Minutes of the Washington County Commissioners' Workshop Meeting held September 21, 2026 in the Washington County Commissioners' Office Machias, Maine

---

Attending the meeting were:
Commissioner David Burns
Commissioner Billy Howard
Commissioner Courtney Hammond
Renée Gray, County Administrator
Carla Manchester, Administrative Assistant
Lisa M. Hanscom, EMA
Christine Day, EMA
Jon Pottle, Attorney
Tammy Gay, Deeds
Darlene Perry, Probate
Josh Rolfe, RCC

Special Commissioners was called to order at 10:00 a.m. by Commissioner Burns.

Consideration of 2 Generators for RCC and EMA

Deputy Director of the RCC Josh Rolfe presented 3 quotes for replacement generators.
The proposals were: CMD $17,935.88; Border Electric $20,000; Riverside: $17,983.43.

Josh recommended awarding the job to Riverside for $17,983.43 based on the fact they are a local Washington County located business. Their technician that services the generators resides in East Machias. EMA grant will cover the expenses and EMA director Lisa Hanscom confirmed MEMA supports paying for both generator replacements at RCC and EMA.

MOTION **Commissioner Hammond moved to award the bid to Riverside Electric with the understanding that the EMA grant from MEMA will fund the replacement of 2 generac generators for the RCC and EMA(Hammond / Burns, 2-1)**

MOTION Commissioner Burns moved to enter into executive session pursuant to Title 1 MRSA § 405 (6)(E)(Burns / Hammond, 3-0)

Executive session was entered at 10:04 a.m.

Executive session was exited at 12:48 p.m.

One action as a result of the executive session.

Board of Commissioners Resolve 2026-1

MOTION Commissioner Hammond moved to adopt 2026-1 Board policy directive for 2027 Budget Committee process Board of Commissioners resolve (Hammond / Burns, 3-0)

Motion to Adjourn (Hammond/Burns, 3-0)

ADJOURNMENT
12:47 p.m.

ATTEST: Renée Gray
Renée Gray, County Administrator

Washington County

Board of Commissioners Resolve No. 2026-1

Board Policy/Directive for 2027 Budget Committee Process

WHEREAS, the Board of Commissioners ("Commissioners") has presented the proposed 2027 Budget estimate to the Washington County Budget Advisory Committee ("Committee"); and

WHEREAS, the Committee initiated its process to review the proposed 2027 Budget estimate; and

WHEREAS, the Committee's review is a critical process to develop and pass a final 2027 Budget; and

WHEREAS, the Committee's review and any recommendations must be completed no later than 45 days before the fiscal year-end, or by Monday, November 16, 2026; and

WHEREAS, to support the Committee's efforts to meet this time frame, the Commissioners deem it necessary and prudent to have sufficient County officials and staff available and present to assist the Committee as needed; and

NOW THEREFORE, BE IT RESOLVED, that the County Administrator, Finance Director, and the Treasurer or Finance Manager/Deputy Treasurer shall be available and attend meetings of the Committee, excepting for any good cause reasons, for the purpose of supporting the Committee's efforts to review the proposed 2027 Budget estimate and submit any recommendations to the Commissioners on or before November 16, 2026; and

BE IT FURTHER RESOLVED, that, with respect to the Finance Director, the Commissioners recognize that individual is currently tasked with leading the County regarding the 2024 Audit, which is another priority of the County, and that such attendance at Committee meetings shall not be to the detriment of the 2024 Audit and the Finance Director shall attend the Committee meetings as time allows; and

BE IT FURTHER RESOLVED, that the County Administrator is hereby directed to assist the Committee to ensure all meetings and records of the Committee are properly noticed and documented; and

BE IT FURTHER RESOLVED, that the County Administrator, on behalf of the Commissioners, is hereby directed to take all necessary and prudent actions to carry out and implement this Resolve; and

BE IT FURTHER RESOLVED, that the County Administrator, as County Clerk, shall cause this Resolve to be placed on file as a record of the Commissioners' action.

Dated this 21st day of September 2026 in Machias, Maine.

Washington County Board of Commissioners

David C. Burns, Chair, District 2

Billy Howard, District 1

Courtney Hammond, District 3

#####