

October 9, 2025

Minutes of the Washington County Commissioners'
Regular Meeting
held October 9, 2025
in the Washington County Probate Courtroom
Machias, Maine

Attending the meeting were:
Commissioner Courtney Hammond
Commissioner Billy Howard
Renée Gray, County Manager
Carla Manchester, Administrative Assistant
Meredith Mawhar, SCEC
Paul Sylvain, MVNO
Tammy Gay, Deeds
Rachel Worcester, D.A.'s Office
Susan Sullivan, D.A.'s Office
Robert Granger, District Attorney
Paula Johnson-Rolfe, WCSO
Rich Rolfe, WCSO/Jail Administrator
Catherine Carter, Northfield Resident
Marcia Hayward, Machiasport
Toff Toffolon, Columbia
Josh Rolfe, RCC/WCSO
Darlene Perry, Probate
Megan Huffman, Finance
Ben Edwards, Machias
Lisa Hanscom, EMA
Grace Falzarano, Provisional Treasurer
Dennis Perry, RCC
Michael Crabtree, Chief Deputy
Sondra Small, Finance
Mike Sargent, Milbridge

Commissioner Burns was not present.

Executive Department business was called to order at 4:28 p.m.

Approval of the minutes for the Public Hearing on the Proposed FY 2026 County Budget held on September 11, 2025. (Hammond, / Howard, 2-0)

Approval of the minutes for the Regular Commissioners' meeting held on September 11, 2025. (Hammond / Howard, 2-0)

AGENDA ITEM: Old Business

- None.

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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 had no written report this month. He noted vacant spaces due to the recent move by the Sheriff's Office have been repurposed. Security cameras will be installed in those spaces. Rich reported the current number of inmates in the jail is 58.

District Attorney Granger stated he submitted his concerns in writing regarding the 2025 budget cuts and potential layoff plans.

EMA Director Lisa Hanscom gave an update on the Department of Justice (DOJ) Grant. She stated the online administrator for the grant reporting needed to be updated. Lisa reported that has been accomplished. She stated an extension for the reporting has been requested. Lisa noted the request for the extension was favorable and will keep the County in compliance for that grant. Lisa reported the Homeland Security funding has opened. Commissioner Howard reminded Lisa that the Board of Commissioners want to review all grant funding before submission. Lisa voiced her concern about meeting deadlines for the submission of grants. She noted the County receives 100% reimbursement on some grants such as the recent DOJ Grant. Commissioner Howard pointed out there was a problem with that particular grant. Lisa agreed there were several issues with that grant. Commissioner Howard responded that is the reason the Board of Commissioners are clamping down. Lisa stated she only facilitates obtaining the grants. She noted she did have permission from the Commissioners to proceed with the DOJ grant. Lisa did not want to speak publicly about the issues.

Provisional Treasurer Grace Falzarano stated a circulator for the jail is needed soon. She asked the Commissioners recommendation as to what line in Buildings and Grounds to charge the expense. County Manager Renée Gray stated two bids have been received for circulator pumps; one from Gatcomb Plumbing and Heating in the amount of \$14,687.00 and one from J.L. Huntley Plumbing and Heating in the amount of \$14,765.00. Renée stated David Lund of Buildings and Grounds recommends J.L. Huntley. David noted the repair is urgent and J.L. Huntley's has knowledge of the existing boiler system. The Commissioners did not make a decision on where to take the funds.

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MOTION Commissioner Hammond moved to accept the bid from J.L. Huntley to repair the circulator pumps in the jail for amount of \$14,765.00.
(Hammond / Howard, 2-0)

Provisional Treasurer Grace Falzarano stated a check for Sheridan has been cut from the ARPA funds in the amount of \$122,264.00. She noted she did not want to send the check out until it has been confirmed all the work has been done. Commissioner Howard stated the County needs to have a project manager sign off on the completed project.

MOTION Commissioner Howard moved to authorize Provisional Treasurer Grace Falzarano to hold the final check payable to Sheridan pending the confirmation that the project is complete. (Howard / Hammond, 2-0)

Provisional Treasurer Grace Falzarano reported there is \$11.19 left in the ARPA statement savings account. She requested the Commissioners to authorize her to transfer the remaining funds to the general fund and close the savings statement account.

MOTION Commissioner Howard moved to authorize Provisional Treasurer Grace Falzarano to transfer the ARPA funds of \$11.19 from the statement savings to the general fund and close out the statement savings account.
(Howard / Hammond, 2-0)

Provisional Treasurer Grace Falzarano reported the Finance Office has contacted State Treasurer Joe Perry. Finance Manager Sondra Small conveyed the conversation she had with him. Sondra noted he was very helpful. When asked about the County getting funds from the Maine Bond Bank, Treasurer Perry responded that the Maine Bond Bank can only disperse funds for infrastructure projects.

Provisional Treasurer Grace Falzarano stated the Finance Office staff has been unable to take much of their vacation time due to the work load. She asked the Commissioners to give the staff permission to roll over any vacation time above and beyond the 80-hour carry-over by policy. This request is only in case they are unable to use their time by the end of the year.

MOTION Commissioner Howard moved to approve the carry-over of any vacation accruals above and beyond 80 hours for the Finance Office Staff for one year only. (Howard / Hammond, 2-0)

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AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignation of Karen Redman as part-time ECS effective 09/30/25.

AGENDA ITEM: Signatures on Six-month Certificates

None.

AGENDA ITEM: Grants and Contracts

Commissioner Howard stated the Commissioners need to be involved in grants and contracts for the County. In order to monitor grant programs and contracts entered into by the County, Commissioner Howard stated the Commissioners have decided to put a policy in place that all grants and contracts must be approved by the Board of Commissioners before they are submitted. EMA Director stated she was concerned on missing deadlines if Department Heads needed to wait for approval. Commissioner Howard stated that County Manager Renée Gray

can contact the Commissioners to give a pre-approval if necessary. Commissioner Howard reiterated the need for Commissioners to know what is going on. Lisa commented that all her grants are 100% reimbursable. Commissioner Howard stated the Commissioners will still want to review and approve them. Lisa stated she will find a way to make it work.

MOTION Commissioner Hammond moved to set policy that all grants and contracts must be approved by the Board of Commissioners before they are submitted. (Hammond / Howard, 2-0)

AGENDA ITEM: Non-consequential Costs

The discussion concerning non-consequential costs was tabled until all three Commissioners can be present.

AGENDA ITEM: Funds Transfer Procedure - Finance

A Funds Transfer Procedure was presented to the Commissioners for their approval by Provisional Treasurer Grace Falzarano. The procedure will require prior approval from the Commissioners during a regular scheduled meeting. The request will show the fund account the funds are to be taken from and the fund account that will receive the

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funds. The reason for the transfer with the exact amount of funds to be transferred will be indicated.

MOTION Commissioner Hammond moved to approve the new Funds Transfer Procedure as presented. (Hammond / Howard, 2-0)

A copy of the approved Funds Transfer Procedure is attached.

AGENDA ITEM: Grant Application and Receipt/Disbursement - Finance

A procedure for the Finance Office to maintain an active list of all grants was presented to the Commissioners. This procedure will ensure the Finance Department can accurately track grants. This procedure will also ensure transparent reporting. Departments that receive grant funding will be required to immediately provide the Finance Department with grant information and correct accounts in TRIO. The Finance Department will provide the Commissioners and each Department Head monthly reports to ensure the grant funds are recorded properly.

MOTION Commissioner Hammond moved to approve the new Grant Application and Receipt/Disbursement Procedure as presented. (Hammond / Howard, 2-0)

A copy of the approved Grant Application and Receipt/Disbursement Procedure is attached.

AGENDA ITEM: Request for Assistance with TAN Payment - Finance

During the October 6th Commissioners' Workshop held to discuss budget matters Provisional Treasurer suggested sending an "ask" for municipalities to contribute towards the TAN. At that meeting the Commissioners authorized Grace to draft a letter requesting assistance with the TAN payment. Grace presented the letter she has drafted and asked the Commissioners to approve it. Included with the letter is a spreadsheet with the breakdown of costs for the TAN repayment by towns.

MOTION Commissioner Hammond moved to approve the letter as presented. (Hammond / Howard, 2-0)

The letter was signed as presented and is attached.

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AGENDA ITEM: Commissioner Issues and Comments

Commissioner Howard stated the Board of Commissioners would like to address the amount of originally proposed \$11 million for the Bond necessary to pay the existing TAN. It was discussed in a previous meeting that after a recalculation done by the Finance Office, the funds needed would be no more than \$8 million. The Commissioners made a verbal promise to the taxpayers that if the referendum passed as written for \$11 million, they would not borrow any more than was needed. To formalize the Board of Commissioners' commitment;

MOTION Commissioner Howard moved to make a commitment that the Washington County Commissioners will use only the amount of the proposed \$11 million Bond necessary to pay the existing TAN, currently estimated to be approximately \$8 million, including principal plus interest. (Howard / Hammond, 2-0)

Commissioner Howard stated there will be changes. Dennis Perry asked what the Commissioners have for a project plan and noted there is a contractual process for layoffs. Commissioner Howard responded that he understood there is a process that will need to happen. He noted another workshop will need to be held soon.

Cynthia Rowden, resident of Cutler, stated Cutler cannot support the referendum. She noted the town understands there will need to be cuts.

A question from the public was regarding the bond for the Treasurer. Commissioner Hammond responded that the Commissioners are still working on possible bond coverage. He also stated there is an active investigation.

A comment from the public was for the Commissioners make every effort to find an auditor to expedite getting the audits caught up. Commissioner Hammond stated the County did due diligence to get an auditor. Commissioner Hammond stated there have been more requests by the public to have a forensic audit. Cynthia Rowden stated the Town of Cutler had to pay \$100,000.00 for their forensic audit. It was asked if the State and Federal Attorney General Offices are involved. Commissioner Hammond responded that a referral was made to the Attorney General by District Attorney Granger per the request of Commissioner Burns.

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County Manager Renée Gray reported she is working with the County's webmaster to post the ZOOM links on the website. The plan is to have the ZOOM links on the calendar on the homepage. Renée also noted the Public Hearing on the referendum for District II will be held in the Machias Courthouse on October 14th at 5 p.m., and the Public Hearing on the referendum for District I will be held in the Alexander Elementary School at 6 p.m.

BAC member Ben Edwards announced the next Budget Advisory Committee Meeting will be held at the Machias Town Office, 17 Stackpole Road on October 15th from 9 a.m. to 3 p.m.

ADJOURNMENT

5:15 p.m.

ATTEST:

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

Monthly Report – October 2025
Washington County Emergency Management Agency

Key Activities & Updates:

1. Versant Power Annual Meeting

On **September 23, 2025**, attended the **Versant Power Annual Meeting** with other EMA Directors in Bangor. Discussions focused on:

- Versant’s **preparation for the upcoming winter season**, including storm readiness and response strategies.
- A request from Versant for **updated critical infrastructure data** from County EMAs. This data will help Versant prioritize power restoration in the event of outages.

A **Versant Power-EMA Smartsheet Functional Exercise** is being planned for **late October**. This exercise will allow:

- County EMAs to **test entering outage issues**, upload attachments, and view how this data appears on the Smartsheet dashboard.
- Versant EMA Leads to practice responding to entries, enabling mutual understanding of the tool’s use in real-world events.
- Evaluation of user access/logins and identification of potential improvements to the system.

The **Versant Smartsheet** is a tool that allows Emergency Management to report outages directly to Versant. It supports more effective coordination and helps Versant prioritize and plan necessary repairs during incidents.

2. 2025 Homeland Security Grant Program (HSGP)

The **second round of 2025 Homeland Security funding** has opened.

- Our office is awaiting further guidance regarding eligibility and project requirements.
- Once received, a notice will be sent to partners (including Towns, Fire Departments, and other agencies) encouraging them to submit project proposals for consideration.

Upcoming Meetings – October 2025:

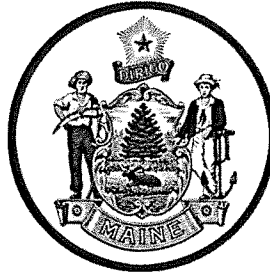
- **SERC (State Emergency Response Commission)**
- **Machias Bay Leadership Committee**
- **Directors–MEMA Monthly Coordination Meeting**
- **ME-HCC Downeast Chapter Meeting (Maine Emergency Health Care Coalition)**
- **Drought Task Force Meeting**
- **Maine Feeding Partners Meeting**
- **Local Emergency Planning Committee (LEPC)**

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PROSECUTORIAL DISTRICT VII
Hancock and Washington Counties

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(207) 255-4425
(207) 255-6423 (Fax)

382 South Street, Ste A
Calais, Maine 04619
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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

Robert Granger, District Attorney
Toff Toffolon, Deputy District Attorney

October 3, 2025

RE: Monthly Report for September

Gentlemen:

My team in Washington County is engaged in the significant groundwork for the upcoming October jury trial term. Jury selections will occur on October 9th, and we will take advantage of every possible trial day in order to impact the backlog of cases as we are able.

I recently provided input at a meeting of the Commissioners and the budget committee, and I continue to encourage my state and county employees to minimize expenses wherever possible. I am actively working on a detailed explanation letter for the budget committee pertaining to District Attorney operations which are mandated by the State and assigned to the counties for funding.

When consistent with the interests of justice and the safety of victims and the public, we continue to work with the jail to address the size of the inmate population.

Respectfully,

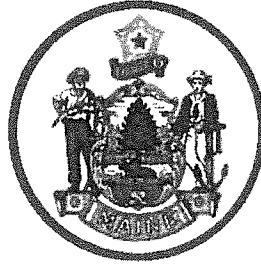
Robert C. Granger, District Attorney

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Asst. District Attorney

Eric N. Columber
Asst. District Attorney

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Detective

Robert C. Granger, District Attorney
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Renee Gray
County Manager
Washington County Commissioners
85 Court Street
Machias, Maine 04654

RE: 2025 Budget cuts and potential layoff plan

Dear Renee and Commissioners,

I am in receipt of your email dated October 6, 2025 @ 5:07 PM requesting a proposal for the Commissioners "that would curb spending in the 2025 budget . . . **including a layoff or furlough presentation of staff** and other budgetary cost savings for the 2025 budget year." You have requested this presentation for the Commissioner's meeting on Thursday October 9, 2025. As I was scheduled in Court on Wednesday, in budget review sessions in Hancock County Wednesday night and in Grand Jury proceedings today, I have had little to no time to go line by line through our budget.

First, I want to remind the Commissioners that the District Attorney's 2025 budget was fully vetted last year and approved as necessary to manage and prosecute the existing criminal case load in Washington County. As we are being asked to outline potential cutbacks and staff furloughs I think it is imperative that the Commissioners understand the full extent of operations that the District Attorney's Office undertakes in order to make informed decisions when proposing budget cuts. The Commissioners may have a broad understanding of the District Attorney's operations but Commissioners need to be aware of all the activities we undertake to appreciate that a reduction in our staff or budget would have wide-ranging negative impact on far more than our Office.

The District Attorney's Office is the catch-basin for all criminal cases and civil violations commenced by 17 separate County, State and Municipal law enforcement agencies that operate within the County. These include the following Agencies:

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Washington County Sherriff's Department
Maine State Police
Maine State Police Major Crimes Unit - North
State Inland Fish & Wildlife Department
Maine Marine Patrol
Maine Drug Enforcement Agency
State Humane Department
Maine Fire Marshal's Office
Maine Forest Service
Department of Motor Vehicles Investigations
Machias Police Department
Calais Police Department
Eastport Police Department
Baileyville Police Department
Indian Territories Police Department
Pleasant Point Police Department.
Maine Probation & Parole

All criminal prosecutions and civil violations originate in our office. While police officers make arrests and issue summonses, the prosecutors actually draw up all charging documents. We currently have 770 +/- active criminal cases pending in Washington County. Four hundred twenty-seven of those cases originated in the Machias Court and the balance originated in the Calais Court. These figures do not include Juvenile proceedings which are not reported as an adult criminal cases. The existing caseload represents a 60.4% increase in pending matters compared to this same time in 2019, with less staffing. We can also be called upon by other State Agencies and State Licensing Boards to prosecute specialized cases ranging from performing electrical work or plumbing work without a license to Public Utilities Commission violations to even attorneys practicing law without a license. We also communicate with and work at times with U.S. Border Patrol, United States Customs, the FBI, Homeland Security and United States Attorney's Office in certain matters, especially when making criminal referrals to our Federal partners in cases which are subject to prosecution in either State and Federal Courts.

Prosecutors

Prosecutors are intimately involved in many cases from their inception as the law enforcement agencies look to us for search warrant and arrest warrant applications, Grand Jury subpoenas to secure evidence (*banking & business records, for example*) and Grand Jury presentations to obtain indictments against criminal suspects. We intake every case generated by these Agencies, make individual charging decisions in each case, generate criminal complaints in each case for filing with the Court and manage those cases all the way through the entire criminal process to trial and appeal. Our prosecutors have authority to amend charges, add charges, delete charges and even use discretion in certain instances to decline prosecution altogether. We may send cases back to the investigating Agency for further investigation and we may take the lead in guiding law enforcement through the steps required to obtain the precise evidence we need to move cases forward.

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We have two state full-time prosecutors in Machias who handle prosecution of the existing caseload in addition to myself. While I often operate out of the Hancock Office as a budget-saving measure (*to eliminate mileage costs*), I am working on Washington County matters a good portion of the time in consultation with my Deputy District Attorney who is based in Machias. We are in phone and email contact multiple times every day and night. My Deputy can implement any and all plans worked out during these discussions. We also have the capacity to appear at some hearings via Zoom.

Day to day, and in addition to the tasks cited above, prosecutors appear at all arraignments and initial appearances, present bail arguments, address “in custody” arrestees, respond to pretrial motions, argue pretrial motions in filings and in court hearings, attend case disposition and trial management conferences with the Judge and defense attorney, participate in the Drug Court process, appear at juvenile proceedings, prepare and file witness lists, prepare witness testimony for trial, attend defendant proffers, engage in plea negotiations, consult with victims on proposed case resolutions and represent the State at trials and appeals before the Maine Supreme Judicial Court. Our prosecutors also must respond to post conviction reviews filed by imprisoned inmates. We are further called upon to review inmate applications for release under the Supervised Community Confinement Program and file objections to such release as deemed appropriate.

Lesser known prosecutor tasks include reviewing daily referrals received from DHHS to determine if criminal conduct occurred involving children or incapacitated adults which requires us to forward the information to law enforcement for formal investigation. We represent the State at probation revocation hearings and bail revocation hearings, consult with law enforcement personnel on complicated legal issues in active investigations, conduct legal research, draft appellate briefs, respond to public inquiries on cases, field media inquiries, navigate Freedom of Information Act requests and make decisions on release of highly-regulated criminal investigative materials to certain interested parties. Unlike attorneys in private practice, prosecutors have special responsibilities as a “Minister of Justice” and we do not function simply as an advocate. We must seek justice rather than simply pursuing convictions. Prosecutors face ethical obligations not shared by other lawyers, due to their dual role of advocate and government official. As such, we are under an affirmative obligation in each case to make specific inquiry of law enforcement as to the existence of any exculpatory evidence or documented bad acts of officers as this information must be disclosed to defendants. We review Internal Affairs reports and officer disciplinary records to determine if materials in those files must be disclosed to defendants. We usually present this information to the Courts through Ex Parte Motions seeking a judicial determination as to whether certain information must be disclosed. This duty arises from U.S. Supreme Court case law which makes it mandatory for prosecutors to disclose to criminal defendants any and all information that could be used to impeach the credibility of an officer, which could be considered exculpatory in nature or which could be used to reduce punishment. *See* Maine Rule of Professional Conduct 3.8 (*including Rule Commentary*); *Giglio v. United States*, 405 U.S. 150 (1972) and *Brady v. Maryland*, 373 U.S. 83 (1963). In serious situations, a determination that an officer has been untruthful in his duties could be career-ending because our office has discretion to decline prosecution of that officer’s cases.

A considerable portion of my time is consumed with administrative tasks to ensure the office operates smoothly, ensure that staff needs are met and ensure that employee matters are resolved. With the assistance of County staff I prepare proposed budgets, appear at budget reviews, appear at Commissioner meetings, and implement policies arising out of caselaw and directives from the Attorney General’s Office. I attend Maine

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Prosecutors' Association monthly meetings at the Attorney General's Office (*which often includes the Governor in attendance*) and appear at Legislative sessions to support Bills put forth on behalf of the Maine Prosecutors' Association. The Deputy District Attorney and I both respond to any fatal crash scene which hints of a criminal violation to oversee evidence collection, ensure that any Defendant's rights are adequately protected, and to assist with search warrant applications (*for evidence such as blood, breath, vehicle searches, seizure of onboard "black box" data computers and the like*). Few members of the public are aware that deceased individuals cannot be removed from a crash scene without District Attorney approval. Prosecutors work an average of 50 - 55 hours per week in the office and Court, and we rotate on-call duties between prosecutors for after-hour police inquiries 24/7/365. The prosecutors are all State-funded.

In 2024, we entered an agreement with the Maine Attorney General's Office Drug Task Force to house a half-time Drug Task Force prosecutor (AAG) in the Machias office to focus on all Class A & B drug trafficking cases. This prosecutor works the remaining time out of the Hancock County Office. This operational agreement provided us with another half-time prosecutor and freed up my Assistant District Attorneys to focus on cases other than the high-end trafficking matters. Much of the AAG's work overlaps between the two Counties because the drug trade recognizes no specific lines on a map.

Administrative Staff

The prosecutors could not possibly undertake their jobs without the intense support of the County administrative staff assigned to the office who keep the prosecutors focused on their primary obligations. The administrative staff handle all reception activities, answer the phone, make all physical files and electronic files, run SBI criminal background searches on every defendant for inclusion in case files, and update activity notes on the hard files and electronic files as the cases progress so any prosecutor can pick up a file and know the pertinent details of case status. Administrative staff also upload every police report to our electronic "ShareFile" system for distribution to defense counsel, manage all correspondence and defense motions coming into the office, accept restitution payments, log restitution payments, deposit restitution sums, generate restitution checks for victims and do all necessary accounting. Staff accept and log all deferred disposition supervision fees paid, answer walk in questions, arrange victim and witness meetings for prosecutor trial preparation, prepare tangible exhibits and photographs, organize case file crates for each prosecutor before every hearing (*sometimes exceeding 50 – 60 files*), prepare witness subpoenas for hearings and trials, arrange for service of subpoenas and file subpoena returns to ensure all witnesses are available for trials. They prepare Grand Jury schedules and coordinate law enforcement appearances before the Grand Jury at 15 minute intervals for Grand Jury presentations. Staff also stock all supplies, order supplies and prepare checks for vendors, obtain approval for expenditures, assist with preparing the annual budget, ensure that law enforcement provides all necessary follow-up reports requested by prosecutors, obtain jury lists, run backgrounds on prospective jurors and ensure prosecutors are provided with this information for the jury selection process. They perform hundreds of other tasks throughout the day to keep the office functioning, often under strict Court deadlines. Our County Administrative staff perform all these tasks both for our regular prosecutors as well as the Attorney General Drug Task Force Prosecutor pursuant to an operating agreement.

We have two primary administrative staff in Machias who handle the bulk of cases because any adult case which originates in Calais will ultimately be transferred to the Unified Criminal Court in Machias once the

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matter is placed on the jury trial list. We have one administrative staff member who undertakes these duties in Calais, except for restitution obligations which are assigned exclusively to Machias. On average, County Administrative employees handle 230 cases each at any given time. They are operating at max capacity now. To eliminate a position would place an unreasonable and unworkable burden on the remaining staff. If the administrative staff is unable to address the caseload the prosecutors' work would come to a substantial standstill. Prosecutors could not possibly absorb and should not have to absorb administrative tasks into their job descriptions as they already work far more than 40 hours per week in the office and court, plus share on-call duties 24 hours each and every day of the year without a break.

Victim Witness Advocates

Similarly, our Victim Witness Advocates are indispensable. In a general sense our Victim Witness Advocates manage the witnesses and victims throughout the life of each case. They keep victims informed of case progress, obtain answers to prosecutor questions, explain the criminal process to victims, manage outcome expectations, arrange trial preparation sessions with prosecutors, attend CAC interviews of minor children, field DHHS referrals made to our office, coordinate review of DHHS referrals with prosecutors, forward referrals to law enforcement on prosecutor approval, keep hard file and electronic file notes on each communication with victims and witnesses, update witness locations/addresses (*some cases endure for years*), work with victims to secure victim services, monitor arraignments and bail arguments, notify victims of a defendant's pending release on bail in real time for safety purposes, attend case disposition conferences in order to notify victims of events affecting the case, secure victim input and victim impact statements (*required by statute*), arrange for victim impact statements to be filed with the Court, communicate plea proposals worked out with prosecutors and generally keep victims in the loop on case progress. VWA's also work tirelessly on Grant funding applications and grant requirements to ensure revenue. The VWA's are often exposed to significant verbal barrages because some victims of crime are often emotional and lack understanding about the limitations we operate under. Maine law does not permit punishment to the degree that some emotionally-charged victims want to see imposed. The VWA's operate as a buffer for the prosecutors who do not have time to return endless calls from victims and witnesses seeking information on case status, scheduling and progress on case resolution.

We have two VWA's in Washington County: one located in Machias who handles all cases originating in Machias and one VWA located in Calais who manages the Calais caseload. If the County were to consider eliminating a VWA position, that would essentially double the workload for the remaining VWA. A single VWA could not manage 700 individual files.

We operate on an absolute bare bones budget. I cannot wave a wand and propose reductions where our staff and obligations are maxed out already. I invite you to come observe an arraignment day in Court after realizing all the work that goes into the preparation of each individual file in the prosecutor's possession even before the court appearance. There is almost nothing in the District budget that can be trimmed without a direct impact on our ability to handle the existing caseload and operations. We cannot simply take the position that we won't allot time to pending matters as we have an ethical obligation to tend to those cases filed in Court. Ignoring cases filed in Court could result in Bar discipline for prosecutors with adverse consequences for attorney licensure and reputation. Hence, I cannot place prosecutors in a perilous position to be unable to fulfill

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their jobs. We do not have the luxury of directing that law enforcement not send us new cases for intake as that would violate our oaths of office. To reduce our County staff would effectively interfere with our prosecutors' ability to effectively prosecute cases. It's that simple. Prosecutors do not have time to take on the tasks of administrative staff or VWA's and they are not paid to take on those tasks. Elimination of staff would absolutely result in "defunding the police" as we are the receiving point for all existing police cases. Such a move would negatively impact all 17 law enforcement agencies whom we could no longer service effectively. Prosecution would largely come to a standstill. We would be forced to take a triage approach to our job rather than fulfill our sworn duty to promote public safety. We could very well be placed in violation of our oaths and obligations as counsel.

We also cannot eliminate our Victim Witness Advocates for the same reasons as stated above. Further, any layoff of a VWA would jeopardize our VOCA grant funding for VWA's which is premised on two VWA's in Washington County and two in Hancock County. Any jeopardy to that grant funding would necessarily also negatively impact Hancock County and its two VWA's because the block grant includes funding for both counties. A great deal of labor went into the application process for that grant money which has already been awarded. It is entirely possible that the County could be required to pay back sums received if we become non-compliant.

Now is a certainly good time to remind the County that Maine law requires the Counties to fund the District Attorney with required staffing levels and resources necessary for the DA to operate. It is not discretionary. The law states:

" **1. Expenses allowed.** County commissioners shall allow to the district attorney serving the county sufficient funds for all office expense, clerk hire and travel, including, but not limited to, funds for:

- A. Consultation and services of experts;
- B. Rendition of prisoners; and
- C. Training and reference books and treatises which may aid the district attorney and staff in the prosecution of criminal matters.

2. Office space. The county commissioners shall also provide to the district attorney serving the county office space suitable for the performance of the duties of office, including sufficient private area for research, conferences and meetings with officers, witnesses, complainants and citizens. If office space is not available on county property, the county commissioners shall provide sufficient funds to the district attorney for the rental of suitable quarters at locations convenient to courthouses within the county." See <https://legislature.maine.gov/statutes/30-a/title30-Asec281.html>.

Milage Reimbursement Line Item

The only possible line item that could be adjusted this year relates to mileage/travel reimbursement (*budget line 4105*). We budgeted \$14,000.00 for 2025 mileage costs but have only used \$3,860.50 through the end of September. We expect this figure to rise modestly through October and November due to the prosecutor's conference and DA travel to Machias for Budget meetings and Commissioner meetings. We average costs of \$500/month in milage costs just to service the Calais Court. So why is the milage line currently on the low side at this point in the year? After being informed of the budget crisis and responding to requests to reduce costs, I purposely reduced my trips to Machias and Calais in an effort to reduce costs given the emergency situation. This was one of the only steps I could take to address budget shortfalls as our office does not generate significant revenues.

This cutback obviously reduced my presence in the County as compared to 2023 and 2024. The 2025 budget was premised on the plan to spend on average two days per week in Washington County between Machias and Calais. My travel to Washington County was likewise cut short in 2023 when I was advised by the County treasurer that we were over budget and without funds to continue to pay mileage because the prior DA budgeted very little for travel costs. I attempted to remedy this in the 2024 and 2025 budgets to increase my presence but then the County's budget fell into the abyss.

I expect a safe figure to cap milage for the remainder of the year would be **\$8,500** given my cost-reduction efforts in this area. This should cover travel reimbursement for the prosecutor's conference, Calais Court and the remainder of my necessary travel to Machias for the year unless exceptional circumstances arise (*for example, illness or injury to a Machias-based prosecutor rendering them unable to work which would require me to fill in*). I have stopped all travel to the Calais office and have stopped attending monthly Intelligence briefings at the U.S. Boder Patrol in Calais which was usually combined with time at the Calais Court. The Intelligence briefings were an excellent opportunity to share criminal intelligence amongst agencies and establish partnerships with both State and Federal law enforcement personnel. This cutback necessarily impacts the quality of our work. I have done my best to address issues in the Calais office via telephone and through my Deputy DA. It's a very small office and so we have not faced the same number of issues as in the remainder of my District. These efforts are not ideal but the budget situation in Washington County is not ideal either. I have made significant efforts to curb spending of taxpayer dollars while maintaining a professional and active prosecutorial office. Remember that Washington County must still pay one half of my travel costs for District-wide purposes as compared to 100% when my tasks are focused on Washington County business. Of course the reduction of my presence in Washington County due to these mileage constraints has unfortunately resulted in citizen complaints that the District Attorney is not present frequently enough in the County. This presents a natural quandary: either the County wants to fund the District Attorney's regular presence in the County or it does not want to fund that endeavor.

Renee Gray
County Commissioners
October 9, 2025
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Option of Last Resort

I know the County has explored the option of closing the Calais District Attorney's Office and eliminating the remaining administrative position located there. That option would result in some cost savings (*rent¹, computers, photocopy lease, scanners, etc.*) but the elimination of the staff position would necessarily require that an additional staff person be hired for the Machias office to handle the Calais case load.

From the County's budgetary perspective, the best thing that could happen would be for the Administrative Office of the Courts to simply close the Calais Court. That would eliminate the need for our Calais office and immediately eliminate all necessary travel costs to that location. This decision, however, is outside of the County's authority. Frankly, I don't know why the State finds it necessary to keep the Calais Court open as most adult cases transfer to Machias anyway as they are automatically tee'd up for jury trial.

With closure of the Calais office we would need to relocate the Calais VWA to the Machias office as one VWA could not adequately cover all 700+ pending cases. We would also need to revisit the mileage issue as we may need to increase the milage budget to allow the VWA to travel to Calais.

The bottom line is our office cannot accept a staff reduction as we are already handling a caseload substantially higher than 2019 levels with less staff. My prosecutors are already working 50 to 60 hours per week engaged in prosecutorial efforts and they are on call for law enforcement 24/7/365. We receive many calls in the middle of the night after working a full day's shift. I cannot in good conscience demand more from them if the County does not fulfill its statutory obligations. We cannot decline to accept cases presented by law enforcement as it would violate our statutory duties.

Listing the District Attorney's Office for Sale?

I was notified by office staff on Wednesday that a real estate broker came to the District Attorney's Office Wednesday morning to take photographs for the purpose of possibly listing the DA's building for sale. This came as a complete shock to staff, and me, as no one advised this would take place. This will be the second time our office has been uprooted and displaced in a little over a year. The immediate question is where would the County propose to situate our office if the building is sold? The old Sheriff's office was deemed unsuitable for Sheriff's operations and so that does not sound like a viable option. That facility is certainly not ADA compliant. We entertain a large number of physically-challenged, disabled and elderly victims and witnesses who meet with us for case updates and trial preparation. The County is obligated to provide the District Attorney with sufficient and suitable accommodations to conduct these operations. *See 30-A M.R.S. Section 281 (2).*

¹ Be aware that rent for the Calais office has already been paid through November 2025.

Renee Gray
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I wish I could offer better suggestions but my primary obligation is to ensure that the District Attorney's Office is operational and staffed appropriately to handle the caseload we receive from law enforcement.

Best regards,


Robert C. Granger, Esquire
Bar No. 7392
District Attorney
Prosecutorial District 7
70 State Street
Ellsworth, Maine 04605
207-667-4621
Robert.granger@maineprosecutors.com

C. Toff Toffolon, Deputy District Attorney
Susan Sullivan, Administrative Assistant

MONTHLY ADMINISTRATIVE REPORT FOR September 11th - October 8th

TASKS COMPLETED

- **Prepare September Commissioners' meeting minutes**
- **Prepare Agenda for October 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
 - Contact Consolidated Communications and investigating a new telephone charge
 - Investigating an additional charge on the Axiom bill for County Offices internet
- **Prepare monthly postage report**
- **BAC**
 - Prepare Administrative Department Budget Explanation for BAC meeting
 - Attend BAC meetings
- **Snowplowing Bid**
 - Get signed contract
- **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.
 - Begin preparing for LD 1021 "Limited Open Enrollment Period"
- **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 should be no further action needed.
- **Scheduling and putting notice out for meetings**
- **Website updates**
 - There have been many updates needed throughout this past month

This past month has been consumed with information requests, compiling data relating to Budget Workshops and fielding questions from many directions. The work load has been immense but we have continued to try our best to respond to all requests while still keeping up with a much busy office workload and meet our deadlines.

County Manager Report

October 9, 2025

- September 16th Maine Municipal Risk management inspected County buildings and records.
- September 17th was the first budget advisory committee meeting.
- September 17th met with County officials Machias Savings bank to discuss the County 2025 Tax Anticipation Note.
- September 18th, attended the Maine County Commissioner's Association annual conference to discuss Washington County's financial crisis.
- September 22nd, TIF Grant Committee meeting. Charles Rutelitch, Heron Weston, Meredith Mahar, Renee Gray. Need to add Treasurer Grace Falzarano to Committee.
- September 24th Budget Advisory Committee meeting
- October 1st, 3rd Budget Advisory Committee meeting budget advisory committee meeting.
- October 2nd, met with Commissioner Burns and County Delegation regarding County Financial situation
- October 3rd, began meeting with department heads regarding County services and reduction in force or other line items for 2025.
- October 6, Special County Commissioner workshop 3pm.
- October 7th, continued department head meetings regarding County services and reduction in force or other line items for 2025.
- October 8th, 4th Budget Advisory Committee meeting
District III, Public hearing 6pm in Harrington, at Narraguagus high school.

Sincerely,
Renée Gray
County Manager

Finance Department

County of Washington
PO Box 297, 85 Court Street
Nachias, NE 04654
(207) 255-8354

Grace Falzarano, Provisional Treasurer
treasurer@washingtoncountymaine.gov

Sondra Small, Finance Office Manager
financeclerk@washingtoncountymaine.gov

Megan Huffman, Finance Clerk
appayroll@washingtoncountymaine.gov

Commissioner's Neeting

October 9, 2025

General Fund

Beginning Cash	October 5, 2025	3,976,012.05
Less A/P Warrant #21		(56,716.80)
Less Community Benefits Agreement		<u>(842,720.00)</u>
Ending Cash		3,076,575.25

TAN

Amount of TAN	7,612,174.00
Less amount drawn on TAN	<u>(6,749,800.00)</u>
Remaing TAN Funds	862,374.00

Note: The TAN figures do not include the interest accrued at 5.02%



Good Afternoon, GRACE FALZARANO

Group:

All accounts - 17

Accounts (Sorted by Default, page 1):

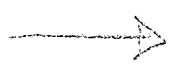
ICS Demand XXXXXX6890	Current Balance \$3,730,816.31	Available Balance \$3,730,816.31
Keefe Inmate XXXXXX0740	Current Balance \$7,945.65	Available Balance \$7,945.65
Inmates Personal Account II XXXXXX1550	Current Balance \$8,858.69	Available Balance \$8,858.69
Evidence & Forfeiture Account XXXXXX5850	Current Balance \$33,479.60	Available Balance \$33,479.60
DA Restitution XXXXXX0120	Current Balance \$28,015.56	Available Balance \$28,015.56
Probate Court XXXXXX0520	Current Balance \$4,917.04	Available Balance \$4,917.04
OLD General Fund XXXXXX0790	Current Balance \$95,097.99	Available Balance \$95,097.99
County General Fund (New) XXXXXX0860	Current Balance \$242,977.94	Available Balance \$3,973,794.24
Unorganized Territory TIF XXXXXX1250	Current Balance \$1,539,262.02	Available Balance \$1,539,262.02
Prisoner Account XXXXXX1480	Current Balance \$62,144.27	Available Balance \$62,144.27
ARPA XXXXXX1720	Current Balance \$11.19	Available Balance \$11.19

2025 Washington County Tax

(Rounded to Nearest Whole Dollar)

Payments as of:
10/6/2025

Municipality	2025 Tax	Amount Paid	Date Paid	Check No.	Balance Due
Addison	\$ 403,638	\$ 403,638	8/22/25	14616	\$ -
Alexander	\$ 148,930				\$ 148,930
Baileyville	\$ 710,620	\$ 710,620	7/29/25	63282	\$ -
Baring Plantation	\$ 33,242	\$ 33,242	6/20/25	2966	\$ -
Beals	\$ 229,623	\$ 50,000	9/18/25	2001	\$ 129,623
		\$ 50,000	9/26/25	2024	
Beddington	\$ 121,302	\$ 121,302	7/29/25	2284	\$ -
Calais	\$ 473,279	\$ 150,000.00	4/7/25	39686	\$ -
		\$ 323,279.00	10/6/25	40559	
Charlotte	\$ 90,253	\$ 90,253	9/8/25	5169	\$ -
Cherryfield	\$ 273,916				\$ 273,916
Columbia	\$ 118,583	\$ 19,763.83	4/4/25	10171	\$ -
		\$ 19,763.83	5/12/25	10210	
		\$ 19,763.83	6/6/25	10232	
		\$ 19,763.82	6/23/25	10255	
		\$ 19,763.83	7/7/25	10270	
		\$ 19,763.83	8/7/25	10302	
		\$ 0.03	8/7/25	cash	
Columbia Falls	\$ 122,003	\$ 24,403	4/17/25	7024	\$ -
		\$ 24,400	5/15/25	7045	
		\$ 24,400	6/12/25	7078	
		\$ 24,400	7/21/25	7102	
		\$ 24,400	8/14/25	7121	
Cooper	\$ 62,449	\$ 62,449	10/6/25	11045	\$ -
Crawford	\$ 40,872	\$ 40,872	8/4/25	13584	\$ -
Cutler	\$ 187,522	\$ 187,522	8/13/25	20277	\$ -
Danforth	\$ 176,120				\$ 176,120
Deblois	\$ 80,166	\$ 80,166	8/4/25	5939	\$ -
Dennysville	\$ 42,276	\$ 42,276	9/8/25	12333	\$ -
East Machias	\$ 261,110	\$ 261,110	9/11/25	27483	\$ -
Eastport	\$ 400,919	\$ 150,000	8/4/25	58704	\$ -
		\$ 250,919	9/5/25	58799	
Grand Lake Stream Plantation	\$ 103,058				\$ 103,058
Harrington	\$ 334,961	\$ 334,961	8/15/25	16249	\$ -
Jonesboro	\$ 152,000	\$ 152,000	9/5/25	38860	\$ -
Jonesport	\$ 465,385	\$ 465,385	9/2/25	7431	\$ -
Lubec	\$ 525,466	\$ 525,466	8/18/25	42409	\$ -
Machias	\$ 389,780	\$ 389,780	8/12/25	64761	\$ -
Machiasport	\$ 401,006	\$ 201,006	9/19/25	18791	\$ 200,000
Marshfield	\$ 97,269	\$ 97,269	8/15/25	34435	\$ -
Meddybemps	\$ 69,290	\$ 69,290	9/11/25	2794	\$ -
Milbridge	\$ 536,078	\$ 536,078	9/9/25	62355	\$ -
Northfield	\$ 122,705	\$ 122,705	9/2/25	8680	\$ -
Pembroke	\$ 199,626				\$ 199,626
Perry	\$ 262,338				\$ 262,338
Princeton	\$ 139,633	\$ 139,633	9/2/25	22090	\$ -
Robbinston	\$ 117,530	\$ 117,530	9/2/25	24294	\$ -
Roque Bluffs	\$ 217,519				\$ 217,519
Steuben	\$ 496,259	\$ 496,259	10/6/25	8159	\$ -
Talmadge	\$ 14,033	\$ 14,033	9/19/25	3542	\$ -
Topsfield	\$ 45,696	\$ 45,696	9/5/25	507	\$ -
Vanceboro	\$ 19,647	\$ 19,647	4/15/25	240748	\$ -
Waite	\$ 18,331	\$ 18,331	9/25/25	10949	\$ -
Wesley	\$ 53,590	\$ 53,590	9/4/25	14759	\$ -
Whiting	\$ 204,626	\$ 204,626	10/6/25	48572	\$ -
Whitneyville	\$ 31,663	\$ 31,663	7/15/25	12519	\$ -
Passamaquoddy Nation	\$ 14,033	\$ 14,033	9/11/25	12143	\$ -



2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 602 Emergency Management Agency			
3100 Wages	108,063.00	74,813.06	33,249.94
4004 IT Services Contract	15,000.00	8,400.00	6,600.00
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	1,044.76	1,455.24
4210 Vehicle Mnt	500.00	-	500.00
4314 Internet Expense	750.00	897.61	(147.61)
4315 Telephone bill	1,600.00	1,008.30	591.70
4413 Lease Agreement	2,640.00	1,669.52	970.48
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	165.42	234.58
5385 Computer supplies	500.00	370.34	129.66
Emergency Management	137,553.00	89,904.47	47,648.53
Dept: 602 Emergency Management Agency Revenue			
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	(8,793.44)	76,569.44

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 603 District Attorney			
3100 Wages	253,719.00	172,042.78	81,676.22
3125 Compensatory Time		515.97	(515.97)
3150 F-T Overtime		149.18	(149.18)
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	1,564.25	935.75
4021 Fed Vic-Wit Cont Pmt	27,500.00	17,437.01	10,062.99
4080 Transcripts	1,200.00	164.50	1,035.50
4105 Auto mileage	14,000.00	3,460.10	10,539.90
4110 Meals	2,000.00	49.80	1,950.20
4115 Lodging	5,000.00	-	5,000.00
4314 Internet Expense	701.00	553.01	147.99
4315 Telephone bill	10,600.00	7,241.58	3,358.42
~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	2,254.00	746.00
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	275.01	1,624.99
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	1,897.36	4,102.64
7320 Computer upgrade	-	-	-
7325 Equipment & furniture	-	-	-
7332 Software Reserve	-	-	-
~future software purchase			-
District Attorney	396,039.00	251,473.30	144,565.70
Dept: 603 District Attorney Revenue			
6315 Fed Witn Adv	55,000.00	39,415.85	15,584.15
6316 St Witn Adv	-	7,982.00	(7,982.00)
6320 Discov fees	-	650.93	(650.93)
6321 AdFee-DefDis	5,500.00	-	5,500.00
6325 Misc Rev	-	-	-
DA Revenue	60,500.00	48,048.78	12,451.22
Estimated Net Income/Loss	335,539.00	203,424.52	132,114.48

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 604 County Administration			
3100 Wages	180,013.00	123,912.84	56,100.16
4000 Professional services	6,000.00	22,773.65	(16,773.65)
~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	1,223.50	(223.50)
4105 Auto mileage	2,500.00	4,719.65	(2,219.65)
4110 Meals	500.00	193.78	306.22
4115 Lodging	500.00	71.93	428.07
4314 Internet Expense	701.00	552.98	148.02
~includes email (7)			-
4315 Telephone bill	11,000.00	6,224.53	4,775.47
4630 Equipment Lease	2,000.00	1,869.59	130.41
4676 Computer upgrade & mainte	2,000.00	1,165.00	835.00
4805 Advertising	2,000.00	848.09	1,151.91
4820 Dues & Bonds	11,200.00	11,362.36	(162.36)
4835 Postage	2,800.00	(1,100.79)	3,900.79
4840 Printing/Publications	150.00	269.48	(119.48)
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	1,208.66	291.34
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	18,000.00	6,000.00
~SCEC			-
7340 Archive	8,000.00	7,235.89	764.11
County Admin	283,314.00	212,769.58	70,544.42
Dept: 604 County Administration Revenue			
6400 County Tax	-	6,210,602.00	(6,210,602.00)
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	1,400.00	1,000.00
County Revenue	22,400.00	6,232,168.21	(6,209,768.21)
Estimated Net Income/Loss	260,914.00	(6,019,398.63)	6,280,312.63

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 605 County Finance			
3100 Wages	142,722.00	95,567.86	47,154.14
3200 Part Time - Regular	-	-	-
4000 Professional services ~payroll	9,000.00	4,758.09	4,241.91
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	553.02	147.98
4315 Telephone bill	1,600.00	817.50	782.50
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	1,129.05	370.95
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	108,302.50	57,795.50
Dept: 605 County Finance Revenue			
6500 INT INC-G/F	50,000.00	-	50,000.00
6501 Deeds Inter	8,000.00	3,928.70	4,071.30
Finance Revenue	58,000.00	3,928.70	54,071.30
Estimated Net Income/Loss	108,098.00	104,373.80	3,724.20

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 606 County Buildings			
3100 Wages	208,375.00	144,928.60	63,446.40
~court reimburses 1.5 positions			-
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	36,735.57	264.43
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	3,061.48	(561.48)
4315 Telephone bill	1,200.00	1,047.28	152.72
4605 Parking lot/grounds/snow	18,107.00	9,050.79	9,056.21
~cost to be shared by courts			-
4610 Building/structure mainte	17,250.00	9,433.44	7,816.56
~combined with 4625, 4632, 4640,			-
4645			-
4620 Elevator Maintenance Contract	2,000.00	2,830.15	(830.15)
~4 elevators (3 to be reimbursed by			-
courts)			-
4622 Fire Alarm Inspections	1,500.00	2,123.73	(623.73)
~Norris contract			-
4635 HVAC repairs	7,500.00	5,176.09	2,323.91
4660 Rubbish Removal/Shredding	2,500.00	1,323.00	1,177.00
5205 Fuel - Buildings	44,500.00	27,194.48	17,305.52
5325 Maintenance supplies	4,000.00	1,594.45	2,405.55
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	310,496.83	49,735.17
Dept: 606 County Buildings Revenue			
6645 BldRent Wcty	-	-	-
6650 Court Reimb	72,031.00	194,555.47	(122,524.47)
Buildings Revenue	72,031.00	194,555.47	(122,524.47)
Estimated Net Income/Loss	288,201.00	115,941.36	172,259.64

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 607 Regional Communications Center			
3100 Wages	1,089,077.00	730,600.61	358,476.39
3115 Night Shift Differential	-	-	-
3125 Compensatory Time		4,507.14	(4,507.14)
3150 Regular Full Time Overtime	50,000.00	42,728.59	7,271.41
3200 Part Time - Regular	40,000.00	4,954.25	35,045.75
3220 Earned Paid Leave Wages		1,098.39	(1,098.39)
3230 Part Time - IT wages	31,200.00	10,829.76	20,370.24
4004 IT Services Contract	19,667.00	32,307.48	(12,640.48)
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	748.45	1,251.55
4305 Electricity	10,515.00	10,454.54	60.46
4314 Internet Expense	800.00	553.02	246.98
4315 Telephone bill	4,230.00	3,296.54	933.46
4320 Datalines	1,678.00	1,181.03	496.97
4321 Computer Maintenance Agre	11,187.00	10,737.25	449.75
~includes Spillman			-
4450 Communications Equipment Maint	-	-	-
4630 Equipment Lease	271.00	-	271.00
4655 Radios-base repairs/maint	36,000.00	32,400.00	3,600.00
~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	-	1,990.00	(1,990.00)
7325 Equipment & furniture	-	107.80	(107.80)
RCC	1,327,697.00	911,809.39	415,887.61

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 609 Registry of Deeds			
3100 Wages	164,223.00	113,692.50	50,530.50
4004 IT Services Contract	500.00	-	500.00
4314 Internet Expense ~includes email (3)	750.00	553.01	196.99
4315 Telephone bill	700.00	359.17	340.83
4630 Equipment Lease	5,800.00	3,968.75	1,831.25
4632 Equipment Repair/Maintena	600.00	-	600.00
4820 Dues & Bonds	200.00	200.00	-
4825 Scanning & Imaging	50,000.00	32,400.00	17,600.00
4835 Postage	1,700.00	1,001.28	698.72
4920 Miscellaneous	-	-	-
4930 Registration/enrollment f	300.00	199.00	101.00
5335 Office Supplies	2,500.00	1,155.49	1,344.51
7325 Equipment & furniture	-	-	-
Registry of Deeds	227,273.00	153,529.20	73,743.80
Dept: 609 Registry of Deeds Revenue			
6064 Web Revenues	5,000.00	3,187.13	1,812.87
6065 R-Deeds Fees	270,000.00	195,877.69	74,122.31
6066 Transfer tax	75,000.00	69,418.36	5,581.64
6068 Surcharge	-	12,339.00	(12,339.00)
Registry Revenue	350,000.00	280,822.18	69,177.82
Estimated Net Income/Loss	(122,727.00)	(127,292.98)	4,565.98

2025 Financial Update

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 610 Probate Court			
3100 Wages	224,002.00	155,078.28	68,923.72
4000 Professional services	30,000.00	8,315.90	21,684.10
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	553.01	196.99
~includes emails (2)			-
4315 Telephone bill	700.00	375.39	324.61
4630 Equipment Lease	1,400.00	1,127.00	273.00
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	325.00	725.00
4835 Postage	1,630.00	1,571.94	58.06
4845 Notice Publications	11,000.00	4,650.00	6,350.00
5335 Office Supplies	1,800.00	784.53	1,015.47
5338 Record Management System	-	-	-
5510 Statutes & reference book	1,300.00	938.78	361.22
7320 Computer upgrade	-	-	-
7370 ICON Docket System	-	2,420.00	(2,420.00)
Probate Court	277,982.00	176,908.44	101,073.56
Dept: 610 Probate Court Revenue			
6101 Surcharge	2,500.00	1,390.00	1,110.00
6102 Probate Fees	70,000.00	49,545.11	20,454.89
6104 Postage	-	1,394.35	(1,394.35)
6105 Notice/Pub	-	3,600.00	(3,600.00)
ProbateCourt Rev	72,500.00	55,929.46	16,570.54
Estimated Net Income/Loss	205,482.00	120,978.98	84,503.02

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 611 Sheriff's Department			
3100 Wages	1,774,660.00	1,206,752.90	567,907.10
3103 Lubec Wages	-	1,500.00	(1,500.00)
3105 SO-Outside Detail	-	21,425.00	(21,425.00)
3109 Jonesport Wages	-	12,000.00	(12,000.00)
3111 Military Pay	-	2,066.40	(2,066.40)
3114 Reimbrusable Detail	-	6,004.20	(6,004.20)
3125 Compensatory Time	-	1,463.70	(1,463.70)
3150 Regular Full Time Overtime	135,000.00	163,857.94	(28,857.94)
3200 Part Time - Regular	15,000.00	3,309.04	11,690.96
3220 Earned Paid Leave Wages	-	380.01	(380.01)
3230 Part Time - IT wages	31,200.00	10,830.24	20,369.76
3240 Civil Process	45,000.00	25,908.00	19,092.00
4000 Professional services	3,000.00	200.00	2,800.00
4004 IT Services Contract	19,667.00	32,307.84	(12,640.84)
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	17,905.09	24,094.91
4205 Gas/oil/grease vehicles	100,000.00	59,472.53	40,527.47
4210 Vehicle Mnt	50,000.00	42,728.07	7,271.93
4305 Electricity	3,600.00	3,530.14	69.86
4314 Internet Expense	701.00	655.12	45.88
4315 Telephone bill	39,400.00	22,057.61	17,342.39
4630 Equipment Lease	2,670.00	1,127.00	1,543.00
4656 Mobile radios/repairs-mai	600.00	365.50	234.50
4676 Computer upgrade & mainte	15,525.00	26,597.85	(11,072.85)
4820 Dues & Bonds	1,200.00	1,100.00	100.00
4835 Postage	2,500.00	1,580.31	919.69
4840 Printing/Publications	3,550.00	1,791.56	1,758.44
~combining 4805, 4840, and 5510	-	-	-
4905 Criminal investigation ex	12,000.00	5,461.37	6,538.63
4935 Fitness Incentive	14,000.00	2,000.00	12,000.00
4940 Training/education	1,800.00	3,627.00	(1,827.00)
5335 Office Supplies	7,400.00	2,043.27	5,356.73
5338 Record Management System	-	2,738.04	(2,738.04)
5360 Public Safety	6,000.00	3,314.22	2,685.78
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	-	11,962.33	(11,962.33)
Sheriff's Department	2,375,008.00	1,738,754.46	636,253.54

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 611 Sheriff's Department Revenue			
6113 MDEA Reimb	213,408.00	214,771.26	(1,363.26)
6175 Civ Process	87,000.00	64,985.43	22,014.57
6176 SO Ins Rpts	2,200.00	1,385.50	814.50
6179 DETAIL FEES	-	26,535.00	(26,535.00)
6182 Grand Lake	-	-	-
6183 Jonesport	-	14,280.00	(14,280.00)
6184 Lubec Patrol	-	420.00	(420.00)
6200 MDEA Rent	-	-	-
Sheriff's Revenue	302,608.00	322,377.19	(19,769.19)
Estimated Net Income/Loss	2,072,400.00	1,416,377.27	656,022.73

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 612 Information Technology			
3200 Part Time - Regular	-	-	-
4004 IT Services Contract	-	-	-
Information Technology	-	-	-
Dept: 614 Governmental Third Party			
4701 WashCty COG	-	-	-
4702 Was.Cty. Soil & Water Con	12,000.00	12,000.00	-
4703 Was.Cty. Extension Associ	32,500.00	32,500.00	-
4704 D-E RC&D	-	-	-
Governmental Third Party	44,500.00	44,500.00	-
Dept: 618 Third Party Requests			
4714 Wash. Cty. Firefighters A	5,000.00	5,000.00	-
4715 Orono Fire Region Respsns 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	5,000.00	11,500.00
Dept: 619 Insurance			
4721 Liability Insurance	-	69,679.26	(69,679.26)
4755 Workers Compensation Insurance	-	105,487.62	(105,487.62)
	-	175,166.88	(175,166.88)
Dept: 619 Insurance Revenue			
6190 Worker's Comp Insurance Rev	13,086.00	4,596.00	8,490.00
	13,086.00	4,596.00	8,490.00
Estimated Net Income/Loss	(13,086.00)	170,570.88	(183,656.88)
Dept: 620 Employee Benefits			
4724 Health Insurance	2,225,875.00	1,357,729.11	868,145.89
4730 Paid Family Medical Leave	15,000.00	15,198.82	(198.82)
4735 MSRS	632,538.00	344,528.82	288,009.18
4740 IRA match	20,000.00	6,800.00	13,200.00
4750 FICA County match	491,866.00	258,642.30	233,223.70
Employee Benefits	3,385,279.00	1,982,899.05	1,402,379.95
Dept: 620 Employee Benefits Revenue			
6201 Empl Reimb. Empl Ben Rev	101,519.00	-	101,519.00
	101,519.00	-	101,519.00
Estimated Net Income/Loss	3,283,760.00	1,982,899.05	1,300,860.95

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 622 Debt Service			
4800 TAN plus Bond Interest	75,000.00	-	75,000.00
Debt Service	75,000.00	-	75,000.00
Dept: 625 Unorganized Territory			
3100 Wages		6,980.76	(6,980.76)
3200 Part Time - Regular		7,745.69	(7,745.69)
3220 Earned Paid Leave Wages		176.40	(176.40)
4315 Telephone bill		233.11	(233.11)
4835 Postage		0.74	(0.74)
Unorganized Territory	-	15,136.70	(15,136.70)
Dept: 660 Capital Reserves			
7501 Leave Reimbursement Reser	75,000.00	-	75,000.00
7502 Unemployment Reserves	25,000.00	4,365.06	20,634.94
7503 Earned Paid Leave	-	-	-
Capital Reserves	100,000.00	4,365.06	95,634.94
Dept: 662 Contingency			
8001 Contingency	-	-	-
Contingency	-	-	-

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 699 County Jail			
1002 Ambulance Services	2,200.00	2,353.09	(153.09)
1017 Inmate Medical Svs. Contract	133,224.00	135,641.04	(2,417.04)
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	3,876.63	6,123.37
1106 Meals - Staff	7,675.00	3,705.52	3,969.48
1108 Other (Tolls, Parking)	150.00	107.15	42.85
1203 Gasoline	11,000.00	4,769.23	6,230.77
1209 Vehicle Repairs and Maint.	9,000.00	10,971.16	(1,971.16)
1302 Electric (Utilities)	50,000.00	30,844.66	19,155.34
1303 Fuel Oil/Heating Oil	40,000.00	27,187.40	12,812.60
1305 Gas-Propane (Kitchen)	5,500.00	3,449.95	2,050.05
1308 Sewer (Utilities)	17,000.00	13,598.76	3,401.24
1310 Telephone/Internet	3,600.00	1,818.05	1,781.95
1312 Water (Utilities)	4,000.00	2,548.56	1,451.44
1405 Lease Agreement	1,100.00	1,912.15	(812.15)
1602 Building Structure Maint.	26,300.00	18,604.10	7,695.90
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	3,602.00	2,398.00
1676 Computer Upgrade/Maintenance ~includes Spillman	7,000.00	2,414.83	4,585.17
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	3,279.96	11,720.04
2101 Food	114,000.00	101,929.93	12,070.07
2214 Cleaning Supplies	15,000.00	13,956.00	1,044.00
2221 Institutional Bedding	4,000.00	4,850.23	(850.23)
2225 Instit. Misc. Sup. (Medical)	70,000.00	65,724.21	4,275.79
2226 Kitchen Supplies	9,000.00	7,031.70	1,968.30
2230 Office Supplies	4,000.00	1,726.21	2,273.79
2239 Statutes/Reference Books	300.00	-	300.00
2301 Correction Officer Uniforms	10,000.00	4,528.07	5,471.93
2303 Prisoner Uniforms	7,000.00	5,394.60	1,605.40
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	1,272,885.51	393,116.49
3115 Night Shift Differential	-	-	-
3125 Compensatory Time	-	13,186.19	(13,186.19)
3150 Regular Full Time Overtime	150,000.00	161,610.42	(11,610.42)

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 699 County Jail continued			
3200 P-T Regular	108,000.00	38,228.14	69,771.86
3220 EPL Wages	-	1,686.21	(1,686.21)
3230 Part Time - IT wages	31,200.00	10,830.00	20,370.00
4000 Professional services	-	-	-
4004 IT Services Contract	19,667.00	32,307.48	(12,640.48)
4724 Health Insurance	-	398,140.02	(398,140.02)
4730 Paid Family Medical Leave	-	6,186.16	(6,186.16)
4735 MSRS	-	132,825.74	(132,825.74)
4750 FICA County match	-	94,648.27	(94,648.27)
4755 Workers Compensation	-	60,165.45	(60,165.45)
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	2,763,412.85	(134,232.85)
Dept: 699 County Jail Revenue			
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	75.50	2,724.50
6961 Comm Confine	-	145.00	(145.00)
6963 Court Fees	6,500.00	9,255.25	(2,755.25)
6964 OSA Contract	-	53,333.24	(53,333.24)
6965 Opioid Funds	308,460.00	308,460.00	-
Jail Revenue	802,745.00	748,779.99	53,965.01
Estimated Net Income/Loss	1,826,435.00	2,014,632.86	(80,267.84)

Description	Budget 2025	Expenses YTD 2025	Remaining Funds 2025
Dept: 800 Court			
4305 Electricity	-	44,704.13	(44,704.13)
4310 Sewer bill	-	767.02	(767.02)
4311 Water bill	-	1,093.26	(1,093.26)
4314 Internet Expense	-	89.55	(89.55)
4605 Parking lot/grounds/snow	-	2,614.82	(2,614.82)
4610 Building/structure mainte	-	2,891.89	(2,891.89)
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	-	8,642.70	(8,642.70)
5325 Maintenance supplies	-	4,771.23	(4,771.23)
7205 Building improvements	-	40,843.16	(40,843.16)
Court	-	109,251.79	(109,251.79)
Dept: 810 Bad Debts			
Bad Debts	-	-	-
Total Expense	11,801,655.00	9,053,680.50	2,747,974.50
Less Total Revenue	1,925,166.00	7,989,903.89	(6,064,737.89)
Less Capital Reserves	100,000.00	4,365.06	95,634.94
Estimated Net Income/Loss	9,776,489.00	1,059,411.55	8,717,077.45

B&G Log 9/11/25 – 10/9/25

- Painted accent wall in the Sheriff's Office.
- Painted no parking lines in the front parking lot.
- Reassembled rubber floor tiles in fitness room.
- All window unit AC's removed from offices.
- Moved furniture from EMA building to new Sheriff's Office.
- Repaired water damage on 3rd floor closet on Stateside.
- Patched and painted damage in Stateside 3rd floor hallway.
- Moved gun safe into old evidence room.
- Moved Civil Process office into the new Sheriff's building.
- Cleaned out old Patrol Room to make room for future use.
- Cleaned out old Civil Process office to make room for Unorganized Territories.
- Started masonry work on the front steps of old Sheriff's Office.

GATCOMB PLUMBING AND HEATING, INC.

65 Park Street
Cherryfield, ME 04622

**ESTABLISHED 1985
FULLY LICENSED & INSURED**

Office 207-259-2029
Cell 207-263-7828

email: tim@gatcombplumbing.com

Date: 10/6/2025

To: Washington County

Project: Replacment Pump

Location: Machias, Me.

PROPASAL

1- KV Series / Model 3007 D / 1760 RPM

Item # VL 3007 crossover

Horsepower 5.00

Volts tri/V 3 PH

RPM 1760

Impeller Diameter 6.00

Nuts Bolts, Gasket, BI pipe fittings

We may need to do some repiping or use bushing between Flanges
This is included in the price

3- 4 weeks Lead time

LABOR AND MATERIALS

\$14,687.00

Proposal Number 256	Effective Date 9/4/2025
Job Name CIRCULATOR REPLACEMENT AT JAIL	
Job Site 85 COURT ST PO BOX 297 MACHIAS, ME 04654	
Job Phone	
Salesman:	

To: COUNTY OF WASHINGTON
 85 COURT ST
 PO BOX 297
 MACHIAS, ME 04654

We hereby submit specifications and estimates for:

REPLACE EXISTING CIRCULATOR WITH GRUNDFOS MAGNA III VARIABLE SPEED CIRCULATOR

ALL NECESSARY LABOR AND MATERIALS TO COMPLETE THE REPLACEMENT.

Payment to be made as follows:

PAYMENT IS DUE IN FULL AT COMPLETION OF JOB.

WE PROPOSE hereby to furnish material and labor in accordance with the above specifications, for the sum of:

Fourteen thousand seven hundred sixty-five and xx / 100 Dollars

\$14,765.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be billed at Time & Material or as a Lump Sum Change Job Order and will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized
Signature: _____

This proposal may be withdrawn by contractor at any time prior to acceptance, and will become void if above work is not performed within thirty (30) days of effective date.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Signature: _____

Date of Acceptance: _____

Check No.: _____ Amount: _____

To the Washington County Commissioners,

We have received two bids for replacement of one circulator pump for the boilers in the 1853 Courthouse. These boilers also supply heat for the Jail and the old Sheriff's Office. It is our biggest maintenance issue at this time. Failure to go forward with this project could result in complete loss of heating in the three previously named buildings.

One bid is from J.L. Huntley Plumbing and Heating for the amount of \$14,765.00, and the other bid is from Gatcomb's Plumbing and Heating for the amount of \$14,687.00. That makes a difference of \$78.00. We would recommend the bid go to J.L. Huntley Plumbing and Heating based on the fact of their knowledge of the existing system, and they have also been our go-to contractor for emergency plumbing and all other plumbing issues for the last decade.

Respectfully,

David Lund

Buildings and Grounds

Washington County Sheriff's Office

Barry Curtis
Sheriff

Michael Crabtree
Chief Deputy

Richard Rolfe
Jail Administrator

Joshua Rolfe
R.C.C. Deputy Director

Paula Johnson-Rolfe
Office Manager



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

From : Deputy Director Joshua Rolfe

To: Washington County Board of Commissioners

Ref: Monthly report total calls statistics

Month: September 2025 (00:00:01 09012025, - 23:59:59 09302025)

	2025	2024
Total CAD calls for service:	2109	2100
Total CAD Calls for Service Received via 9-1-1	678	727

Individual Call Type statistics included in following pages.

A handwritten signature in black ink, appearing to read 'Joshua Rolfe'.

10/08/25
06:28

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

501
Page: 1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	58	2.75
911 Misdial	45	2.13
Abandoned Vehicle	5	0.24
Accident Fatal	1	0.05
Accident Property Damage	108	5.12
Accident Personal Injury	17	0.81
Animal Control Complaint	15	0.71
Agency Assist	35	1.66
Alarm Commercial	57	2.70
Alarm Residential	8	0.38
Ambulance Call	355	16.83
Ambulance Transfer	104	4.93
Animal Problem	2	0.09
Assault	9	0.43
Sexual Assault	4	0.19
ATV Complaint	7	0.33
Commercial Burglary	4	0.19
Residential Burglary	3	0.14
Civil Assist	44	2.09
Crash Detection	12	0.57
Criminal Mischief	14	0.66
Criminal Threatening	6	0.28
Criminal Trespass	26	1.23
Attended Death	1	0.05
Unattended Death	2	0.09
Detail (All)	45	2.13
Directed Patrol	18	0.85
Disorderly Conduct	21	1.00
Domestic Dispute	23	1.09
DRE Utilization	1	0.05
Drug Information	6	0.28
Drug Related	3	0.14
Fight	2	0.09
Fire	62	2.94
Fire Wildland	2	0.09
Fish and Game	7	0.33
Fraud	6	0.28
Harassment	32	1.52
Information	116	5.50
Juvenile Problem	9	0.43
K9 Deployment	4	0.19
K9 Training	5	0.24
Mental Subject	3	0.14
Missing Person	5	0.24
Motor Veh Complaint	82	3.89
Motor Vehicle Stop	388	18.40
Motorist Assist	18	0.85
Noise Complaint	5	0.24
OUI	3	0.14
Paper Service	51	2.42
Parking Problem	1	0.05
Protection Order Service	16	0.76
Property Check	17	0.81
Found Property	3	0.14
Public Assist (Highway, etc.)	14	0.66

10/06/25
06:28

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

301
Page: 2

Nature of Call	Total Calls Received	% of Total
Remove Subject	6	0.38
School Visit	3	0.14
Sex Offender Verify	2	0.09
Shots Fired	8	0.38
Speaking Engagement	1	0.05
Special Investigation	2	0.09
Subject Stop	2	0.09
Suicidal Subject	8	0.38
Suspicious Activity	55	2.61
Theft	25	1.19
Traffic Hazard	3	0.14
Unmanned Aircraft System	1	0.05
Unknown Problem	3	0.14
Violation Bail	2	0.09
Violation of P.O.	7	0.33
Warrant Arrest	10	0.47
Search Warrant	1	0.05
Check Well Being	58	2.75

Total Calls:	2109	

Report Includes:

All dates between '00:00:01 09/01/25' and '23:59:59 09/30/25'
All nature of incidents
All cities
All types
All priorities
All agencies
All zones

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2024 Calls for Service for same time frame

10/06/25
06:30

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

501
Page: 1

Nature of Call	Total Calls Received	% of Total
911 Hang Up	61	2.90
911 Misdial	49	2.33
Abandoned Vehicle	1	0.05
Accident Fatal	1	0.05
Accident Property Damage	93	4.43
Accident Personal Injury	11	0.52
Animal Control Complaint	16	0.76
Agency Assist	31	1.48
Alarm Commercial	53	2.52
Alarm Residential	18	0.86
Ambulance Call	424	20.19
Ambulance Drug Overdose	3	0.14
Ambulance Transfer	93	4.43
Animal Problem	5	0.24
Assault	9	0.43
Sexual Assault	4	0.19
ATV Complaint	12	0.57
Bail Check	3	0.14
Commercial Burglary	3	0.14
Residential Burglary	7	0.33
Civil Assist	47	2.24
Computer Crime	1	0.05
Crash Detection	5	0.24
Criminal Mischief	13	0.62
Criminal Threatening	13	0.62
Criminal Trespass	26	1.24
Attended Death	2	0.10
Suicide Death	1	0.05
Detail (All)	23	1.10
Directed Patrol	8	0.38
Disorderly Conduct	22	1.05
Domestic Dispute	27	1.29
DRE Utilization	1	0.05
Drug Information	5	0.24
Drug Related	5	0.24
Endangering Welfare	1	0.05
Escort	2	0.10
Fight	4	0.19
Fire	55	2.62
Fire Wildland	2	0.10
Fish and Game	10	0.48
Fraud	8	0.38
Harassment	29	1.38
Information	99	4.71
Jail Incident	1	0.05
Juvenile Problem	21	1.00
K9 Deployment	20	0.95
K9 Training	4	0.19
Littering	1	0.05
Mental Subject	3	0.14
Missing Person	6	0.29
Motor Veh Complaint	80	3.81
Motor Vehicle Stop	314	14.95
Motorist Assist	11	0.52
Noise Complaint	13	0.62

10/30/25
06:30

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

Page: 501
2

Nature of Call	Total Calls Received	% of Total
OUI	3	0.14
Paper Service	15	0.71
Protection Order Service	19	0.90
Probation Check	7	0.33
Property Check	24	1.14
Found Property	7	0.33
Lost Property	4	0.19
Public Assist (Highway, etc.)	15	0.71
Remove Subject	17	0.81
Rescue	1	0.05
Robbery	1	0.05
Runaway Juvenile	2	0.10
Sex Offender Verify	1	0.05
Shots Fired	3	0.14
Speaking Engagement	5	0.24
Special Investigation	1	0.05
Suicidal Subject	7	0.33
Suspicious Activity	50	2.38
Test	4	0.19
Theft	39	1.86
Traffic Hazard	1	0.05
Unknown Problem	3	0.14
Violation Bail	3	0.14
Violation of P.O.	7	0.33
Warrant Arrest	9	0.43
Check Well Being	72	3.43

Total Calls:	2100	

Report Includes:

- All dates between '00:00:01 09/01/24' and '23:59:59 09/30/24'
- All nature of incidents
- All cities
- All types
- All priorities
- All agencies
- All zones

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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

September 2025 Washington County Probate Court

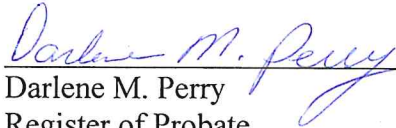
A total of 7 scheduled hearings and 4 emergency hearings were held in the Probate Courtroom in the month of July:

- 2 Formal Estates
- 3 Minor Guardianships
- 2 Adult Guardianships
- 2 Adult Emergency Guardianships
- 2 Minor Emergency Guardianships

We also appointed Personal Representatives for 19 Informal Estates.

The Register has been attending budget advisory meetings, commissioner meetings and special public meetings to support the Probate Court. The Register also attended a Probate Registers meeting via Zoom. The Deputy Register and the Clerk/Secretary have done a great job making sure tasks are completed.

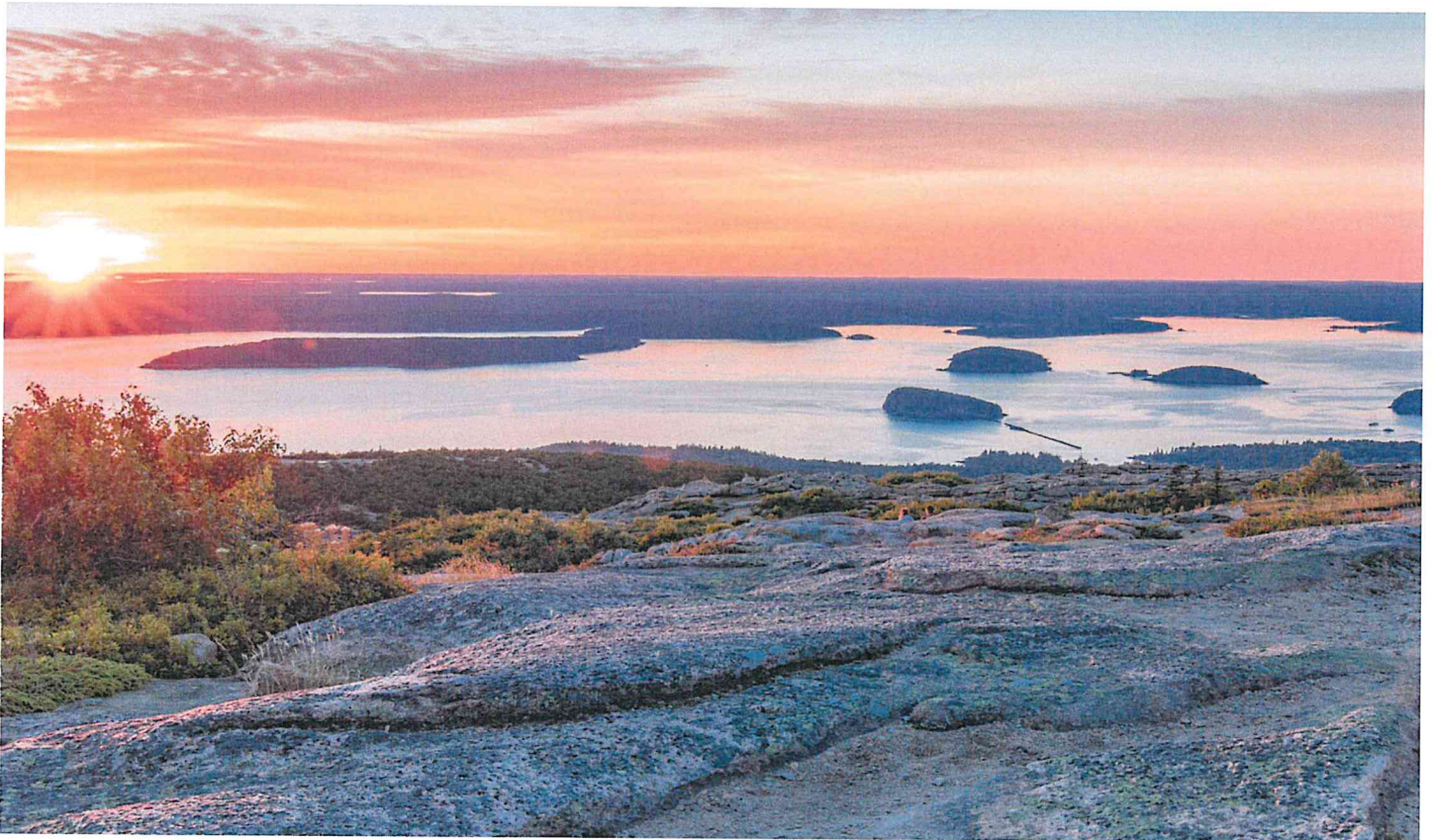
The Probate Office made \$40.00 in July from the sale of digital copies of our archived documents that we have scanned to our maineprobate.net website. This is from our project of archiving our old probate records. We create a digital file of the documents for protective purposes which also makes them available for the public to purchase.


Darlene M. Perry
Register of Probate



Economic Development Services Report

3RD QUARTER 2025: JULY 1, 2025 TO SEPTEMBER 30, 2025

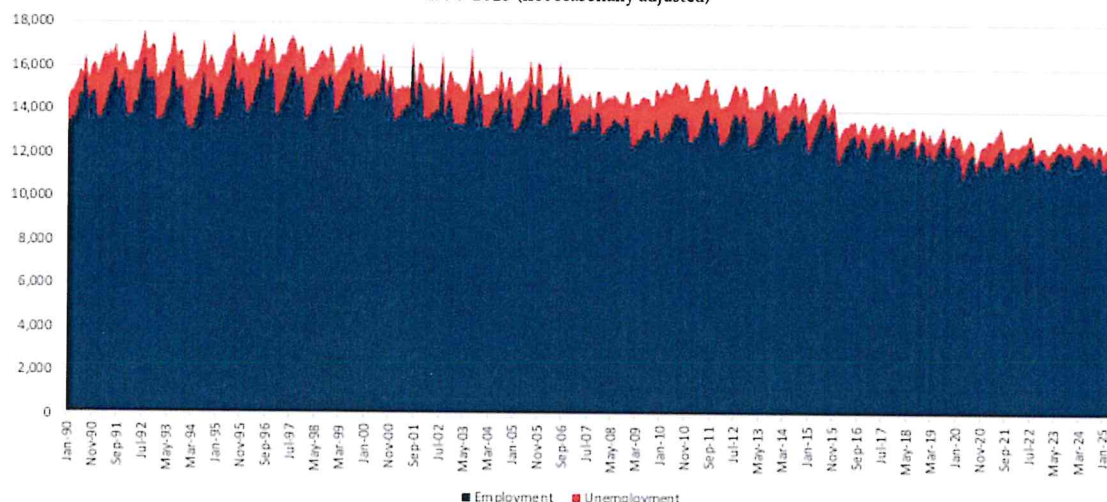


Prepared on October 8, 2025 for Washington County Government
Submitted by Sunrise County Economic Council
Main Office: 7 Ames Way, Machias, ME 04654 | (207) 255-0983

INTRODUCTION

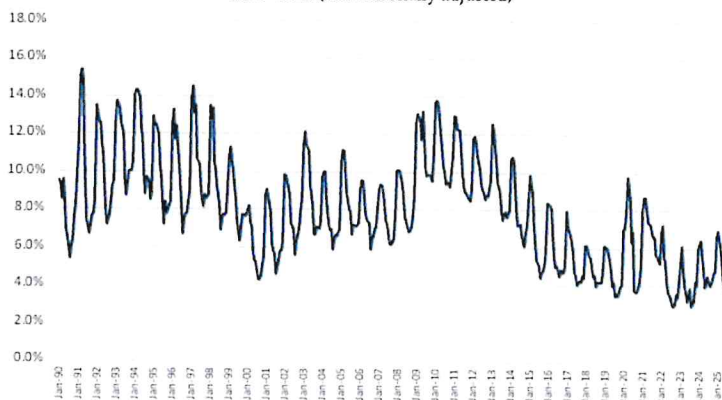
Washington County's economy has been relatively stable even as its civilian labor has resumed its gradual decline and significant declines in border crossings and retail sales impact the great Calais area. In August 2025, the unemployment rate was 4.0% compared to 4.1% in August 2024. The Maine Department of Labor estimates that there were 11,920 people employed in Washington County in August, which is about 1% less than a year ago. There were about 490 people in the county who were looking for work and met the definition of unemployed; that number is less than 1% lower than last year. For comparison, in August 1995 there were over 16,000 people employed in the county, and over 1,200 that were unemployed.

Washington County Civilian Labor Force
1990-2025 (not seasonally adjusted)



The decrease in border crossings from Canada to Calais has continued. From February to August of this year, just over 414,000 people crossed over from Canada to Calais in personal vehicles. This represents a 31% decrease relative to the just over 602,000 people who crossed over in the same period last year. The decrease in truck crossing is less dramatic with 13% or about 5,000 fewer trucks crossing in February to August 2025 relative to the same period in 2024. Even though the decrease in truck traffic is relatively smaller, it is perhaps more significant. From February to August of this year, there were fewer trucks crossing from Canada to Calais than in the same period in 2020, which included the most stringent covid restrictions.

Washington County Unemployment Rate
1990-2025 (not seasonally adjusted)



Retail sales in the greater Calais area show the impact of these changes. When corrected for inflation, total taxable retail sales in greater Calais in the period from February to July 2025 were 10% lower than the same period in 2024. This reflects a loss of about \$6.5 million in taxable retail sales relative to 2024. It is possible that the impact may be moderating though. Taxable retail sales in June and July were 4% and 5% lower respectively than the same months in 2024 when corrected for inflation. That compares to declines that exceeded 12% in previous months.

Working Communities Challenge

On August 13th, the Working Communities Challenge (WCC) Partnership Director facilitated and hosted a series of meetings in Washington County with Dr. Susan Collins, President and CEO of the Federal Reserve Bank of Boston.

The day began with a meeting between Dr. Collins and Passamaquoddy Tribal leadership from both Sipayik and Indian Township at the Sipayik Tribal Government Office. Tribal leaders shared insights on the economic impact of the Passamaquoddy Tribe and potential opportunities for future growth. The visit included a tour of the Sipayik Clam Garden—the largest of its kind globally—located on the Sipayik Reservation.

Midmorning, Dr. Collins met with partners from the Washington County & Passamaquoddy Tribe WCC team at Washington County Community College. The discussion focused on key accomplishments and highlights of the WCC grant over the past three years, emphasizing collaborative efforts to advance regional economic development.

In the afternoon, local business owners from the Calais area convened with Dr. Collins at the Sunrise County Economic Council (SCEC) office. Participants shared perspectives on the impact of economic policy on their operations and discussed current trends affecting small businesses in Washington County.

Family Futures Downeast

As FFD begins its 10th Cohort, there was a lot of uncertainty for parents about enrolling in post-secondary classes this year, and reflects their overall concerns about the cost of living, especially for the basics like housing, food and heating. Taking on new challenges like college brings additional fear of the unknown. Although 22 new families joined the program, bringing the total number of families up to 45, more students enrolled after the August 15 deadline and 8 were not fully enrolled until September. This, combined with the number of students that need additional academic support, will require extra support from the Family Coaches.

In order to support families better, FFD is partnering with the University Credit Union (UCU) to present a series of financial literacy events throughout the school year. The first one, starting in October, will focus on “big purchases” like cars and car loans, and will continue throughout the year exploring subjects like budgeting, lowering your debt and improving credit scores, and saving money on shopping.

FFD Parent Leaders have a lot of opportunities to provide lived experience and a Washington-County perspective to many state and national initiatives. This includes the Ending Hunger in Maine by 2030 statewide initiative, Jobs for the Futures’s planning on Rising Futures Maine, the John T Gorman Foundation’s 2 Gen convening with Ascend at the Aspen Institute, and a national gathering of state leaders with the Ascend Institute to discuss how to better serve parent-students at community colleges.

StartUp Downeast

Start Up Downeast (SUDE) has opened enrollment for participants who want to gain training and education skills in order to improve career opportunities that might assist them with small business planning and entrepreneurship. Eligibility for SUDE requires interest in (or be already enrolled in) a workforce education program or a certificate or degree program at Washington County Community College, and to be enrolled in SNAP or SNAP-eligible. This SNAP Employment & Training program can provide support for needed training materials, help support transportation needs, and provides access to business coaching.

WORKFORCE

StartUp Downeast (continued)

While not a 2Gen program like Family Futures Downeast, SUDE is exploring how to improve the services available for parents, including non-custodial parents. Many SUDE alumni have opened small businesses or are working on micro-business ideas they hope to launch. With the changes in SNAP eligibility for some community members, SNAP Employment & Training programs fulfill the required hours to continue SNAP benefits. Contact Amanda Smith at SCEC or go to www.startupdowneast.org to apply.

Sunrise Scholarship

There were no requests for Sunrise Scholarships during this quarter. This may be due to the variety of free or low-cost training opportunities currently available to Washington County residents through employers, community groups, and educational institutions.

SCEC staff continue to advertise and promote the Sunrise Scholarship throughout Washington County to ensure community awareness and engagement. In addition, staff have been working on the development of a new online application system. This initiative aims to improve accessibility and streamline the application process for future applicants.

ENTREPRENEURSHIP

MaineStreet Business Building

This quarter, our business advising team served 36 active clients across Washington County, with an additional nine clients paused or on hold as they work through various business transitions. In sum, we delivered 90 hours of comprehensive business support in the third quarter. Our clients represent the diverse economic fabric of our region, spanning marine industries including aquaculture and commercial fishing, hospitality and food service operations both fixed and mobile, skilled trades such as construction, HVAC, mechanics and excavation, outdoor recreation and ecotourism ventures, retail businesses in clothing, wine and floral, as well as massage therapy, pet services, and product prototyping and launch initiatives.

Beyond direct client services, our team remained deeply engaged with regional stakeholders and collaborative networks committed to building a stronger entrepreneurial ecosystem. We continued our work with Maine Sea Grant's Program Advisory Committee, AQ Pre-flight program through the Maine Aquaculture Innovation Center, and our signature Entrepreneurial Pathways program.

Our outreach efforts and business development work extended into Calais, Baileyville, Eastport, and Princeton, and the Passamaquoddy community of Sipayik. We also participated in strategic initiatives including an on-site visit from the Maine Department of Economic and Community Development, an Opioid Response Summit, the development of the Washington County Business Alliance, the Maine Accelerates Growth initiative, and the DownEast Innovation Network, all working together to strengthen the small business support infrastructure across our service area.

The MSBB team maintained office and coworking memberships, and saw an increase in drop-in usage of coworking facilities. The team is also planning monthly online webinars to familiarize the public with the services available at MSBB, including two workshops scheduled for the fall titled, "Get to Know MSBB" and "Ask Us Anything About Business."

FREE TECH SUPPORT @MSBB

DO YOU NEED HELP WITH:

- Recovering your password(s)
- Email
- Account recovery
- Syncing or backing up devices
- Setting up a new device
- Remote storage
- Internet access/safety
- Any other tech-related issue

**Every Wednesday, 9am-1pm
August 20 to October 29!**
@MaineStreet Business Building
19 Main Street, Machias, ME 04654

WE CAN HELP!

Walk-ins welcome! You can also receive a spot by joining the QR code or visiting this link: <https://bit.ly/2s28z3t>

Each support provided by Jennifer Jorgal, Chief Technology Officer
jorgal@businesscounty.org or 207-255-0363

TECH SUPPORT PROVIDED BY SUNRISE COUNTY ECONOMIC COUNCIL, WITH SUPPORT FROM MAINE COMMUNITY DEVELOPMENT. MAINE STREET BUSINESS BUILDING IS A PROGRAM OF SUNRISE COUNTY ECONOMIC COUNCIL. QUESTIONS? CALL 207-255-0363

ENTREPRENEURSHIP

MaineStreet Business Building (continued)

The MSBB team recently partnered with Machias Savings Bank and JMG programs across Washington County school systems to act as mentors for an incubator-style business competition for area teens. This project will involve monthly check-ins with school groups and culminate in a pitch competition for cash prizes in Spring 2026.

MSBB team members conducted and attended several community outreach events, trainings, and resource-sharing events across Washington County. In addition, we offered weekly, free, drop-in tech support at MSBB.

Entrepreneurial Pathways

Partners in Entrepreneurial Pathways 1.0 - Venture Exploration kicked off its fifth year with 50 participants at various stages in their entrepreneurial and business journeys. Nearly 50% percent (24 participants) are from Washington County, with others across the State of Maine, and beyond. Participants ranged in experience level from those who are simply interested in starting a business to those who have established small businesses and/or are independent contractors. The average age of participants is 46.

This 10-week, virtual learning experience covers the nuts and bolts of small business start-up and learners work through the stages of drafting a business plan as they learn from curriculum delivery partners each week.



More than 30 individual partners across 19 regional and statewide organizations including business mentors and advisors, community leaders, economic development professionals, health and wellness collaborative, entrepreneurs, attorneys, and business educators join weekly sessions to deliver 20 workshops, panel discussions, and individual business coaching during the course. The course is accredited at both Washington County Community College and UMaine Machias.

Maine APEX Accelerator

The APEX program here at SCEC offers many services to the people of Washington County. Jessica Crowley, APEX counselor, works with businesses in Washington County to sell their goods and services to the government in the form of contracts. Contracts can be with the local, state or federal government. Government contracting can seem daunting, and Jess helps navigate the government purchasing process. Jess can assist municipalities with registering on SAM.gov or receive a Unique Entity Identifier. Jess and the rest of the MaineStreet Business Building Team have been involved in various outreach events throughout Washington County. These events are designed to meet businesses where they are physically located. Jess assists businesses with local contracting opportunities, marketing themselves, and understanding solicitations. Jess offers one-on-one counseling, assistance with certifications and registrations, bid match services, bid/proposal assistance and much more. From July 1st to September 30th, there are 120 active clients in Washington County through the third quarter of 2025.

DownEast Maine National Heritage Area

After an uncertain 2nd quarter, the Downeast Maine National Heritage Area, and the other 6 NHAs designated in 2023, were funded at a flat level of \$48,929 for FY25. With that news, SCEC staff began planning a retreat for the NHA management planning team (the Downeast Maine Heritage Partnership) to continue the momentum they had built as partners in heritage preservation since 2023. The 4-hour retreat was hosted on September 25th, and attended by 14 planning team members. Our partners from the National Park Service Rivers, Trails, and Conservation Assistance Program were instrumental in helping to shape the agenda and guide the group through planning exercises. The outcome of this retreat is that partners chose heritage based projects that multiple groups can collaborate to complete and unite them as stewards of the Downeast Maine National Heritage Area.

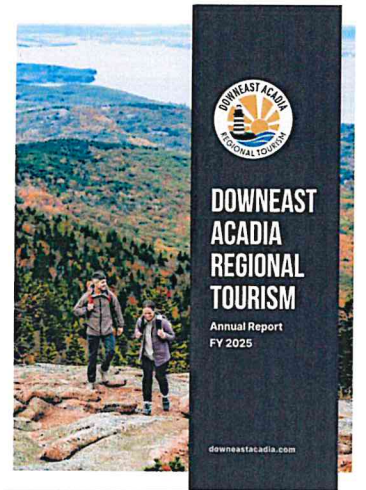
ENTREPRENEURSHIP

DownEast Acadia Regional Tourism (DART)

DownEast Acadia Regional Tourism (DART) began the new state fiscal year on July 1 with a renewed annual budget of \$300,000. DART's 2024–2025 Annual Report and 2025–2026 Marketing Plan are both available at <http://bit.ly/3VT3J51> to explore last year's accomplishments and the priorities for the coming year.

DART expects to receive the state and regional summer visitation and economic impact reports from the Maine Office of Tourism in the next month. The 2025 summer season began slowly due to persistent rain and economic uncertainty but gained momentum starting over the Fourth of July weekend.

Despite ongoing staffing constraints and budget challenges, Acadia National Park recorded a 3.8% average year-over-year increase in visitors between May and August, setting new monthly visitation records.



INFRASTRUCTURE

Sustainable Prosperity Initiative (SPI)

ETIPP. SCEC staff are working with the Island Institute, the National Renewable Energy Lab, and Versant on a program designed to ensure that education and participation in electrical system resilience is accessible to the people of Washington County, increasing their influence in decisions that increase safety, affordability, and reliability now and in the future. Staff created an outreach and literacy campaign aimed at property owners to help them access the best information about the importance of trimming and removing risk trees near powerlines. Staff attended the Machias Wild Blueberry Festival, Washington County Fair, and Eastport Pirate Festival and distributed fliers and had conversations with at least 350 individuals.

Loans & Grants: SCEC & Unorganized Territories

In Q3, SCEC received 3 completed loan applications and of those, two were approved: the first for \$32,307 to support an expansion of offerings at a local wine shop; the second loan was for \$95,350 to help fund the opening of a new cafe. The two loans will help to sustain a combined total of 4 current fulltime jobs and 3 new full time hires planned for 2026.

Broadband

Infrastructure: State Broadband Offices (SBO) received new guidance from the new administration as to the "Benefit of the Bargain" under Broadband, Equity, Access, and Deployment (BEAD) funding which resulted in a three month delay as SBO restructured deployment plans to meet the new guidelines. Provisional awards have been made to internet service providers (ISP) pending final approval of Maine's infrastructure plan. Although provisional awards have been made for broadband infrastructure within Washington County, the affected communities have yet to be announced.

Public-Private investment has been made to bring fiber to communities served under the 2019 Rural Digital Opportunity Fund (RDOF). More than 4,000 homes in Baring Plantation, Cathance Township, Charlotte, Cooper, Crawford, Meddybemps, Lubec, Trescott, Whiting, and parts of Robbinston will have access to a fiber network.



INFRASTRUCTURE

Broadband

Digital Equity: Through funding from Maine Connectivity Authority, SCEC has established a sponsorship fund with giveIT.getIT (GIT). GIT is New England's largest recycler of corporate technology and the sponsorship fund will provide low-income households within Washington County with access to a free laptop, desktop, or tablet.

Through the same partnership with MCA and GIT, SCEC provided six Washington County libraries with a total of 16 public facing desktop computers at no cost.

SCEC has collaborated with Washington County Adult and Community Education (WCAE) and the Washington County AMHC Recovery Center to bring workforce development training to Washington County residents in recovery. Participants will learn beginner and intermediate skills in word processing, spreadsheets, and slide presentations. Upon completion, participants will receive a certificate from WCAE as well as a free laptop or desktop computer. The program is expected to begin in Q4.

SCEC has partnered with GIT, Connected Nation, Shead High School, and Mano en Mano to bring workforce development skills to students through the BuildIT program. Participants will learn to assemble a desktop computer, install an operating system, and perform quality control of production. Students can keep the computer or donate it back into the community. Students will also learn how to provide technical support and internet safety classes within their community. BuildIT will commence in Q4.

Municipal Assistance & Outreach

Comprehensive plans are ongoing for Danforth, Cutler, Roque Bluffs, and Machias. SCEC has contracted with Lubec and Eastport for additional planning work.

SCEC's Brownfields coordinator has been invited to participate as part of a national Nonprofit Land Reuse Learning Cohort, beginning in October.

SCEC has sent three editions of "News for Communities" to every municipal office and other individuals in Washington County this quarter. These emails include information about training, grant opportunities, technical assistance, and other items that can be helpful to towns/cities. Anyone is welcome to sign up to receive these emails.

SCEC continues to provide staffing and fiscal services to the Washington County Council of Governments Board, and assist communities through funding provided by the DACF Municipal Planning Assistance Program and the Maine Coastal Program through a subcontract with the Hancock County Planning Commission.

Staff participation in support of communities includes:

- Moving Maine Network (bike/ped infrastructure development) Calais Branch Rail Use Advisory Council
- Maine Community Development Association
- Maine Association of Regional Councils
- Municipal Planning Assistance Program
- Maine Association of Planners
- Maine Municipal Association

With assistance from its Brownfields Committee, SCEC is continuing work with its Qualified Environmental Professional (QEP) to update the list of possible brownfields sites in Washington County.

- Phase I assessments have been completed at the former Dickinson's Feed & Seed in East Machias and at 46 Main Street in Jonesport.
- SCEC will be providing assessments for the former Princeton Rec Center.



INFRASTRUCTURE

Municipal Assistance & Outreach (continued)

SCEC continues to assist municipalities in securing project funding and with implementing projects funded by various grant sources. Current projects include but are not limited to:

- Whiting Mill Pond Dam and Fish Passage project: The Whiting selectboard has voted to award construction to WP Davis of Hampton, NH pending final certification of the contract by the Town attorney. At this time, limited site preparation is expected this year. The fish passage and dam stabilization work will be completed in the 2026 construction season.
- Jonesport: Work on the Henry Point Working Waterfront project is currently in the permit phase. Permits are still in progress but anticipated very soon. The bid will include roadway improvements from Kelley Point Road all the way to the new planned boat ramp. The first phase funding is from HUD by way of a Congressionally Directed Spending grant of \$1.5 Million. Jonesport recently applied for funding for the parking lot and boat ramp through the Northern Borders Regional Commission Catalyst Grant program.
- Installation of the Whitneyville Hillgrove Community Center doors, windows and heat pumps. No fuel oil was used to heat the building over the 2024 – 2025 heating season. This saved Whitneyville of approximately \$1,000 while reducing Carbon Dioxide emissions by 14,000 pounds. That is an 87% reduction of carbon dioxide emissions achieved for this building work.
- Participating in meetings related to clean energy and grid reliability.
- Continuing work on the Housing Opportunities Program Service Provider Grant. This project will produce a countywide ordinance and planning tool kit including public utility capacity assessments and data sets to support regional node housing infill. The project will include a suite of regionally appropriate model ordinances, data, analysis and assessment of community infrastructure and potential housing sites or housing rehabilitation opportunities.

Community Resilience Partnership

CRP Regional Coordinator:

The CRP coordinator wrote Community Action Grants (CAG) for the towns of Jonesport and Cherryfield and the Passamaquoddy Tribe at Pleasant Point. The Jonesport CAG focused on funding a public water feasibility study for the downtown while the Cherryfield CAG proposal will develop engineering and design as well as needed preliminary permitting on five identified erosion sites along Wilson Hill Rd, River and Water Sts.. The project will also initiate a citizen science water quality project looking for *e. Coli* contamination arising from poorly functioning overboard discharge systems. The Pleasant Point CAG will fund over 260 new LED fixtures in its tribal office complex. The coordinator also assisted the towns of Machiasport, Calais, Milbridge, and Harrington develop their initial Community Action Grants.

The CRP coordinator assisted the Town of Jonesport and the Jonesport-Beals Garden Club explore grant opportunities to expand their community garden. This garden would provide increased food security (focused on free fresh fruits and vegetables), as Jonesport has recently become Washington County's newest food desert.

The CRP coordinator is taking a leadership role sitting on the Interim Leadership Committee at the [Maine Climate Action Network](#) which shares resources and services among community-led climate action groups. She has also served as the board secretary on the Sunrise Trails Coalition.

The coordinator working with the Maine Coastal Program, the coordinator is bringing their Resilient Shorelines Workshop series to Machias. There landowners and municipal leaders will learn about nature-based approaches to managing eroding bluffs, and have the opportunity to consult with experts and practitioners regarding their own sites.

Finally, as part of the Building Community Strength program, in partnership with GrowSmart, the CRP coordinator led a session at their fall meeting on "Community Alignment with Funding Opportunities." This training gave town leaders enrolled in the program high level guidance on grant alignment and included a hands-on activity to help them begin a grant supported project in their communities.



INFRASTRUCTURE

Community Resilience Partnership (continued)

CRP Service Provider

Through its Fall 2024 Service Provider grant, SCEC has fully enrolled Calais and Machiasport in the Community Resilience Partnership. East Machias and Pembroke should be fully enrolled within the next quarter. All have completed the Self-Assessment and Community Action List. All have held community input sessions. Two need to adopt a municipal resolution. Community action grant applications were submitted for Calais and Machiasport.

SCEC has also been awarded a Service Provider grant to assist with community vulnerability assessments for five communities (Machias, Machiasport, Roque Bluffs, Cutler, and East Machias). Staff have met with each community and mapping has begun.

SCEC's Service Fellow continues to assist with the Upper Machias Bay Master Plan process. He is also working on the housing assessment and community vulnerability assessments, as well as providing assistance with comprehensive planning.

CDBG/NBRC Technical Assistance

- Participating on a state-wide committee planning an online "Master Class" on housing.
- Participated in the Sunrise Trail initiative.
- Staff training on CDBG program.
- Participating on the Maine Community Development Association Board (MCDA) – the CDBG Advisory Group.
- Setting up a "Zero Energy Homes" demonstration home tour in Searsport.
- Facilitating possible geothermal feasibility studies in Machias and Machiasport.
- Meet with communities to discuss CDBG opportunities.
- General community development activities.
- Closed out Vanceboro's Special Projects CDBG grant which replaced their community center roof. The new roof was recently completed.

Staff assisted with NBRC Catalyst fall program pre-applications for the Town of Jonesport, MCD Global, and Fisheries Partnership.

- SCEC provides LDD services (Catalyst program technical assistance) to the following organizations:
- Beth Wright Cancer Center
- DownEast Institute
- Cherryfield Town Square
- GrowSmart Maine
- Island Institute
- Town of Beals

Rural Energy for America Program

REAP - Rural Energy for America Program is a grant opportunity for small, for profit, businesses and agricultural producers to implement energy conservation improvements or alternative energy installations. Outreach is ongoing with a multimedia approach. The USDA has confirmed that applications for funding will be received between October 1 and December 31 this year. Several small businesses have confirmed that work is progressing on quotations and any required energy audits required for a complete application. An informational webinar was held on July 15, 2025. A recording of this webinar is available for potential applicants. The MaineStreet Business Building team collaborated with SCEC's REAP program leadership to assist with outreach and webinar coordination.

INFRASTRUCTURE

MaineDOT Regional Planning Services

SCEC assisted Beals in preparing a Rural Tribal Assistance Pilot Program (RTAPP) grant to undertake engineering and design that would raise sections of Alley Bay Rd. and improve culverts on the frequently inundated road.

SCEC assisted the City of Calais prepare an RTAPP grant to assess the feasibility of connecting the East Coast Greenway to the Downeast Sunrise Trail extension recently approved which will have a terminus in Baring Plantation.

SCEC presented a virtual talk at the BikeMaine Monthly meeting on Rural Bike/Pedestrian Social Equity issues. SCEC assisted the City of Calais and Town of Cherryfield to design and secure funds for infrastructure related to the Bold Coast National Scenic Byway, and assisted them in MaineDOT programs like the Village Partnership Initiative and the Active Transportation Initiative.



Cherryfield, Maine proposed intersections include new turning radii, sidewalk ramps, crosswalks, in-street crossing signs, flashing pedestrian crossing signs, low-vegetation islands and visitor center sidewalk.

Greater East Grand Economic Council

Our Board has scheduled a planning retreat for the end of May 2025. We will review and approve our updated strategic plan at this time, in addition to reviewing our workover the past two years.

We have submitted a request for an additional five years of operational support from the Elmina B. Sewall Foundation and will hear later in April or early May if we will receive funding. We are also in conversation with our other primary funder, the Adams Trust, and hope to learn about their funding application process for 2026 and beyond.

In order to print and distribute the new Downeast Acadia Regional Tourism promotional piece on the Greater East Grand region (pictured to the right), we are applying for a marketing grant through the Maine Office of Tourism due in late May.

We are in communication with a business located in Lincoln called Biofine that plans to turn wood waste into fuel and will explore aiding our two main logging companies in the region in providing this product.





ORGANIZATIONS & INITIATIVES

SCEC is able to undertake its work in collaboration with the following current active partners: Aroostook Mental Health Center, Coastal Enterprises Inc, College of the Atlantic, Cooperative Development Institute, Community Caring Collaborative, C.O.R.E, DownEast Acadia Regional Tourism, Downeast Community Partners, Downeast Institute, Downeast Public Health Council, Downeast Salmon Federation, Eastern Maine Development Corporation, Eastern Maine Electric Cooperative, Greater East Grand Economic Counsel, GrowSmart Maine, Healthy Acadia, Hancock County Planning Commission, Island Institute, Machias Savings Bank, Maine Center for Coastal Fisheries, Maine Coast Heritage Trust, Maine Community Foundation, Maine Development Foundation, Maine Office of Community Development, Maine APEX, Maine Seacoast Mission, Maine Sea Grant, Maine Small Business Development Center, Mano en Mano, Manomet, National Digital Equity Center, Northeastern Workforce Development Board, Northern Border Regional Commission, Northern Maine Development Commission, Northern Forest Center, State of Maine, University of Maine at Machias, Wabanaki Aspirations, Washington County Adult and Community Education, Washington County Community College, Washington County Development Authority, and Washington County Government.

The activities in this report are a broad representation of economic development services provided by SCEC on the County's behalf over the past quarter. It is not representative of all on-going projects, programs, and initiatives previously reported on. This report does not include confidential and/or proprietary information related to work with specific businesses or development projects. SCEC is available to discuss specifics in Executive Session at the discretion of the County Commissioners.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Charles J. Rudelitch".

Charles J. Rudelitch, Esq.
Executive Director

COUNTY OF WASHINGTON

P.O. Box 297, County Courthouse

Machias, ME 04654

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Commissioners:

David C. Burns, Chairman

Courtney Hammond, Commissioner

William Howard, Commissioner

County Manager:

Renée Gray

Administrative Assistant:

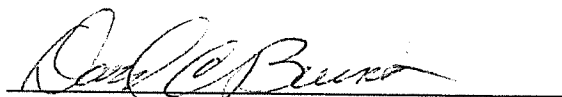
Carla J.R. Manchester

Funds Transfers Procedure

All fund transfers will require prior approval from the Commissioners during a regular scheduled meeting. The transfer request will show the fund account the funds are to be taken from and the fund account that will receive the funds. The reason for the transfer with the exact amount of funds to be transferred will be indicated.

Once the transfer request is approved by the Commissioners, a person from the Finance Department will transfer the funds and another person from the Finance Department will verify the transfer has been completed.

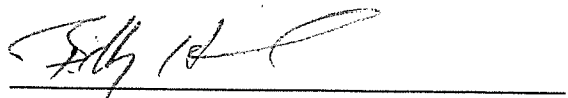
Procedure process approved (date) 10/09/25



David Burns, Chairman



Courtney Hammond, Commissioner



Billy Howard, Commissioner

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Grant Application and Receipt/Disbursement

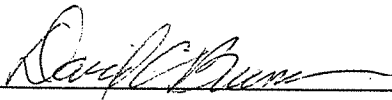
The Commissioners of the County of Washington encourage staff to make a best effort to take advantage of available grant programs for projects and initiatives that fit within the strategic plan of the County or any of its departments. Grant programs may be administered by various County departments but must be reviewed and approved by Commissioners prior to the submission of the applications. All grants are to be received and dispersed by the Finance Department to ensure accurate tracking.

The Finance Department will maintain an active list of all grants, both received and distributed. Departments that are awarded grant funding should contact the Finance Department immediately to be provided with the correct accounts in TRIO. All grant funding and grant disbursements should be tracked in grant specific TRIO accounts to ensure transparent reporting.

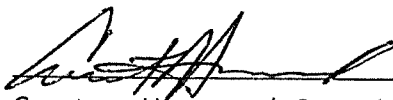
The Finance Department will provide the Commissioners and each Department Head monthly reports to ensure the grant funds are recorded properly.

Funds should be provided on a reimbursement basis and require support before issuing payment. Copies for all invoices for costs should be attached to an expenditure voucher and submitted to the Finance Department in a timely manner to ensure timely payments.

Procedure process approved (date) 10/09/25



David Burns, Chairman



Courtney Hammond, Commissioner



Billy Howard, Commissioner

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Carla J.R. Manchester

Washington County Request for Assistance with TAN Payment

October 9, 2025

Dear Town Officials, City Managers,

We hope this message finds you well. We are reaching out to you regarding a pressing financial situation that our County is currently facing.

Background

Each year, the County has relied on Tax Anticipation Notes (TAN) to manage cash flow until we receive tax payments from the Towns. Historically, we have been able to service our budget and repay the TAN; however, this year, we have encountered significant challenges:

- **Budget:** The 2025 budget was reduced with the expectation of carry-forward funds to bridge the gap between service needs and budgeted amounts. Unfortunately, in June, it was discovered that there are no carry-forward funds available.
- **Current Situation:** As a result, we are unable to meet the obligations for the current year's TAN totaling \$8 million, which includes both principal and interest.

Actions Taken

In response to our financial predicament, we have taken the following steps to mitigate the situation:

- Collaborated with Department Heads, our Attorney, the Legislative body, the Governor, and the State Treasurer.
- Implemented a freeze on all spending over \$500 unless expressly approved by the Commissioners.

Request for Assistance

We are reaching out to the Towns for support in addressing the TAN payment due by **December 31st**. Enclosed is a spreadsheet detailing the financial obligation of each Town based on the 2025 assessed values. Should a Town be in a position to assist, we kindly ask for the funds by **December 24th**.

Benefits of Assisting

- Towns that contribute towards the TAN will not be obligated to pay any additional funds or interest related to the Bond that will be voted on **November 4th** or any potentially restructured loan following our default.
- Some Towns may prefer this approach over accumulating interest over several years, maintaining lower tax rates for their citizens.

Conclusion

We understand the burden this request may place on each Town, but we genuinely appreciate any assistance you can provide. Your support will not only help the County but also ensure continued services for our citizens.

Thank you for considering this urgent request. Please feel free to reach out if you have any questions or require further information.

Sincerely,

David Burns

Billy Howard

Courtney Hammond

Enclosure

Breakdown of costs for TAN repayment by Towns

Municipality	2025 State Valuations	Valuations by Percentage	TAN payoff plus Interest (Est.) Based on 2025 State Valuations
Addison	\$ 230,100,000	4.06652%	\$ 325,321.65
Alexander	\$ 84,900,000	1.50042%	\$ 120,033.93
Baileyville	\$ 405,100,000	7.15927%	\$ 572,741.41
Baring Plantation	\$ 18,950,000	0.33490%	\$ 26,792.03
Beals	\$ 130,900,000	2.31337%	\$ 185,069.98
Beddington	\$ 69,150,000	1.22208%	\$ 97,766.15
Calais	\$ 269,800,000	4.76813%	\$ 381,450.59
Charlotte	\$ 51,450,000	0.90927%	\$ 72,741.41
Cherryfield	\$ 156,150,000	2.75961%	\$ 220,769.12
Columbia	\$ 67,600,000	1.19468%	\$ 95,574.72
Columbia Falls	\$ 69,550,000	1.22915%	\$ 98,331.68
Cooper	\$ 35,600,000	0.62915%	\$ 50,332.25
Crawford	\$ 23,300,000	0.41178%	\$ 32,942.17
Cutler	\$ 106,900,000	1.88923%	\$ 151,138.13
Danforth	\$ 100,400,000	1.77435%	\$ 141,948.25
Deblois	\$ 45,700,000	0.80765%	\$ 64,611.90
Dennysville	\$ 24,100,000	0.42592%	\$ 34,073.24
East Machias	\$ 148,850,000	2.63060%	\$ 210,448.18
Eastport	\$ 228,550,000	4.03913%	\$ 323,130.21
Grand Lake Stream Plantation	\$ 58,750,000	1.03828%	\$ 83,062.35
Harrington	\$ 190,950,000	3.37463%	\$ 269,970.31
Jonesboro	\$ 86,650,000	1.53135%	\$ 122,508.13
Jonesport	\$ 265,300,000	4.68860%	\$ 375,088.36
Lubec	\$ 299,550,000	5.29390%	\$ 423,511.95
Machias	\$ 222,200,000	3.92691%	\$ 314,152.41
Machiasport	\$ 228,600,000	4.04001%	\$ 323,200.90
Marshfield	\$ 55,450,000	0.97996%	\$ 78,396.72
Meddybemps	\$ 39,500,000	0.69808%	\$ 55,846.18
Milbridge	\$ 305,600,000	5.40082%	\$ 432,065.60
Northfield	\$ 69,950,000	1.23622%	\$ 98,897.21
Pembroke	\$ 113,800,000	2.01117%	\$ 160,893.54
Perry	\$ 149,550,000	2.64297%	\$ 211,437.86
Princeton	\$ 79,600,000	1.40676%	\$ 112,540.65
Robbinston	\$ 67,000,000	1.18408%	\$ 94,726.42
Roque Bluffs	\$ 124,000,000	2.19143%	\$ 175,314.58
Steuben	\$ 282,900,000	4.99965%	\$ 399,971.72
Talmadge	\$ 8,000,000	0.14138%	\$ 11,310.62
Topsfield	\$ 26,050,000	0.46038%	\$ 36,830.20
Vanceboro	\$ 11,200,000	0.19794%	\$ 15,834.86
Waite	\$ 10,450,000	0.18468%	\$ 14,774.49
Wesley	\$ 30,550,000	0.53991%	\$ 43,192.42
Whiting	\$ 116,650,000	2.06154%	\$ 164,922.95
Whitneyville	\$ 18,050,000	0.31899%	\$ 25,519.58
Passamaquoddy Nation	\$ 8,000,000	0.14138%	\$ 11,310.62
Unorganized Territories	\$ 523,050,000	9.24378%	\$ 739,502.33
	\$ 5,658,400,000	100.00000%	\$ 8,000,000.00

2025 TAN payoff plus estimated interest	\$ 8,000,000
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