

November 13, 2025

Minutes of the Washington County Commissioners'  
Regular Meeting  
held November 13, 2025  
in the Washington County Probate Courtroom  
Machias, Maine

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Attending the meeting were:

Commissioner David Burns  
Commissioner Courtney Hammond  
Commissioner Billy Howard  
Renée Gray, County Manager  
Carla Manchester, Administrative Assistant  
Paula Johnson-Rolfe, WCSO  
Jeffrey Lovit, Addison  
Colleen Brown, Whiting  
Paul Sylvain, MVNO / Machias  
Joshua Rolfe, RCC / WCSO  
Diane Sarao, Lubec  
Chris Sarao, Lubec  
Barry Curtis, Sheriff  
Michael Crabtree, Chief Deputy  
Wayne Small, Jonesport  
Dennis Perry, WRCC / WCSO  
Robert A. Simpson, Whiting  
Sondra Small, Finance  
Rich Rolfe, Jail  
Tammy Gay, Deeds  
Heather Green, Deeds  
Megan Huffman, Finance  
Grace Falzarano, Finance  
Crystal Cushing, VWA D.A.'s Office  
Susan Sullivan, D.A.'s Office  
Rachel Worcester, D.A.'s Office  
Ben Edwards, Machias  
Brian Schuth, Eastport  
Abby Frutchy, Northfield  
Darlene Perry, Probate  
Lisa M. Hanscom, EMA  
Charlene Hammond, Columbia Falls  
Terri Woodruff, Whiting / Heathy Acadia  
Wayne Jones, Trescott

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Executive Department business was called to order at 4:39 p.m.

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Approval of the minutes for the Regular Commissioners' meeting held on October 9, 2025. (Hammond / Howard, 3-0)

Approval of the minutes for the Commissioners' Workshop held on October 6, 2025. (Hammond / Howard, 3-0)

Approval of the minutes for the Commissioners' Workshop held on October 23, 2025. (Hammond / Howard, 3-0)

**AGENDA ITEM: Old Business**

- None.

**AGENDA ITEM: Monthly and Quarterly Reports**

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

All written reports were accepted.

Jail Administrator Rich Rolfe stated he has been working on the need for more court time. Rich stated he spoke with the Clerk of Courts and District Attorney Granger who were very helpful in navigating this problem. He noted there are a lot of moving parts but he has gained some traction on this effort. Commissioner Burns stated he has also talked with the delegation. Rich also reported after meeting with Maine Department of Corrections regarding the jail's capacity overflow, all females will be transferred out of the Washington County Jail within a week. MDOC has no capacity for men at this point but will keep the females indefinitely.

Provisional Treasurer Grace Falzarano presented a funds transfer request for the Commissioners' review and signatures. The funds are to be transferred from the Evidence and Forfeiture, Account #XXXXXX5850, to the General Fund, Account # XXXXXX0790. The transfer is to reimburse the General Fund for the return of seized money with Check #71636 dated November 17, 2023 in the amount of \$2,133.00. By consensus, the transfer was approved and signed as presented.

Registrar of Deeds Tammy Gay reported the Deeds Office currently charges \$1.00 per page and a \$1.00 per document for a certified copy/true attested document. Tammy stated there are fee increases beginning in January 2026. With the upcoming fee increase she would like to raise the fee for a certified copy/true attest copy to \$1.00

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per page and \$5.00 per document. Tammy noted this fee increase is not a fee set by the state so it must be approved by the Board of Commissioners. With the request of the Registrar,

**\*MOTION\***            **Commissioner Howard moved to approve the Registry of Deeds miscellaneous fee increase as presented. (Howard / Hammond, 3-0)**

Registrar Tammy Gay recognized her Deputy Registrar, Heather Lee, who has recently completed 10 years of service with the County.

RCC Deputy Director Josh Rolfe stated the County has a contract with PCT for monthly maintenance. He reported there are some maintenance needs that will generate an expense; there is a need to replace the UPS battery backups that are on the antenna on the tower in Marshfield. PCT has offered to do the replacement of the UPS battery backups and hold the bill until January. Josh also stated there is maintenance needed on top of the antenna that would involve needing a climber and would cost approximately \$1400.00. Josh noted there is a shortage of climbers available. Josh asked the Commissioners if they would like him to refuse the offer from PCT until the financial situation is better or move forward with the work.

**\*MOTION\***            **Commissioner Howard moved to authorize PCT to replace the UPS battery backups and request the billing be held until January. (Howard / Hammond, 3-0)**

The additional work that requires a climber and would cost the County \$1400.00 will have to wait.

Josh had two notices from Motorola that he presented for the Commissioner approval and signatures; a Notice to Proceed and a Waiver and Indemnified Notice. Josh explained the County has sent for but is still waiting for FCC to issue the licensing for microwave frequencies. An extension has been filed but has not been received to date. The Notice to Proceed and the Waiver and Indemnified Notice releases Motorola from being held accountable if there is any interference with licensed frequencies. With the recommendation of RCC Deputy Director Josh Rolfe,

**\*MOTION\***            **Commissioner Burns moved sign the two notices for Motorola as presented. (Burns / Hammond, 3-0)**

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**AGENDA ITEM: Payroll Change Notices**

By consensus, the Commissioners accepted the resignations of

- Mary Zidalis as full-time Corrections Officer effective 12/12/25;
- Allen Corey as full-time ECS effective 11/30/25. Allen will remain as a part-time ECS.

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

None.

**AGENDA ITEM: Grants and Contracts**

A list of contracts, agreements and leases was presented to the Commissioners. This will be a standing item on the agenda with the need for the Commissioners to be involved in grants and contracts for the County. Commissioner Burns directed County Manager Renée Gray to forward the list of contracts to the BAC members. Renée stated she has already forwarded the list. Renée stated she has applied and was awarded a grant in the amount of \$925.14. The grant is an MMA Risk Reduction Grant. Items eligible to be covered under this grant are battery back-up surge protectors and security/emergency lights. Renée stated there are work stations that have battery back-ups that are reaching the end of their life, and security energy-efficient lights are needed at the RCC. The grant had been applied for before the Commissioners established the policy requiring pre-approval by the Board of Commissioners of all grants and contracts. Renée asked the Commissioners approval to move forward with the grant.

**\*MOTION\* Commissioner Burns moved to approve the MMA Risk Reduction Grant and authorized County Manager Renée Gray to purchase the items eligible for the grant reimbursement.  
(Burns / Hammond, 3-0)**

The Victim Witness Advocate (VWA) Service contract with the State of Maine was presented for the Commissioners' approval. VWA Crystal Cushing was present to explain the contract is between the State of Maine and the Prosecutorial District 7 covering Washington and Hancock Counties. The purpose of the contract is to provide advocacy for victims of criminal acts. The funding total is \$55,000.00 reimbursable to the provider (Washington County) in quarterly payments. Commissioner Howard asked if Washington County is responsible for any matching funds. Crystal replied there are no matching funds required.

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**\*MOTION\*** Commissioner Howard moved to approve the Victim Witness Advocate Service Contract with the State of Maine as presented. (Howard / Burns, 3-0)

Register of Probate Darlene Perry presented a Probate Case Management System (CMS) Contract for the Commissioners' approval. Darlene stated the contract is a renewal for their existing docketing system with Catalis. Darlene noted this cost has been included in the 2026 budget.

**\*MOTION\*** Commissioner Howard moved to approve the CMS Contract Renewal with Catalis as presented. (Howard / Hammond, 3-0)

**AGENDA ITEM:** Tax Abatement Decision Discussion -  
Sarao V. Town of Lubec

A Tax Abatement Hearing was held on October 9, 2025. The petition was denied. The final decision was signed by the Board of Commissioners and will be sent to both the taxpayers and the Town of Lubec.

**AGENDA ITEM:** Approval of Finance Department Job Descriptions

Prior to presenting the Commissioners with updated job descriptions for the Finance Department, Provisional Treasurer Grace Falzarano requested that the Commissioners consider changing the name of the Treasurer's Office to the Finance Department. With no objections,

**\*MOTION\*** Commissioner Burns moved to approve the name change of the Treasurer's Office to the Finance Department as requested. (Burns / Howard, 3-0)

Job descriptions were presented as the Finance Department is currently staffed; the County elected/appointed position of Treasurer, a full-time hourly position of Finance Manager and a full-time hourly position of Accounts Payable/Payroll Clerk. Grace reported the Finance Department has been discussing, reviewing, and planning for the staffing requirements of the office. She stated it was previously proposed to hire a full-time Finance Director at \$74,000.00. Grace offered a new proposal to hire a part-time person instead of a full-time Finance Director and use 2026 as a "planning year". The proposal would be to utilize the Provisional Treasurer for guidance, much like a Finance Director would provide. She noted with elections being held in November of 2026, and the option being explored to elect vs appoint a future Treasurer causes too many unknowns that may occur. Grace

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stated the proposal for the structure of the Finance Department will be reflected in the 2026 Budget. Commissioner Howard stated he would need time to consider the proposal. Commissioner Burns stated they would need to have a consensus. Commissioner Burns also stated he would like to know how other counties are structuring their finance departments. There was no action taken.

A letter to Machias Savings Bank explaining the County's new policy and procedure on Funds Transfers was presented to the Commissioners for their signature. The letter was signed as presented.

**AGENDA ITEM: Vacation Carry Over Requests**

County Manager Renée Gray stated she asked Department Heads for any vacation carry-over requests from staff to be submitted for the Commissioners approval. There were no requests.

**AGENDA ITEM: Retirement of Bond Counsel Lee Bragg of Bernstein Shur**

County Manager Renée Gray stated she received notification of Lee Bragg's retirement. Lee Bragg worked for Bernstein Shur as bond counsel for the County.

**AGENDA ITEM: Discussion to Sell 73 Broadway, Machias County Property**

Commissioner Howard stated he asked for an appraisal of the 73 Broadway, Machias County property. The broker's opinion was \$140,000.00. With concerns of the County's financial status and lien possibilities, Commissioner Howard stated this may not be the time to dispose of the property. The discussion was tabled.

**AGENDA ITEM: Discussion of Forensic Audit Request**

Commissioner Burns stated there has been a request from the public for a forensic audit. He stated the auditor is moving ahead with the 2022, 2023, and 2024 audits. Commissioner Burns noted there have been no red flags and no indication of malfeasance to date. He explained a forensic audit would cost a substantial amount with no immediate need. Commissioner Howard stated the auditor has found nothing alarming. It was also noted Financial Advisor Sue Lessard has not seen anything that would warrant a forensic audit. If there is any information that surfaces that would indicate a forensic audit is warranted, the County will move forward at that time. Commissioner Burns stated the offices of the State Auditor, Maine Attorney General and the U.S Attorney

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General should be contacted. By consensus, the Commissioners agreed that Chair Commissioner Burns will contact those offices.

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

A written report was submitted and is attached.

Renée reported final repairs on the new Sheriff's Office have been completed, and the final check that was being held for Sheridan Construction has been mailed. There is one last invoice the county is responsible for; a doorknob that locks on a door for the evidence prep room. That has been paid from ARPA funds for \$480.00.

Renée stated the MDEA has not moved in to the office space in the new Sheriff's building yet. Renée reported the State of Maine contacted her regarding required certifications on construction and completion. She stated all have been provided except for a Radon test. Renée stated she has contacted Haley Ward to perform this service. There will be an additional cost to complete this test. It was suggested that the County could purchase a Radon Kit for a few hundred dollars, but the validity of conducting the test on our own is questionable. Renée stated she has asked the state if they will pay for the Radon Test. She is waiting to hear back on the request. Once this test has been completed, the MDEA can begin the lease contract.

Renée reported she has met with the IT contract vendor and the county IT employee. The IT team has entered into phase II of the county IT services transition period. All things are on task for the contract to begin January 1, 2026.

Renée stated the county webmaster has notified the county of a possible rate increase. The County has a contract with Nancy Price of Borderline Digital. With the increase in the mass of information that we have recently sent her to post, she notified us that we may need to renew the contract with a larger compensation amount.

Renée informed the Commissioners that Kone was returning on December 3<sup>rd</sup> to complete additional work on the elevator. Kone will be repacking the shaft. The work is under warranty so there will be no extra cost.

**AGENDA ITEM: Commissioner Issues and Comments**

The Board of Commissioners asked for an update on the audit. Provisional Treasurer Grace Falzarano state the preliminary audit for

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2022 should be completed by December 12<sup>th</sup>. She stated there are just a few more questions that need to be answered. Commissioner Burns stated that, in the interest of speeding up the process of getting audits complete and up-to-date, several auditing firms have been contacted. Barry and Dunn would need a \$25,000.00 payment just as a retainer fee. RHR Smith requested preliminary information. Grace reported that the requested information has been submitted and there has been no response as of yet. Grace suggested RHR Smith may not be interest. Commissioner Burns inquired if the county and U.T. audits could be split between auditors to speed up the process. Grace stated that is a possibility. Commissioner Burns confirmed his interest in pursuing splitting the auditing services; one auditing firm to take on the County audit and one firm to take on the U.T. audit. Commissioner Burns requested the current auditor be asked to relinquish the U.T. audit. The annual engagement letter for auditing services for Washington County was presented for the fiscal year ending December 31, 2022.

**\*MOTION\*** Commissioner Hammond moved to accept and sign the engagement letter as presented. (Hammond / Howard, 3-0)

County Manager Renée Gray stated a standing policy has not been practiced in many years. The policy was adopted to dismiss all non-essential employees at noon on Christmas Eve when December 24<sup>th</sup> is a scheduled work day. Renée stated she would like to reinstated the practice if the Commissioners are in agreement to keep the policy in place. By consensus, the Commissioners will leave the policy in place.

Commissioner Howard stated he had five separate motions for issues previously discussed. He noted the following motions are to clarify the intensions of the Commissioners.

**\*MOTION\*** Commissioner Howard made a motion 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. (Howard / Burns, 3-0)

**\*MOTION\*** Commissioner Howard made a motion that no County department shall hire any employee without a vote of the Board of Commissioners to authorize the hire. (Howard / Burns, 3-0)

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- \*MOTION\*** Commissioner Howard made a motion that no County department shall execute any contract or agreement for purchase of goods or services valued at over \$500.00 without a vote of the County Commissioners authorizing the execution of such agreement. (Howard / Burns, 3-0)
- \*MOTION\*** Commissioner Howard made a motion that the Treasurer and Manager shall not move money from one line item in the County Budget to another, or move money from one bank account to another without approval of the County Commissioners. (Howard / Burns, 3-0)
- \*MOTION\*** Commissioner Howard made a motion that any new tax money received from municipalities in Washington County be first spent to pay down the Tax Anticipation Note or debt unless specifically authorized by the County Commissioners. (Howard / Burns, 3-0)

Commissioner Howard stated there is only one person authorized to communicate with Risk Pool. He stated someone needs to authorized Provisional Treasurer Grace Falzarano for communication with Malcolm Ulmer. It was decided Commissioner Burns, as Chair of the Board of Commissioners, will need to contact the Risk Pool.

**AGENDA ITEM: Budget Discussion**

Commissioner Burns stated he has proposals and suggestions to be considered for cost savings for the County. He suggested layoffs or reductions in force. A list of all proposals and suggestions is attached. Commissioner Burns projected this would be a savings of approximately \$900,000.00 for 2026. He noted this will be a burden on employees but believes cuts need to be made and someone needs to make a decision. Sheriff Curtis voiced his concern about continuing to care for the citizens of Washington County with such cuts. Commissioner Burns stated he was sure the Sheriff will figure out continued coverage that is needed. Commissioner Hammond stated his concerns of losing staff to provide services, and noted by statute the County is required to provide certain services. Commissioner Burns acknowledged the County must work within the statutes and noted that what he has suggested are just proposals. Commissioner Howard stated the Commissioners are trying to keep all departments open, but the County is running out of funds. The budget discussion was concluded with the understanding that the Board of Commissioners will need to hold another workshop but are unable to schedule it until after the BAC meeting.

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

\*MOTION\* Commissioner Howard moved to go into Executive Session.  
Commissioner Hammond seconded the motion which passed  
3-0. It was 6:12 p.m. (Howard / Hammond, 3-0)

\*MOTION\* The Commissioners declared themselves to have closed  
the Executive Session. It was 7:00 p.m.  
(Burns / Hammond, 3-0)

No action.

ADJOURNMENT

7:00 p.m.

ATTEST:

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

Washington County Emergency Management Agency  
November 2025 Monthly Report to the County Commissioners

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### Department of Justice (DOJ) Grant

At the request the County Manager, our agency assisted with obtaining an extension for the Department of Justice Grant. On **October 24, 2024**, my office sent an email to the DOJ requesting the extension. The email included a **proposed project completion timeline for 2025 and quarterly reports for 2025**.

Due to the ongoing **federal government shutdown**, we have not yet received confirmation or approval of the grant extension request. In the interim, I assisted the County Manager with updating **SAM.gov** to ensure the County's federal registration remains current.

Additionally, an email was sent to **Nashonda Hanks** requesting assistance with **JustGrants** and **DIAMOND** to help Washington County regain full grant compliance. However, because of the shutdown, this process is also pending.

Once the federal government reopens, I plan to **resend all pending emails and documentation** to ensure Washington County's requests are prioritized in the federal queue.

As of this report, **\$23,903.70** remains in the DOJ grant. Considering the time delays and fiscal limitations, I recommend that this remaining balance **be returned to DOJ** once the grant period officially closes.

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### Machias Bay Masterplan Leadership Committee

The **Machias Bay Masterplan Leadership Committee** met on **October 20** and **November 10, 2024**. A **public hearing** was held on **November 3, 2024**, at the Lee Pellon Center to discuss options for replacing the Machias Dike.

During this meeting, many community members expressed support for the **in-kind replacement option**. The next public hearing, which will focus on **downtown flooding concerns**, is scheduled for **December 10, 2024**.

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### Local Emergency Planning Committee (LEPC)

At the **October 14, 2024**, **SERC (State Emergency Response Commission)** meeting, several **Washington County LEPC membership applications** were approved. The **LEPC workplans and budgets** were previously approved in **September 2024**; however, **LEPC contracts** have not

yet been issued due to the federal shutdown. These contracts are expected to be distributed once the government resumes operations.

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## **Training and Exercises**

- **October 24, 2024 – Versant Power Functional Exercise:**  
The County EMA participated in a **Smartsheet functional exercise** with Versant Power. The exercise was successful, resolving several operational questions and preparedness concerns before the winter season.
  - **October 28, 2024 – Wildfire Tabletop Exercise:**  
The **ME-Downeast Chapter** conducted a wildfire tabletop exercise for its members. **Chrissy** attended on behalf of our agency and worked closely with several state partners. During the exercise, participants discussed Washington County EMA's ability to **send emergency alerts via IPAWS**, which would reach all cell phones within an evacuation zone during an emergency.
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## **Upcoming Meetings and Events**

- **Downeast Public Health Council Meeting**
- **MEMA/EMA Monthly Coordination Meeting**
- **Machias Bay Masterplan Leadership Committee**
- **Machias Bay Masterplan Leadership Public Hearing-December 10**

Lisa M. Hanscom, Director  
Washington County Emergency Management Agency

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

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(207) 667-0784 (Fax)

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

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

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

**Justine Barry**  
Asst District Attorney

**Kirk Bloomer**  
Asst District Attorney

**Eric Columber**  
Asst District Attorney

**Timothy Cote**  
Detective

November 6, 2025

Washington County Commissioners  
Court Street  
Machias, ME

RE: Monthly Department Head Report  
October - 2025

Dear Sirs:

Our office completed a trial term last month, and a number of cases were resolved by plea and trial.

Now that we know the results of the bond referendum, I stand ready to work with the commissioners to resolve any issues arising from the electorate's decision at the polls on Tuesday. However, we are already handling an increasing workload with less staff than previously.

Respectfully,

Robert C. Granger  
District Attorney

## MONTHLY ADMINISTRATIVE REPORT FOR October 9<sup>th</sup> – November 13<sup>th</sup>

### TASKS COMPLETED

- **Prepare Commissioners' meeting minutes**
- **Prepare Agenda for November Meeting**
  - Distribute and publicize
- **Prepare weekly vouchers for payment**
  - Reconcile Health Trust insurance billing
  - Reconcile NCEU Health and Welfare billing
  - Prepare voucher for monthly postage funds for meter
- **Prepare monthly postage report**
- **HR Paperwork**
  - Process paperwork for employee status changes:
    - Hire of new employees
    - Reclassification of employees
    - Resignation of employee
  - MainePERS
    - Continue to gather "Limited Open Enrollment Period" election forms from eligible employees.
  - Distribute notice for LD 1021 (FF/LEO Health Insurance Subsidy) "Limited Open Enrollment Period"
  - Begin preparing for Open Enrollment for all eligible employees
- **Risk Pool**
  - Worked with County Manager and IT to gather information for Risk Pool Cyber Security Renewal
  - Submitted our renewal to Malcolm Ulmer
- **Worker's Comp**
  - First Report of Injury completed. There will be a follow-up needed before the claim is closed.
  - Submitted Worker's Comp Renewal. Most information for the renewal application is supplied by Finance as the rates are based on employee wage classification.
- **Scheduling and putting notice out for meetings**
- **Vehicle List updated**
- **Website updates**
  - There have been many updates needed throughout this past month
- **U.S. Bank Lease**
  - Gather information for EMA and Jail regarding termination of lease for equipment due to non-appropriation of funds.
- **Compile List of Lease, Contracts and Agreement for Commissioners and BAC**

We continue to field information requests and compile data.

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 602 Emergency Management Agency</b>			
3100 Wages	108,063.00	91,438.19	16,624.81
4004 IT Services Contract	15,000.00	9,450.00	5,550.00
4006 Website Maintenance	500.00	-	500.00
4105 Auto mileage	300.00	-	300.00
4110 Meals	500.00	360.00	140.00
4115 Lodging	1,500.00	253.29	1,246.71
4205 Gas/oil/grease vehicles	2,500.00	1,220.57	1,279.43
4210 Vehicle Mnt	500.00	-	500.00
4314 Internet Expense	750.00	1,159.23	(409.23)
4315 Telephone bill	1,600.00	1,188.18	411.82
4413 Lease Agreement	2,640.00	2,530.25	109.75
4632 Equipment Repair/Maintena	500.00	-	500.00
4655 Radios-base repairs/maint	200.00	240.00	(40.00)
4675 Equipment Repair/Maintena	500.00	385.00	115.00
~generator maintenance			-
4676 Computer upgrade & mainte	400.00	-	400.00
4805 Advertising	50.00	-	50.00
4820 Dues & Bonds	50.00	50.00	-
4835 Postage	50.00	0.69	49.31
4840 Printing/Publications	50.00	246.48	(196.48)
4940 Training/education	1,000.00	-	1,000.00
5335 Office Supplies	400.00	186.51	213.49
5385 Computer supplies	500.00	370.34	129.66
Emergency Management	137,553.00	109,078.73	28,474.27
<b>Dept: 602 Emergency Management Agency Revenue</b>			
6208 Fed Match	69,777.00	43,093.24	26,683.76
6210 State Match	-	55,604.67	(55,604.67)
6211 Grant Rev	-	-	-
EMA Revenue	69,777.00	98,697.91	(28,920.91)
Estimated Net Income/Loss	67,776.00	10,380.82	57,395.18

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 603 District Attorney</b>			
3100 Wages	253,719.00	209,516.16	44,202.84
3125 Compensatory Time		515.97	(515.97)
3150 F-T Overtime		208.85	(208.85)
3200 Part Time - Regular	27,169.00	18,265.03	8,903.97
3220 Earned Paid Leave Wages		870.80	(870.80)
4020 Victim/witness Contract	2,500.00	1,667.57	832.43
4021 Fed Vic-Wit Cont Pmt	27,500.00	23,246.94	4,253.06
4080 Transcripts	1,200.00	164.50	1,035.50
4105 Auto mileage	14,000.00	3,860.50	10,139.50
4110 Meals	2,000.00	63.83	1,936.17
4115 Lodging	5,000.00	-	5,000.00
4314 Internet Expense	701.00	669.68	31.32
4315 Telephone bill	10,600.00	8,985.65	1,614.35
~Machias and Calais			-
4322 Share File (DA Office)	3,100.00	1,632.00	1,468.00
4411 Calais office rent	3,000.00	3,000.00	-
4630 Equipment Lease	3,000.00	2,749.64	250.36
4676 Computer upgrade & mainte	25,000.00	14,062.69	10,937.31
4722 Insurance - Other	500.00	1,476.88	(976.88)
4820 Dues & Bonds	1,650.00	1,140.00	510.00
4835 Postage	1,900.00	312.83	1,587.17
4840 Printing/Publications	800.00	281.38	518.62
5335 Office Supplies	5,200.00	2,576.97	2,623.03
5375 Training & training suppl	1,500.00	563.00	937.00
5510 Statutes & reference book	6,000.00	2,159.86	3,840.14
7320 Computer upgrade	-	-	-
7325 Equipment & furniture	-	-	-
7332 Software Reserve	-	-	-
~future software purchase			-
District Attorney	396,039.00	297,990.73	98,048.27
<b>Dept: 603 District Attorney Revenue</b>			
6315 Fed Witn Adv	55,000.00	67,333.28	(12,333.28)
6316 St Witn Adv	-	9,767.00	(9,767.00)
6320 Discov fees	-	650.93	(650.93)
6321 AdFee-DefDis	5,500.00	-	5,500.00
6325 Misc Rev	-	-	-
DA Revenue	60,500.00	77,751.21	(17,251.21)
Estimated Net Income/Loss	335,539.00	220,239.52	115,299.48

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 604 County Administration</b>			
3100 Wages	180,013.00	151,962.96	28,050.04
4000 Professional services	6,000.00	27,183.65	(21,183.65)
~TAN Services			-
4004 IT Services Contract	6,000.00	3,500.00	2,500.00
4005 Audit Services	20,000.00	8,000.00	12,000.00
4006 Website Maintenance	1,000.00	1,309.00	(309.00)
4105 Auto mileage	2,500.00	4,717.65	(2,217.65)
4110 Meals	500.00	193.78	306.22
4115 Lodging	500.00	111.93	388.07
4314 Internet Expense	701.00	669.65	31.35
~includes email (7)			-
4315 Telephone bill	11,000.00	8,021.32	2,978.68
4630 Equipment Lease	2,000.00	2,237.66	(237.66)
4676 Computer upgrade & mainte	2,000.00	1,165.00	835.00
4805 Advertising	2,000.00	1,013.57	986.43
4820 Dues & Bonds	11,200.00	11,362.36	(162.36)
4835 Postage	2,800.00	(154.36)	2,954.36
4840 Printing/Publications	150.00	890.03	(740.03)
4920 Miscellaneous	950.00	370.55	579.45
4930 Registration/enrollment f	300.00	69.99	230.01
4940 Training/education	-	85.00	(85.00)
5335 Office Supplies	1,500.00	1,242.64	257.36
5505 Books & periodicals(subsc	200.00	73.90	126.10
7314 Office Equipment	-	60.00	(60.00)
7325 Equipment & furniture	-	79.00	(79.00)
7336 Econ. Dev. - SCEC	24,000.00	24,000.00	-
~SCEC			-
7340 Archive	8,000.00	7,762.89	237.11
County Admin	283,314.00	255,928.17	27,385.83
<b>Dept: 604 County Administration Revenue</b>			
6400 County Tax	9,925,871.00	9,543,195.50	382,675.50
6401 Cty Tax Int	-	-	-
6402 Pay in Lieu	-	-	-
6455 Misc. Rev	-	166.21	(166.21)
6475 UT AdminFees	20,000.00	20,000.00	-
6476 UT Bldg Rent	2,400.00	1,800.00	600.00
County Revenue	9,948,271.00	9,565,161.71	383,109.29
Estimated Net Income/Loss	(9,664,957.00)	(9,309,233.54)	(355,723.46)

## 2025 Financial Update

<b>Description</b>	<b>Budget 2025</b>	<b>Expenses YTD 2025</b>	<b>Remaining Funds 2025</b>
<b>Dept: 605 County Finance</b>			
3100 Wages	142,722.00	116,377.73	26,344.27
3200 Part Time - Regular	-	-	-
4000 Professional services ~payroll	9,000.00	5,697.49	3,302.51
4004 IT Services	-	-	-
4105 Auto mileage	500.00	-	500.00
4110 Meals	400.00	-	400.00
4115 Lodging	400.00	-	400.00
4314 Internet Expense ~includes email (3)	701.00	669.68	31.32
4315 Telephone bill	1,600.00	962.50	637.50
4630 Equipment Lease	425.00	357.57	67.43
4676 Computer upgrade & mainte ~TRIO software maintenance	6,000.00	5,463.71	536.29
4805 Advertising	100.00	-	100.00
4820 Dues & Bonds	50.00	-	50.00
4835 Postage	1,500.00	1,226.99	273.01
4940 Training/education	700.00	-	700.00
5335 Office Supplies	2,000.00	(344.30)	2,344.30
7305 County computer upgrade	-	-	-
7314 Office Equipment	-	-	-
County Finance	166,098.00	130,411.37	35,686.63
<b>Dept: 605 County Finance Revenue</b>			
6500 INT INC-G/F	50,000.00	-	50,000.00
6501 Deeds Inter	8,000.00	7,140.55	859.45
Finance Revenue	58,000.00	7,140.55	50,859.45
Estimated Net Income/Loss	108,098.00	123,270.82	(15,172.82)

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 606 County Buildings</b>			
3100 Wages ~court reimburses 1.5 positions	208,375.00	176,986.20	31,388.80
4104 Auto Expense	1,500.00	249.99	1,250.01
4205 Gas/oil/grease vehicles	1,300.00	470.01	829.99
4305 Electricity	37,000.00	41,739.15	(4,739.15)
4309 Phone Repair/Maintenance	500.00	-	500.00
4310 Sewer bill	7,600.00	6,646.88	953.12
4311 Water bill	2,500.00	4,469.27	(1,969.27)
4315 Telephone bill	1,200.00	1,329.36	(129.36)
4605 Parking lot/grounds/snow ~cost to be shared by courts	18,107.00	12,074.64	6,032.36
4610 Building/structure mainte ~combined with 4625, 4632, 4640, 4645	17,250.00	9,526.02	7,723.98
4620 Elevator Maintenance Contract ~4 elevators (3 to be reimbursed by courts)	2,000.00	3,081.16	(1,081.16)
4622 Fire Alarm Inspections ~Norris contract	1,500.00	2,123.73	(623.73)
4635 HVAC repairs	7,500.00	5,176.09	2,323.91
4660 Rubbish Removal/Shredding	2,500.00	1,701.00	799.00
5205 Fuel - Buildings	44,500.00	27,988.21	16,511.79
5325 Maintenance supplies	4,000.00	1,848.01	2,151.99
5335 Office Supplies	150.00	115.98	34.02
5405 Uniforms/clothing allowan	2,750.00	771.87	1,978.13
7205 Building improvements	-	21,855.39	(21,855.39)
7210 Jail Roof	-	35,693.45	(35,693.45)
7211 HVAC	-	-	-
7325 Equipment & furniture	-	-	-
7380 Bldg Signage	-	194.20	(194.20)
County Buildings	360,232.00	354,040.61	6,191.39
<b>Dept: 606 County Buildings Revenue</b>			
6645 BldRent Wcty	-	-	-
6650 Court Reimb	72,031.00	204,964.56	(132,933.56)
Buildings Revenue	72,031.00	204,964.56	(132,933.56)
Estimated Net Income/Loss	288,201.00	149,076.05	139,124.95

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 607 Regional Communications Center</b>			
3100 Wages	1,089,077.00	882,765.14	206,311.86
3115 Night Shift Differential	-	-	-
3125 Compensatory Time	-	4,507.14	(4,507.14)
3150 Regular Full Time Overtime	50,000.00	52,209.14	(2,209.14)
3200 Part Time - Regular	40,000.00	6,619.66	33,380.34
3220 Earned Paid Leave Wages	-	1,098.39	(1,098.39)
3230 Part Time - IT wages	31,200.00	12,829.68	18,370.32
4004 IT Services Contract	19,667.00	37,692.06	(18,025.06)
4105 Auto mileage	2,000.00	767.06	1,232.94
4110 Meals	1,500.00	1,484.36	15.64
4115 Lodging	1,000.00	910.00	90.00
4125 Equipment & Furniture	-	-	-
4205 Gas/oil/grease vehicles	2,000.00	792.66	1,207.34
4305 Electricity	10,515.00	12,157.18	(1,642.18)
4314 Internet Expense	800.00	669.68	130.32
4315 Telephone bill	4,230.00	4,220.28	9.72
4320 Datalines	1,678.00	1,397.05	280.95
4321 Computer Maintenance Agre	11,187.00	21,396.23	(10,209.23)
~includes Spillman			-
4450 Communications Equipment Maint	-	-	-
4630 Equipment Lease	271.00	247.82	23.18
4655 Radios-base repairs/maint	36,000.00	36,000.00	-
~PCT contract			-
4657 Recorder/Maintenance	-	-	-
4675 Equipment Repair/Maintena	1,000.00	1,525.00	(525.00)
4722 Insurance - Other	1,500.00	-	1,500.00
4820 Dues & Bonds	347.00	200.00	147.00
4835 Postage	25.00	-	25.00
4940 Training/education	1,500.00	575.00	925.00
5206 Propane-Towers	1,000.00	-	1,000.00
5335 Office Supplies	1,500.00	514.77	985.23
5360 Public Safety (Lisa Hanscom)	18,000.00	16,627.00	1,373.00
5405 Uniforms/clothing allowan	1,500.00	658.60	841.40
5810 Employee Recognition	200.00	52.75	147.25
7310 Communications Equipment Maint	-	8,000.00	(8,000.00)
7325 Equipment & furniture	-	107.80	(107.80)
RCC	1,327,697.00	1,106,024.45	221,672.55

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 609 Registry of Deeds</b>			
3100 Wages	164,223.00	138,957.50	25,265.50
4004 IT Services Contract	500.00	-	500.00
4314 Internet Expense ~includes email (3)	750.00	669.68	80.32
4315 Telephone bill	700.00	461.86	238.14
4630 Equipment Lease	5,800.00	4,848.07	951.93
4632 Equipment Repair/Maintena	600.00	-	600.00
4820 Dues & Bonds	200.00	200.00	-
4825 Scanning & Imaging	50,000.00	41,382.00	8,618.00
4835 Postage	1,700.00	1,143.72	556.28
4920 Miscellaneous	-	-	-
4930 Registration/enrollment f	300.00	199.00	101.00
5335 Office Supplies	2,500.00	1,785.36	714.64
7325 Equipment & furniture	-	-	-
Registry of Deeds	227,273.00	189,647.19	37,625.81
<b>Dept: 609 Registry of Deeds Revenue</b>			
6064 Web Revenues	5,000.00	4,881.01	118.99
6065 R-Deeds Fees	270,000.00	247,061.31	22,938.69
6066 Transfer tax	75,000.00	89,818.40	(14,818.40)
6068 Surcharge	-	15,795.00	(15,795.00)
Registry Revenue	350,000.00	357,555.72	(7,555.72)
Estimated Net Income/Loss	(122,727.00)	(167,908.53)	22,514.37

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 610 Probate Court</b>			
3100 Wages	224,002.00	189,540.12	34,461.88
4000 Professional services	30,000.00	10,175.90	19,824.10
4004 IT Services Contract	1,800.00	-	1,800.00
4105 Auto mileage	1,000.00	512.40	487.60
4110 Meals	300.00	96.31	203.69
4115 Lodging	500.00	-	500.00
4314 Internet Expense	750.00	669.68	80.32
~includes emails (2)			-
4315 Telephone bill	700.00	482.65	217.35
4630 Equipment Lease	1,400.00	1,374.82	25.18
4632 Equipment Repair/Maintena	150.00	-	150.00
4676 Computer upgrade & mainte	500.00	159.90	340.10
~Quickbooks/Adobe			-
4805 Advertising	100.00	-	100.00
4820 Dues & Bonds	1,050.00	600.00	450.00
4835 Postage	1,630.00	1,785.27	(155.27)
4845 Notice Publications	11,000.00	5,200.00	5,800.00
5335 Office Supplies	1,800.00	1,087.05	712.95
5338 Record Management System	-	-	-
5510 Statutes & reference book	1,300.00	1,059.28	240.72
7320 Computer upgrade	-	-	-
7370 ICON Docket System	-	2,420.00	(2,420.00)
Probate Court	277,982.00	215,163.38	62,818.62
<b>Dept: 610 Probate Court Revenue</b>			
6101 Surcharge	2,500.00	1,390.00	1,110.00
6102 Probate Fees	70,000.00	75,103.30	(5,103.30)
6104 Postage	-	1,394.35	(1,394.35)
6105 Notice/Pub	-	3,600.00	(3,600.00)
ProbateCourt Rev	72,500.00	81,487.65	(8,987.65)
Estimated Net Income/Loss	205,482.00	133,675.73	71,806.27

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 611 Sheriff's Department</b>			
3100 Wages	1,774,660.00	1,490,032.11	284,627.89
3103 Lubec Wages	-	1,500.00	(1,500.00)
3105 SO-Outside Detail	-	29,285.00	(29,285.00)
3109 Jonesport Wages	-	14,400.00	(14,400.00)
3111 Military Pay	-	2,066.40	(2,066.40)
3114 Reimbursable Detail	-	11,125.81	(11,125.81)
3125 Compensatory Time	-	1,463.70	(1,463.70)
3150 Regular Full Time Overtime	135,000.00	204,789.01	(69,789.01)
3200 Part Time - Regular	15,000.00	4,375.77	10,624.23
3220 Earned Paid Leave Wages	-	380.01	(380.01)
3230 Part Time - IT wages	31,200.00	12,830.28	18,369.72
3240 Civil Process	45,000.00	32,880.00	12,120.00
4000 Professional services	3,000.00	200.00	2,800.00
4004 IT Services Contract	19,667.00	37,692.48	(18,025.48)
4105 Auto mileage	1,000.00	80.57	919.43
4110 Meals	1,500.00	-	1,500.00
4115 Lodging	6,000.00	968.32	5,031.68
4117 Tolls	50.00	-	50.00
4140 Civil Process Expenses	42,000.00	22,340.94	19,659.06
4205 Gas/oil/grease vehicles	100,000.00	68,030.78	31,969.22
4210 Vehicle Mnt	50,000.00	44,664.36	5,335.64
4305 Electricity	3,600.00	3,657.55	(57.55)
4314 Internet Expense	701.00	771.79	(70.79)
4315 Telephone bill	39,400.00	25,697.84	13,702.16
4630 Equipment Lease	2,670.00	1,622.63	1,047.37
4656 Mobile radios/repairs-mai	600.00	365.50	234.50
4676 Computer upgrade & mainte	15,525.00	39,187.17	(23,662.17)
4820 Dues & Bonds	1,200.00	1,100.00	100.00
4835 Postage	2,500.00	1,727.29	772.71
4840 Printing/Publications	3,550.00	1,791.56	1,758.44
~combining 4805, 4840, and 5510			
4905 Criminal investigation ex	12,000.00	8,608.85	3,391.15
4935 Fitness Incentive	14,000.00	2,000.00	12,000.00
4940 Training/education	1,800.00	7,682.00	(5,882.00)
5335 Office Supplies	7,400.00	2,194.48	5,205.52
5338 Record Management System	-	2,738.04	(2,738.04)
5360 Public Safety	6,000.00	3,334.14	2,665.86
5405 Uniforms/clothing allowan	17,605.00	6,669.82	10,935.18
5520 FireArm Associated Expense	12,380.00	78.00	12,302.00
5525 Taser Expense	10,000.00	11,674.79	(1,674.79)
5850 K-9 Expense	-	-	-
Grant Match			
7050 Officer Acquisition	-	-	-
7320 Computer upgrade	-	547.36	(547.36)
7325 Equipment & furniture	-	85.49	(85.49)
7345 Motor Vehicles - Reserve	-	-	-
7346 Motor Vehicle Equipment Res	-	18,274.83	(18,274.83)
7390 Bullet-proof vests	-	2,313.00	(2,313.00)
7391 K-9 Reserve	-	12,082.31	(12,082.31)
Sheriff's Department	2,375,008.00	2,133,309.98	241,698.02

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 611 Sheriff's Department Revenue</b>			
6113 MDEA Reimb	213,408.00	220,202.27	(6,794.27)
6175 Civ Process	87,000.00	74,809.52	12,190.48
6176 SO Ins Rpts	2,200.00	1,529.50	670.50
6179 DETAIL FEES	-	36,275.00	(36,275.00)
6182 Grand Lake	-	-	-
6183 Jonesport	-	20,580.00	(20,580.00)
6184 Lubec Patrol	-	2,520.00	(2,520.00)
6200 MDEA Rent	-	-	-
Sheriff's Revenue	302,608.00	355,916.29	(53,308.29)
Estimated Net Income/Loss	2,072,400.00	1,777,393.69	295,006.31

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 612 Information Technology</b>			
3200 Part Time - Regular	-	-	-
4004 IT Services Contract	-	-	-
Information Technology	-	-	-
<b>Dept: 614 Governmental Third Party</b>			
4701 WashCty COG	-	-	-
4702 Was.Cty. Soil & Water Con	12,000.00	12,000.00	-
4703 Was.Cty. Extension Associ	32,500.00	32,500.00	-
4704 D-E RC&D	-	-	-
Governmental Third Party	44,500.00	44,500.00	-
<b>Dept: 618 Third Party Requests</b>			
4714 Wash. Cty. Firefighters A	5,000.00	5,000.00	-
4715 Orono Fire Region Respons Team	5,000.00	-	5,000.00
4716 Downeast Institute	5,000.00	5,000.00	-
4717 Next Step	1,500.00	-	1,500.00
Third Party	16,500.00	10,000.00	6,500.00
<b>Dept: 619 Insurance</b>			
4721 Liability Insurance	-	69,679.26	(69,679.26)
4755 Workers Compensation	-	110,611.58	(110,611.58)
Insurance	-	180,290.84	(180,290.84)
<b>Dept: 619 Insurance Revenue</b>			
6190 Worker's Comp	13,086.00	4,596.00	8,490.00
Insurance Rev	13,086.00	4,596.00	8,490.00
Estimated Net Income/Loss	(13,086.00)	175,694.84	(188,780.84)
<b>Dept: 620 Employee Benefits</b>			
4724 Health Insurance	2,225,875.00	1,409,449.19	816,425.81
4730 Paid Family Medical Leave	15,000.00	18,149.33	(3,149.33)
4735 MSRS	632,538.00	353,144.02	279,393.98
4740 IRA match	20,000.00	6,800.00	13,200.00
4750 FICA County match	491,866.00	319,938.83	171,927.17
Employee Benefits	3,385,279.00	2,107,481.37	1,277,797.63
<b>Dept: 620 Employee Benefits Revenue</b>			
6201 Empl Reimb.	101,519.00	-	101,519.00
Empl Ben Rev	101,519.00	-	101,519.00
Estimated Net Income/Loss	3,283,760.00	2,107,481.37	1,176,278.63

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 622 Debt Service</b>			
<b>4800 TAN plus Bond Interest</b>	75,000.00	-	75,000.00
Debt Service	75,000.00	-	75,000.00
<b>Dept: 625 Unorganized Territory</b>			
3100 Wages		4,653.84	(4,653.84)
3200 Part Time - Regular		745.48	(745.48)
3220 Earned Paid Leave Wages		467.52	(467.52)
4315 Telephone bill		204.32	(204.32)
4835 Postage		-	-
Unorganized Territory	-	6,071.16	(6,071.16)
<b>Dept: 660 Capital Reserves</b>			
7501 Leave Reimbursement Reser	75,000.00	-	75,000.00
7502 Unemployment Reserves	25,000.00	5,750.42	19,249.58
7503 Earned Paid Leave	-	-	-
Capital Reserves	100,000.00	5,750.42	94,249.58
<b>Dept: 662 Contingency</b>			
8001 Contingency	-	-	-
Contingency	-	-	-

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 699 County Jail</b>			
1002 Ambulance Services	2,200.00	2,448.09	(248.09)
1017 Inmate Medical Svs. Contract	133,224.00	153,521.87	(20,297.87)
1026 Psychological Services	9,000.00	1,439.43	7,560.57
1028 Sanitation/Pest Control	1,300.00	1,028.00	272.00
1104 Lodging	10,000.00	4,436.63	5,563.37
1106 Meals - Staff	7,675.00	3,971.52	3,703.48
1108 Other (Tolls, Parking)	150.00	114.40	35.60
1203 Gasoline	11,000.00	5,325.22	5,674.78
1209 Vehicle Repairs and Maint.	9,000.00	11,120.31	(2,120.31)
1302 Electric (Utilities)	50,000.00	30,903.41	19,096.59
1303 Fuel Oil/Heating Oil	40,000.00	28,378.01	11,621.99
1305 Gas-Propane (Kitchen)	5,500.00	3,689.81	1,810.19
1308 Sewer (Utilities)	17,000.00	13,598.76	3,401.24
1310 Telephone/Internet	3,600.00	2,488.96	1,111.04
1312 Water (Utilities)	4,000.00	3,432.72	567.28
1405 Lease Agreement	1,100.00	2,494.20	(1,394.20)
1602 Building Structure Maint.	26,300.00	19,179.27	7,120.73
1606 Elevator Maintenance	155.00	161.00	(6.00)
1607 Equip/Furn. Maint.	8,000.00	1,133.04	6,866.96
1612 Maintenance Agreements	350.00	784.55	(434.55)
1620 Radio Repair	1,000.00	171.38	828.62
1621 Rubbish Removal	6,000.00	4,624.00	1,376.00
1676 Computer Upgrade/Maintenance	7,000.00	10,693.11	(3,693.11)
~includes Spillman			-
1703 Insurance-Liability	-	53,422.00	(53,422.00)
1810 Jail Employee Recognition	600.00	-	600.00
1815 Postage	-	2.04	(2.04)
1817 TAN Interest	20,000.00	-	20,000.00
1907 Registration/Enrollment Fees	500.00	297.00	203.00
1909 Training & Education	15,000.00	35,974.96	(20,974.96)
2101 Food	114,000.00	118,145.87	(4,145.87)
2214 Cleaning Supplies	15,000.00	15,559.36	(559.36)
2221 Institutional Bedding	4,000.00	5,333.67	(1,333.67)
2225 Instit. Misc. Sup. (Medical)	70,000.00	70,212.21	(212.21)
2226 Kitchen Supplies	9,000.00	7,875.82	1,124.18
2230 Office Supplies	4,000.00	1,801.19	2,198.81
2239 Statutes/Reference Books	300.00	-	300.00
2301 Correction Officer Uniforms	10,000.00	4,826.22	5,173.78
2303 Prisoner Uniforms	7,000.00	5,433.44	1,566.56
2360 Recruitment & PR	1,500.00	151.68	1,348.32
2805 Computer Upgrade	15,634.00	99.96	15,534.04
2806 Security Cameras	1,800.00	-	1,800.00
2827 Control Panel (fixture)	9,000.00	-	9,000.00
2845 Motor Vehicles - Reserve	-	-	-
3100 Wages	1,666,002.00	1,543,924.43	122,077.57
3111 Military Pay		607.92	(607.92)
3115 Night Shift Differential	-	-	-
3125 Compensatory Time		13,186.19	(13,186.19)

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 699 County Jail continued</b>			
3150 Regular Full Time Overtime	150,000.00	215,013.17	(65,013.17)
3200 P-T Regular	108,000.00	53,064.41	54,935.59
3220 EPL Wages	-	2,121.61	(2,121.61)
3230 Part Time - IT wages	31,200.00	12,830.04	18,369.96
4000 Professional services	-	-	-
4004 IT Services Contract	19,667.00	37,692.06	(18,025.06)
4724 Health Insurance	-	511,616.71	(511,616.71)
4730 Paid Family Medical Leave	-	8,346.43	(8,346.43)
4735 MSRS	-	177,826.21	(177,826.21)
4750 FICA County match	-	111,506.39	(111,506.39)
4755 Workers Compensation	-	81,214.00	(81,214.00)
5525 Taser Expense	3,423.00	-	3,423.00
7322 Replacement locks	-	6,008.00	(6,008.00)
7325 Equipment & furniture	-	189.99	(189.99)
County Jail	2,629,180.00	3,399,420.67	(770,240.67)
 <b>Dept: 699 County Jail Revenue</b>			
6949 Supplement	-	-	-
6950 DOC Inv Fund	480,985.00	377,511.00	103,474.00
6953 Pretr/Monitr	-	-	-
6956 Misc Inc-SSI	4,000.00	-	4,000.00
6959 MED CO-PAYS	2,800.00	239.04	2,560.96
6961 Comm Confine	-	145.00	(145.00)
6963 Court Fees	6,500.00	9,255.25	(2,755.25)
6964 OSA Contract	-	60,000.01	(60,000.01)
6965 Opioid Funds	308,460.00	308,460.00	-
Jail Revenue	802,745.00	755,610.30	47,134.70
 Estimated Net Income/Loss	 1,826,435.00	 2,643,810.37	 (723,105.97)

## 2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
<b>Dept: 800 Court</b>			
4305 Electricity	-	44,795.07	(44,795.07)
4310 Sewer bill	-	767.02	(767.02)
4311 Water bill	-	1,561.09	(1,561.09)
4314 Internet Expense	-	1,009.45	(1,009.45)
4605 Parking lot/grounds/snow	-	3,389.04	(3,389.04)
4610 Building/structure mainte	-	3,202.07	(3,202.07)
4620 Elevator Maintenance Contract	-	1,713.19	(1,713.19)
4635 HVAC repairs	-	735.84	(735.84)
4675 Equipment Repair/Maintena	-	385.00	(385.00)
5205 Fuel - Buildings	-	9,988.25	(9,988.25)
5325 Maintenance supplies	-	5,082.42	(5,082.42)
7205 Building improvements	-	40,843.16	(40,843.16)
Court	-	113,471.60	(113,471.60)
<b>Dept: 810 Bad Debts</b>			
Bad Debts	-	-	-
<b>Total Expense</b>	<b>11,801,655.00</b>	<b>10,658,580.67</b>	1,143,074.33
<b>Less Total Revenue</b>	<b>11,851,037.00</b>	<b>11,508,881.90</b>	342,155.10
<b>Less Capital Reserves</b>	<b>100,000.00</b>	<b>5,750.42</b>	94,249.58
<b>Estimated Net Income/Loss</b>	<b>(149,382.00)</b>	<b>(856,051.65)</b>	706,669.65

**Notice from Machias Savings Bank through County Manager's email      October 31, 2025**

**Dear Valued Customer,**

As you may know, the Federal Reserve recently announced a reduction in short-term interest rates by 0.25%. In response to this change, we will be adjusting the interest rate down on one or more of your accounts with us effective October 31, 2025. Please note that this notice of adjustment will only apply to those accounts with negotiated rates. Variable rate accounts will continue to adjust automatically in line with the rates published on our publicly available rate sheet.

If you have any questions or need further clarification about these changes, please contact your Relationship banker or visit your nearest branch. We remain dedicated to providing exceptional service and are here to support your financial needs.

Thank you for being a valued customer. We appreciate your continued trust and look forward to serving you in the future.

**Sincerely,  
Machias Savings Bank**

**From Finance Department November 1, 2025**

This announcement will more than likely affect the amount of interest we receive on our checking and statement accounts. As of today, there is no change in the amount of interest for the TAN. Hopefully, that too changes in the near future.

**From:** Stephen Hopkins <skyscan101@yahoo.com>

**Sent:** Sunday, November 2, 2025 10:30 PM

**To:** treasurer@washingtoncountymaine.gov

**Subject:** Re: Possible Fund Balance

Hi Grace

I think it would be a great idea for the County to create a fund balance policy considering if they had originally had one they may not be in the position that they currently find themselves in. I don't know if four months worth of expenditures is the type of level that would work for the County as that would be a much larger amount than it is for your town and I'm not sure how well the County having a really large fund balance would go over given the current conditions. I will say that one thing I realized in relation to the bond if it passes that I was missing before is that the difference of the amount that is taken out and any negative general fund balance will in effect be the new County general fund balance. I was thinking about the bond as being a way to address the cash flow issues of the County but that the County would also need to at some point address its fund balance issues. Then we had our conversation last week and I realized that what I was forgetting is that the County will be incorporating both the annual principal and interest amounts due into their annual budget. I was thinking from the standpoint that if they received the bond then it would go down to fund balance but then as they paid off the principal that expenditure would also go down to fund balance eventually equaling the original amount of revenue. Well since additional revenue will be coming in for it the annual principal payment won't affect that original amount of revenue. If the bond passes then the County would effectively be addressing both their cash flow and fund balance issues. If I am still missing something please let me know as the whole situation can be a bit complex as you are trying to look at it from so many different points of reference.

Stephen T. Hopkins, CPA

On Saturday, November 1, 2025 at 07:07:35 AM EDT, <[treasurer@washingtoncountymaine.gov](mailto:treasurer@washingtoncountymaine.gov)> wrote:

Okay - I don't mean to drive you crazy with all of these emails but I want to make sure you have everything I can think to send.

Attached is a fund balance policy we use in Columbia Falls (my hometown). This is a goal that I thought would be beneficial to the County. After our conversation, I'm wondering if this is even allowed.

What are your thoughts?

Grace Falzarano, Provisional Treasurer

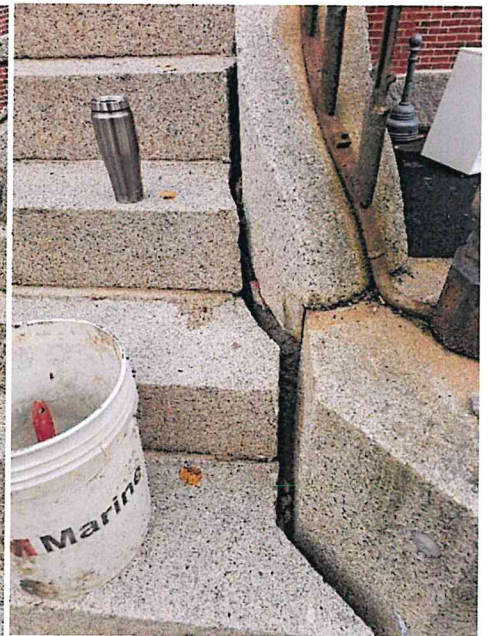
The steps at the old Sheriff's building being repointed.

This would be a very costly expense, but we have a master mason on the Buildings and Grounds staff.

Maintenance that will keep water from coming into the building through the steps and bricks.

The cost was less than \$200 for materials, saving the county thousands of dollars.

The railings also got a fresh coat of paint.



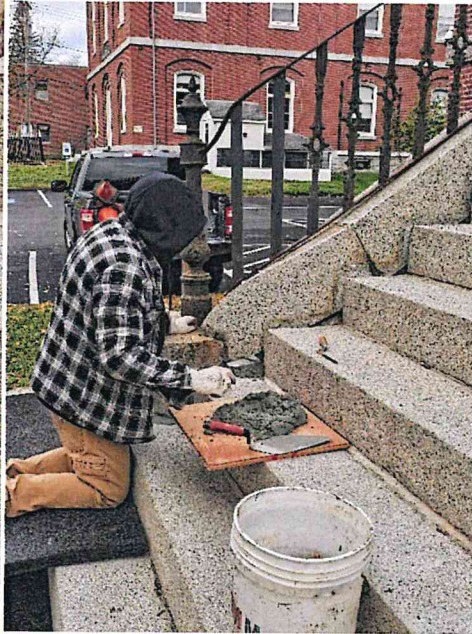
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**COUNTY OF WASHINGTON  
 REGISTRY OF DEEDS  
 TAMMY C. GAY, REGISTRAR  
 MONTHLY UPDATE  
 NOVEMBER 13, 2025  
 COMMISSIONERS MEETING**


**Month of October 2025**

1. Currently we **charge \$1.00 per page and a \$1.00 per document for a certified copy / true attested document.** With the upcoming fee increase beginning in January 2026, we would like to raise **the fee for a certified copy / true attest copy to \$1.00 per page and \$5.00 per document.** This would make Washington County comparable to the other counties. This fee has never been increased since I have been part of the registry. This is a miscellaneous fee that goes to revenue in which the commissioners must approve for it to be changed. **A motion vote is necessary.**
2. We celebrated Deputy Registrar Heather Green as being employed **10-years with the county** on October 20<sup>th</sup>, 2025.
3. **Maine Listings a subsidiary of the Maine Association of Realtors is quoted** as saying “Prices for a single-family home has increased to a **statewide median** sale price of \$409,450.00. Potential home buyers in Maine have more options than they have had over the past five years. The inventory level of homes for sale is building as more sellers enter the market –currently at the highest level since October of 2020.

Washington County	Number of Units Sold	Median Sales Price
6/1/2024 to 8/31/2024	110	\$245,000.00
6/1/2025 to 8/31/2025	130	\$253,000.00

4. Total number of all documents the deeds office recorded and the county portion of transfer tax collected **for August, September, and October 2025.**

2025	NUMBER OF ALL RECORDED DOCUMENTS	NUMBER OF DEEDS RECORDED	COUNTY PORTION TRANSFER TAX COLLECTED
August	1,051	190	\$ 12,374.12 (10%)
September	960	236	\$ 9,404.70 (9.2%)
October	1,114	253	\$ 10,995.35 (9.2%)

Respectfully Submitted,   
 Tammy C. Gay, Registrar of Deeds

LYMAN L. HOLMES  
JUDGE

DARLENE M. PERRY  
REGISTER

STATE OF MAINE  
WASHINGTON COUNTY PROBATE COURT  
P.O. Box 297  
Machias, Maine 04654  
Telephone: (207) 255-6591

October 2025 Washington County Probate Court

A total of 17 scheduled hearings were held in the Probate Courtroom in the month of October, consisting of : **2** Minor Name Changes, **2** Minor Adoptions, **4** Adult Name Changes, **4** Adult Guardianships, **2** Minor Guardianships, **1** Adult Adoption, **1** Formal Appointment of a Special Administrator, **2** Adult Guardianship/Conservatorships and **1** Formal Appointment of a Personal Representative.

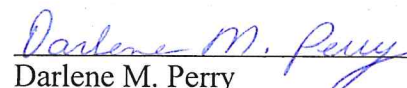
We also had 1 Adult Emergency Guardianship hearing. Many times this is an individual from the public who walks-into the Probate Court and Petitions for guardianship of a family member. The Court staff usually does not have advance notice.

For Informal Probate matters, we appointed 22 Personal Representatives.

The Register of Probate attended weekly Budget Advisory Committee meetings and Special Public Hearings in the three Commissioner's districts regarding Washington County's budget crisis. The Deputy Register of Probate and Probate Clerk/Secretary attended the Special Public Hearings in their respective districts.

Washington County Probate Court received the renewal contract from ICON/Catalis for our case management and docketing system software. I have presented a copy of the contract to the County Commissioners.

The Probate Office made \$132.00 in October from the sale of digital copies of our archived documents that we have scanned to our maineprobate.net website.

  
Darlene M. Perry  
Register of Probate

# Washington County Sheriff's Office

**Barry Curtis**  
Sheriff

**Michael Crabtree**  
Chief Deputy

**Richard Rolfe**  
Jail Administrator

**Paula Johnson-Rolfe**  
Office Manager



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

Date November 12, 2025

To: Washington County Commissioners

From: Rich Rolfe, 

Re: October 2025 activity report

The Washington County Jail had an average daily population of 57 inmates for the month of October. The rated capacity of the Washington County Jail 42. The current trend seems to ebb and flow, but not going below the high 50's.

I have reached out to my contact in the court system to try and get more trial time in Washington County. Any amount of time would help alleviate our crowding issue, with the trickle effect of less expense for the county. DA Granger and Court Clerk Allison Wood are included in this conversation.

I will be compiling a list of capital projects for your review. Knowing these projects cannot be undertaken anytime in the near future, this has been something lacking with previous leadership. The standard has been to wait until something breaks then fix it. A list of projects that should be done and any physical plant updates will help move us forward and not continually in react mode.

I am working to try and keep morale in a positive place as much as possible. The budget crisis is all consuming for employees. The staff have been stressed over the budget and bond. I have worked to keep them in the loop as much as I can. This is taking a toll on the mental health of the officers, beyond working in the jail. Fortunately, we have a pretty good group of Corrections Officers who are sticking it out and showing up and doing the good work.

**County Manager Report**  
**November 12, 2025**

- Buildings and Grounds staff has prepared the former Sheriff administrator and civil process offices for the Unorganized Territories supervisor. Once the phone line is switched (November 10<sup>th</sup>), Heron will move in completely. Which will allow for Lisa, at EMA to be moved into the former UT office. Once that is complete, the former extension building can be winterized by our B&G staff, which will save heating costs.
- The new Sheriff's building final repairs have been completed. The flooring and framing companies came to address the major issue with the floor in the Sheriff's office. Which included removing the flooring and sanding the subfloor. It's been completed. The door company had to return to address issues. There is a final invoice the county is responsible for, a doorknob that locks on a door for the evidence prep room. That was billed to the ARPA account for \$480.00. The final check for Sheridan Construction was mailed out last week.
- The State contacted us regarding the MDEA move in. They required some certifications on construction and completion. All were provided, except for a Radon test. This test was not completed, and will be an additional cost to the county. I've reached out to Haley Ward to preform this service. Once completed, the MDEA can begin the lease contract.
- On October 14<sup>th</sup>, Provisional Treasurer Grace, Commissioner Burns and I met with Machias Savings Bank Larry Barker and Nate Barteau. We had another meeting on October 27<sup>th</sup> with Commissioner Hammond. Another post-election meeting scheduled for November 13<sup>th</sup> with bond counsel present.
- District public hearings on October 14<sup>th</sup> and 15<sup>th</sup>. Also, Budget Advisory Committee meetings October 15<sup>th</sup> and 22<sup>nd</sup>. Recordings of meetings are posted on the calendar of the county website. We were notified by the webmaster, that costs for maintenance are probably going to increase due to the more frequent content additions. I'm trying to post myself things on the calendar to keep that cost down. The next BAC meeting is scheduled for November 19<sup>th</sup> at 9am, at the Machias Town Office.
- Other meetings I facilitate or attend: Washinton County Development Authority October 20<sup>th</sup>, Risk Pool and MCCA November 12<sup>th</sup>. Additional Commissioners workshop, October 23<sup>rd</sup>.
- Sue Lessard, the municipal consultant, came on October 24<sup>th</sup> and spent 6 hours working with the Treasurer and finance staff. She will return on November 13<sup>th</sup> for another session.



**MAINE MUNICIPAL  
EMPLOYEES HEALTH TRUST**

60 Community Drive | Augusta, ME 04330-9486  
(207) 621-2645 or 1-800-852-8300 | [www.mmeht.org](http://www.mmeht.org)

October 30, 2025

Ms. Renee Gray, County Manager  
Washington County  
PO Box 297  
Machias, ME 04654-0297

Dear Renee:

Enclosed please find your Health Claims Experience Report for the third quarter of 2025. This report details the following information for Washington County:

- **Premiums Paid:** This column shows the Premiums Paid for the time period listed above.
- **Health Claims Paid:** This column shows the Total Health Claims Paid for the time period listed. Claims are separated into two categories: Medical (including all claims for the POS, PPO, and Retiree medical plans) and Prescription Drugs for all plans. You are also provided with the Total Claims figure, which includes all medical plus prescription drug claims paid.
- **Loss Ratio:** This column shows the Total Health Claims Paid divided by the Total Premiums Paid. Any reimbursements the Trust may have received for reinsurance (stop loss) are not included in this calculation. This information is useful to see the percentage of claims paid in comparison to the premium paid for the period. Generally, a lower ratio (less than 80%) is good news. A higher ratio could be an indication that there may be some ongoing claim issues.
- **Large Health Claims over \$100,000:** This section outlines individual participants (without any identifying information) with claims paid in excess of \$100,000.

As a large Trust participating employer (more than 50 covered employees), your group claims experience is one factor used to determine your annual rates with the Health Trust. It is useful to review this information periodically.

If you have any questions regarding this report, please feel free to contact me by phone at 207-624-0122, or by email at [lrigoulot@memun.org](mailto:lrigoulot@memun.org).

Thank you for your continued support of the Maine Municipal Employees Health Trust.

Sincerely,

Lisa Rigoulot  
Assistant Director, Health Trust Services

## Proposed Cost Savings

Layoffs or reduction in force, etc.:

**Sheriff's Department:** One deputy: \$90,000 for 2026

Keep existing three deputy positions vacant for 2026: \$359,000

Utilize overtime for emergency call outs, rather than filling vacant patrol slots. One deputy assigned to each of three slots, two shifts per day as previously structured. (This coverage worked for many years with less officers. Call outs for **emergencies** would still require OT pay.)

Lease two new cruisers: (Cost of \$43,500, fully equipped. Compare to outright purchase)

**Corrections:** Keep retirement of Lieutenant position vacant for 2026: \$108,224.06; layoff one position: \$95,836.31

**RCC:** One dispatcher will be resigning; keep position open for 2026. \$61,501. (Deputy Director will fill in as needed) work to cover 32 hr. work we

**Building and Grounds:** During winter months, shorter work week would be difficult. (1 ½ employees paid for by State.)

**Probate:** One position: (79,653.78 (Union) or \$81,305.61 (nonunion) Already done via resignation of union employee.) **Dept. Head has already told us she "can make it work".**

**Deeds:** One employee at \$96,447.06 (Union)

**Non Union Employees:** Thirty-two hr. work week for non-union, hourly wage; keep raise for 2026 at 3% **(including three Commissioners)** as has been asked of the three unions. Salaried employees to help with coverage.

**Vehicles** not used for Law Enforcement/patrols to be left at County parking until needed for assignment or transports or mandated travel for training.

(These proposals should be a starting point for further reductions in the 2026 budget. Each one is viable if Department heads take the same attitude as Probate does!)