

July 10, 2025

**Minutes of the Washington County Commissioners'
Unorganized Territories Regular Meeting
Held July 10, 2025
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner David C. Burns
Commissioner Courtney Hammond
Commissioner Billy Howard
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Paul Sylvain, MVNO / Machias
Sondra Small, Deputy Treasurer
Susan Hatton, SCEC
Meredith Mawhar, SCEC
Lisa Hanscom, EMA
Tammy C. Gay, Deeds
Heather Green, Deeds
Rich Rolfe, Jail
Paula Johnson-Rolfe, WCSO
Susan Sullivan, D.A.'s Office
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Josh Rolfe, WCSO / RCC
Darlene Perry, Probate**

Commissioner Burns called the meeting to order at 4:00 p.m.

Prior to the Commissioners' Meeting, a budget workshop was held. The workshop was held to hear a presentation from Enterprise Fleet Management regarding vehicle lease options. The Board of Commissioners are considering fleet vehicle lease options as a possible cost savings for the Sheriff, Jail and RCC divisions.

**Approval of the U.T. regular meeting minutes of June 12, 2025
(Hammond / Howard, 3-0)**

AGENDA ITEM: Old Business - None

AGENDA ITEM: Monthly Report

Unorganized Territories Supervisor Heron Weston's monthly report was

July 10, 2025

submitted. (See attached)

70

Heron stated Marion Transfer Station is putting their hauler contract out to bid. The current contract expires at the end of 2025. Heron noted six bid packets have picked up; bids will be opened on August 12, 2025. The current contract is with Casella.

Heron reported that the 2024-25 UT budget cycle ended June 30, 2025. Heron stated he would like to invite the Commissioners to be involved in the U.T. budget building process next year. He suggested holding a workshop in September or October to look at his budget proposal for FY 2026/27. Heron also stated that he met with the auditor. He noted that he learned a lot as they discussed best practices. Heron stated he and the auditor also developed a plan to update reserve fund balances. Heron explained that in previous years, funds budgeted for reserves were not always designated as such and so the monies remained in the general fund. This correction should take place in late July after the 2024-25 finances close and the 2021-22 audit is complete.

Heron noted many of the fire coverage contracts expire this year. He would like to meet with each fire district as he works through the renewal process. The following fire contracts are up for renewal: Danforth, Dennysville, East Machias, Epping, Lubec, Whiting and Springfield.

Heron reported there are three snowplow contracts up for renewal in 2025. Heron stated he has no contracts for the Commissioners to sign but presented a future contract with his suggestions for alternative language for the contract renewals. Heron noted that previous contract language stated "the contractor may extend this contract at the same annual mile rate increase as reflected on the original bid". Heron recommends changing the contract to state "the contractor may extend this contract with a per mile rate increase based on the SSA's Cost of Living Adjustment (COLA)". The purpose of the language change for auto renewal comes from not getting a pool of bidders. Heron stated there was only one bidder for one of the contracts last year, therefore the bid was accepted with a 50% increase. Commissioner Howard asked if the bid could have gone back out again. Heron stated at that point there was no time to go back out to bid. Commissioner Burns asked if going with the auto renewal would forgo contracts going out to bid. Heron responded by stating contractors for snowplowing are hard to find. He stated he felt the COLA increase was reasonable. Commissioner Howard asked if Heron had talked with other towns about how they handle snowplow bids. Heron stated towns bid out the

July 10, 2025

snowplowing services as well. He noted the contract he presented to the Commissioners is a sample. Heron noted that in state statute it

71

is legal to renew contracts in this way. Heron asked the Commissioners if they would like to table the topic. Commissioner Burns asked the pleasure of the Board. Commissioner Howard suggested the topic be tabled until next month's meeting. By consensus, the snowplow contract renewal process and language will be discussed at the August meeting.

Heron stated the U.T. rent and administrative service fees have not been changed in his budget in years. To offset the County expense, Heron recommended the rent that U.T. pays the County be raised from \$200.00 to \$400.00 per month, and the administrative fee line be raised from \$20,000 to \$30,000.

AGENDA ITEM: TIF Grant Committee Update

A report was submitted and is attached.

Ms. Hatton stated there were no action items and one update for the Commissioners' consideration.

Ms. Hatton introduced Meredith Mawhar as the new SCEC Program Manager. Ms. Hatton stated she is retiring after having worked in the capacity of Program Manager focusing on economic development in Washington County for the past ten years. Commissioner Burns stated, on behalf of the Board of Commissioners, he would like to recognize and thank Ms. Hatton for her work. He noted she has made a significant impact.

Ms. Mawhar gave a brief update on the Dennysville Snowmobile and ATV Club. Ms. Mawhar stated she met with Derek Brown and he reported that the club will continue to focus on building a thriving community and provide trail grooming services. Ms. Mawhar stated the club may be interested in acquiring a tractor in the future to clear brush along the trails. It was noted the current vendor that provides clearing services will be retiring this year.

AGENDA ITEM: Public Comment

None.

ADJOURNMENT

4:20 p.m.

July 10, 2025

ATTEST: _____
Carla J.R. Manchester, Admin. Asst.