

M.C.C.A.

Richard Dutremble, President
York County

Norm Fournier, Vice President
Aroostook County

George Jabar, Secretary-Treasurer
Kennebec County

Stephen Gorden, Past President
Cumberland County

William Blodgett, Emeritus
Lincoln County



4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697
www.mainecontinies.org

Lauren Haven
Administrator

MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors Meeting Agenda

March 13th, 2024 at 10:00 am via Zoom

1. Call to Order
2. Consent Agenda:
 - 2.1. Approval of the Agenda
 - 2.2. Approval of the Minutes
 - 2.3. Financial Reports: Lauren Haven
3. Officer Reports:
 - 3.1. Secretary/Treasurer, George Jabar
 - 3.2. Vice President, Norm Fournier
 - 3.3. President Report, Richard Dutremble
4. Standing Committee Reports:
 - 4.1. NACo Update: Peter Baldacci & Sharyn Pohlman
 - 4.2. Convention Planning Committee: Lauren Haven
 - 4.3. Legislative Policy Committee: Steve Gorden, Chair
 - 4.3.1. James Cohen, Verrill Dana
 - Legislative Update
 - Next Steps
5. Association Reports - MACCAM, MARP, MRODA, MSA, others.
6. Adjournment

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors Meeting Agenda February 14th, 2024 at 10:00 am via Zoom

1. Call to Order

MCCA President Richard Dutremble called the meeting to order at approximately 10:05 am.

DIRECTORS PRESENT:

Aroostook – Comm. Norman Fournier
Cumberland – Comm. Steve Gorden
Franklin – Deputy Admin. Tiffany Baker proxy for Comm. Bob Carlton
Kennebec – Comm. George Jabar
Knox – Comm. Ed Glaser proxy for Comm. Sharyn Pohlman
Lincoln – Comm. William Blodgett
Penobscot – Comm. Andre Cushing proxy for Comm. Peter Baldacci
Piscataquis – Manager Mike Williams proxy for Comm. Paul Davis
Sagadahoc – Admin. Amber Jones proxy for Comm. Charles Crosby
Somerset – Comm. Robert Sezak
Waldo – Comm. Betty Johnson
Washington – Comm. Chris Gardner
York – Comm. Richard Dutremble

DIRECTORS ABSENT:

Androscoggin – Comm. Garrett Mason
Franklin – Comm. Bob Carlton
Hancock – Comm. John Wombacher
Knox – Comm. Sharyn Pohlman
Oxford – Comm. Steven Merrill
Penobscot – Comm. Peter Baldacci
Piscataquis – Comm. Paul Davis
Sagadahoc – Comm. Charles Crosby

OTHERS PRESENT:

Kennebec – Comm. Joe Pietroski
Lincoln – Admin. Carrie Kipfer
MCCA Risk Pool - Manager Malcolm Ulmer
MCCA - Admin. Lauren Haven
Penobscot – Admin. Scott Adkins
Somerset – Admin. Tim Curtis
Verrill Dana – Lobbyists Jim Cohen and Brody Haverly-Johndro

2. Consent Agenda:
 - 2.1. Approval of the Agenda
 - 2.2. Approval of the Minutes
 - 2.3. Financial Reports: Lauren Haven

Comm. Johnson **moved** to approve the consent agenda, **seconded** by Comm. Fournier, and the motion **passed** with no opposition.

3. Officer Reports:
 - 3.1. Secretary/Treasurer, George Jabar
 - 3.2. Vice President, Norm Fournier

Comm. Fournier, who is also the Chair of the Budget and Finance Committee, reported that MCCA has money in reserves in the checking account and Money Market account. He suggested investing \$50,000 in a CD. Lauren had checked with Camden National Bank, and the rate would be about 5%. This would be a better Investment than accruing the very small amount of interest we are getting with the Money Market Account. Comm. Gardner said the advantage of using a Money Market account is that they are liquid. Comm. Sezak said Camden has poor rates, but there might be other banks with better Money Market rates. Lauren said she would get rates from a couple of other local banks and then we could revisit the subject.

- 3.3. President Report, Richard Dutremble

4. Standing Committee Reports:

- 4.1. NACo Update: Peter Baldacci & Sharyn Pohlman

Both of our NACo representatives were traveling back from the NACo Legislative Conference in Washington, DC.

- 4.2. Convention Planning Committee (CPC): Lauren Haven

Admin. Lauren Haven reported that the Committee had been meeting on a regular basis. They had requested estimates from four potential convention venues: Atlantic Oceanside, The Samoset, The Cliff House, and Sugarloaf. These venues had been used for past conferences. The committee was keeping Poland Spring Resort in mind as a backup in case all the estimates were too high for our budget or there was no availability within the timeframe set by MCCA bylaws. Of the three venues that submitted estimates, the committee recommended Sugarloaf which came back within budget and had dates in September and October. There was some discussion about pricing. Comm. Sezak who is a member of the CPC said he would like to wait for the Samoset estimate before a final decision is made.

Lauren agreed and said we would need to sign a contract very soon or the dates might be available. Comm. Gardner moved that the CPC be given the authority to choose the venue based on cost, location and availability so the contract could be signed between board meetings. Admin. Amber Jones seconded the motion and it passed unanimously. Lauren said the Committee was meeting again on March 1st.

4.3. Legislative Policy Committee: Steve Gorden, Chair

4.3.1. James Cohen, Verrill Dana

- Legislative Update
- Next Steps

Comm. Gorden reported that the legislative committees were winding down. Unfortunately, it seemed our concerns were not being heard. Comm. Gorden asked Jim Cohen for updates on supplemental jail funding and rural patrol.

Mr. Cohen said the good news regarding jail funding was that the Governor had put four million dollars in the supplemental budget for Medically Assisted Treatment (MAT) costs. Hopefully, that didn't mean they are planning to add more MAT services, but the language hadn't been seen yet. A conversation had taken place with the Criminal Justice and Public Safety Committee (CJPS) about allowing time for a presentation to show the basis for requesting more funding in the budget for county jails. It looked like there might be a public hearing being scheduled. Comm. Gorden said the amount of four million had come from the request made by counties. He thanked Admin. Scott Ferguson for gathering the data. The document shows that our jails have spent 8.2 million dollars. That being the actual cost, four million isn't sufficient as there is still a shortfall for many of the county jails.

Comm. Gorden suggested forming a legislative committee would act as a whip. The mission would be to call people and get them to contact their area legislators. Not enough legislators even know what MCCA is or does. Admin. Tim Curtis said he spoke with Sheriff Lancaster and was told that Comm. Liberty was planning to distribute a one-time payment for the MAT money. The problem was that going forward we would need to obtain funding every year. Norm said Comm. Liberty was looking for some direction from us. The Professional Council asked every county about their shortfall. Mr. Curtis said this was a political move by the Governor and the money was expected to be distributed to all counties. Comm. Gardner said we needed to determine if they plan to continue to pay for the program in the future, otherwise it wasn't very helpful. He said he wasn't in favor unless there was a clear plan going forward. He recommended that his fellow commissioners work in their sphere of influence every day to make progress on this and our other objectives. He said we need to do this continuously, not only when a specific issue comes up. Joe Pietroski said MAT was

good idea, but we shouldn't have to raise taxes for it. Jim said we should wait to see the language. Regardless, it was important to get the state to partner with us.

Regarding rural patrol, MCCA's bill, LD 630, was killed when real estate transfer tax derailed the conversation. We then followed a couple of other bills that involved rural patrol. One such bill, Senator Jeffrey Timberlake introduced an emergency bill, "An Act to Maintain State Police Rural Patrol Services at 2020 Staffing Levels". We supported this bill, but it was not clearly framed when talking about the Maine State Police staffing levels. The language was awkward. A work session might be scheduled which could mean something more would be coming forth in the budget. It was up in the air at this point. There was another bill involving police unions, that addressed hiring and retaining issues. A study was planned. The bottom line was that other groups were acknowledging there is an issue. Comm. Gardner said Maine Criminal Justice Academy has put up roadblocks for counties as we are forced to follow their requirements leaving them in control of who we train and hire. Jim thought we mentioned that point in our testimony. Comm. Gorden said we tried in the past to get counties represented on the academy board without success. We should keep trying to accomplish this, to ensure counties have some input.

Jim said he was working on a memo about where we want to put our focus on legislative topics. This would help guide our strategy and tactics. We might be able to schedule tours of jails and facilities for legislators. It would also help us develop relationships. Comm. Gorden said we should be preparing for the next legislative session. All agreed.

5. Association Reports - MACCAM, MARP, MRODA, MSA, others.

6. Adjournment SG / AJ / Unanimous

President Dutremble invited a **motion to adjourn at approximately 11:50 a.m.** Comm. Gorden made the **motion, seconded** by Comm. Sezak, and the motion to adjourn was **approved**.

Respectfully submitted,



MCCA Administrator, Lauren Haven

Attested:

MCCA Secretary-Treasurer, George Jabar

MAINE COUNTY COMMISSIONERS ASSOCIATION

February 2024 Financial Report

Attached please find the financial reports for the month of February 2024. The Balance Sheet shows the total assets and liabilities at \$288,652.70. This amount includes \$12,469.22 from the money market account MCCA established for MainePERS employer contributions.

Debits to the bank account in February totaled \$16,506.75, and \$157,582.45 was credited to the checking account. The credits were from membership dues, directory ads and accrued interest on the checking account. The debits in February were from normal operating expenses during the month. We also processed a purchase requisition for about \$1,000 to buy a meeting Owl like the one we borrowed for the annual meeting. This purchase will be reflected in the March statements. In the first two months of the year, we spent 13 percent of the annual budget.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor*, and *Profit & Loss Previous Year Comparison* reports. Please don't hesitate to contact me with any questions and let me know if you would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven
Administrator

Maine County Commissioners Association
Reconciliation Summary
1020-00 · Money Market Account, Period Ending 02/15/24

	Feb 2024
Beginning Balance	<u>12,468.74</u>
Cleared Transactions	
Deposits and Credits - 1 item	0.48
Total Cleared Transactions	<u>0.48</u>
Cleared Balance	<u><u>12,469.22</u></u>
Register Balance as of 02/15/24	12,469.22
Ending Balance	12,469.22

**Maine County Commissioners Association
Reconciliation Summary**

1010-00 · MCCA Checking-Savings Bank, Period Ending 02/29/24

	Feb 2024
Beginning Balance	121,838.65
Cleared Transactions	
Checks and Payments - 14 items	-16,506.75
Deposits and Credits - 7 items	157,582.45
Total Cleared Transactions	141,075.70
Cleared Balance	262,914.35
Uncleared Transactions	
Checks and Payments - 5 items	-7,364.72
Deposits and Credits - 4 items	1,016.10
Total Uncleared Transactions	-6,348.62
Register Balance as of 02/29/24	256,565.73
New Transactions	
Deposits and Credits - 1 item	31,088.00
Total New Transactions	31,088.00
Ending Balance	287,653.73

Maine County Commissioners Association

Reconciliation Detail

1010-00 - MCCA Checking-Savings Bank, Period Ending 02/29/24

	Type	Date	Name	Amount	Balance
Beginning Balance					121,838.65
Cleared Transactions					
Checks and Payments - 14 items					
	Bill Pmt -Check	1/30	Verrill	-5,625.00	-5,625.00
	Bill Pmt -Check	1/30	Maine Farm Bureau	-1,497.17	-7,122.17
	Bill Pmt -Check	1/30	Maine Municipal Association	-675.00	-7,797.17
	Bill Pmt -Check	2/2	Bangor Payroll	-1,152.33	-8,949.50
	Bill Pmt -Check	2/9	Bangor Payroll	-1,152.33	-10,101.83
	Bill Pmt -Check	2/15	MainePERS	-734.06	-10,835.89
	Bill Pmt -Check	2/15	Spectrum Business/TWC	-127.96	-10,963.85
	Bill Pmt -Check	2/15	Technology Solutions	-100.00	-11,063.85
	Bill Pmt -Check	2/15	Liberty Mutual Insurance	-63.83	-11,127.68
	Bill Pmt -Check	2/15	Google LLC	-12.00	-11,139.68
	Bill Pmt -Check	2/16	Bangor Payroll	-1,152.33	-12,292.01
	Bill Pmt -Check	2/23	Bangor Payroll	-2,638.16	-14,930.17
	Bill Pmt -Check	2/28	US Bank	-424.25	-15,354.42
	Bill Pmt -Check	2/29	Bangor Payroll	-1,152.33	-16,506.75
Total Checks and Payments				-16,506.75	-16,506.75
Deposits and Credits - 7 items					
	Deposit	2/14		54,558.00	54,558.00
	Deposit	2/16	Kofile Preservation	700.08	55,258.08
	Deposit	2/22	MMEHT	155.67	55,413.75
	Deposit	2/22		21,982.00	77,395.75
	Deposit	2/26		34,162.00	111,557.75
	Deposit	2/28		46,021.00	157,578.75
	Deposit	2/29		3.70	157,582.45
Total Deposits and Credits				157,582.45	157,582.45
Total Cleared Transactions				141,075.70	141,075.70
Cleared Balance				141,075.70	262,914.35
Uncleared Transactions					
Checks and Payments - 5 items					
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	2/28	Verrill	-5,625.00	-5,725.00
	Bill Pmt -Check	2/28	Maine Farm Bureau	-1,497.17	-7,222.17
	Bill Pmt -Check	2/28	Haven, Lauren	-75.00	-7,297.17
	Bill Pmt -Check	2/28	Camden National Bank	-67.55	-7,364.72
Total Checks and Payments				-7,364.72	-7,364.72
Deposits and Credits - 4 items					
	Deposit	9/11	Square	199.86	199.86
	Deposit	9/11	Square	210.27	410.13
	Deposit	9/13	Square	18.97	429.10
	Deposit	9/25	National Association of Countie	587.00	1,016.10
Total Deposits and Credits				1,016.10	1,016.10
Total Uncleared Transactions				-6,348.62	-6,348.62
Register Balance as of 02/29/24				134,727.08	256,565.73
New Transactions					
Deposits and Credits - 1 item					
	Deposit	3/4		31,088.00	31,088.00
Total Deposits and Credits				31,088.00	31,088.00
Total New Transactions				31,088.00	31,088.00
Ending Balance				165,815.08	287,653.73

Maine County Commissioners Association
Balance Sheet (accrual)
As of February 29, 2024

	Feb 2024
ASSETS	
Current Assets	
Checking/Savings	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	256,565.73
1020-00 · Money Market Account	12,469.22
1030-00 · Petty Cash Account	200.00
1000-00 · Bank and Cash Accounts - Other	855.75
Total 1000-00 · Bank and Cash Accounts	<u>270,090.70</u>
Total Checking/Savings	270,090.70
Accounts Receivable	
1300-00 · Receivables	45,228.00
Total Accounts Receivable	<u>45,228.00</u>
Other Current Assets	
1120-00 · Pass Through	-26,666.00
Total Other Current Assets	<u>-26,666.00</u>
Total Current Assets	<u>288,652.70</u>
TOTAL ASSETS	<u><u>288,652.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts Payable	-45.94
Total Accounts Payable	<u>-45.94</u>
Other Current Liabilities	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	405.19
2130-00 · Employee Health Insurance Contr	62.05
Total 2100-00 · Other Current Liabilities	<u>467.24</u>
Total Other Current Liabilities	<u>467.24</u>
Total Current Liabilities	<u>421.30</u>
Total Liabilities	421.30
Equity	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-86,023.06
Total 3000-00 · Equity Accounts	<u>-86,023.06</u>
3100-00 · Earnings	231,605.26
Net Income	<u>142,649.20</u>
Total Equity	<u>288,231.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>288,652.70</u></u>

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
 January through February 2024

Accrual Basis	Budget	Feb 2024	Jan - Feb 2024	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	350			-350	
4120-00 · Registration	26,000			-26,000	
4130-00 · Sponsorship	10,000			-10,000	
4140-00 · Vendor	9,000			-9,000	
Total 4100-00 · Convention Income	45,350			-45,350	
4300-00 · Dues	173,082		173,083	1	100%
4400-00 · Other Income	8,000	3,200	3,787	-4,213	47%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	25,026			-25,026	
4810-00 · Interest Earned	100	4	11	-89	11%
4920-00 · Transfer in from Fund Balance	6,758			-6,758	
Total Income	258,816	3,204	176,881	-81,935	68%
Gross Profit	258,816	3,204	176,881	-81,935	68%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	194	350	-1,650	18%
5030-00 · FICA	4,443	424	763	-3,680	17%
5040-00 · MainePERS Contributions	5,376	413	910	-4,466	17%
5050-00 · Salary-Administrator	60,397	5,807	10,453	-49,944	17%
Total 5000-00 · Payroll Expenses	72,216	6,838	12,476	-59,740	17%
5100-00 · Insurance					
5110-00 · Health Insurance	13,750	963	2,071	-11,679	15%
5120-00 · Commercial, Crime, D&O Ins	2,675	64	128	-2,547	5%
5130-00 · Workers Comp	450			-450	
5140-00 · Unemployment Comp Ins	300			-300	
Total 5100-00 · Insurance	17,175	1,027	2,199	-14,976	13%
6010-00 · Prof. Services					
6012-00 · Legal & Public Relations Svcs	5,500			-5,500	
6013-00 · Financial Audit	3,500		1,000	-2,500	29%
Total 6010-00 · Prof. Services	9,000		1,000	-8,000	11%
6030-00 · Lobbying					
6032-00 · Lobbying - Contractual	68,300	5,625	11,250	-57,050	16%
Total 6030-00 · Lobbying	68,300	5,625	11,250	-57,050	16%
6040-00 · NACO Expenses					
6041-00 · Conferences	6,000			-6,000	
Total 6040-00 · NACO Expenses	6,000			-6,000	

Accrual Basis	Budget	Feb 2024	Jan - Feb 2024	\$ Over Budget	% of Budget
6050-00 · Education and Training	500			-500	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	4,000			-4,000	
6114-00 · MCCA Staff Registration Expense	600			-600	
6118-00 · Meeting Exp.	35,000			-35,000	
6121-00 · Supplies	450			-450	
6124-00 · Commissioner Retirement Plaques	300			-300	
Total 6110-00 · Convention Expense	40,350			-40,350	
6140-00 · Copies-Printing					
6142-00 · Directory	150			-150	
Total 6140-00 · Copies-Printing	150			-150	
6145-00 · Dues Expense	625		675	50	108%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500	12	24	-1,476	2%
6152-00 · IT Services	1,800	112	224	-1,576	12%
6153-00 · Photocopier Lease	5,000	424	849	-4,151	17%
6154-00 · Printer & Supplies	550			-550	
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	9,250	548	1,097	-8,153	12%
6160-00 · Fees	100			-100	
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	3,000		1,852	-1,148	62%
6172-00 · County Officials' Workshop	4,000			-4,000	
6173-00 · Monthly	2,000			-2,000	
6175-00 · Meetings - Other	2,000			-2,000	
Total 6170-00 · Meeting Expense	11,000		1,852	-9,148	17%
6180-00 · Mileage & Travel Expense	200			-200	
6195-00 · Office Space Rental	19,000	1,497	2,994	-16,006	16%
6215-00 · Postage-Shipping	300			-300	
6230-00 · Advertising	100			-100	
6235-00 · Supplies	400	20	229	-171	57%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	900	75	150	-750	17%
6243-00 · Phone, Fax & Internet	2,500	164	310	-2,190	12%
Total 6240-00 · Telephone, Fax & Internet	3,400	239	460	-2,940	14%
6250-00 · Website	200			-200	
6260-00 · Contingency	500			-500	
Total Expense	258,816	15,794	34,232	-224,584	13%

Maine County Commissioners Association
Expenses by Vendor Detail
February 2024

Accrual Basis	Type	Date	Account	Amount	Balance
Bangor Payroll					
	Bill	2/2	5050-00 · Salary-Administrator	1,161.48	1,161.48
	Bill	2/2	5030-00 · FICA	84.88	1,246.36
	Bill	2/2	5020-00 · Payroll Fees	38.00	1,284.36
	Bill	2/9	5050-00 · Salary-Administrator	1,161.48	2,445.84
	Bill	2/9	5030-00 · FICA	84.88	2,530.72
	Bill	2/9	5020-00 · Payroll Fees	38.00	2,568.72
	Bill	2/16	5050-00 · Salary-Administrator	1,161.48	3,730.20
	Bill	2/16	5030-00 · FICA	84.88	3,815.08
	Bill	2/16	5020-00 · Payroll Fees	38.00	3,853.08
	Bill	2/23	5050-00 · Salary-Administrator	1,161.48	5,014.56
	Bill	2/23	5030-00 · FICA	84.88	5,099.44
	Bill	2/23	5020-00 · Payroll Fees	42.00	5,141.44
	Bill	2/23	5110-00 · Health Insurance	1,274.27	6,415.71
	Bill	2/29	5050-00 · Salary-Administrator	1,161.48	7,577.19
	Bill	2/29	5030-00 · FICA	84.88	7,662.07
	Bill	2/29	5020-00 · Payroll Fees	38.00	7,700.07
Total Bangor Payroll				7,700.07	7,700.07
Camden National Bank					
	Bill	2/28	6152-00 · IT Services	12.00	12.00
	Bill	2/28	6235-00 · Supplies	19.55	31.55
	Bill	2/28	6243-00 · Phone, Fax & Internet	36.00	67.55
Total Camden National Bank				67.55	67.55
Google LLC					
	Bill	2/15	6151-00 · Computer Hardware & Software	12.00	12.00
Total Google LLC				12.00	12.00
Haven, Lauren					
	Bill	2/28	6241-00 · Cell Phone	75.00	75.00
Total Haven, Lauren				75.00	75.00
Liberty Mutual Insurance					
	Bill	2/15	5120-00 · Commercial, Crime, D&O Ins	63.83	63.83
Total Liberty Mutual Insurance				63.83	63.83
Maine Farm Bureau					
	Bill	2/28	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau				1,497.17	1,497.17
MainePERS					
	Bill	2/15	5040-00 · MainePERS Contributions	413.49	413.49
Total MainePERS				413.49	413.49
MMEHT					
	Deposit	2/22	5110-00 · Health Insurance	-155.67	-155.67

Accrual Basis	Type	Date	Account	Amount	Balance
	Deposit	2/22	5110-00 · Health Insurance	-155.67	-311.34
Total MMEHT				-311.34	-311.34
Spectrum Business/TWC					
	Bill	2/15	6243-00 · Phone, Fax & Internet	127.96	127.96
Total Spectrum Business/TWC				127.96	127.96
Technology Solutions					
	Bill	2/15	6152-00 · IT Services	100.00	100.00
Total Technology Solutions				100.00	100.00
US Bank					
	Bill	2/28	6153-00 · Photocopier Lease	424.25	424.25
Total US Bank				424.25	424.25
Verrill					
	Bill	2/28	6032-00 · Lobbying - Contractual	5,625.00	5,625.00
Total Verrill				5,625.00	5,625.00
TOTAL				15,794.98	15,794.98

Maine County Commissioners Association
Transaction Detail by Account
February 2024

Accrual Basis	Type	Date	Name	Amount	Balance
1000-00 - Bank and Cash Accounts					
1010-00 - MCCA Checking-Savings Bank					
	Bill Pmt -Check	2/2	Bangor Payroll	-1,152.33	-1,152.33
	Bill Pmt -Check	2/9	Bangor Payroll	-1,152.33	-2,304.66
	Deposit	2/14		54,558.00	52,253.34
	Bill Pmt -Check	2/15	Google LLC	-12.00	52,241.34
	Bill Pmt -Check	2/15	Liberty Mutual Insurance	-63.83	52,177.51
	Bill Pmt -Check	2/15	MainePERS	-734.06	51,443.45
	Bill Pmt -Check	2/15	Spectrum Business/TWC	-127.96	51,315.49
	Bill Pmt -Check	2/15	Technology Solutions	-100.00	51,215.49
	Bill Pmt -Check	2/16	Bangor Payroll	-1,152.33	50,063.16
	Deposit	2/16	Kofile Preservation	700.08	50,763.24
	Deposit	2/22		21,982.00	72,745.24
	Deposit	2/22	MMEHT	155.67	72,900.91
	Bill Pmt -Check	2/23	Bangor Payroll	-2,638.16	70,262.75
	Deposit	2/26		34,162.00	104,424.75
	Deposit	2/28		46,021.00	150,445.75
	Bill Pmt -Check	2/28	Camden National Bank	-67.55	150,378.20
	Bill Pmt -Check	2/28	US Bank	-424.25	149,953.95
	Bill Pmt -Check	2/28	Verrill	-5,625.00	144,328.95
	Bill Pmt -Check	2/28	Maine Farm Bureau	-1,497.17	142,831.78
	Bill Pmt -Check	2/28	Haven, Lauren	-75.00	142,756.78
	Bill Pmt -Check	2/29	Bangor Payroll	-1,152.33	141,604.45
	Deposit	2/29		3.70	141,608.15
Total 1010-00 - MCCA Checking-Savings Bank				141,608.15	141,608.15
1020-00 - Money Market Account					
	Deposit	2/15		0.48	0.48
Total 1020-00 - Money Market Account				0.48	0.48
1000-00 - Bank and Cash Accounts - Other					
	Deposit	2/16	Kofile Preservation	700.08	700.08
	Deposit	2/22	MMEHT	155.67	855.75
Total 1000-00 - Bank and Cash Accounts - Other				855.75	855.75
Total 1000-00 - Bank and Cash Accounts				142,464.38	142,464.38
1300-00 - Receivables					
	Payment	2/14	Aroostook County	-11,380.00	-11,380.00
	Payment	2/14	Franklin County	-10,040.00	-21,420.00
	Payment	2/14	Hancock County	-11,656.00	-33,076.00
	Payment	2/14	Knox County	-10,657.00	-43,733.00
	Payment	2/14	Somerset County	-10,825.00	-54,558.00
	Invoice	2/22	Edmunds GovTech	400.00	-54,158.00
	Invoice	2/22	Libby O'Brien Kingsley, LLC	700.00	-53,458.00
	Payment	2/22	Waldo County	-10,373.00	-63,831.00
	Payment	2/22	Edmunds GovTech	-400.00	-64,231.00
	Payment	2/22	Lincoln County	-10,509.00	-74,740.00
	Payment	2/22	Libby O'Brien Kingsley, LLC	-700.00	-75,440.00
	Invoice	2/26	Drummond Woodsum	700.00	-74,740.00
	Payment	2/26	Drummond Woodsum	-700.00	-75,440.00

Accrual Basis	Type	Date	Name	Amount	Balance
	Payment	2/26	York County	-18,762.00	-94,202.00
	Payment	2/26	Penobscot County	-14,700.00	-108,902.00
	Payment	2/28	Washington County	-10,031.00	-118,933.00
	Payment	2/28	Androscoggin County	-13,032.00	-131,965.00
	Payment	2/28	Cumberland County Maine	-22,958.00	-154,923.00
Total 1300-00 · Receivables				-154,923.00	-154,923.00

1110-00 · Undeposited Funds

	Payment	2/14	Aroostook County	11,380.00	11,380.00
	Payment	2/14	Franklin County	10,040.00	21,420.00
	Payment	2/14	Hancock County	11,656.00	33,076.00
	Payment	2/14	Knox County	10,657.00	43,733.00
	Payment	2/14	Somerset County	10,825.00	54,558.00
	Deposit	2/14	Aroostook County	-11,380.00	43,178.00
	Deposit	2/14	Franklin County	-10,040.00	33,138.00
	Deposit	2/14	Hancock County	-11,656.00	21,482.00
	Deposit	2/14	Knox County	-10,657.00	10,825.00
	Deposit	2/14	Somerset County	-10,825.00	0.00
	Payment	2/22	Waldo County	10,373.00	10,373.00
	Payment	2/22	Edmunds GovTech	400.00	10,773.00
	Payment	2/22	Lincoln County	10,509.00	21,282.00
	Payment	2/22	Libby O'Brien Kingsley, LLC	700.00	21,982.00
	Deposit	2/22	Waldo County	-10,373.00	11,609.00
	Deposit	2/22	Edmunds GovTech	-400.00	11,209.00
	Deposit	2/22	Lincoln County	-10,509.00	700.00
	Deposit	2/22	Libby O'Brien Kingsley, LLC	-700.00	0.00
	Payment	2/26	Drummond Woodsum	700.00	700.00
	Payment	2/26	York County	18,762.00	19,462.00
	Payment	2/26	Penobscot County	14,700.00	34,162.00
	Deposit	2/26	Drummond Woodsum	-700.00	33,462.00
	Deposit	2/26	York County	-18,762.00	14,700.00
	Deposit	2/26	Penobscot County	-14,700.00	0.00
	Payment	2/28	Washington County	10,031.00	10,031.00
	Payment	2/28	Androscoggin County	13,032.00	23,063.00
	Payment	2/28	Cumberland County Maine	22,958.00	46,021.00
	Deposit	2/28	Washington County	-10,031.00	35,990.00
	Deposit	2/28	Androscoggin County	-13,032.00	22,958.00
	Deposit	2/28	Cumberland County Maine	-22,958.00	0.00
Total 1110-00 · Undeposited Funds				0.00	0.00

2000-00 · Accounts Payable

	Bill	2/2	Bangor Payroll	-1,152.33	-1,152.33
	Bill Pmt -Check	2/2	Bangor Payroll	1,152.33	0.00
	Bill	2/9	Bangor Payroll	-1,152.33	-1,152.33
	Bill Pmt -Check	2/9	Bangor Payroll	1,152.33	0.00
	Bill	2/15	MainePERS	-734.06	-734.06
	Bill	2/15	Liberty Mutual Insurance	-63.83	-797.89
	Bill	2/15	Technology Solutions	-100.00	-897.89
	Bill	2/15	Google LLC	-12.00	-909.89
	Bill	2/15	Spectrum Business/TWC	-127.96	-1,037.85
	Bill Pmt -Check	2/15	Google LLC	12.00	-1,025.85
	Bill Pmt -Check	2/15	Liberty Mutual Insurance	63.83	-962.02

Accrual Basis	Type	Date	Name	Amount	Balance
	Bill Pmt -Check	2/15	MainePERS	734.06	-227.96
	Bill Pmt -Check	2/15	Spectrum Business/TWC	127.96	-100.00
	Bill Pmt -Check	2/15	Technology Solutions	100.00	0.00
	Bill	2/16	Bangor Payroll	-1,152.33	-1,152.33
	Bill Pmt -Check	2/16	Bangor Payroll	1,152.33	0.00
	Bill	2/23	Bangor Payroll	-2,638.16	-2,638.16
	Bill Pmt -Check	2/23	Bangor Payroll	2,638.16	0.00
	Bill	2/28	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill	2/28	Verrill	-5,625.00	-7,122.17
	Bill	2/28	Camden National Bank	-67.55	-7,189.72
	Bill	2/28	US Bank	-424.25	-7,613.97
	Bill	2/28	Haven, Lauren	-75.00	-7,688.97
	Bill Pmt -Check	2/28	Camden National Bank	67.55	-7,621.42
	Bill Pmt -Check	2/28	US Bank	424.25	-7,197.17
	Bill Pmt -Check	2/28	Verrill	5,625.00	-1,572.17
	Bill Pmt -Check	2/28	Maine Farm Bureau	1,497.17	-75.00
	Bill Pmt -Check	2/28	Haven, Lauren	75.00	0.00
	Bill	2/29	Bangor Payroll	-1,152.33	-1,152.33
	Bill Pmt -Check	2/29	Bangor Payroll	1,152.33	0.00
Total 2000-00 · Accounts Payable				0.00	0.00
2100-00 · Other Current Liabilities					
2120-00 · MainePERS Employee Contribution					
	Bill	2/2	Bangor Payroll	-80.14	-80.14
	Bill	2/9	Bangor Payroll	-80.14	-160.28
	Bill	2/15	MainePERS	320.57	160.29
	Bill	2/16	Bangor Payroll	-80.14	80.15
	Bill	2/23	Bangor Payroll	-80.14	0.01
	Bill	2/29	Bangor Payroll	-80.14	-80.13
Total 2120-00 · MainePERS Employee Contribution				-80.13	-80.13
2130-00 · Employee Health Insurance Contr					
	Bill	2/2	Bangor Payroll	-51.89	-51.89
	Bill	2/9	Bangor Payroll	-51.89	-103.78
	Bill	2/16	Bangor Payroll	-51.89	-155.67
	Bill	2/23	Bangor Payroll	207.56	51.89
	Bill	2/23	Bangor Payroll	-51.89	0.00
	Bill	2/29	Bangor Payroll	-51.89	-51.89
Total 2130-00 · Employee Health Insurance Contr				-51.89	-51.89
Total 2100-00 · Other Current Liabilities				-132.02	-132.02
4400-00 · Other Income					
	Deposit	2/16	Kofile Preservation	-700.08	-700.08
	Deposit	2/16	Kofile Preservation	-700.08	-1,400.16
	Invoice	2/22	Edmunds GovTech	-400.00	-1,800.16
	Invoice	2/22	Libby O'Brien Kingsley, LLC	-700.00	-2,500.16
	Invoice	2/26	Drummond Woodsum	-700.00	-3,200.16
Total 4400-00 · Other Income				-3,200.16	-3,200.16
4810-00 · Interest Earned					
	Deposit	2/15		-0.48	-0.48
	Deposit	2/29		-3.70	-4.18
Total 4810-00 · Interest Earned				-4.18	-4.18
5000-00 · Payroll Expenses					

	Accrual Basis	Type	Date	Name	Amount	Balance
5020-00 · Payroll Fees						
		Bill	2/2	Bangor Payroll	38.00	38.00
		Bill	2/9	Bangor Payroll	38.00	76.00
		Bill	2/16	Bangor Payroll	38.00	114.00
		Bill	2/23	Bangor Payroll	42.00	156.00
		Bill	2/29	Bangor Payroll	38.00	194.00
Total 5020-00 · Payroll Fees					194.00	194.00
5030-00 · FICA						
		Bill	2/2	Bangor Payroll	84.88	84.88
		Bill	2/9	Bangor Payroll	84.88	169.76
		Bill	2/16	Bangor Payroll	84.88	254.64
		Bill	2/23	Bangor Payroll	84.88	339.52
		Bill	2/29	Bangor Payroll	84.88	424.40
Total 5030-00 · FICA					424.40	424.40
5040-00 · MainePERS Contributions						
		Bill	2/15	MainePERS	413.49	413.49
Total 5040-00 · MainePERS Contributions					413.49	413.49
5050-00 · Salary-Administrator						
		Bill	2/2	Bangor Payroll	1,161.48	1,161.48
		Bill	2/9	Bangor Payroll	1,161.48	2,322.96
		Bill	2/16	Bangor Payroll	1,161.48	3,484.44
		Bill	2/23	Bangor Payroll	1,161.48	4,645.92
		Bill	2/29	Bangor Payroll	1,161.48	5,807.40
Total 5050-00 · Salary-Administrator					5,807.40	5,807.40
Total 5000-00 · Payroll Expenses					6,839.29	6,839.29
5100-00 · Insurance						
5110-00 · Health Insurance						
		Deposit	2/22	MMEHT	-155.67	-155.67
		Deposit	2/22	MMEHT	-155.67	-311.34
		Bill	2/23	Bangor Payroll	1,274.27	962.93
Total 5110-00 · Health Insurance					962.93	962.93
5120-00 · Commercial, Crime, D&O Ins						
		Bill	2/15	Liberty Mutual Insurance	63.83	63.83
Total 5120-00 · Commercial, Crime, D&O Ins					63.83	63.83
Total 5100-00 · Insurance					1,026.76	1,026.76
6030-00 · Lobbying						
6032-00 · Lobbying - Contractual						
		Bill	2/28	Verrill	5,625.00	5,625.00
Total 6032-00 · Lobbying - Contractual					5,625.00	5,625.00
Total 6030-00 · Lobbying					5,625.00	5,625.00
6150-00 · Equipment - Office						
6151-00 · Computer Hardware & Software						
		Bill	2/15	Google LLC	12.00	12.00
Total 6151-00 · Computer Hardware & Software					12.00	12.00
6152-00 · IT Services						
		Bill	2/15	Technology Solutions	100.00	100.00
		Bill	2/28	Camden National Bank	12.00	112.00
Total 6152-00 · IT Services					112.00	112.00
6153-00 · Photocopier Lease						
		Bill	2/28	US Bank	424.25	424.25

Accrual Basis	Type	Date	Name	Amount	Balance
Total 6153-00 · Photocopier Lease				424.25	424.25
Total 6150-00 · Equipment - Office				548.25	548.25
6195-00 · Office Space Rental					
	Bill	2/28	Maine Farm Bureau	1,497.17	1,497.17
Total 6195-00 · Office Space Rental				1,497.17	1,497.17
6235-00 · Supplies					
	Bill	2/28	Camden National Bank	19.55	19.55
Total 6235-00 · Supplies				19.55	19.55
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone					
	Bill	2/28	Haven, Lauren	75.00	75.00
Total 6241-00 · Cell Phone				75.00	75.00
6243-00 · Phone, Fax & Internet					
	Bill	2/15	Spectrum Business/TWC	127.96	127.96
	Bill	2/28	Camden National Bank	36.00	163.96
Total 6243-00 · Phone, Fax & Internet				163.96	163.96
Total 6240-00 · Telephone, Fax & Internet				238.96	238.96

Maine County Commissioners Association
Profit & Loss Prev Year Comparison
February 2024

Accrual Basis	Feb 2024	Feb 2023	\$ Change	% Change
Income				
4400-00 · Other Income	3,200.16	2,500.16	700.00	28.0%
4810-00 · Interest Earned	4.18	4.24	-0.06	-1.42%
Total Income	3,204.34	2,504.40	699.94	27.95%
Gross Profit	3,204.34	2,504.40	699.94	27.95%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	194.00	148.00	46.00	31.08%
5030-00 · FICA	424.40	326.24	98.16	30.09%
5040-00 · MainePERS Contributions	413.49	369.88	43.61	11.79%
5050-00 · Salary-Administrator	5,807.40	4,467.24	1,340.16	30.0%
Total 5000-00 · Payroll Expenses	6,839.29	5,311.36	1,527.93	28.77%
5100-00 · Insurance				
5110-00 · Health Insurance	962.93	1,072.97	-110.04	-10.26%
5120-00 · Commercial, Crime, D&O Ins	63.83	64.00	-0.17	-0.27%
Total 5100-00 · Insurance	1,026.76	1,136.97	-110.21	-9.69%
6010-00 · Prof. Services				
6012-00 · Legal & Public Relations Svcs	0.00	115.00	-115.00	-100.0%
Total 6010-00 · Prof. Services	0.00	115.00	-115.00	-100.0%
6030-00 · Lobbying				
6032-00 · Lobbying - Contractual	5,625.00	5,916.00	-291.00	-4.92%
Total 6030-00 · Lobbying	5,625.00	5,916.00	-291.00	-4.92%
6040-00 · NACO Expenses				
6041-00 · Conferences	0.00	606.94	-606.94	-100.0%
Total 6040-00 · NACO Expenses	0.00	606.94	-606.94	-100.0%
6140-00 · Copies-Printing				
6142-00 · Directory	0.00	72.99	-72.99	-100.0%
Total 6140-00 · Copies-Printing	0.00	72.99	-72.99	-100.0%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	12.00	6.00	6.00	100.0%
6152-00 · IT Services	112.00	112.00	0.00	0.0%
6153-00 · Photocopier Lease	424.25	410.99	13.26	3.23%
Total 6150-00 · Equipment - Office	548.25	528.99	19.26	3.64%
6160-00 · Fees	0.00	19.46	-19.46	-100.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	0.00	71.75	-71.75	-100.0%
6235-00 · Supplies	19.55	0.00	19.55	100.0%

Accrual Basis	Feb 2024	Feb 2023	\$ Change	% Change
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	75.00	0.00	0.0%
6243-00 · Phone, Fax & Internet	163.96	167.95	-3.99	-2.38%
Total 6240-00 · Telephone, Fax & Internet	238.96	242.95	-3.99	-1.64%
Total Expense	15,794.98	15,519.58	275.40	1.78%



February 29, 2024

Lauren Haven
Maine County Commissioners Assoc
4 Gabriel Dr. Suite 2
Augusta, ME 04330

Dear Lauren,

We appreciate your interest in the Sugarloaf Mountain Hotel & Conference Center. We are holding the dates you have requested on a tentative basis subject to receiving the enclosed Conference Group Contract.

Event Name Maine County Commissioners Association - 2024

Arrival Date: Tuesday, September 24, 2024

Departure Date: Thursday, September 26, 2024

The Conference Group Contract outlines your requirements, as we currently understand them. Please review this document carefully. If all appears correct, initial at the bottom of each page, sign and date the last page and return the entire document with the advance deposit by **Mar 12, 2024**.

Please make a photocopy for your records. You may note any corrections or changes and we will automatically correct our records. If questions arise, we will contact you to discuss the notations.

Thank you for selecting Sugarloaf for your event. We look forward to working with you and welcoming **Maine County Commissioners Association - 2024**.

Sincerely,

Taylor Jordan
Senior Sales Manager

Enclosure



SUGARLOAF

5092 Access Road, Carrabassett Valley, ME 04947-9799 (800) 643-8231 Fax: (207) 237-3768

GROUP CONTRACT

Date prepared: **February 29, 2024**
 Conference Sales Manager: **Taylor Jordan**

Approval: _____
 Approval Date: _____

GROUP INFORMATION

ACCOUNT: **Maine County Commissioners Assoc**
 POST AS: **Maine County Commissioners Association - 2024**

CONTACT: **Lauren Haven**
Lauren Haven Meeting Coordinator

ADDRESS: 4 Gabriel Dr. Suite 2
 Augusta
 ME 04330

PHONE: (207) 623-4697 /
 EMAIL: lauren.haven@mainecounties.org

DATES REQUESTED

Arrival/Check-In: **Tuesday, September 24, 2024**
 Departure/Check-Out: **Thursday, September 26, 2024**

ROOM & RATE INFORMATION

Sugarloaf - Maine County Commissioners Association - 2024 - USD			
		Tue 9/24/2024	Wed 9/25/2024
Hotel Alcove/Standard	Guestrooms		
	Rate	\$119.00	\$119.00
Hotel Superior / 2 Queen	Guestrooms		
	Rate	\$139.00	\$139.00
Hotel Superior / Queen Bed	Guestrooms		
	Rate	\$129.00	\$129.00
Hotel One Bedroom Suite	Guestrooms		
	Rate	\$279.00	\$279.00

*****No room block – rooms are first come first serve.**

Sugarloaf Mountain Corporation ("Sugarloaf") does not guarantee specific room type availability. Requests will be accommodated based on availability.

Hotel check-in time is after 4:00PM on the day of arrival. **Checkout time is before 11:00AM** on the day of departure. Late check-out fees will apply. Room availability cannot be guaranteed for early arrivals. All efforts will be made; however, to accommodate those guests who arrive early. Luggage storage is available.

All rates are subject to the current Maine State room and lodging tax of 9% and resort charge of 12%.

METHOD OF RESERVATION

Your group has agreed to the following method of reservation:

Rooming List: Reservations made by rooming list must be guaranteed to the master account. A room-block allocation non-refundable deposit of \$500 is required for room block and is due with signed contract. Final payment is calculated based on room block 14 days prior to arrival.

Reservations cancelled before the cut-off date will be subject to a \$50.00 per room administrative fee. Reservations cancelled within 14 days of arrival will be refunded only if the room can be resold, and are subject to a cancellation fee of 50% of the room total or an equivalent to the first nights lodging. No refund for late arrivals, early departures, no-shows, or downgrades.

Individual Call-In deposit and cancellation policies for groups:

We understand that your attendees will be making their own reservations directly with our Reservations Department. To do so, they may call our reservations department at **(866) 865-1019**. Be sure to advise your attendees to refer to the **Maine County Commissioners Association - 2024** group when making their reservations so that they will qualify for the special group rate.

A deposit of 50% will be required at the time the reservation is made. Final payment for individual call-in reservations is due 14 days prior to arrival and will be automatically charged to the credit card on file. To use a different form of payment please call reservations more than 14 days prior to arrival to change payment type.

Upon arrival, a security deposit, in the form of a credit card authorization of \$200, will be taken. The credit card is not charged unless damages are found or there is evidence of smoking in a non-smoking room. No refund for late arrivals, early departures, no-shows, or downgrades

Credit cards accepted are MasterCard, Visa, Discover or American Express.

CUT-OFF DATE

All unreserved portions of the guestroom block will be released on **Aug 25, 2024** unless guaranteed by the host organization. After this date, all rooms that remain in the block revert to Sugarloaf for general resale. Additional rooms for your organization may be reserved only on a space and rate available basis.

CANCELLATION and ATTRITION POLICIES

CANCELLATION POLICY:

If cancellation occurs at any time from the date of receipt of the initial deposit **the initial deposit is non-refundable.**

In the event of an event cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of an event cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of an event cancellation occurring 181 to 365 days prior to arrival, liquidated damages in the amount of seventy percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of a cancellation occurring between the time of acceptance of this contract and 366 days prior to arrival, liquidated damages in the amount of fifty percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

The parties agree that the damages suffered by Sugarloaf for cancellation are not easily measured and that the foregoing liquidated damage amounts represent reasonable estimates and are set forth as liquidated damages and not as a penalty. Provided that notifies Sugarloaf of the cancellation, and pays the above liquidated damages, Sugarloaf agrees not to seek additional damage from resulting from to the cancellation.

ROOM BLOCK AND SERVICE COMMITMENT

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and Sugarloaf makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for Sugarloaf to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, Sugarloaf is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized Sugarloaf at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the hotel's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition which represent a reasonable effort on behalf of Sugarloaf to establish its loss prospectively, shall be due as liquidated damages. Because Sugarloaf reasonably expects to derive revenue from your event above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your event, the amounts due as and for liquidated damages are intended to compensate Sugarloaf for all of its losses associated with cancellation and/or attrition.

ANTICIPATED ROOM NIGHT/BANQUET FOOD & BEVERAGE REVENUE:

At this time, Sugarloaf is holding <0> room nights for your use over the contracted dates, totaling revenues of \$(0). Planned banquet food and beverage revenue is \$(25,471.00) All revenue figures are net and not inclusive of taxes, service charge, resort fee or commissions

EVENT AGENDA

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Sep 24, 2024	8:00 AM	8:00 PM	General Session	Competition Center - Gondola Room		100	0
Sep 24, 2024	8:00 AM	8:00 PM	General Session	All Base Lodge		175	\$2000
Sep 24, 2024	8:00 AM	8:00 PM	General Session	All Hotel		170	0

Sugarloaf Conference Center offers a full-service event operations team to meet your needs. Detailed room information can be found at:

All planned functions of the group should be arranged at the time of the execution of the contract. Meeting room set-up requirements must be advised at the time of the booking due to limited capacities. Additional function space requests will be accommodated on a space available basis and at a cost to be negotiated upon notification of need.

It is necessary for our Conference Services Office to be in receipt of menu selections and meeting specifications for catered functions no later than four weeks prior to arrival. We require a final guest guarantee number three (3) business days prior to all food and/or beverage functions. Should the Conference Services Office not receive the final requested guarantee, the original contracted amount will be charged. We will prepare for 5% above the minimum guarantee.

Function rooms are assigned based upon the minimum number of people anticipated. We reserve the right to reassign space based on actual attendance.

Sugarloaf is licensed to serve food and beverages. No food or beverages may be brought into the resort for service at this event.

MISCELLANEOUS CHARGES

All food and beverage charges are subject to a 22% resort charge and 8% state sales tax.

Audio/Visual equipment requirements and equipment rental pricing will be reviewed during the coordination phase of the conference planning. Special equipment requests must be made at least seven (7) days prior to the conference.

All boxes sent before the conference must be labeled to the attention of the Conference Services Manager with the recipient's name, group affiliation and event date. A shipping/receiving fee of \$3.00 per box will be charged either to the group's master account or to the individual exhibitor's guest room

for each box received or shipped by the hotel. The hotel cannot receive any materials prior to seven (7) days before arrival. Shipments received before that date, are subject to an additional storage fee of \$5.00 per box.

If your group requires special or additional engineering, we request that you contact the Director of Engineering before beginning work. If the hotel is requested to provide the work, a separate charge may be posted to the master account.

BILLING AND DEPOSIT INFORMATION

	Individual	Master Bill
Room and tax:	x	x
Food & Beverage:		x
Incidentals:	x	x

Deposit:

Transaction Type	Charge Type	Date	Amount
		Balance Due	\$1,000

Deposits are non-refundable and are subject to the terms of the Cancellation and Attrition Policies stated above.

MISCELLANEOUS CONDITIONS

Any alterations of the above contract are subject to availability.

Your group agrees to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted at the Sugarloaf resort during the contracted event. Sugarloaf will not assume responsibility for damage or loss of any merchandise, printed matter or art placed in the hotel prior to, during or following functions. Maine County Commissioners Assoc will be responsible for obtaining security, if required, in exhibit or meeting areas; arrangements may be made through the Conference Services Office.

The performance of the agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency making it inadvisable, illegal, or impossible to provide the facilities or to hold the contracted event.

Specific details as to registration, rooming of persons attending, accounting, Master Account charges, credit approval, promotional publicity, and other matters will be worked out to the satisfaction of both parties sixty (60) days prior to the contracted event. Any physical alterations to function or sleeping rooms, i.e., tacks in walls or doors, tape, nails, etc., must be cleared with Conference Service Coordinator before use. Any damage will be responsibility of the group along with any charges that are incurred.

Each member of the group will be required to furnish a major credit card and a signed registration card upon check-in. The Sugarloaf reserves the right to terminate any group member's lodging in the event of damage to the Sugarloaf Mountain Hotel & Conference Center's rooms or facilities, or any other disturbing or disruptive behavior.

The Sugarloaf Mountain Hotel & Conference Center does not allow pets of any kind in the hotel, with the exception of service animals that assist those who are physically challenged. There will be a

cleaning charge of \$50.00 per room if an unauthorized pet or the sign of an unauthorized pet is found in any of the rooms booked through this Agreement.

Maine County Commissioners Assoc hereby indemnifies and holds each of Sugarloaf and its parent, affiliates and subsidiaries, CLP Sugarloaf, LLC, the Sugarloaf Mountain Hotel & Conference Center and the individual room owners in the Sugarloaf Mountain Hotel & Conference Center harmless from and against any and all claims, liability, damage or loss arising out of any injury to or death of any person or damage to or loss or destruction of property occurring in, on or about the rooms and facilities in which they are located, from any cause whatsoever except for willful misconduct or gross negligence of Sugarloaf, its agents, employees or sub-contractors.

Both parties hereby represent and warrant that they are legally able to enter into this Agreement and can be bound by the terms and conditions set forth herein. Maine County Commissioners Assoc represents and warrants that it is represented by Lauren Haven as its designated contact person, who is authorized to act for and bind Maine County Commissioners Assoc. Sugarloaf represents and warrants that it is a legally existing corporation and that it has the legal right and authority to bind to this Agreement all rooms and other areas subject to this Agreement.

Sugarloaf covenants and agrees that the rooms rented through this Agreement will be in a clean, rentable condition, the size and quality of which are consistent with rooms inspected by Maine County Commissioners Assoc previously.

Sugarloaf reserves the right to change lodging reservation blocks due to circumstances of owner contracts, maintenance requirements or sale of units. Every effort will be made to find similar lodging accommodations and options will be discussed with Maine County Commissioners Assoc.

All changes to this Agreement must be in writing and must be signed by both parties hereto.

CONTRACT TERMS

To guarantee rates quoted, the availability of sleeping room requested, and all other terms, this contract must be signed and initialed on each page and returned by **March 12, 2024** or Sugarloaf reserves the right to release the guest rooms and function space held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Maine County Commissioners Assoc.

Richard K. Dutzamble

3/4/2024

MCCA President

[[SertifiTitle_1]]

[[SertifiSStamp_2]]

[[SertifiDate_2]]

[[SertifiCompany_2]]

[[SertifiTitle_2]]

Bill To:
Lauren Haven
Maine County Commissioners Assoc
4 Gabriel Dr. Suite 2
Augusta
ME 04330
(207) 623-4697
lauren.haven@mainecounties.org

Mail Payment To:
Taylor Jordan
Senior Sales Manager
Sugarloaf
5092 Access Road
Carrabassett, ME 04947-9799
1-800-643-8231 / 207-237-6819

Remittance:	
Customer ID:	