

June 11, 2026

Minutes of the Washington County Commissioners'
Regular Meeting
held June 11, 2026
in the Washington County Probate Courtroom
Machias, Maine

Attending the meeting were:

Commissioner David Burns
Commissioner Billy Howard
Commissioner Courtney Hammond
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Leigh MacKeen, Whitneyville
Dennis Perry, Machias
Colleen Brown, Whiting
David J. Brock, Lubec
Tammy Gay, Deeds
Shawn Haskins, Machias
Josh Rolfe, RCC / WCSO
Celeste Sherman, Heritage Center
Meredith Mawhar, SCEC
Paula Johnson-Rolfe, WCSO
Barry Curtis, Sheriff
Rich Rolfe, Jail Administrator
Michael Crabtree, Chief Deputy
Susan Wright, Archives
Wayne Jones, Trescott / LUPC
Paul Sylvain, MVNO
Sonnie Shepherd, Maine Internet Radio
Grace Falzarano, Provisional Treasurer
Lisa M. Hanscom, EMA
Daniel Bowker, Washington County Fire Association
Susan Sullivan, D.A.'s Office
Rachel Worcester, D.A.'s Office
Sondra Small, Finance
Wayne Small, Jonesport
Dale Miller, East Machias
Jenny Windsor, Finance
Megan Huffman, Finance
Heron Weston, U.T.
Barbara Maloy, Machiasport
Stewart Atwood, Machias
Robert Atwood, Machias
Debbie Atwood, Machias
Valdine Atwood, Machias

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Darlene Perry, Probate

Executive Department business was called to order at 4:55 p.m.

Approval of the Regular Commissioners' meeting minutes of May 14, 2026
(Hammond / Burns, 3-0)

Approval of the minutes for the Commissioners' Workshop of May 27,
2026 - Tabled

AGENDA ITEM: Old Business

➤ Job Descriptions

The job description for Financial Director was revised and presented to the Commissioners for their approval. The job classification was changed from Non-Union Hourly to Exempt.

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

Three job descriptions for the Unorganized Territories Department were presented for approval.

MOTION Commissioner Howard moved to approve the job
description for U.T. Supervisor as presented.
(Howard / Hammond, 3-0)

MOTION Commissioner Hammond moved to approve the job
description for U.T. Shellfish Conservation Warden as
presented. (Hammond / Howard, 3-0)

MOTION Commissioner Howard moved to approve the job
description for U.T. Public Works Laborer as presented.
(Hammond / Howard, 3-0)

Commissioner Howard asked if there is any concern of civil violations due to the age of the Public Works Laborers. Heron responded that the workers can be as young as sixteen years old. He stated he oversees their work; they mostly do cemetery maintenance and they do not use power tools.

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➤ Clerical Union M.O.U. for Cell Phones

Commissioner Burns stated this M.O.U. has been changed a few times but both sides are now in agreement. The agreement states that "for Bargaining Unit Members that are required to use a cell phone for County business and elects to take advantage of a County provided cell phone, said member will not be financially responsible for any lost, stolen, or damaged cell phones, unless the County provides conclusive evidence that the loss or damage was due to negligence or was intentional" For any member "that is required to use a cell phone for County business and elects not to use a County provided cell phone will receive a thirty dollar (\$30.00) per month stipend."

MOTION Commissioner Burns moved to approve the Clerical Union M.O.U. for cell phones as presented.
(Burns / Howard, 3-0)

The Commissioners authorized County Manager Renée Gray to sign the M.O.U.

➤ Review of Policies

Rich Rolfe presented a policy for Washington County Opioid Settlement funds. Rich noted that the policy outlining the proposal for the use of opioid settlement monies received by Washington County will need to be approved by the Board of Commissioners.

MOTION Commissioner Hammond moved to approve the Washington County Opioid Settlement Funds Policy Memorandum as presented. (Hammond / Burns, 3-0)

Rich stated part of the policy includes the need to form a Committee and Committee members will need to be appointed by the Commissioners. Rich stated the Committee will consist of five voting members representing lived experience, prevention, treatment, community service and County Government. Rich submitted his recommendations for the following individuals to be appointed by the Commissioners:

- Betsy Jaegerman - Harrington
- Terri Woodruff - Lubec / Healthy Acadia
- Paul Trovarello - East Machias / Arise Addiction Recovery
- Grace Falzarano - Washington County Finance
- Richard Rolfe - Washington County Jail Administrator

Rich stated he will draft the letters of appointment and asked the Commissioners to authorized the County Manager to sign them.

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MOTION Commissioner Burns moved to approve the recommended appointments to the Opioid Settlement Funds Committee and authorize the County Manager to sign the letters of appointment. (Burns / Howard, 3-0)

County Manager Renée Gray asked for the Commissioner to review and approve the policies presented to the Board on the Workshop of May 27th. Renée noted that during the workshop of May 27th, the policies to be reviewed was tabled. Renée stated she made revisions to the travel policy as she was directed by the Commissioners at the May 27th Workshop. She stated there was already an Out-of-State Policy in place but made the amendment that all department heads shall notify the County Manager prior to any out-of-state travel.

MOTION Commissioner Hammond moved to approve the travel policy as amended. (Hammond / Burns, 3-0)

The review of all other policies was tabled.

AGENDA ITEM: County Manager's Report

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

Renée reported the cruiser vehicle sales transactions have been processed. The vehicles that did not sell through the bid process have been sent to auction.

Renée stated she has submitted a request for training reimbursement through Maine Community College workforce development. She expects reimbursement to be received within three weeks.

Renée reported she began meeting with department heads asking them to create a plan for their departments should the county be forced to not be able to pay employees. She reminded them of the direction from the Commissioners to reduce expenses while the county is in a cashflow shortage situation.

Renée stated she has met with Lisa Hanscom, Jenny Windsor, Sondra Small and Nick Landrum to work on final versions of the EMA / IT M.O.U. She stated Nick has also been working on an addendum for the existing MOU for IT services with the Sheriff, Jail and RCC.

Renée stated the Attorney General's investigation is wrapping up. The summary will be shared once available.

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Renée reported the desk review of the Washington County's State and Local Fiscal Recovery Funds (ARPA) has been completed. In summary, the review did not identify any observations regarding the Recipient's use of the SLFRF award.

Renée stated the MCCA Risk Pool audit has been received and is available in the Administrative Office.

Renée requested prior approval for a security system expense for the Sheriff's Office. She explained that this is a new expense for an access control system and annual licensing, and it will become an annual expense under the Buildings and Grounds budget. The cost is \$538.79 and is provided by A3 Communications. There was a brief discussion on where the expense should be put in the annual budget. Commissioner Howard suggested the expense should be paid by the Sheriff's Department. Paula Johnson-Rolfe argued that building expenses for all other departments are paid from the Buildings and Grounds budget.

MOTION **Commissioner Burns moved to approve the payment to A3 Communications in the amount of \$538.79.**
 (Burns / Hammond, 2-1)

It was clarified that the expense will be covered by the Buildings and Grounds budget.

Renée presented a financial plan for 2026 cashflow shortage. Commissioner Burns stated he would not accept the plan as presented. Commissioner Howard concurred.

AGENDA ITEM: Finance Report

Provisional Treasurer Grace Falzarano submitted financial reports.
(See Attached)

➤ **Transfer and Adjustment Requests**

Grace stated there are three Transfer of Funds requests for the Commissioners' approval.

- Transfer funds from the Community Benefit Agreement Account XXXXXX1835 to the General Fund Account XXXXXX0860 in the amount of \$12,500 for reimbursement for the quarterly payment to Sunrise County Economic Council for special services.

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MOTION **Commissioner Burns moved to approve the Transfer of Funds from the CBA Account to the General Fund Account as presented. (Burns / Hammond, 3-0)**

- Transfer funds from the "Contingency" (E662-8001) to "Tan Interest 2025" (E622-4800) in the amount of \$96,204.70 to accommodate the extra interest that was charged for 2025 TAN.

MOTION **Commissioner Hammond moved to approve the Transfer of Funds from "Contingency" to "TAN Interest 2025" as presented. (Hammond / Howard, 3-0)**

- Transfer funds from the 2026 TAN Account XXXXXX0163 to the General Fund Account XXXXXX0860 in the amount of \$196,326.10 to cover the Accounts Payable Warrant for 06/12/2026.

MOTION **Commissioner Burns moved to approve the Transfer of Funds from 2026 TAN Account to the General Fund Account as presented. (Burns / Hammond, 3-0)**

Grace stated the Finance Office has begun work on the budget process for 2027. She noted preliminary meetings with the Department Heads have been scheduled and will begin on Monday, June 15th. Grace noted the Commissioners did not accept any third-party Requests for consideration during the budget process for 2026. She asked if the Commissioners would like to consider any third-party requests for 2027 budget.

MOTION **Commissioner Howard moved to decline any third-party requests of funds for the 2027 budget. (Howard / Burns, 2-1)**

Grace stated she has been working with the new bond counsel to put in place a TAN Second Tranche in the amount of \$2,602,740.00. The first tranche of the TAN was approved in the amount of \$4,027,350.00. on February 17, 2026. Grace explained the new bond counsel, James Saffian of Pierce Atwood, LLP, determined that the County does qualify for the original ask of a TAN amount not to exceed \$7,000,000.00. Grace noted this second amount should get us through the year to cover expenses until the tax money begins to come in. Commissioner Hammond read the TAN Vote Re Second Tranche in its entirety. (See Attached)

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MOTION Commissioner Howard moved to authorize, approve and establish certain details of the second tranche of the TAN in the amount of \$2,602,740.00.
 (Hammond / Burns, 3-0)

Grace stated the attorney fee for the TAN paperwork was capped at \$10,000.00.

Grace asked the Commissioners if they would give permission to Colleen Brown to research potential grants to help fix/replace the Court Street facing outside doors.

MOTION Commissioner Hammond moved to authorize Colleen Brown to research potential grants on behalf of the County.
 (Hammond / Howard, 3-0)

Grace pointed out both the Court House and the Jail are on the Historic Registry.

Grace noted the Archives budget was not included in the 2026 budget requests. She asked the Commissioners if Archives can be included in the 2027 budget. The Commissioners stated, by consensus, the request can be added for their review and consideration.

AGENDA ITEM: Monthly and Quarterly Reports

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

EMA Director Lisa Hanscom stated she has a Managed Service Agreement from The Computer Guy (TCG) for information technology and website development services that will be presented under agenda item #14 Grants and Contracts. Lisa stated she provided the Commissioners with an annual update from the Washington County Fire Fighters Association. She stated the WCFFA is a Governmental Third party that has traditionally received funding from the County. She stated the Fire Fighter Association does support the work of the EMA. She introduced Danny Bowker of the Fire Fighters Association. Danny gave a brief summary of the work the WCFFA; from training to collaboration within the communities.

Register of Probate Darlene Perry stated the Probate Office continues to be very busy. She stated that their office could use volunteers from time to time to keep up with the work load. In order to protect

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both the County and the volunteers from any liability, Darlene created an Application for Volunteers, a Volunteer Release & Waiver of Liability form, and a Background Check form. She asked the Commissioner to give the Probate Office permission to move forward with using volunteers in their office and approve the two forms she is presenting.

MOTION **Commissioner Burns moved to approve the use of volunteers in the Probate Office and use the Application and Waiver form as presented. (Burns / Hammond, 3-0)**

Nick Landrum of The Computer Guy submitted a written report and gave a brief update on IT. He stated things are going well. Nick stated the IP Scheme is being changed and updated. Commissioner Howard stated he appreciates the in-depth work of TCG.

Chief Deputy Crabtree presented a request to purchase technology called "The SheriffApp". He explained this is a mobile smartphone app that would allow the Sheriff's Office to interact more directly with the public and would also include a Sheriff's Office website. Chief Deputy Crabtree stated the cost of building the app, website and first years' maintenance is \$29,898.00 with an annual maintenance cost of \$9,995.00 per year. He stated this technology would qualify for the use of the Opioid settlement funds. Chief Deputy noted many cities are using this and that EMA may also be able to use it.

MOTION **Commissioner Burns moved to approve the purchase of The SheriffApp to be paid from the Opioid Settlement funds. (Burns / Hammond, 3-0)**

Chief Deputy Crabtree presented a proposal for an adjustment to part-time academy certified deputy rates. He explained the purpose is to hopefully entice and expand the pool of potential part-time deputies and reduce costs. Mike noted currently approximately 75% of overtime is expended filling shifts. His proposal is to increase the current part-time rate from \$22.50 to \$30.15 per hour for academy certified deputies. Mike stated this proposed rate coincides with Step 5 of the Fraternal Order Police wage scale. He also proposed an increase to the part-time rate for reserve officers to \$25.00 per hour.

MOTION **Commissioner Hammond moved to approve the rate increase for part-time academy certified and part-time reserve officers as presented. (Hammond / Burns, 2-1)**

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AGENDA ITEM: Payroll Change Notices

MOTION Commissioner Hammond moved to hire Emmitt Gardner as part-time Reserve Patrol Deputy effective 06/07/26. (Hammond / Burns, 2-1)

MOTION Commissioner Hammond moved to hire Allen Corey II as part-time Reserve Patrol Deputy effective 06/07/26. (Hammond / Burns, 2-1)

MOTION Commissioner Hammond moved to hire Daniel Caler as part-time U.T. Summer Maintenance Worker effective 06/11/26. (Hammond / Burns, 3-0)

AGENDA ITEM: Signatures on Six-month Certificates

None.

AGENDA ITEM: Grants / Contracts / Agreements

➤ **EMA / IT M.O.U.**

EMA Director Lisa Hanscom presented a Managed Service Agreement between Washington County Emergency Management Agency (WCEMA) and the Computer Guy Maine, LLC to provide information technology, website, and technical support services.

MOTION Commissioner Howard moved to approve the Managed Service Agreement with between WCEMA and Computer Guy Maine, LLC. (Howard / Burns, 3-0)

➤ **County Contract Addendum for IT Service for Sheriff, Jail and RCC**

County Manager Renée Gray presented an Amendment to the Managed Service Agreement between Washington County and Computer Guy Maine, LLC. The purpose of the agreement is due to changes in staffing and operation requirements. The agreement will cover the period beginning June 1, 2026 and ending December 31, 2026 with a compensation amount of \$20,000.00. This amount is to offset the costs associated with providing an additional technician.

MOTION Commissioner Hammond moved to approve the Amendment to the Managed Service Agreement with Computer Guy Maine, LLC as presented. (Hammond / Burns, 3-0)

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Commissioner Burns signed the agreement as Chair of the Board.

➤ **Service Agreement for Aroostook Mental Health Services, Inc. and WC Jail**

Jail Administrator Rich Rolfe presented a Service Agreement for the Commissioners' approval. Rich stated this agreement is a renewal for service with Aroostook Mental Health Services, Inc. He noted the price has not changed in years. The service agreement is for a one-year period effective July 1, 2026 in the amount of \$38,574.68, payable in 12 monthly payments of \$3,214.55. AMHS agrees to provide 24/7 crisis care for the Washington County Jail. Rich stated the opioid funds can be used for this purpose. Rich ask the Commissioners to approve the agreement and authorize County Manager Renée Gray to sign said agreement.

MOTION Commissioner Burns moved to approve the Service Agreement between Washington County Jail and Aroostook Mental Health Services, Inc. as presented and to authorize County Manager to sign the agreement.
(Burns / Hammond, 3-0)

➤ **Pre-Audit Service Agreement 2025**

A service agreement with Hank Farrah Consulting, LLC for pre-audit work for the fiscal year 2025 was presented for approval. Fees for the service will be \$14,750.00 plus out-of-pocket costs.

MOTION Commissioner Howard moved to approve the Service Agreement between Washington County and Hank Farrah Consulting, LLC as presented. (Howard / Hammond, 3-0)

➤ **Financial Director Employment Agreement**

An Employment Agreement for the new position of Financial Director filled by Jenny Windsor was presented to the Commissioners for their review and approval.

MOTION Commissioner Hammond moved to approve the Employment Agreement with Financial Director Jenny Windsor as presented. (Hammond / Burns, 3-0)

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AGENDA ITEM: Tax Abatement Decision

A tax abatement hearing was held on May 14, 2026 for 329 Bingo vs. Town of Waite. The Commissioners stated the town assessment was fair, and the homestead exemption applies to individuals; not corporations.

MOTION Commissioner Howard moved to deny the Tax Abatement Request for 329 Bingo in the Town of Waite.
(Howard / Hammond, 3-0)

AGENDA ITEM: Final M.O.U. between the State and Washington County

County Manager Renée Gray stated she has not received the Final M.O.U. from the State. By consensus, the Commissioners tabled the review of the Final M.O.U.

AGENDA ITEM: Commissioner Issues and Comments

Commissioner Howard stated the unnecessary commotion that occurred last week after rumors of layoffs is due to leadership. He expressed his appreciation for those that have worked on the TAN Tranche.

AGENDA ITEM: Public Comment

Heron requested the Commissioners to give the Finance Office permission to cut a check early for the purchase of the new U.T. truck that the Commissioners approved during the U.T. business. Commissioner Burns confirmed with Payroll/Accounts Payable Clerk Megan Huffman that it would be possible to cut a check early. She responded that this can be done.

MOTION Commissioner Burns moved to allow the Finance Office to cut a check early for the purchase of the new U.T. Truck. (Burns / Hammond, 3-0)

AGENDA ITEM: Executive Session: Personnel Issue pursuant to Title 1 MRSA § 405 (6) (D) to discuss contract negotiations.

MOTION Commissioner Burns moved to go into Executive Session. It was 6:37 p.m. (Burns / Howard, 3-0)

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MOTION

The Commissioners declared themselves to have closed
the Executive Session. It was 7:14 p.m.
(Burns / Howard, 3-0)

No action.

ADJOURNMENT

7:15 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.

County Manager Report

June 11, 2026

- Meetings attended:
 - Met with new bond counsel James Saffian and Finance to discuss the 2026 TAN allonge.
 - Maine County Commissioners' Association and Risk Pool meeting in Belfast 5/18/26
 - Kickoff meeting with new auditor, WIPFI team 5/14/26
 - Washington County Council of Governments- 5/19/2026
 - Sunrise County Council of Governments 5/20/2026
 - Finance focus meeting 5/22/2026
 - Brownfield Committee 5/22/2026
 - Commissioners' workshop 5/27/2026
 - ARPA Desk review conclusion meeting 6/3/2026
 - TIF Grant Committee 6/4/2026
 - Commissioners' workshop 6/5/2026
- Cruiser sales transaction process.
- Worked on a spreadsheet to calculate possible County Tax discounts to municipalities that pay early. Conclusion for 2026, likely not possible, but this data could be used for budgeting the FY 2027. A few Pros of a discount: Cashflow for the County during the lean months before September 1 due date. Save on not having to borrow TAN and pay interest at 5.02%. Savings from the interest could feasibly help fund the discount. A lot of towns indicated they would be interested in paying early if they could get a discount. Discounts would have to be budgeted. Any unused discount could help to build the County surplus back, which is one of the financial goals. If the County has proper cash flow, a discount could alleviate the need to move to a fiscal year. Cons: It would increase the budget.
- Worked on the existing Out of State travel policy to comply with the Commissioners' request from the 5/27 workshop. The policy is on page 35 of the personnel policy book. I have prepared a draft to be included with the anticipated amendments to the policy book, and will require Commissioner approval.
- Created mileage tracking sheet for take home vehicles for EMA; RCC; and Jail. Distributed to those department heads.
- Training 50% reimbursement through Maine Community colleges workforce development has been submitted for the new Finance Director's training. Approval request has been applied for the HR clerk training on June 17th.

- Commissioners feedback on the County services flyer.
- Began meeting with department heads on 6/1 to ask them to create a plan for their departments should the county be forced to not be able to pay employees. Reminded them all of the memo from the Commissioners workshop that included reducing expenses, while the county is in a cashflow shortage situation.
- Processed vouchers for Buildings and Grounds.
- Met with David Lund, Matt Stanhope, Grace and Sondra regarding the version of the state court MOU that Jeremy Gray sent. We had some concerns and edits and sent the County's version back to Jeremy for his approval. Still waiting for that to come back.
- Met with Lisa Hanscom, Nick Landrum, Jenny Windsor, and Sondra Small regarding the final version of the new EMA and IT MOU. Lisa had to make some edits prior to the final version to go to the Commissioners for approval. Nick is also working on the addendum for the existing MOU for IT services with Sheriff, Jail, and RCC, also for the Commissioners to approve.
- The quarterly Washington County Town and City Manager's luncheon is scheduled for Friday, June 12th in Calais. We like to schedule at least one of these meetings in Calais, so that the Town Manager from Danforth may attend. City Manager Brian Schuth hopes to present his research on "Revenue Sharing" and impact on municipalities. The September meeting has on deck, representatives from USDA Rural Development.
- The Attorney General's investigation is wrapping up. This investigation was requested by the Commissioners last year and has been ongoing. We're looking forward to the summary once available.
- On June 4, the representatives from the State and Local Fiscal Recovery Funds (ARPA) of the U.S. Department of the Treasury held a closeout meeting with Washington County. They have concluded the desk review and found no observations; therefore, no further steps were required for the County of Washington. The team also thanked us for our prompt, thorough responses, which allowed them to work through this process quickly and efficiently.

Sincerely,
 Renée Gray
 County Manager
 June 5, 2026



U.S. DEPARTMENT OF THE TREASURY
Office of Capital Access
SLFRF Desk Review

June 3, 2026

Washington County, Maine
85 Court Street
Machias, ME 04654
Attention: Renee Gray, County Manager

Dear Renee Gray:

The Office of Capital Access' Compliance Monitoring Team recently conducted a desk review of Washington County's ("Recipient") State and Local Fiscal Recovery Funds (SLFRF) award activities.

In summary, the review did not identify any observations regarding the Recipient's use of its SLFRF award. Please see the attached summary report, which provides details on the desk review and provides additional reminders separate from the review results. The Recipient should review this summary report and retain it for its records. The Recipient should acknowledge this report through the portal, and if the Recipient has questions regarding this review, they may respond through the Desk Review Information Document Request (DR-IDR) in the Treasury Portal within 15 calendar days of the date of this letter.

The written response must be submitted through the Desk Review Information Document Request (DR-IDR) in the Treasury Portal. Please contact me if you have any questions.

Sincerely,

LaKeisha Boyle
Director of Compliance Monitoring
U.S. Department of the Treasury
Office of Capital Access

cc: Asia Hill, Mitchell Palmertree



U.S. DEPARTMENT OF THE TREASURY
Office of Capital Access
SLFRF Desk Review

As the Recipient continues implementation of their SLFRF award, the Recipient should consider the following:

- Continue required annual or quarterly reporting requirements, keeping in mind upcoming expenditure deadlines (i.e., 12/31/2026 for ECs 1-8 and 9/30/2026 for ECs 9 and 10).
- Ensure active SAM.gov registration is maintained through program closeout.
- Ensure your points of contact are up to date in the Treasury Portal.
- Ensure continued compliance with award terms and conditions, including:
 - Record retention: According to the award terms and conditions agreement, recipients must maintain records and financial documents to demonstrate compliance with sections 602(c) or 603(c) of the Social Security Act, as applicable, Treasury's regulations implementing those sections, and implementing guidance issued by Treasury for five (5) years after all funds have been spent or returned to Treasury, whichever is later.
 - Compliance with Federal Civil Rights Statutes and Regulations: These requirements apply to any projects completed with SLFRF funding. Information about civil rights obligations can be found in the Treasury Civil Rights Toolkit.
 - Audit requirements: If a recipient is required to submit a single audit or program specific audit, as discussed at 2 CFR Part 200, Subpart F (Audit Requirements), the audit must be submitted as required. Recipients with audit findings must work with Treasury, as appropriate, to resolve those findings.

For recipients who may identify instances of fraud, waste, and abuse, the Office of Inspector General offers guidance to report these instances, which is available at: [Report Fraud, Waste, and Abuse | Office of Inspector General \(treasury.gov\)](#).

County Manager's financial plan for 2026 cashflow shortage

Events since May 14, 2026:

May 14th, Commissioners asked County Manager Renee Gray to form a plan to save the county roughly \$2,000,000 before cashflow for the 2026 budget improves with municipality payments.

May 15th, met with Finance Clerk trying to schedule meeting with Finance Department. Suggested Friday, May 22nd for Finance Focus meeting with new Finance Director Jenny Windsor.

May 22, met with Finance department to discuss plan. We identified the problem with Bond Counsel's recommended 2026 TAN allowance of \$4,027,350. Grace pointed out that historically, Washington County has required 57% TAN for operations until tax money flows in from municipalities August-October annually.

May 27, Special Commissioners workshop. Commissioners voted to approve new bond counsel quote for services from James Saffian. Commissioners also issued a memo to department heads to curb all unnecessary spending, reduce out-of-state travel, and asked for eligible employees to voluntarily delay payout requests for vacation, sick and comp time accruals. Also during the break of the Commissioner's workshop, Renee emailed Governor Mills office representative Mary Anne Turkowskie about the status of the 2025 UT TAN portion payment. Mary Anne replied there had been an issue in the "control room" and that she asked it be escalated to be resolved. Chip Jones, UT finances for the State replied it should another week and the County should have the funds, which will be in the amount of \$640,671. The law states it has to be paid to the County before June 30, 2026. Also, before June 30th, Washington County will be receiving the additional Jail funding for \$109,387, which will help with any current or projected jail budget overage.

Anticipated unexpected revenue prior to June 30th total: **\$750,058.00**

May 28, memo to department heads went out, and scheduling time to meet one on one with Manager and Finance week of June 1- June 5.

May 28 continued, meeting with new bond counsel James (Jim) Saffian, Grace, Sondra and Renée. Jim reviewed the updated cashflow analysis provided by Grace and indicated the County should be eligible for roughly \$6.6 million TAN, which would increase the cashflow needed by roughly \$2,000,000. All this Tax Anticipation note would be paid for 100% by County tax revenue anticipated when municipalities pay their taxes to the county.

May 28 continued, request was sent to the bank to honor the 2nd tranche of the 2026 TAN based on the new auditor contract which states 2023 audit will be completed by July 31, 2026; 2024 audit will be completed by November 30, 2026; and the 2025 audit will be completed by June 1, 2027. The bank was also notified that a Finance Director had been hired by the County and will begin June 1, 2026, and that a Financial Advisor's services had been rendered to perform pre-audit work. Pre-audits have been completed for 2023, and 2024 is currently in progress. All this evidence should indicate the County's "good faith" attempts to comply with the bank letter of request that accompanied the 2026 TAN. Jim Saffian is recommending an allonge to the 2026 TAN and that it be completed and available by June 18th.

Budget plan in direct control of the County Manager:

Buildings and Grounds

- All work that can be scheduled out to September is being completed, thus saving cashflow.
- \$100,000 was raised in budget for building improvements with paving in mind. Could be delayed to 2027 if placed in a protected reserve for next year.
- \$50,000 was raised for HVAC replacement, which can be placed in a reserve once cashflow allows.
- \$10,000 was raised for jail garage roof and overhang replacement. Work is being scheduled for September to allow for cash flow.

Totaling **\$160,000** in delayed savings for fall of 2026.

Administration:

- All admin travel will be severely reduced. Remote meetings and training will be utilized, when possible, going forward after the May 27th Commissioner meeting discussion. Travel policy already exists in the Personnel policy but will be amended as per the Commissioners decision.
- All admin supplies only order truly necessary items, such as paper, to continue operations.

Plan if additional revenue and TAN allonge doesn't arrive before June 30th

- Hold all AP warrant checks except for mandatory items i.e. employee health insurance, MainePers, electricity, jail food, and others to be decided, so to prioritize payroll warrants.
 - For cashflow purposes only, utilize the \$95,000 from the garden land lot property sale. Return the cash to that savings account once cashflow is available for the County in the fall of 2026.
1. Commissioners will direct the County manager to notify the following of the County financial situation:
 - a. Department Heads; will initiate their temporary plans.
 - b. Governors' Office, State Treasurer, State Auditor; Judicial branch, County Delegation
 - c. Unions
 - d. Press Release
 2. Letters will be sent to all employees notifying them of a delay with payroll. Employees may request letters of layoff.
 3. Elected offices that can maintain limited County services:
 - a. Commissioners
 - b. Sheriff
 - c. Treasurer
 - d. Registrar of Deeds
 - e. Register of Probate
 - f. Judge of Probate
 - g. District Attorney
 4. Return to work and reimbursement of payroll wages
 - 1) The Treasurer will notify the Commissioners when cashflow is available to sustain County services.
 - 2) The Commissioners will direct the County Manager to notify the Department Heads to recall the workforce and end any layoffs.



FINANCE DEPARTMENT

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

Total Assessments to Towns

2026 Washington County Budget	\$11,804,049.93
2025 Remaining Balance of TAN "ASK"	<u>\$ 1,109,266.32</u>
Subtotal Assessments	\$12,913,316.25
Less 2026 Town Payments as of June 4, 2026	<u>\$ 190,393.44</u>
Total 2026 and 2025 Remaining Balance	\$12,722,922.81

2026 TAN

Original TAN (without interest)	\$4,027,350.00
Projected Additional TAN Funds	<u>\$2,602,740.00</u>
Subtotal	\$6,630,090.00
Less Drawdowns	<u>\$2,083,338.90</u>
Remaining Funds to Drawdown from Original TAN	\$4,546,751.10

Estimated needs of \$1,064,318.36/month

1st Payroll Warrant in June \$246,535.80 - No funds drawn down on the TAN

June and July will be covered by the Original TAN

August will be covered by a portion of the Additional TAN

The UT has told us via email that they will be sending us a check which should be a minimum of \$640,670.08. This amount will cover the two payrolls in August with some funds for selective accounts payables.

Historically, Towns have started to pay at the end of August into September.

Updated for June 11, 2026 Commissioners Meeting

Grace Falzarano
Provisional Treasurer
treasurer@washingtoncountymaine.gov

Jenny Windsor
Finance Director
financedirector@washingtoncountymaine.gov

Sondra Small
Finance Manager
financeclerk@washingtoncountymaine.gov

Megan Huffman
Accounts Payable/Payroll
appayroll@washingtoncountymaine.gov

**WASHINGTON COUNTY, MAINE
TAN VOTE RE SECOND TRANCHE**

WHEREAS, on February 12, 2026, the Washington County Commissioners voted to accept the Terms and Conditions of a \$7,000,000 Tax Anticipation Note (TAN) financing proposal from Machias Savings Bank ("MSB"), to be issued in two tranches; and

WHEREAS, on February 17, 2026, the Washington County Commissioners voted to issue the first tranche of its TAN borrowing in the amount of \$4,027,350; and

WHEREAS, on February 24, 2026, the County issued its \$4,027,350 tax anticipation note (the "Original Note") to MSB;

WHEREAS, the County now intends to issue the second tranche of the TAN borrowing, on or about June 18, 2026;

WHEREAS, the County Commissioners now desire to authorize, approve and establish certain details of the second tranche of the TAN borrowing;

NOW THEREFORE, by the Washington County Commissioners, it is hereby:

VOTED: That the authorized TAN amount of both tranches be and hereby is confirmed to be in the aggregate principal amount not to exceed \$7,000,000.

VOTED: That the second tranche of the TAN borrowing shall be evidenced either by an amendment to the Original Note (the "TAN Allonge") or through the issuance of a new tax anticipation note (together with the TAN Allonge, referred to collectively as the "Second Note").

VOTED: That the Second Note shall be issued and awarded to MSB in the additional amount of \$2,602,740 or in the aggregate principal amount (together with the first tranche TAN borrowing) of \$6,630,090, at an interest rate of 5.02% per annum, to mature on or before December 31, 2026, and shall be signed by the Treasurer and countersigned by the Chair of the Board of Commissioners.

VOTED: That the County Commissioners delegate to the Treasurer the power and authority, in the name of and on behalf of the County, to establish, determine and approve the form and such all other terms, provisions and details of such Second Note, including, to the extent permitted and available under the Internal Revenue Code of 1986, as amended, to designate the Second Note as a qualified tax-exempt obligation for purposes of Section 265(b) of the Code, such determination and approval to be conclusively evidenced by her execution thereof.

VOTED: That if the Treasurer or Chair are for any reason unavailable to approve and execute the Second Note or any related documents, the person or persons then acting in such capacity, whether as an assistant or a deputy, on an acting, interim or provisional basis or otherwise, is authorized and empowered, in the name of and on behalf of the County, to act for such official with the same force and effect as if such person had himself or herself performed such act.

A true and correct copy of votes passed by the County Commissioners of Washington County on June 11, 2026.

Washington County Manager



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



**Washington County Emergency Management Report
June 2026**

1. Washington County Emergency Management Website Development

The Washington County Emergency Management Agency (EMA) is requesting approval of a Memorandum of Understanding (MOU) for information technology and website development services.

Upon approval by the County Commissioners, development of the agency's official website will begin immediately. The website will serve as a centralized source of emergency management information for residents, visitors, municipal officials, emergency responders, partner agencies, and the Local Emergency Planning Committee (LEPC) throughout Washington County.

As Washington County faces winter storms, coastal storms, flooding, power outages, severe weather, hazardous materials incidents, and wildfire risks, a dedicated emergency management website will improve public safety, emergency communications, regulatory compliance, and operational coordination.

The website will provide residents with a trusted source for emergency information before, during, and after disasters, including:

- Shelter locations
- Road closures
- Storm and weather updates
- Evacuation notices
- Emergency contacts
- Preparedness guidance

The website will also support public preparedness through educational resources such as storm preparedness checklists, flood information, emergency kit recommendations, volunteer training opportunities, and community preparedness programs.

Additional benefits include:

- Reducing misinformation through verified information
- Mobile-friendly and ADA-accessible public access
- Improved coordination with municipalities, fire and EMS agencies, law enforcement, Maine Emergency Management Agency (MEMA), Federal Emergency Management Agency (FEMA), and other response partners
- Access to plans, forms, training schedules, grant information, and agency resources
- Disaster recovery information including damage reporting, assistance programs, debris removal guidance, recovery center locations, and FEMA resources
- Increased transparency through publication of plans, meeting notices, hazard mitigation projects, grant information, and public updates
- Support for volunteer recruitment, CERT programs, training registration, and partner agency communications

The website will also support Local Emergency Planning Committee (LEPC) responsibilities under the federal Emergency Planning and Community Right-to-Know Act (EPCRA). The website will provide a centralized location for LEPC meeting notices, public notices, emergency planning information, hazardous materials preparedness resources, training opportunities, committee membership information, and other public information required to support community awareness and emergency planning activities.

Planned website features include an emergency alert banner, preparedness resource library, weather and outage links, shelter maps, emergency contacts, news updates, training calendar, LEPC information and meeting notices, secure hosting, backup capabilities, and cloud-based resiliency features. The website will be modeled after best practices utilized by MEMA, FEMA, and other county emergency management agencies throughout the United States.

The project is expected to be substantially completed by August 1, 2026. Website development costs are eligible for 100% reimbursement through the Homeland Security Grant Program (HSGP).

Action Item: The Emergency Management Director recommends approval of the Managed Service Agreement from (TCG) The Computer Guy for information technology and website development services. Upon approval, website development will commence immediately.

Respectfully submitted,

Lisa M. Hanscom, Director
Washington County Emergency Management Agency (EMA)

TO: Washington County Commissioners
FROM: District Attorney Robert Granger
DATE: June 2, 2026
RE: Department Report for May, 2026

Thanks to the diligence of staff, the work of assembling files and court documents for the June 8th docket call has largely been completed.

Our next challenge will be the upcoming training for the implementation of the "E-File" system, which will convert court operations from a paper intensive system to a digital format. This is a massive, statewide conversion, and we anticipate a certain level of difficulty while staff and prosecutors learn the new protocol.

Robert C. Granger
District Attorney

MONTHLY ADMINISTRATIVE REPORT FOR May 14, 2026 – June 11, 2026

TASKS COMPLETED

- **Prepare Commissioners' meeting minutes for:**
 - May 14, 2026
 - May 27, 2026 Workshop (NOT COMPLETED)
- **Prepare Agenda for June 11th Meeting**
 - Distribute and publicize
- **Human Resources**
 - Prepare New Employee Packets
 - Met with new employees
 - Full-time Corrections Officer
 - Financial Director
 - Process paperwork for employee status changes:
 - Resignation of employee
 - Continue to Track time used for FMLA
 - Continue to prepare for Paid Family Medical Leave (PFML)
 - Eligibility for Paid Family Medical Leave began May 1, 2026.
 - Researching information for employees with questions that may need to us PFML
 - First claim has been submitted.
 - Extensive research done on Section 125 relating to NCEU members enrollment in Colonial Life coverage.
 - Will need to align the Section 125 Summary Plan
 - Will need to revise Section 125 Election form
- **Prepare weekly vouchers for payment**
 - Reconcile Health Trust insurance billing
 - Reconcile NCEU Health and Welfare billing
 - Review Consolidated phone bill and distribute Routing Slip for Department Heads
- **Prepare monthly postage report for May usage**
- **Tax Abatement**
 - Hearing has been scheduled for Sarao vs Town of Lubec for June 11, 2026
 - Waiting decision for 329 Bingo vs Town of Waite.
 - Parties will need to be notified
- **Worker's Comp**
 - Check with W/C on update for continued comp claim
- **Website updates**
 - Continue to send Meeting Minutes for posting
- **Annual Report**

B&G Log May - June

- Morning cleaning/mopping and trash removal.
- Central Maine Diesel replaced fan motor on the Jail generator.
- Maine Fire Protection inspected Stateside sprinkler system. Found issues to repair at a later date.
- Patched and repaired Old Sheriff's Office bulkhead.
- Lawn care and trimming.
- Scheduled boom lift rental with WD Matthews for Sept 1st.
- Installed blinds in Stateside Clerk of Courts office.
- Monthly fire extinguisher inspection.
- Called Gatcomb's Plumbing and Heating for leak in Sheriff's Office.
- Replaced damaged ceiling tiles in Sheriff's Office.
- Paul White Flooring came to inspect faulty flooring in Sheriff's Office.
- County key log created. Log will be updated as needed.
- Janitorial supplies spreadsheet created. Past costs of supplied compared to current costs of supplies.
- Installed window air conditioners.
- Machias Glassworks came to give a quote for replacing front doors of 1853 Courthouse. Waiting for estimate.
- Replaced lightbulbs in DA's Office.
- Touched up ceiling tile in Stateside secured hallway.

**COUNTY OF WASHINGTON
REGISTRY OF DEEDS
TAMMY C. GAY, REGISTRAR
MONTHLY UPDATE
COMMISSIONERS MEETING
June 11, 2026**

May 2026 in Review:

1. Heather Green's 5-year anniversary as part of the Registry of Deeds department was recognized on May 17th.
2. **Jonathan Stewart**, professional land surveyor with the firm Plisga & Day as well as Vice President of the Maine Society Land Surveyors paid the registry a visit to view our wide format copier and talk about plan copies that we provided both on the search site and in house.

He was impressed with our equipment and quality of plans being reproduced from the original for the consumer. **He gave a shout out to the Washington County Registry at the monthly Land Surveyors Society meeting stating that we are one of the best high tech and superior quality producing registries in the state.** Giving us credit for being able to produce a plan copy so close to the colored original. He is currently working with other counties in the process of being able to achieve the same type of performance for quality and equipment upgrades.

3. May Recording Stats:

We recorded 751 documents and 1 survey plan.

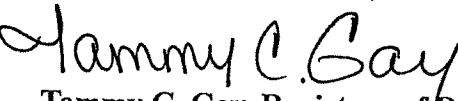
May Revenue Collected:

\$ 24,130.65 –Recording Fees

\$ 15,063.39 – County portion (9.2%) transfer tax (includes 2 over million mansion tax amounts)

Total \$ 39,194.04 plus \$ 2,195.00 – Deeds surcharge account

Respectfully Submitted,


Tammy C. Gay, Registrar of Deeds

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

Commissioners,

June 8, 2026

Since January the Sheriff's Office has handled 3,200 calls for service throughout the county or approximately 48% of the total 6,539 calls for service county wide. Some notable call numbers include 423 Motor Vehicle Stops, 219 Alarm calls, 133 Well Being Checks, 82 Domestic, 56 Thefts, 27 Remove Subject calls, 27 Criminal Threatening, 23 K-9 Deployments, 15 Burglaries and 12 Sexual assaults. Also included in this report are the times and days of our calls for service as well as a summary of the sale of 2 of the 3 cruisers we sent for auction.

In an effort to utilize technology and better serve the people of Washington County we are looking forward to purchase a technology called the Sheriff app, which would include the app and a Sheriff's Office website, that is able to download on a smartphone that allows us to interact more directly with the public. Benefits of the app include but not limited to, us being able to list inmate population, frequently asked question as to visitation, commissary accounts, civil process, protection and harassment order, substance abuse recovery information and resources, submit tips, compliments and concerns, press releases and official notifications from the Sheriff's Office and RCC.

The Sheriff's Office was able to pick a new K-9 handler, Deputy Abby Allen, to replace the retirement of Sgt. Malloy and K-9 Kia. Through the hard work of Sgt. Ryan Allen and Cpl. Nate Bean were able to find and vet K-9 ace that was given to the County free of charge. In the training thus far, he appears to be a great dog and will fit in nicely to our program.

All in all, the Sheriff's Office is continuing to do the best we can to handle the amount of calls while being as conscientious of the budget as possible.

Respectfully,
Chief Deputy Crabtree

06/08/26
11:16

Washington County Sheriff's Office
Law Incident Analysis, Time Reported

530
Page: 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	8	4	9	6	4	8	7	46
01:00-01:59	6	6	9	6	9	8	6	50
02:00-02:59	4	6	5	5	4	4	8	36
03:00-03:59	2	2	1	6	5	4	6	26
04:00-04:59	8	4	7	3	3	6	5	36
05:00-05:59	10	5	6	5	4	7	4	41
06:00-06:59	9	14	11	13	10	7	6	70
07:00-07:59	31	19	26	25	15	18	14	148
08:00-08:59	18	30	27	26	32	13	17	163
09:00-09:59	31	43	38	23	24	24	25	208
10:00-10:59	32	29	30	29	22	22	30	194
11:00-11:59	30	25	31	25	31	31	30	203
12:00-12:59	23	28	31	25	24	21	24	176
13:00-13:59	22	30	32	23	33	20	21	181
14:00-14:59	40	24	34	30	39	30	20	217
15:00-15:59	39	39	29	40	35	26	28	236
16:00-16:59	29	28	36	43	36	30	28	230
17:00-17:59	34	24	42	30	36	32	20	218
18:00-18:59	33	29	31	31	25	26	29	204
19:00-19:59	21	23	34	21	33	24	32	188
20:00-20:59	27	24	35	21	25	22	21	175
21:00-21:59	25	11	24	12	19	25	16	132
22:00-22:59	11	17	13	13	16	21	9	100
23:00-23:59	9	7	9	11	15	15	8	74
Total by Day	502	471	550	472	499	444	414	3352

Report Includes:

All dates greater than `00:00:01 01/01/26`
All agencies matching `WCSO`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All location codes

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CENTRAL MAINE AUTO AUCTION

Sales Summary For Customer #11264 WASHINGTON COUNTY SHERIFF'S DE
 From 05/27/26 thru 05/27/26 Printed On 05/28/26 09:59 AM
 PHONE: 255-4422 FAX: 207-255-3641

BOS#	CAR#	DESCRIPTION	VIN#	MILEAGE	BID PRICE	SELLER FEES	OTHER FEES	CAR CHARGES	PAY TO SELLER
90985	B47	2022 FORD EXPLORER P (GRA	1FM5K8AB4NGA91878	152079	6000.00	220.00	0.00	0.00	5780.00
90988	B48	2020 FORD EXPLORER P (GRA	1FM5K8AB0LGB24162	175638	4800.00	200.00	0.00	0.00	4600.00
#SOLD = 2		%SOLD = 67%		TOTALS	10800.00	420.00	0.00	0.00	10380.00

No Sales Summary For Customer #11264 WASHINGTON COUNTY SHERIFF'S DE
 From 05/27/26 thru 05/27/26 Printed On 05/28/26 09:59 AM

CAR#	VIN	DESCRIPTION	MILEAGE	MIN. BID	HIGH BID
B49	1FM5K8AR0HGD59813	2017 FORD EXPLORER P (BLACK)	130214	4500	0
#NO SALES = 1		%NOT SOLD = 33%		#UNUSED RESERVE = 0	

Washington County Sheriff's Office

Barry Curtis
Sheriff

Michael Crabtree
Chief Deputy

Richard Rolfe
Jail Administrator

Paula Johnson-Rolfe
Office Manager



JAIL

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

Monthly Report of May 2026

To: Washington County Commissioners

We recognized our staff for National Correctional Officer Week in May. Rarely recognized because the work they do is unseen by most.

We enjoyed a lull in admissions for January and February. The population started to creep up in March. The month of May we had an average daily population of 63 for Washington County. On Monday June 8, 2026 we had an ADP of 65 with 58 in house. There does not seem to be a break anytime in the near or far future.

There was an issue with the jails back-up generator not working when the power went out recently. CMD Power Systems is the vendor we have a service contract with. It was beyond imperative and an emergency to get it fixed without delay. Even more important that the jail standards the staff and inmate population are at significant risk with no lights for any amount of time. The generator is a 100KW diesel motor that was installed in 1982 (ish) The motor has under 400 hours of actual run time and is still viable. The parts that are in the weather outside the dry building are what failed. This was a large repair expense that to my knowledge is the largest in the past 20 + years. This repair was in the jail budget and paid for by the jail. We are the primary beneficiary of the generator.

I am in communication with Sheridan Smith of Border Electric for servicing alternatives and future upgrades with them. It would be good to have a local vendor do this work. As this progresses, I will present to the board when I have the information together. To mitigate future issues, I hope to have county maintenance build a workable cover over the outside parts to protect it from a Maine Winter. In addition, we will do full-load testing monthly.

The kitchen staff prepared 5633 meals at a cost of \$2.09 per meal for the month of May.

Respectfully submitted,
R.Rolfe, Jail Administrator

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

RCC

From : Deputy Director Joshua Rolfe

To: Washington County Board of
Commissioners

Commissioners report / total calls statistics
and 2025

for March 1st through May 31st of 2026

Action Items –
None

Radio Upgrade Status –

The P25 digital law channel / upgrade is in the final stages of being completed. Motorola is working on programming new microwave links for the primary towers this month. The final steps to be completed after microwave programming is installing new radio consoles in the RCC, installation of mobile radios, and issuing of portable radios to municipal law enforcement agencies. The project is expected to be completed in the next few months.

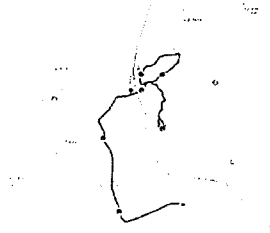
Bay of Fundy International Marathon –Weekend of June 21st

The Regional Communications Center has provided an on-site person to assist with radio communication and coordination during this event since its inception in 2013. There are 650 registered participants for this year's event and is expected to bring approximately 2000 people to the area. Shift Supervisor Cindy Moore-Rossi has been primary ECS for the last several years. Two Sheriff's Office Deputies usually assist as well.

THE COURSES



MARATHON



HALF MARATHON



10K

	2025	2026
Total CAD calls for service:	5849	5550
Total CAD Calls for Service Received via 9-1-1	2830	2486

Historical Data from the 9-1-1 system

Total 9-1-1 calls for the period January 1st through May 31st

Year	Total 9-1-1 calls received
2026	4015
2025	4334
2024	4376
2023	5045
2022	4044
2021	4473
2020	4325
2019	4244
2018	4484
2017	4348

Individual Call Type statistics included in following pages.

2026 statistics

06/04/26

Washington County Sheriff's Office

501

07:11

Total CAD Calls Received, by Nature of Call

Page: 1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	140	2.52
911 Misdial	109	1.96
911 Open Line	22	0.40
Abandoned Vehicle	8	0.14
Accident Property Damage	217	3.91
Accident Personal Injury	26	0.47
Animal Control Complaint	59	1.06
Agency Assist	98	1.77
Alarm Commercial	155	2.79
Alarm Residential	42	0.76
Ambulance Call	1092	19.68
Ambulance Transfer	315	5.68
Animal Noise	5	0.09
Animal Problem	9	0.16
Assault	21	0.38
Sexual Assault	10	0.18
ATV Complaint	13	0.23
Insufficient Funds Check	1	0.02
Bail Check	3	0.05
Commercial Burglary	5	0.09
Residential Burglary	12	0.22
Camp Break	1	0.02
Chase in Progress	1	0.02
Civil Assist	157	2.83
Computer Crime	1	0.02
Crash Detection	14	0.25
Criminal Mischief	32	0.58
Criminal Threatening	37	0.67
Criminal Trespass	35	0.63
Attended Death	6	0.11
Suicide Death	1	0.02
Unattended Death	7	0.13
Detail (All)	57	1.03
Fire Agency Detail	2	0.04
Directed Patrol	50	0.90
Disorderly Conduct	40	0.72
Domestic Dispute	65	1.17
DRE Utilization	10	0.18
Drug Information	16	0.29
Drug Related	1	0.02
Escort	1	0.02
Fight	15	0.27
Fire	161	2.90
Fire Wildland	5	0.09
Fish and Game	15	0.27
Forgery	1	0.02
Fraud	20	0.36
Harassment	75	1.35
Hazmat	1	0.02
Information	296	5.33
Juvenile Problem	17	0.31
K9 Deployment	17	0.31
K9 Request	1	0.02
K9 Training	18	0.32
K9 Visit	2	0.04

06/04/26
07:11

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

501
Page: 2

Nature of Call	Total Calls Received	% of Total
Kidnapping/Restraint	1	0.02
Littering	4	0.07
Marine Patrol	1	0.02
Mental Subject	14	0.25
Missing Person	6	0.11
Motor Veh Complaint	177	3.19
Motor Vehicle Stop	895	16.13
Motorist Assist	38	0.68
Noise Complaint	19	0.34
OUI	2	0.04
Paper Service	85	1.53
Parking Problem	4	0.07
Protection Order Service	47	0.85
Property Check	139	2.50
Found Property	12	0.22
Lost Property	9	0.16
Recovered Property	3	0.05
Public Assist (Highway, etc.)	35	0.63
Remove Subject	45	0.81
Rescue	2	0.04
Runaway Juvenile	1	0.02
School Visit	6	0.11
Sex Offender Verify	3	0.05
Shooting Incident	2	0.04
Shots Fired	7	0.13
Speaking Engagement	7	0.13
Stone Garden	1	0.02
Subject Stop	17	0.31
Suicidal Subject	18	0.32
Suspicious Activity	111	2.00
Test	4	0.07
Theft	88	1.59
Traffic Hazard	3	0.05
Unmanned Aircraft System	2	0.04
Unknown Problem	6	0.11
Violation Bail	7	0.13
Violation of F.O.	19	0.34
Warrant Arrest	27	0.49
Check Well Being	143	2.58
Total Calls:		5550

Report Includes:

All dates between '00:00:01 03/01/26' and '23:59:59 05/31/26'
All nature of incidents
All cities
All types
All priorities
All agencies
All zones

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2025 statistics

06/04/26
07:13

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

Page: 501
1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	175	2.99
911 Misdial	137	2.34
Abandoned Vehicle	7	0.12
Accident Property Damage	230	3.93
Accident Personal Injury	24	0.41
Animal Control Complaint	39	0.67
Agency Assist	73	1.25
Alarm Commercial	136	2.33
Alarm Residential	44	0.75
Alcohol Offense	1	0.02
Ambulance Call	1184	20.24
Ambulance Drug Overdose	9	0.15
Ambulance Transfer	311	5.32
Animal Noise	2	0.03
Animal Problem	33	0.56
Assault	28	0.48
Assault with a Knife	2	0.03
Sexual Assault	8	0.14
ATV Complaint	26	0.44
Bail Check	2	0.03
Bomb Threat/Attack	1	0.02
Commercial Burglary	7	0.12
Residential Burglary	20	0.34
Camp Break	2	0.03
Chase in Progress	3	0.05
Child Abuse or Neglect	2	0.03
Civil Assist	163	2.79
Computer Crime	2	0.03
Crash Detection	14	0.24
Criminal Mischief	46	0.79
Criminal Threatening	35	0.60
Criminal Trespass	58	0.99
Attended Death	3	0.05
Suicide Death	1	0.02
Unattended Death	8	0.14
Detail (All)	62	1.06
Fire Agency Detail	2	0.03
Directed Patrol	4	0.07
Disorderly Conduct	48	0.82
Domestic Dispute	89	1.52
DRE Utilization	4	0.07
Drug Information	28	0.48
Drug Related	6	0.10
Endangering Welfare	1	0.02
Escort	2	0.03
False Report	1	0.02
Fight	13	0.22
Fire	156	2.67
Fire Wildland	1	0.02
Fish and Game	20	0.34
Fraud	15	0.26
Harassment	88	1.50
Information	245	4.19
Jail Incident	1	0.02
Juvenile Problem	15	0.26

06/04/26
07:13

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

501
Page: 2

Nature of Call	Total Calls Received	% of Total
K9 Deployment	24	0.41
K9 Training	33	0.56
K9 Visit	3	0.05
Littering	1	0.02
Loitering	1	0.02
Mental Subject	23	0.39
Missing Person	17	0.29
Motor Veh Complaint	195	3.33
Motor Vehicle Stop	1075	18.38
Motorist Assist	42	0.72
Noise Complaint	21	0.36
OUI	3	0.05
Paper Service	59	1.01
Parking Problem	2	0.03
Protection Order Service	57	0.97
Probation Check	2	0.03
Property Check	48	0.82
Found Property	8	0.14
Lost Property	4	0.07
Public Assist (Highway, etc.)	50	0.85
Remove Subject	44	0.75
Runaway Juvenile	1	0.02
School Visit	3	0.05
Sex Offender Verify	1	0.02
Shots Fired	7	0.12
Speaking Engagement	2	0.03
Special Investigation	1	0.02
Subject Stop	2	0.03
Suicidal Subject	11	0.19
Suspicious Activity	123	2.10
Test	3	0.05
Theft	89	1.52
Unmanned Aircraft System	3	0.05
Unknown Problem	5	0.09
Utility Problem	1	0.02
Violation Bail	8	0.14
Violation of P.O.	17	0.29
Warrant Arrest	40	0.68
Search Warrant	9	0.15
Check Well Being	174	2.97

Total Calls:	5849	

Report Includes:

All dates between '00:00:01 03/01/25' and '23:59:59 05/31/25'
All nature of incidents
All cities
All types
All priorities
All agencies
All zones

*** End of Report \SpillmanServer\app\Tmp\reportTmp_WC1109R\cp

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

Commissioners,

In an effort to utilize technology and better serve the people of Washington County we are looking to purchase a technology called the Sheriffapp, which would include the app and a Sheriff's Office website. The Sheriff app is as it stated an app that can be put on a smartphone that allows us to interact more directly with the public. Benefits of the app include but not limited to, us being able to list inmate population, frequently asked question as to visitation, commissary accounts, civil process, protection and harassment order, substance abuse recovery information and resources, submit tips, compliments and concerns, press releases and official notifications from the Sheriff's Office and RCC. The public can download the app and sign up for notification when it is posted such as road closures, critical incident information etc. In speaking with a couple organizations in the recovery industry they agree it would benefit people in Washington County seeking these services. Penobscot County Sheriff's Office uses this app and has been very pleased with the product. In speaking with Sheriff Morton, they are receiving 500,000 views a week on the app, critical information appears to be getting to the public in Penobscot County and beyond. The cost of building the app, website and first years maintenance is \$29,898.00 with an annual maintenance cost of \$9,995.00 per year. This technology would qualify for the use of Opioid settlement money which would be used to purchase the technology and pay for the annual maintenance moving forward for the next 3 years. I have enclosed the quote, 10 reasons for justification of Opioid funds, what makes this company sole source as well as the balance of Opioid settlement money and have discussed the issue with Capt. Rolfe, Sondra and Grace and all agree that this would meet the criteria for the use of the funds. In closing we would like to move forward with the project no later than June.

Respectfully,

A handwritten signature in black ink, appearing to read "Barry Curtis".

Washington County Sheriff's Office

Barry Curtis
Sheriff

Michael Crabtree
Chief Deputy

Richard Rolfe
Jail Administrator

Paula Johnson-Rolfe
Office Manager



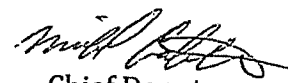
83 Court Street
Machias, Maine 04654
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May 6, 2026

Commissioners,

I am submitting a proposal to adjust the pay for part time academy certified Deputies. Currently the rate of pay is \$22.50, I request to raise the rate to step 5 of the pay scale which is \$30.15 per hour in an effort to utilize academy trained part time Deputies to help fill shifts when available and with in Union Contract guidelines. I believe the increase in pay will entice and expand our pool of potential part time Deputies capable of filling shifts with minimal FTO hours (80) to help reduce cost. Currently approximately 75% of our overtime is expended filling shifts. The \$30 an hour is a savings compared to the \$45 an hour average we are expending now for our full time Deputies overtime rate while filling shifts. Furthermore, I propose new part time (reserve officer) start at \$25.00 per hour, once they have successfully completed the probationary period they pay would increase to \$26.68 which is step 1, of the pay scale. Moving forward as pay scales are adjusted these wages would adjust at that same rate. We currently have \$9,500 in our part-time line to cover the increase. If in fact we are successful in utilizing part time Deputies to fill shifts we would adjust our part time wages accordingly in our next budget I thank you for your attention in this matter.

Respectfully,


Chief Deputy



Date: 06/06/26

Washington County Board of Commissioners

Subject: Quarter 2 2026 (April 1, 2026 – June 30, 2026)

Commissioners,

Executive Summary

The first quarter of 2026 was largely focused on discovery, stabilization, and remediation of inherited infrastructure issues. During Quarter 2, the IT Department continued building upon that foundation, transitioning from crisis response and major infrastructure corrections toward proactive improvements, preventative maintenance, and long-term planning. As a result, overall support call volume decreased significantly while service levels remained high. This reduction is attributed to improved system stability, correction of critical network issues, improved monitoring, and the continued adoption of the county's centralized ticketing platform.

Operational Metrics

Phone System Analytics

Compared to Quarter 1, support communications decreased substantially:

- Calls decreased from 376 to 221 (-41%)
- Messages decreased from 256 to 188 (-27%)
- Unique conversations decreased from 251 to 167 (-33%)
- Total call time decreased from 23 hours and 17 minutes to 14 hours and 15 minutes (-39%)

While these figures may appear lower, they are generally viewed as indicators of improved system reliability. Fewer users are experiencing service interruptions requiring immediate assistance, resulting in reduced demand for reactive support.

Service Desk Performance

Service Desk is our ticket system platform where it processed 95 support tickets during Quarter 2.

Key metrics include:

- almost 100 total tickets processed
- 0 overdue tickets
- 0 unassigned tickets
- 0 tickets awaiting response
- 9 tickets pending vendor, equipment, or approval actions

The ticketing system continues to improve accountability, communication, documentation, and response times while providing measurable insight into departmental support demands.

Infrastructure Improvements

Network Reliability

Several significant infrastructure issues were discovered and corrected during Quarter 2. A critical issue was identified involving the county's DHCP server assigning IP addresses that conflicted with devices using static IP assignments. This conflict directly affected components of the jail control system and had the potential to create unpredictable outages. The immediate corrective action involved removing affected addresses from the available DHCP pool, restoring proper operation. This discovery prevented the need for an out-of-state vendor response that would likely have cost the county approximately \$8,000 simply to identify and recommend the same corrective action. As a long-term solution, the network is currently being redesigned to provide greater IP address availability, reduce address conflicts, and improve future scalability. The migration has already begun, with all jail camera systems successfully relocated to a newly established subnet.

Network Loop Discovery

Three physical network loops were discovered and removed from the county infrastructure. These loops were creating unnecessary traffic and instability throughout the network. Following their removal, reports of Motorola Flex users being unexpectedly disconnected have significantly decreased. This correction represents one of the most impactful network stability improvements completed during Quarter 2.

Hardware Failure Response

A network switch experienced a hardware failure during the quarter. Because spare equipment had been maintained and was readily available, IT staff were able to replace the failed switch and restore service in approximately one hour. This event demonstrated the importance of maintaining replacement inventory and highlighted the team's ability to respond quickly to unexpected infrastructure failures.

Operational Maturity

One of the most encouraging developments observed during Quarter 2 has been a noticeable shift in the nature of support requests. During Quarter 1, many support calls involved critical service disruptions, connectivity failures, Motorola Flex issues, certificate problems, firewall misconfigurations, DNS issues, and infrastructure instability. By contrast, many current requests involve workflow enhancements, convenience improvements, and quality-of-life requests from county employees. In practical terms, support requests have increasingly shifted from: "I cannot do my job" to "It would be helpful if the system could do this." This change reflects a substantially more stable technology environment and demonstrates that foundational infrastructure improvements are producing measurable operational benefits.

Planning and Future Initiatives

Current priorities for the upcoming quarter include:

- Continued network redesign and subnet restructuring
- Expansion of IP availability and reduction of address conflict risks
- Continued hardware lifecycle planning
- UPS and power resiliency improvements
- GIS migration planning for EMA
- Ongoing cybersecurity monitoring and vulnerability remediation
- Continued centralization of IT asset and budget management

Conclusion

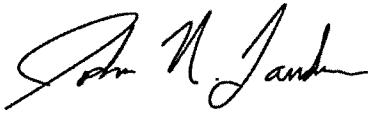
Quarter 2 demonstrates continued progress toward a more stable, secure, and manageable technology environment for Washington County.

The focus has shifted from emergency remediation and inherited infrastructure deficiencies toward proactive management, strategic planning, and long-term sustainability.

The reduction in support calls, successful processing of nearly a 100 support tickets, elimination of significant network issues, avoidance of unnecessary vendor expenses, and increased overall system stability collectively indicate that the county's technology infrastructure is moving in a positive direction.

The IT team remains committed to improving reliability, strengthening cybersecurity, controlling costs, and providing responsive support to all county departments.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Nicholas Landrum". The signature is fluid and cursive, with the first name "J." and last name "Landrum" clearly visible.

J. Nicholas Landrum

Computer Guy Maine, LLC



Date: 06/06/26

Washington County Board of Commissioners

Subject: Quarter 2 2026 (April 1, 2026 – June 30, 2026)

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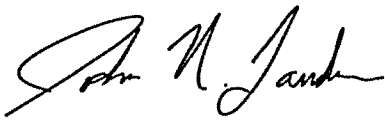
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Respectfully,

A handwritten signature in black ink, appearing to read "John N. Landrum". The signature is fluid and cursive, with the first name "John" and last name "Landrum" being clearly legible, and "N." in the middle.

J. Nicholas Landrum

Computer Guy Maine, LLC

Hank Farrah Consulting LLC

16 Viola Lane

Windham, ME, 04062

Email: hfarrah@hankfarrahconsulting.com

June 4, 2026

County of Washington

85 Court Street

Machias, Maine 04654

County Commissioners

I appreciate the opportunity to be of service to the County of Washington. I am committed to providing you with high quality professional services in an efficient and timely manner.

Services to be performed

Hank Farrah Consulting LLC will perform the following services for the fiscal year ended December 31, 2025:

- Prepare financial statements in accordance with accounting principles generally accepted in the United States of America, which includes all applicable standards from the Governmental Accounting Standards Board (GASB)
- Prepare schedule of expenditures of federal awards, if necessary, in accordance with the requirements of the Uniform Guidance
- Assistance with the preparation of the management's discussion and analysis (MD&A) in accordance with GASB Standards
- Organize information that supports financial figures presented in the financial statements, which includes creating lead sheets that bridge the information from your accounting system(s) to the financial statements, to provide to your auditor
- Assist with the reconciliation of account balances at year end to help eliminate any potential proposed adjusting journal entries from your auditor

The following is important to note about the services to be performed:

- These services are NOT an audit of your financial information
- These services are NOT a review of your financial information
- These services are NOT designed to find fraud, abuse, or waste
- Hank Farrah Consulting LLC will NOT be performing any procedures regarding internal control over financial reporting or compliance
- Hank Farrah Consulting LLC will NOT be performing any procedures regarding compliance with the Uniform Guidance

Fees for services

Fees for these services will be \$14,750 for the County of Washington, plus out-of-pocket costs, such as travel. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered while performing these services. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before additional costs are incurred. Upon completion of the services under this agreement, Hank Farrah Consulting LLC will submit an invoice. The County of Washington will pay Hank Farrah Consulting LLC within 30 days from the date of invoice. Any amounts owed after the due date will be assessed a 1.5% per month late charge.

I appreciate the opportunity to be of service to the County of Washington and believe this letter accurately summarizes the significant terms of the services to be provided. If you have any questions, please let me know. If you agree with the terms of the services to be provided, please sign and return it to me.

Very truly yours,



Jeremy "Hank" Farrah
Hank Farrah Consulting LLC

RESPONSE:

This letter correctly sets forth the understanding of the County of Washington and Hank Farrah Consulting LLC for the services to be provided.

Signed: _____

Title: _____

Date: _____