

September 11, 2025

**Minutes of the Washington County Commissioners'  
Regular Meeting  
held September 11, 2025  
in the Washington County Superior Courtroom  
Machias, Maine**

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**Attending the meeting were:**  
Commissioner David C. Burns  
Commissioner Courtney Hammond  
Commissioner Billy Howard  
Renée Gray, County Manager  
Carla Manchester, Administrative Assistant  
Paula Johnson-Rolfe, WCSO  
Rich Rolfe, Jail Administrator/WCSO  
Barry Curtis, Sheriff  
Heron Weston, U.T. Supervisor  
Wayne Jones, Trescott  
Denise Cilley, Sunrise County Economic Council  
Darlene Perry, Probate  
Tammy Gay, Deeds  
Mike Crabtree, Chief Deputy  
Lisa M. Hanscom, EMA  
Joshua Rolfe, RCC/WCSO  
Grace Falzarano, Columbia Falls  
Meredith Mawhar, SCEC  
Mica Mawhar, Cathance Twp.  
Robert Simpson, Whiting  
JoAnne Champney, Columbia

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Executive Department business was called to order at 6:40 p.m.

**Approval of the minutes for the Regular Commissioners' meeting held on August 21, 2025. (Howard / Hammond, 3-0)**

**Approval of the minutes for the Special Commissioners' meeting held on September 3, 2025. (Hammond, / Howard, 3-0)**

**AGENDA ITEM: Old Business**

- None.

**AGENDA ITEM: Monthly and Quarterly Reports**

The Commissioners were provided written reports from the Department

September 11, 2025

Heads. (See attached)

111

All written reports were accepted.

Commissioner Hammond asked RCC Director Josh Rolfe if his written report with the monthly report of total calls statistics could include previous year data for comparison. Josh responded that he could include that information.

Jail Administrator Rich Rolfe gave an update on the jail facility intercom system and control panel issues. Rich stated he contacted Montgomery Technology Systems, the company that installed and built the system. He stated it will cost \$5100.00 to have a technician come and look at the system. He is in hopes the technician will be able to fix the problem. Rich noted a quote of \$246,586 from Johnson Controls was received to replace the control panel and intercom system. This quote included a proposed maintenance agreement of \$2618.07. Rich stated that considering the financial situation of the County at this time, he would recommend having the repair done rather than the replacement. He noted the operation of the control board and the intercom system are mandatory. Rich stated there is \$13,000.00 in his Building Structure line.

**\*MOTION\* Commissioner Burns moved to approve the expense of \$5100.00 to repair the control panel and intercom system from the Building Structure line (#699-1602). (Burns / Howard, 3-0)**

**AGENDA ITEM: Payroll Change Notices**

By consensus, the following resignations were accepted by the Commissioners:

- Holly Preston as part-time U.T. Summer Maintenance effective 09/11/25;
- Dean Preston as part-time U.T. Consultant effective 09/11/25;
- Sabre Philips as part-time U.T. Summer Maintenance effective 09/11/25;
- Jesssica Lewis as part-time U.T. ACO effective 09/11/25;
- Anthony Bennett as part-time U.T. ACO effective 09/11/25;
- Jill Holmes as Washington County Treasurer effective 09/04/25;
- Sondra Small as Deputy Treasurer effective 09/10/25.

Commissioner Burns stated that with the resignation of Treasurer Jill

September 11, 2025

Holmes a provisional treasurer must be appointed. He noted that by statute the Board of Commissioners appoint someone for that position.

112

**\*MOTION\*            Commissioner Hammond moved to appoint Grace Falzarano as Provisional Treasurer effective 09/11/25.  
(Hammond / Howard, 3-0)**

County Manager Renée Gray noted Grace will carry out the term ending December 31, 2026.

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

Six-month certificates were signed as presented for Albert Alley.

**AGENDA ITEM:        Award Bid for Snow Removal**

A summary of the bid opening was presented to the Commissioners. (see attached) County Manager Renée Gray noted only one bid was received. The bid from The By "US" Company in the amount of \$18,990.32 is for a one-year contract.

**\*MOTION\*            Commissioner Burns moved to award the Snow Removal services bid to The By "US" Company as presented.  
(Burns / Hammond, 3-0)**

**AGENDA ITEM:        Personnel Policy Amendment**

County Manager Renée Gray presented an amendment to the personnel policy. The amendment is to change the allowable carry over amount of earned paid leave from forty to eighty hours from one year to the next. Renée noted this amendment brings the county policy into compliance with the Earned Paid Leave law. Renée pointed out the new law takes effect September 24, 2025.

**\*MOTION\*            Commissioner Howard moved to amend the personnel policy pertaining to the earned paid leave as presented.  
(Howard / Burns, 3-0)**

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

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

September 11, 2025

113

**AGENDA ITEM: Commissioner Issues and Comments**

In reference to the Public Hearing held before the regular Commissioners' Meeting, Commissioner Howard stated the Board of Commission do not like the current financial position of the County. He noted taxes continue to go up. Commissioner Howard stated the County needs to regroup at some point. Commissioner Burns commented there were a lot of good suggestions tonight. He stated it will take a comprehensive plan to get beyond this. Commissioner Burns thanked all who came and participated in the Public Hearing.

**ADJOURNMENT**

7:02 p.m.

**ATTEST:**

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Carla J.R. Manchester, Admin. Asst.

September 11, 2025

**114**