

July 22, 2026

Minutes of the Washington County Commissioners'
Workshop Meeting
held July 22, 2026
in the Washington County Commissioners' Office
Machias, Maine

Attending the meeting were:

Commissioner David Burns
Commissioner Billy Howard
Commissioner Courtney Hammond
Carla Manchester, Administrative Assistant
Chrissy Day, EMA
Paula Johnson-Rolfe, WCSO
Rich Rolfe, WCSO / Jail
Tammy Gay, Deeds
Paul Sylvain, MVNO
Sondra Small, Finance
Joshua Rolfe, RCC / WCSO
Nick Landrum, The Computer Guy
Leigh MacKeen, Whitneyville
Barry Curtis, Sheriff
Mike Crabtree, Chief Deputy
Darlene Perry, Probate
Robin Pinto, Roque Bluffs
Philip Pinto, Roque Bluffs
Charlene Hammond, Columbia Falls
Lisa Hanscom, EMA

Work session was called to order at 9:02 a.m. by Commissioner Burns.

AGENDA ITEM: Sheriff App Discussion

Jail Administrator Rich Rolfe asked the Commissioners to table the discussion until the next meeting. He stated the Washington County Opioid Settlement Advisory Committee would like to review the documents regarding the Sheriff App. Rich anticipates there will be a recommendation from the Committee at the next meeting. Rich noted the majority of the Committee are in favor of using the Opioid Funds to purchase the Sheriff App but wanted time to review the information. Rich noted during the last meeting of the Committee, a Chair and Vice Chair was elected. He will be providing the minutes of the meeting. Commissioner Burns recommended that Rich connects with Aroostook County; they have formed a Committee for Opioid Funds use. Rich stated he spoke with someone from Aroostook yesterday and noted the use of the Opioid funds has become political.

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AGENDA ITEM: Accounts Payable Policy Review

Finance Director Jenny Windsor stated clarification was needed on the process for accounts payable vouchers over \$500.00. She submitted documents for the Commissioners' review of previous meeting minutes that documented the discussion on this subject. Jenny stated that in a meeting of November 2025, Commissioner Howard made a motion that approval would be required of anything over \$500.00 even if it was in the budget. During the January 14, 2026 meeting, the records reflect that Commissioner Hammond made a motion that passed stating that any expenditures over \$500.00 **and not included** in the budget must receive prior approval. Commissioner Hammond stated Department Heads should be responsible for their own budgets and stated again that he recommends approval be only for anything over \$500.00 that is not in the budget. There were several questions on certain scenarios that would apply to this policy. Commissioner Burns noted common sense goes a long way and understands action would be needed for emergency situations.

MOTION Commissioner Hammond made a motion to rescind the vote made on November 13, 2025 that the County shall not spend over \$500.00 without the approval of the County Commissioners, even if approved in the budget or approved by a previous County Commissioner. (Hammond / Burns, 2-1)

MOTION Commissioner Hammond then made a motion that the previous vote made on January 14, 2026 stand; that any expenditures over \$500.00 and not included in the budget requires prior approval. (Hammond / Burns, 2-1)

Jenny asked the Commissioners to review and approve the Prior Approval form that was created to use for anything above and beyond the approved budget.

MOTION Commissioner Hammond approved the continued use of the Prior Approval Form when expenditures are above and beyond the approved budget. (Hammond / Burns, 3-0)

Jenny stated the current Accounts Payable Voucher form was updated for a signature for the person preparing the voucher. She asked the Commissioners to approve the use of this updated form.

MOTION Commissioner Hammond approved the revised Accounts Payable Voucher form as presented. (Burns / Hammond, 3-0)

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AGENDA ITEM: Point of Contact for Grants

Financial Director Jenny Windsor stated currently the County Manager is the authorized contact Washington County for grants, and is the only person that has access and control of grants. EMA Director Lisa Hanscom stated she has been authorized. Jenny noted that administration of grants has typically been in the Finance. Lisa stated that was changed when previous Treasurer, Jill Holmes, left. Lisa noted there should be at least two people who has authorization to administer grants in an organization. Chief Deputy Mike Crabtree concurred that there should be more than one authorized person. He stated the County Manager was the only person authorized for a grant the Sheriff's Office received. Commissioner Burns stated it would make sense to authorize the Finance Director to administer the grants. Commissioner Howard suggested the second person with authorization should be Finance Manager Sondra Small; stating it makes sense to have two people. Jail Administrator Rich Rolfe noted the issue is efficiency, not control. Lisa suggested one person be named to have the authorization over grants, and one person be named to administer grants. Commissioner Howard noted oversight for grants is needed. Jenny agreed and noted the auditor is not finding everything needed on grants because the back-up is everywhere.

***MOTION* Commissioner Burns made a motion to approve Finance Director as the Authorization and Administrator of all Washington County Grants. The second person named as backup will be the Finance Manager. (Burns / Hammond, 3-0)**

AGENDA ITEM: Budget Prep Discussion for FY 2027

Provisional Treasurer, Grace Falzarano stated she had several topics of discussion regarding the FY 2027 Budget preparation.

- Department Head for Buildings and Grounds is the County Manager. Grace stated the Commissioners may need to consider designating a contact or point person to oversee this department as it relates to decisions on the fly; to deal with vendors and employees and to and be able to work with Finance for the budget prep. Commissioner Howard asked Supervisor David Lund if he would be willing to take on that responsibility. David stated that he will be willing to work with the Treasurer's Office on the Buildings and Grounds budget. It was suggested a Department Head should be considered for Buildings and Grounds. Commissioner Burns stated the recommendation to change the Department Head for

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Buildings and Grounds will be considered but no classification change will be done at this time.

- Grace asked about requested pay rate increases that have been received from different departments. She provided a spreadsheet of proposed increases for 2027 based on 6%, 8%, 10% and 30%. Commissioner Burns stated the Board of Commissioners have already set the parameters for wage increases at 4 to 6 percent. Grace stated she will revise the spreadsheet with the increases of 4% and 6%.
- Grace stated there were a lot of questions regarding the IT Services and stated clarity is needed. Grace stated Nick Landrum of the Computer Guy was invited to the meeting. Grace asked if the IT Services were going out to bid or is the current IT contract with the Computer Guy needing to be negotiated and renewed. Nick stated his original contract was a three-year plan. He had a summary with a breakdown of hardware costs, and stated there are decisions that are needing to be made. It was also stated that in the absence to the County Manager a go-to person is needed for IT. Commissioner Burns suggested Finance Director Jenny Windsor be named as the IT Department Head. Rich Rolfe noted the Finance Director would not know all the daily operations, and the Sheriff's Office will need input. No further discussion was had on the IT Department Head. Nick stated he is getting close to a finished IT Budget but still has some undetermined budget amounts for 2027. He noted there would be some savings with a part-time employee hired by The Computer Guy. Commissioner Burns asked Nick when he would have solid numbers. Nick responded he should have solid numbers by mid-August. Commissioner Burns stated mid to late August is too late to have numbers. Nick stated he will try to expedite his final budget amount. Grace recommended moving all IT Contracts to an IT Department in the budget. It was noted the Budget Advisory Committee has discussed this previously. By consensus, the Board of Commissioners are in agreement to proceed with creating an IT Department within the budget.
- Grace stated the Debt Service line in the budget is for the interest paid for the TAN. The 2026 Debt Service line amount includes 2025 and 2026. Grace noted this line will need to be increased for the FY 2027 budget and asked the Commissioners to consider how much they would like to build into the budget.
- Grace asked the Commissioners to consider an increase in the Professional Fees line. She reminded the board that fees for the auditor, pre-auditor, TAN Services and attorney's fees all

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- come out of this line. Commissioner Howard noted this has been an unusual year. Grace agreed, but stated 2027 will be the same.
- Grace pointed out that payouts for leave balances to terminated employees are paid at the time of termination but the journal entry for the transfer of those amounts are not done until year-end. Sondra noted the cost is done with one journal entry. It was discussed that the journal entries be done at the time of the payout. It was decided that moving forward, journal entries will be done at the time of pay out.
- Grace asked the Board of Commissioners if they would like to increase the unemployment line. No decision was made.
- Grace asked the Board of Commissioners to consider how much they would like to budget for the Contingency Line. It was noted for 2026 \$100,000.00 was budgeted.
- Grace stated the Overlay rated will need to be considered. She noted 2026 the Overlay was set at 2%.
- Grace reported there is no Fund Balance Policy/Account at this time. Commissioner Hammond stated a policy is needed. Grace stated she will send a proposed policy for their consideration.
- There was a discussion on the LD 1 Property Growth Factor requirement. Finance Manager Sondra Small gave an explanation of the process. She stated LD 1 Property Growth Factor requests are sent out to all municipalities in order to measures development within municipalities. A request is sent to each municipality each year to help with the budget process, but Sondra noted there is not always much feedback. She explained municipalities are not required to participate in this process but counties are. Sondra stated that some counties are still sending the LD 1 Property Tax Growth Factor form to municipalities, but some are not. Commissioner Burns stated it seems like there are guidelines but we are not able to enforce this request. This leads to the question as to whether the County continues to take the time and go through this process. Commissioner Howard stated it is a great idea in concept.

MOTION Commissioner Howard made a motion to stop the process of LD 1 Property Growth Factor requests to the municipalities.
(Howard / Hammond, 3-0)

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Accounts Payable and Payroll Clerk Megan Huffman reported that she anticipates needing to make a transfer this week from the TAN to the General Fund of approximately \$302,000.00 for Accounts Payable.

There was a discussion as to whether another workshop should be scheduled for the purpose of working on the budget. Sondra reminded the Commissioners she will need to have the Budget prepared and ready for the Commissioners to present it to the Budget Advisory Committee at the September meeting. A possible date for another workshop will be considered.

ADJOURNMENT

10:01 a.m.

ATTEST:


Carla J.R. Manchester, Admin. Asst.

Department Heads Proposed Increases for 2027

Department Heads							
Department	Position/Name	Current	Proposed 6%	Proposed 8%	Proposed 10%	Proposed 30%	
EMA	EMA Director	56,375.21	59,757.72	60,885.23	62,012.73		
	Commissioner Chair	10,314.77	10,933.66	11,139.95	11,346.25		
Management	Commissioner	8,567.26	9,401.72	9,579.11	9,756.51		
	Commissioner	8,869.55	9,401.72	9,579.11	9,756.51		
	Manager	94,479.00	100,147.74	102,037.32	103,926.90		
	Finance Director	95,000.00	95,000.00	95,000.00	95,000.00		
Finance	Treasurer - Grace (Part Time)	27,560.00	46,800.00	46,800.00	46,800.00		
	Elected Treasurer						
Buildings & Ground	Department Head	56,929.60	60,000.00	60,000.00	60,000.00		
RCC	Department Head	77,846.14	82,516.91	84,073.83	85,630.75	101,199.98	
Deeds	Department Head	62,219.33	65,952.49	67,196.88	68,441.26		
Probate	Department Head	63,382.30	67,185.24	68,452.88	69,720.53		
	Judge (Part Time)	57,701.26	61,163.34	62,317.36	63,471.39		
Patrol	Sheriff	91,365.93	96,847.89	98,675.20	100,502.52	118,775.71	
	Chief Deputy	86,432.96	91,618.94	93,347.60	95,076.26	112,362.85	
	Office Manager	67,392.12	71,435.65	72,783.49	74,131.33	87,609.76	
	Office Assistant	49,732.80				54,706.08	
Jail	Jail Admin	82,783.98	87,751.02	89,406.70	91,062.38	107,619.17	