of the Maine Bureau of Veterans
- Pete Rogers, Director of the Maine Emergency Management Agency

This visit will provide an opportunity to discuss ongoing initiatives and strengthen coordination between county and state emergency management partners.

Conclusion

In January 2026, the Washington County Emergency Management Agency focused on completing Hazard Mitigation Plan edits, initiating Tier II report collection, and updating internal administrative documentation. We continue to work closely with MEMA and our local partners to ensure readiness and compliance across the county.

Respectfully submitted,

Lisa M. Hanscom, Director

Washington County Emergency Management Agency (EMA)



WASHINGTON COUNTY GOVERNMENT
Emergency Management Director
(Exempt Position)

I. Identification:

- a. **Position Title:** Emergency Management Director
- b. **Incumbent:** Lisa M. Hanscom
- c. **Reports To:** County Commissioners; Maine Emergency Management Agency (for select operational missions); State Emergency Response Commission (LEPC issues)
- d. **Supervises:** Emergency Management Agency Staff
- e. **Oversees:** Local Emergency Management Directors; Volunteer Emergency Response Teams
- f. **Compensation Code:** Exempt
- g. **Workweek:** 40 hours per week; 24/7 on-call during emergencies; essential position

II. Job Summary:

The Emergency Management Director is responsible for all-hazards emergency management for Washington County, including prevention, preparedness, response, recovery, and mitigation for natural, man-made, and technological threats or emergencies. The Director serves as the chief county's representative on EMA matters, coordinates county EMA activities with federal, state, county, Unorganized Territories and local agencies, and ensures compliance with Maine Emergency Management Agency (MEMA) and Federal Emergency Management Agency (FEMA) guidance.

The Director serves as **Washington County Local Emergency Planning Committee (LEPC) Coordinator** and participates in multi-jurisdictional and multi-agency planning, training, and exercises and serves as **Washington County's Homeland Security Coordinator**, including oversight of related grants and initiatives. The Director coordinates emergency responses that require resources beyond the capability of a municipality, is the authority to activate the Orono Regional Response Team, is the authority to activate the Maine Army National Guard WMD/CST, and is the authority to activate any State or Federal Resource.

Statutory Reference: Title 37-B § 781 and § 782 et seq.

III. Qualifications / Specifications:

- a. **Education / Training (minimum):**
Bachelor's degree or equivalent combination of education and professional experience. Continuing education in emergency management is required. Certification as IAEM Certified Emergency Manager (CEM), Associate Emergency Manager (AEM), or Maine CEMME is encouraged.



b. Job-Related Experience:

Minimum of three (3) years of experience in emergency response or emergency management, including operational coordination with municipal first responders and volunteer emergency teams.

c. Special Skills:

Strong leadership and crisis management skills; grant writing and administration; knowledge of FEMA, MEMA, Homeland Security programs; familiarity with NIMS and ICS; public speaking and media relations; ability to operate emergency communications systems and computers.

d. Cognitive Requirements:

Ability to read, write, and comprehend the English language; analyze complex information; exercise sound judgment under pressure; coordinate resources and make timely operational decisions during emergencies.

e. Physical Requirements:

Good general health with acceptable range of sight and hand-eye coordination; ability to operate office and emergency equipment; ability to perform fieldwork that may involve strenuous activity and hazardous conditions.

f. Work Environment:

Combination of office and field settings; must maintain professional appearance appropriate to the work environment; 24/7 on-call essential employee status.

IV. Core Elements of the Job

a. Direct the development, maintenance, and coordination of county-wide emergency operations plans for municipalities, Unorganized Territories, and private-sector partners in compliance with state and federal guidelines.

b. Coordinate and conduct training, exercises, and preparedness programs for municipal governments, first responders, volunteer teams, and private-sector partners; ensure county participation in state and national exercises.

c. Establish strategic vision, goals, priorities, and policies for the Emergency Management Agency, including Homeland Security Exercise and Evaluation Program (HSEEP) planning and execution.

d. Serve as Washington County Homeland Security Coordinator; manage research, application, administration, and compliance for emergency management and homeland security grants.

e. Recruit, organize, train, and support volunteer emergency response teams, including Community Emergency Response Teams (CERT); supervise EMA staff and support municipal Emergency Management Directors.



Washington County Government
Job Description

- f. Coordinate emergency responses requiring county, state, or federal resources; report emergency conditions to the State; request assistance and activate authorized response assets as necessary.
- g. Serve as Emergency Operations Center (EOC) Manager during activations; ensure EOC readiness, staffing, equipment, procedures, and volunteer support; act as Public Information Officer (PIO) as needed.
- h. Direct public information and community outreach efforts related to emergency preparedness; maintain communication with local governments, media, and community organizations; ensure timely dissemination of emergency information. Establish and maintain an emergency warning system.
- i. Prepare and submit monthly or as-needed reports to the County Commissioners and County Administrator; develop and manage the EMA budget; coordinate damage assessments and support state and FEMA preliminary damage assessments.
- j. Attend MEMA and County Directors meetings; perform other duties as assigned.

*External and internal applicants, as well as incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions either unaided or with reasonable accommodation, which will be determined by management on a case-by-case basis.

Disclaimer:

This job description does not constitute an employment agreement and is subject to change as the needs of the employer and requirements of the position evolve.



WASHINGTON COUNTY GOVERNMENT
Deputy Director / Administrative Programs Coordinator
(Non-Exempt Position)

I. Identification:

- a. **Position Title:** Deputy Director / Administrative Programs Coordinator
- b. **Incumbent:** Christine Day
- c. **Reports To:** Emergency Management Director
- d. **Supervises:** None (may coordinate work of volunteers or EOC staff as assigned)
- e. **Compensation Code:** Non-Exempt
- f. **Workweek:** 40 hours per week; flexible hours required; on-call during emergencies; essential position

II. Job Summary:

To perform advanced administrative, fiscal, and program coordination duties for the Washington County Emergency Management Agency (EMA) and to serve as office manager for the agency. This position assists the Emergency Management Director with daily operations, financial management, emergency planning, training, and response activities, and may serve as Acting Director in the Director's absence as delegated.

This position is designated as essential and requires availability during emergency incidents, Emergency Operations Center (EOC) activations, and disaster responses. A high level of confidentiality, dependability, flexibility, and sound judgment is required.

III. Qualifications / Specifications:

a. **Education / Training (minimum):**

Associate's degree in business administration, public administration, emergency management, or a related field, or an equivalent combination of education and experience. FEMA/NIMS/ICS coursework is encouraged. Commitment to continuing education in emergency management is required. Must be eligible for security clearance.

b. **Job-Related Experience:**

Two to three (2–3) years of progressively responsible administrative or office management experience; experience in emergency management, public safety, or government operations preferred.

c. **Special Skills:**

Strong organizational, communication, and customer service skills; proficiency with Microsoft Outlook, Word, Excel, PowerPoint, and Windows-based systems; ability to manage records, budgets,



grants, and confidential information; ability to interact effectively with the public, municipal officials, responders, and partner agencies.

d. Cognitive Requirements:

Ability to read, write, and comprehend the English language; ability to analyze data, prioritize tasks, and exercise sound judgment under pressure; ability to coordinate resources and make operational decisions during emergencies.

e. Physical Requirements:

Good general health with acceptable range of sight and hand-eye coordination; ability to operate standard office and emergency management equipment; fieldwork may involve strenuous activity and hazardous conditions; ability to work extended hours during emergencies.

f. Work Environment:

General office environment with periodic work in Emergency Operations Center (EOC) or field settings; work may include stressful conditions during emergencies or disasters; work hours may include evenings, weekends, holidays, and unscheduled emergency activations; professional attire appropriate to the work environment required.

IV. Core Elements of the Job

a. Perform comprehensive administrative, clerical, fiscal, and grants management duties including typing, filing, records management, data entry, billing, account reconciliation, routine reporting, audit support, and preparation of state and federal reimbursement documentation.

b. Serve as office manager for the Emergency Management Agency, including management of meeting spaces, calendars, schedules, office supplies, inventory, and maintenance of office equipment.

c. Assist the Emergency Management Director with preparation, monitoring, and maintenance of departmental budgets and fiscal records; submit invoices and reimbursement requests to the County Treasurer and state and federal agencies.

d. Handle incoming and outgoing correspondence; maintain accurate electronic and paper filing systems; ensure confidentiality of sensitive or protected information.

e. Answer and route telephone calls and emails; provide accurate information to the public, municipal officials, emergency responders, and partner agencies in a professional and courteous manner.



- f. Operate, test, and assist with routine and emergency maintenance of communications and warning systems, including radios, satellite phones, emergency notification systems, and standard office equipment.
- g. Assist with maintaining, updating, and distributing emergency management plans, including the Emergency Operations Plan (EOP), Hazard Mitigation Plan, resource manuals, and related annexes; maintain current emergency contact and planning information.
- h. Provide administrative and technical support to the Washington County Local Emergency Planning Committee (LEPC), including meeting coordination, minutes, recordkeeping, Tier II reporting, and liaison support as directed.
- i. Participate in emergency planning, training, exercises, drills, EOC activations, and after-action reporting; serve as Acting EMA Director when delegated.
- j. Coordinate administrative activities with municipal officials, volunteers, response agencies, and partner organizations; assist the public and local officials with routine operational and disaster-related forms, applications, billing questions, and requests for assistance.
- k. Attend required meetings, trainings, boards, and committees related to EMA functions, including Downeast Public Health Council (DEPHC) meetings; perform other related duties as assigned.

*External and internal applicants, as well as incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions either unaided or with reasonable accommodation, which will be determined by management on a case-by-case basis.

Disclaimer:

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position evolve.

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)



Robert Granger, District Attorney
Toff Toffolon, Deputy District Attorney

Delwyn E. Webster
Asst. District Attorney

Paige E. Bebus
Asst. District Attorney

Justine Barry
Asst District Attorney

Kirk Bloomer
Asst District Attorney

Eric Columer
Asst District Attorney

Timothy Cote
Detective

January 29, 2026

Washington County Commissioners
Court Street
Machias, ME

RE: Monthly Department Head Report
January 29, 2026

Dear Sirs:

I and my Washington County staff are busy preparing for the upcoming February jury trial term. This will be the last term of court for Justice Harold Stewart, who has been our "local" Superior Court justice for the last several years. His retirement has resulted in a shortened number of trial days next month, heightening the already difficult situation our county faces since it is allotted only three brief trial terms per year. There is no certainty concerning if and when another justice will be assigned to "regularly" sit in Washington County, so I have encouraged DDA Toffolon and ADA Bebus to take full advantage of the limited number of upcoming days in an attempt to fairly, but quickly resolve as many of the many backlogged cases on the docket as is feasible. Of course the difficulty that they face is that the defense bar knows of the upcoming uncertainty concerning judicial resources, and maximum delay generally works to the benefit of their clients.

Given the longstanding understaffing of our office, I can attest to the stress and long hours county clerical employees working for my department are experiencing. There is seldom a week where I am not aware that staff is working well past their assigned office departure times without compensation. These employees are truly to be commended for their unheralded efforts to keep the prosecution ship afloat in very stormy seas. I see no relief in sight for my staff given the County's financial problems.

Respectfully,

Robert C. Granger
District Attorney

MONTHLY ADMINISTRATIVE REPORT FOR JANUARY 15th – FEBRUARY 12th

TASKS COMPLETED

- **Prepare Commissioners' meeting minutes for:**
 - January 14, 2026
 - January 29, 2026
- **Prepare Agenda for February Meeting**
 - Distribute and publicize
 - Posted notice for Public Hearing for UT
- **Prepare weekly vouchers for payment**
 - Reconcile Health Trust insurance billing
 - Reconcile NCEU Health and Welfare billing
- **Contracts/Leases/Agreements**
 - Continue to gather, file and update spreadsheet
- **Prepare monthly postage report**
- **Human Resources**
 - Process paperwork for employee status changes:
 - Resignation of employee
 - Process Open Enrollment for all eligible employees
 - Update Employee Masterlist with any insurance coverage status changes
 - Process Family Medical Leave (FMLA) requests
 - Track time used for FMLA
 - Update all personnel files with new 2026 wage increases
 - Update Employee Masterlist with new wages. This has been completed
 - Completed notification to MMEHT of wage changes for 2026
- **Risk Pool**
 - Tracking several vehicle accidents claims through correspondence with Malcolm Ulmer
 - Received check for loss less deductible
- **Worker's Comp**
 - Submitted updates to MMA for claims
 - OSHA Report
 - I have completed the annual reports for all four divisions; Admin, Jail, RCC and Sheriff's Office. These reports have been posted on the Employee bulletin board per Maine Department of Labor requirements.
- **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.
 - Finance Office has recently acquired new printers. I am working on taking their old printers off the service agreement with KYOCERA.

B&G Log January-February 2026

- Morning cleaning/mopping and trash removal.
- Changed out soap dispenser in jail lobby public bathroom.
- Moved Genealogy Center into the museum.
- Patched and painted old Genealogy room.
- Floor buffed and waxed old Genealogy room floor.
- Replaced lightbulbs in Stateside inmate elevator.
- Snow removal.
- Assembled new shelving for Stateside security closet.
- Escorted Joe Guay through all building for reservicing and inspection of fire extinguishers.
- Fixed ceiling tiles in Buildings and Grounds office.
- Installed wall mounted microwave in Sheriff's Office breakroom.
- Working on finished molding around microwave in the Sheriff's Office breakroom.
- Shampooing rugs in courtroom 3 of the Stateside courthouse.

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

To: Washington County Board of Commissioners

Ref: Monthly report / total calls statistics January 2026

Action Items -

Information - Hiring for position / interviews conducted / candidate background check performed. Further advertising

CAD system migration on Tuesday Jan 27th. Several issues. IT on task all week. Complete Failure on Wed 4th. Back online that evening. Multiple times RCC staff was required to write down calls for extended periods of time and backfill information into CAD once back up.

	2026	2025
Total CAD calls for service:	1717	1726
Total CAD Calls for Service Received via 9-1-1	898	870

Individual Call Type statistics included in following pages.

A handwritten signature in blue ink, appearing to read "Joshua Rolfe".

Jan 2025 Call Statistics

Nature of Call	Total Calls Received	% of Total
911 Hang Up	36	2.09
911 Misdial	39	2.26
Abandoned Vehicle	4	0.23
Accident Property Damage	120	6.95
Accident Personal Injury	11	0.64
Animal Control Complaint	8	0.46
Agency Assist	21	1.22
Alarm Commercial	53	3.07
Alarm Residential	23	1.33
Alcohol Offense	1	0.06
Ambulance Call	428	24.80
Ambulance Drug Overdose	3	0.17
Ambulance Transfer	78	4.52
Animal Noise	1	0.06
Animal Problem	1	0.06
Assault	10	0.58
Sexual Assault	2	0.12
ATV Complaint	1	0.06
Commercial Burglary	1	0.06
Residential Burglary	4	0.23
Civil Assist	45	2.61
Computer Crime	4	0.23
Crash Detection	1	0.06
Criminal Mischief	6	0.35
Criminal Threatening	10	0.58
Criminal Trespass	6	0.35
Attended Death	3	0.17
Unattended Death	1	0.06
Detail (All)	7	0.41
Fire Agency Detail	2	0.12
Directed Patrol	1	0.06
Disorderly Conduct	6	0.35
Domestic Dispute	19	1.10
DRE Utilization	2	0.12
Drug Information	12	0.70
Drug Related	5	0.29
Escort	2	0.12
Fight	1	0.06
Fire	49	2.84
Fish and Game	4	0.23
Fraud	6	0.35
Harassment	28	1.62
Information	92	5.33
Juvenile Problem	3	0.17
K9 Deployment	13	0.75
K9 Training	4	0.23
K9 Visit	1	0.06
Mental Subject	16	0.93
Missing Person	5	0.29
Motor Veh Complaint	50	2.90
Motor Vehicle Stop	211	12.22
Motorist Assist	14	0.81
Noise Complaint	11	0.64
OUI	1	0.06
Paper Service	33	1.91

02/05/26
10:33

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

501
Page: 2

Nature of Call	Total Calls Received	% of Total
Protection Order Service	10	0.58
Property Check	5	0.29
Public Assist (Highway, etc.)	15	0.87
Remove Subject	13	0.75
Runaway Juvenile	7	0.41
Special Investigation	2	0.12
Suicidal Subject	5	0.29
Suspicious Activity	35	2.03
Test	2	0.12
Theft	22	1.27
Unknown Problem	1	0.06
Violation Bail	3	0.17
Violation of P.O.	7	0.41
Violation of Probation/Parole	1	0.06
Warrant Arrest	12	0.70
Search Warrant	3	0.17
Check Well Being	64	3.71

Total Calls:	1726	

Report Includes:

All dates between '00:00:01 01/01/25' and '23:59:59 01/31/25'
All nature of incidents
All cities
All types
All priorities
All agencies
All zones

*** End of Report \SpillmanServer\app\tmp\reportTmp_WC1109R\rp

Jan 2026 Call Statistics

02/05/26
10:36

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

501
Page: 1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	52	3.03
911 Misdial	34	1.98
Abandoned Vehicle	4	0.23
Accident Property Damage	136	7.92
Accident Personal Injury	13	0.76
Animal Control Complaint	6	0.35
Agency Assist	21	1.22
Alarm Commercial	72	4.19
Alarm Residential	17	0.99
Ambulance Call	408	23.76
Ambulance Transfer	117	6.81
Animal Noise	2	0.12
Animal Problem	5	0.29
Assault	9	0.52
Assault with a Firearm	1	0.06
Sexual Assault	2	0.12
ATV Complaint	3	0.17
Bail Check	2	0.12
Commercial Burglary	1	0.06
Residential Burglary	3	0.17
Chase in Progress	1	0.06
Child Abuse or Neglect	1	0.06
Civil Assist	50	2.91
Crash Detection	6	0.35
Criminal Mischief	9	0.52
Criminal Threatening	9	0.52
Criminal Trespass	15	0.87
Attended Death	2	0.12
Unattended Death	2	0.12
Detail (All)	6	0.35
Directed Patrol	3	0.17
Disorderly Conduct	12	0.70
Domestic Dispute	26	1.51
DRE Utilization	2	0.12
Drug Information	1	0.06
Drug Related	3	0.17
Escort	2	0.12
Fight	2	0.12
Fire	43	2.50
Fish and Game	5	0.29
Forgery	1	0.06
Fraud	1	0.06
Harassment	24	1.40
Information	85	4.95
Juvenile Problem	3	0.17
K9 Deployment	1	0.06
K9 Training	4	0.23
Mental Subject	6	0.35
Missing Person	2	0.12
Motor Veh Complaint	44	2.56
Motor Vehicle Stop	152	8.85
Motorist Assist	24	1.40
Noise Complaint	2	0.12
Paper Service	33	1.92
Parking Problem	4	0.23

02/05/26
10:36

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

501
Page: 2

Nature of Call	Total Calls Received	% of Total
Protection Order Service	13	0.76
Property Check	28	1.63
Found Property	3	0.17
Public Assist (Highway, etc.)	18	1.05
Remove Subject	8	0.47
Rescue	1	0.06
Shooting Incident	1	0.06
Shots Fired	2	0.12
Subject Stop	1	0.06
Suicidal Subject	8	0.47
Suspicious Activity	31	1.81
Theft	21	1.22
Unknown Problem	4	0.23
Violation Bail	1	0.06
Violation of P.O.	8	0.47
Warrant Arrest	13	0.76
Search Warrant	1	0.06
Check Well Being	61	3.55

Total Calls:	1717	

Report Includes:

All dates between '00:00:01 01/01/26' and '23:59:59 01/31/26'

All nature of incidents

All cities

All types

All priorities

All agencies

All zones

*** End of Report \SpillmanServer\app\tmp\reportTmp_WC1109R\rp

COUNTY OF WASHINGTON
REGISTRY OF DEEDS
TAMMY C. GAY, REGISTRAR
MONTHLY UPDATE
COMMISSIONERS MEETING
February 12th, 2026

1. ***LD 2124 “An Act to Support Emergency Shelter Funding Using Revenue from the Real Estate Transfer Tax”***

Public Hearing was scheduled for February 10, 2026. A strong opposition was presented for the additional transfer tax reduction from all county deed offices, the Maine municipal association and the county commissioners.

Tim Curtis of Somerset County and Cherri Crockett of Oxford County touched on this subject briefly at the Maine County Commissioners Annual Meeting and will be testifying at the hearing.

Attachment 1 is a breakdown of the State wide transfer tax and current reduction usage. Point of argument is that money could easily be taken from the general fund instead of robbing the counties of their revenue. Currently waiting for workshop to be scheduled.

2. The Maine Registry of Deeds Association will be meeting Friday, February 13, 2026 with guest speaker **Roberta Manter** founder of **Maine ROADWays** an acronym for “Residents and Owners on Abandoned and Discontinued Ways”. She will be discussing the importance of having a better inventory of abandoned and discontinued roads within each county. Currently the registry does not have information on these roads. Once the information is compiled it would be available at the registry for research purposes. **Attachment 2** is the current law regarding discontinued ways.

Currently information on these roads can be found at the municipal or county commissioner’s level. Record keeping is not up to date in some municipalities. About 44% of the 65 towns have attempted to keep some time of inventory log of their roads. I am looking forward to this meeting and learning more about Ms. Manter and her ideas on having a smooth and helpful research process available for all interested parties.

3. ***LD 2182 “An act to Implement a Recommendation of the Commission to Recommend Methods for Preventing Deed Fraud in the State.”***

Attachment 3 is the bill summary that has been presented dealing with duty to verifying the identity of a seller of real property before entering into a brokerage agreement, Etc. The county registrars will be following this bill and providing testimony. No public hearing has been set.

Respectfully Submitted,



Tammy C. Gay, Registrar of Deeds

Attachment 1

		10%				
1)	Real Estate Transfer Tax collected (including CITT & FPTT)		\$ 63,541,564.42			
2)	County's 10% Commission		\$ 6,354,156.44			
	30 Remittance to state 90%		\$ 57,187,407.98			
		8.2%				
1)	Real Estate Transfer Tax collected (including CITT & FPTT)		\$ 63,541,564.42	1.80%	\$ 1,143,748.16	LD2124 Allocated as part of the operations share of the shelter operating subsidy program
2)	County's 8.2% Commission		\$ 5,210,408.28			
		3)				Title 36 §4641-B.
	Remittance to state 91.8%		\$ 58,331,156.14	18.00%	\$ 10,499,608.11	Housing First Fund
				32.00%	\$ 18,665,969.96	Housing Opportunities for Maine Fund
				30.00%	\$ 17,499,346.84	Housing Production Fund
				20.00%	\$ 11,666,231.23	General Fund
					\$ 58,331,156.14	
<p>Question to Legislators: If there is already \$11M being allocated to the General Fund, why the need to take 1.8% from the Counties...? Why not create a mechanism to take 1.8% from the General Fund allocation...?</p>						

Attachment 2

PUBLIC LAW, C. 465

SECOND REGULAR SESSION - 2015

3. Attorney's fees and costs. If the plaintiff under subsection 1 is the prevailing party, the plaintiff may be awarded reasonable attorney's fees and costs.

4. Application. This section does not apply to:

A. A law enforcement officer who, in an emergency and within the scope of that law enforcement officer's employment, operates a motor vehicle on a public easement; or

B. An emergency responder who, in an emergency and while performing the duties of an emergency responder, operates a motor vehicle on a public easement.

may share relevant information with municipalities and the Department of Transportation, Bureau of Maintenance and Operations. By November 1, 2018, the Department of Transportation shall share with the joint standing committee of the Legislature having jurisdiction over state and local government matters an update on the status of any road inventories developed by municipalities, including any noted challenges or obstacles associated with determining the status of roads discontinued for public maintenance by units of government other than the municipalities' legislative bodies.

See title page for effective date.

Effective July 29, 2016

Sec. 9. 35-A MRSA §2308, as amended by PL 2011, c. 623, Pt. B, §9, is further amended to read:

§2308. Protection of utility facilities upon discontinuance of public ways

In proceedings for the discontinuance of public ways, public ways may be discontinued in whole or in part. The discontinuance of a town way must be pursuant to Title 23, section ~~3026~~ 3026-A. Unless an order discontinuing a public way specifically provides otherwise, the public easement provided for in Title 23, section ~~3026~~ 3026-A includes an easement for public utility facilities and for the permitted facilities of entities authorized under section 2301 to construct lines. A utility or entity may continue to maintain, repair and replace its installations within the limits of the way or may construct and maintain new facilities within the limits of the discontinued way, if it is used for travel by motor vehicles, in order to provide utility or telecommunications service, upon compliance with the provisions of sections 2503, 2505, 2506, 2507 and 2508.

Sec. 10. Municipality to develop or supplement list of town ways. A municipality may develop or update publicly available inventories relating to all known town ways or former town ways, or segments of town ways, discontinued and discontinued by abandonment within its municipal borders and share such inventories with the Department of Transportation, Bureau of Maintenance and Operations. Information pertaining to discontinued town ways may include a sufficient description of the town way or former town way, any known judicial determination regarding the status of a public easement on the former town way, the date of discontinuance and the governmental entity effecting the discontinuance. Information pertaining to town ways discontinued by abandonment may include a sufficient description of the town way or former town way, any known judicial determination regarding the status of a public easement on the former town way and the last known date of regular, publicly funded maintenance of the town way or former town way or segment of the town way. Boards of county commissioners, landowners, road associations, surveyors and other interested parties

CHAPTER 465

H.P. 1100 - L.D. 1612

An Act To Improve the Delivery of Services and Benefits to Maine's Veterans and Provide Tuition Assistance to Members of the Maine National Guard

Be it enacted by the People of the State of Maine as follows:

PART A

Sec. A-1. 37-B MRSA §3, sub-§1, ¶D, as amended by PL 2013, c. 469, §1 and c. 569, §2, is further amended to read:

D. Have the following powers and duties.

- (1) The Adjutant General shall administer the department subordinate only to the Governor.
- (2) The Adjutant General shall establish methods of administration consistent with the law necessary for the efficient operation of the department.
- (3) The Adjutant General may prepare a budget for the department.
- (4) The Adjutant General may transfer personnel from one bureau to another within the department.
- (5) The Adjutant General shall supervise the preparation of all state informational reports required by the federal military establishment.
- (6) The Adjutant General shall keep an accurate account of expenses incurred and, in accordance with Title 5, sections 43 to 46, make a full report to the Governor as to the condition of the military forces, and as to all business transactions of the Military Bureau, in-

An Act to Implement a Recommendation of the Commission to Recommend Methods for Preventing Deed Fraud in the State

L.D.

subsection. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

Sec. 3. 32 MRSA §13177-A, sub-§3 is enacted to read:

3. Duty to verify identity of seller. Beginning January 1, 2027, a real estate brokerage agency may not enter into a brokerage agreement with a seller or provide any services to a client who is the seller in a real estate transaction unless the real estate broker or an associate real estate broker or a real estate sales agent employed by or on behalf of the real estate brokerage agency has verified the identity of the seller in accordance with the requirements set forth in rules adopted by the commission pursuant to section 13065, subsection 3-A.

LD 2182

SUMMARY

This bill is reported out by the Joint Standing Committee on Judiciary to implement a recommendation of the Commission to Recommend Methods for Preventing Deed Fraud in the State established by Resolve 2025, chapter 104. The joint standing committee has not taken a position on the substance of this bill. By reporting this bill out, the joint standing committee is not suggesting and does not intend to suggest that it agrees or disagrees with any aspect of this bill; instead, the joint standing committee is reporting the bill out for the sole purpose of having a bill printed that can be referred to a joint standing committee for an appropriate public hearing and subsequent processing in the normal course. The joint standing committee is taking this action to ensure clarity and transparency in the legislative review of the proposals contained in the bill.

Handwritten initials and a large bracket on the left side of the page.

The bill provides that, beginning January 1, 2027, a real estate brokerage agency may not enter into a brokerage agreement with a seller or provide any services to a seller of real property unless the real estate broker or an associate real estate broker or a real estate sales agent employed by or on behalf of the real estate brokerage agency has verified the identity of the seller in accordance with the requirements set forth in rules adopted by the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation, Real Estate Commission. It also provides that, beginning January 1, 2027, a settlement agent may not conduct a settlement involving vacant land or residential real estate in the State unless the settlement agent has verified the identity of the seller in accordance with the requirements set forth in rules adopted by the Superintendent of Consumer Credit Protection within the department. The bill directs the commission and the superintendent to consult prior to the adoption or amendment of the rules concerning the verification of seller identity.

For 2025

Number of summons issued
by deputies

Number of felony arrests
by deputies, including detectives

Number of prosecutions from
felonies

Number of convictions resulting
from felonies and/or misdemeanors

- From our WC Drug Unit -

Number of cases initiated in 2025

Number of drug related arrests

Number of convictions or pending

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

Commissioner Burns,

As requested, this is the statistical data you requested for 2025. The total number for arrest/summonses for the Sheriff's Office was 560, it should be noted that in Flex (Spillman) system there is no distinction between a physical arrest and a summons. I cannot separate easily between Felony and Misdemeanor charges however the attached documentation of crimes charged and information from the District Attorney's Office should give you some idea of the break down. Data from the District Attorney's Office shows the Sheriff's Office had a total of 528 cases for prosecution last year. 178 of those cases were in Calais court while 349 were in the Machias court. 43 Felony cases in Calais and 67 in Machias. Additionally, Patrol issued 72 traffic citations stemming from 96 violations as well as 149 warning for 186 violations.

Our Detectives had 36 arrests from last year and are most likely included in the above mentioned 560 arrest/summonses as well as data from the District Attorney's Office. The following is a breakdown of cases; 27 Sexual Assault cases, 17 DHHS referral cases, 11 Death/ overdose investigations, 42 Felony investigations and 19 Miscellaneous investigations totaling 116 for the year. It should also be noted that several of these investigations are multicount indictments, the largest being an 18-count indictment. Our Detectives routinely work with our Federal partners (DEA, FBI, HIS) and several cases have been adopted for Federal Prosecutions.

The Maine Drug Enforcement Agency had a total of 237 CFS for 2025 with 21 arrests in that time frame. I have attached a print out of activities as reported. It should be noted that often cases are worked for several weeks to months before arrest or indictments are done. Nearly if not all cases are Felony level cases. Often when the time comes multiple suspects are charged simultaneously. Any court cases for 2025 are surely still in the court system, as there are still ones as far back as 2023.

Respectfully,

Chief Deputy Michael Crabtree

02/04/26
11:47

Washington County Sheriff's Office
Law Incident Summary Report, by Responsible Officer

Page: 537
1

Offense	CAA	UNF	ECV	OTH	TRA	EJN	CJA	NOT	Other	Total
Statutory Rape - No Force	11	0	0	0	0	0	0	0	0	11
Robbery	2	0	0	0	0	0	0	0	0	2
Agg. Assault	1	0	0	0	0	0	0	0	0	1
Simple Assault	9	0	0	0	0	0	0	0	0	9
Simple Assault on LEO	39	0	0	0	0	0	0	0	0	39
Crim. Threatening/Harassment	1	0	0	0	0	0	0	0	0	1
Burglary	13	0	0	0	0	0	0	0	0	13
All Other Theft	4	0	0	0	0	0	0	0	0	4
Vehicle Theft	10	0	0	0	0	0	0	0	0	10
Receive Stolen Property	2	0	0	0	0	0	0	0	0	2
Criminal Mischief/Damage	1	0	0	0	0	0	0	0	0	1
Hallucinogen - Possession	14	0	0	0	0	0	0	0	0	14
Heroin - Possession	1	0	0	0	0	0	0	0	0	1
Cocaine- Possession	3	0	0	0	0	0	0	0	0	3
Synthetic Narcotic- Possessi	10	0	0	0	0	0	0	0	0	10
Marijuana - Possession	5	0	0	0	0	0	0	0	0	5
Trafficking - Schedule W	4	0	0	0	0	0	0	0	0	4
Amphetamine - Possession	15	0	0	0	0	0	0	0	0	15
Sex Offender Registration Vi	8	0	0	0	0	0	0	0	0	8
Violation of Protective Orde	1	0	0	0	0	0	0	0	0	1
Illegal Possession of Alcoho	10	0	0	0	0	0	0	0	0	10
Resist/Fail to Submit - Arre	3	0	0	0	0	0	0	0	0	3
Obstruct Crim. Investigation	10	0	0	0	0	0	0	0	0	10
Making False Report	3	0	0	0	0	0	0	0	0	3
Tamper/Destroy Evidence	1	0	0	0	0	0	0	0	0	1
Tampering with Witness/Victi	1	0	0	0	0	0	0	0	0	1
Failure to Report Crime	1	0	0	0	0	0	0	0	0	1
Give False Name/Address to L	1	0	0	0	0	0	0	0	0	1
Conditional Release Violatio	3	0	0	0	0	0	0	0	0	3
Carrying Prohibited Weapon	81	0	0	0	0	0	0	0	0	81
Disorderly Conduct	3	0	0	0	0	0	0	0	0	3
Driving Under Influence Drug	12	0	0	0	0	0	0	0	0	12
Driving Under Influence Liqu	10	0	0	0	0	0	0	0	0	10
Evading/High Speed Chase	36	0	0	0	0	0	0	0	0	36
MAS/Habitual Offender	10	0	0	0	0	0	0	0	0	10
MAS-Infraction	52	0	0	0	0	0	0	0	0	52
Traffic Offense Summons	1	0	0	0	0	0	0	0	0	1
MD-Traffic Accident	73	0	0	0	0	0	0	0	0	73
Trespassing	1	0	0	0	0	0	0	0	0	1
Smuggle Contraband Into Pris	14	0	0	0	0	0	0	0	0	14
BR Group B Offense	2	0	0	0	0	0	0	0	0	2
Criminal Arrest Warrant	1	0	0	0	0	0	0	0	0	1
	77	0	0	0	0	0	0	0	0	77
Grand Totals	560	0	0	0	0	0	0	0	0	560
Percentages	####	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0

Report Includes:
 All dates greater than `00:00:01 01/01/25`
 All agencies matching `WCSO`
 All officers
 All dispositions matching `CAA`
 All natures
 All locations

02/04/26
11:53

Washington County Sheriff's Office
Total Traffic Warning Report, by Agency

Page: 537
1

Agency	Warnings	Violations
WCSO Washington County Sheriff's	149	186
Report Totals:	149	186

Report Includes:

All dates greater than `00:00:01 01/01/25`
All agencies matching `WCSO`
All issuing officers
All areas
All violations

*** End of Report \SpillmanServer\app\tmp\reportTmp_wc5678t\rp

02/04/26
11:51

Washington County Sheriff's Office
Total Traffic Citation Report, by Agency

Page: 537
1

Agency	Citations	Violations
Washington County Sheriff's	72	96
Report Totals	72	96

- Report includes:
- All dates of issue greater than `00:00:01 01/01/25`
 - All agencies matching `WCSO`
 - All issuing officers
 - All areas
 - All courts
 - All offense codes
 - All dispositions
 - All citation/warning types matching ``

*** End of Report \SpillmanServer\app\tmp\reportTmp_wc5678t\rp

Cases Received by County, Court, LEA, Year, etc.

Case Received Between: 1/1/2025 - 12/31/2025

County: Washington

Courts: All Courts

LE Agencies: WAS - Washington County SO

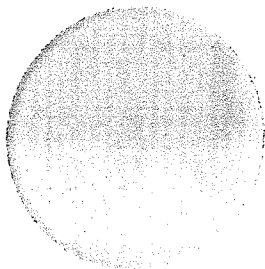
Statutes: All

Statute Class: All

Case Result: Any

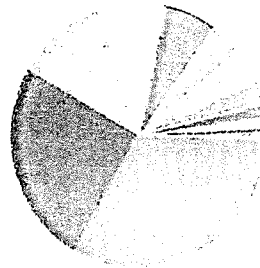
	2025	Total
Washington	528	528
WSC ~ Washington Superior Court	1	1
WSCCD ~ Calais Unified Criminal Court	178	178
WAS ~ Washington County SO	178	178
Class: A	2	2
Class: B	20	20
Class: C	21	21
Class: D	75	75
Class: E	47	47
Class: N/A	12	12
Class: V	1	1
WSMCD ~ Machias Unified Criminal Court	349	349
WAS ~ Washington County SO	349	349
Class: A	9	9
Class: B	17	17
Class: C	41	41
Class: D	144	144
Class: E	108	108
Class: N/A	24	24
Class: V	6	6
Total	528	528

LE Agency Cases

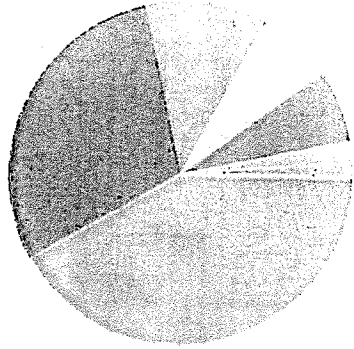


WAS - Washington Coun...

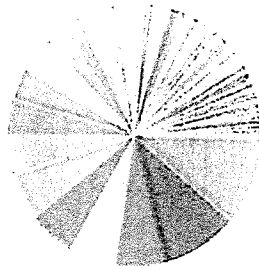
Case Result



- Conviction
- Still in Process
- Declined
- Dismissed
- Conviction On Other Count
- Deferred Disposition
- Warrant
- Grand Jury Pending
- Waiting on LEA
- NULL DISPO : Unexpected Case
- Status : WROE : Weapo...
- Waiting on DA Office



- D
- E
- C
- B
- N/A
- A
- V

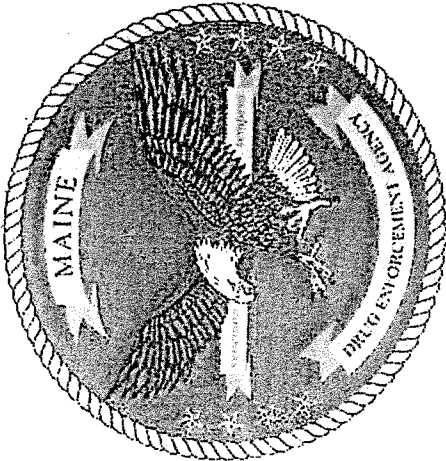


- CRIMINAL OUI
- VIOLATION OF
- CONDITION OF...
- DOMESTIC VIOLENCE...
- ASSAULT
- UNLAWFUL POSSESSION
- OF SCHEDULED...
- OPERATING AFTER SU...
- THEFT BY UNAUTHORI...
- CRIMINAL TRESPASS
- CRIMINAL MISCHIEF
- VIOLATION OF A
- PROTECTIVE...
- OPERATING AFTER RE...

Detective Case Summary

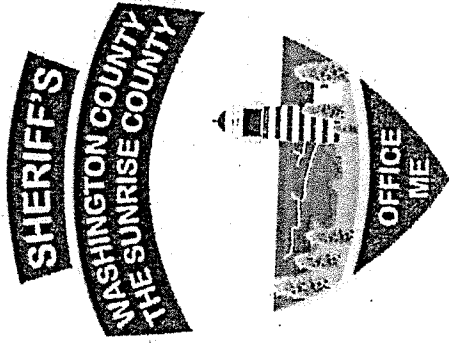
<u>Year</u>	<u>Sexual Assaults</u>	<u>DHHS Referrals</u>	<u>Death/Overdoses</u>	<u>Other Felonies</u>	<u>Misc.</u>	<u>Year Totals</u>
2022	20	6	10	26	16	78
2023	17	12	10	21	11	71
2024	19	11	6	23	13	72
2025 ^(as of 9-18)	21	12	11	33	18	95
Projected numbers for end of year 25% higher rounded down to nearest whole number.						
2025 ^(projected)	26	15	13	41	23	118
2025-End	27	17	11	42	19	116
2025 Arrests-	36*					

*Several arrests had multiple count indictments. The largest being an 18-count indictment. Also, several individuals were transferred to federal prosecution.

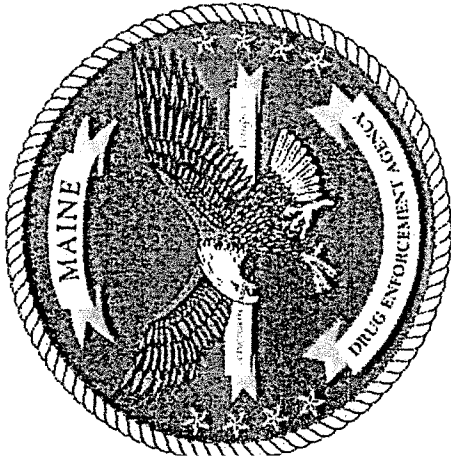


**Maine Drug Enforcement Agency Calls For Service
01.01.2025 – 09.24.2025**

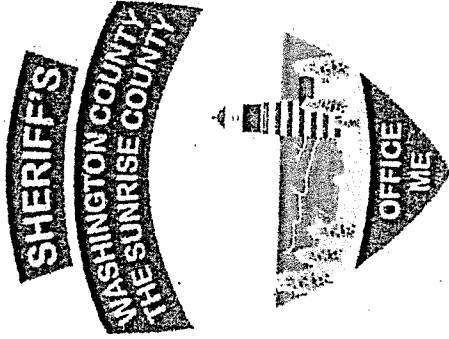
Call Type	Hancock *2025 - 134	Washington *2025 - 186
Assist DHHS	0	0
Assist Local PD	7	16
Assist MSP	5	1
Assist MWS	2	1
Assist SO	7	52
Assist FMO	3	0
Assist Other	4	0
Assist Forestry	0	1
Assist Tribal	0	1
Criminal Mischief	1	1
Drug Intel	62	0
Escape	0	77
Info, Criminal	3	0
PR - Talk	1	9
Sell Cocaine	6	0
Sell Heroin	1	7
Sell Meth	5	0
Sell Synthetic Narc.	16	16
Search Warrant	2	7
Cellular Analysis	13	2
OD Deaths	3	11
Arrests	11	19



* As of 09.24.2025



**Maine Drug Enforcement Agency Calls For Service
09.25.2025 – 12.31.2025**



Call Type	Washington County
	*2025 - 51
Assist Local PD	2
Assist SO	10
Assist Other	1
Drug Intel	27
Info, Criminal	1
Sell Cocaine	2
Sell Meth	1
Sell Synthetic Narc.	1
Cellular Analysis	2
OD Deaths	2
Arrests	2

*** As of 12.31.2025**