

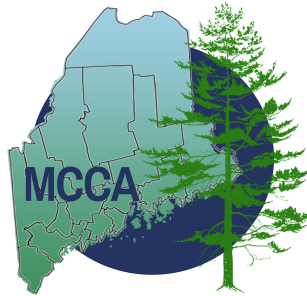
M.C.C.A.

Stephen Gorden, President
Cumberland County

Brian Hobart, Vice President
Sagadahoc County

Norm Fournier, Secretary-Treasurer
Aroostook County

Lauren Haven
Administrator



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697

www.mainecounties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

General Membership Meeting Agenda

April 14th, 2021 10:00 am via Zoom

- I. Call to Order
- II. Attendance: Phone attendees will be requested to introduce themselves.
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Officer Reports:
 - A. Finance
 - 1. Financial Report - Lauren Haven
 - 2. Treasurer: Norm Fournier - Comments about the state of MCCA finances
 - B. NACo: Peter Baldacci – Updates on Federal legislation, national programs and resources
 - C. President:
 - APC Reminders:**
 - 1. Treasury should be transferring APC funds during the beginning of May; one question is how may it be invested before Treasury promulgates its rules and regulations for its use?
 - 2. Deadline for disbursing funds: Dec 31, 2024
 - Heads Up for Counties w/ UT's: Bureau of Alcoholic Beverages and Lottery** - Lauren forwarded a correspondence from Tim Poulin, Deputy Director.
 - 1. The records Tim presented do not comport with County information, as to who has licenses in which UT's (i.e. Aroostook County). You may wish to check and communicate with the Department to update records.
 - 2. Enclosed is a copy of a "blanket approval" to consider. It might allow counties to handle all the licenses at one time; thus, removing some bureaucratic repetition throughout the year.
- VI. Committee Reports
 - A. Standing Committees:
 - 1. Budget and Finance Committee – Norm Fournier, Chair
 - 2. Legislative Policy Committee – Brian Hobart, Chair, James Cohen, Verrill Dana
 - 3. Risk Pool Agency - Norm Fournier and Malcolm Ulmer
 - 4. Affiliate Organization Committee Reports?
 - 5. Other?

B. Ad Hoc Committees

1. Update on APC discussions between MMA/MCCA: Ryan Pelletier.

This is essentially a municipality/county managers discussion on APC funding and how, together, they may engage the State into partnering with their APC funds for common projects.

2. Bylaws and Policies Committee – Norm Fournier, Chair
Presentation and vote on the proposed by-law changes

C. MCCA Staff Reporting – Admin. Lauren Haven

VII. New Business

VIII. Adjournment

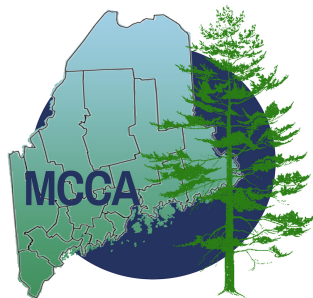
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MAINE COUNTY COMMISSIONERS ASSOCIATION Board of Directors' Meeting Minutes MCCA Zoom Conference, March 10th, 2021

I., II. Call to Order and Roll Call Attendance

MCCA President Steve Gorden called the meeting to order at approximately 10:00 am. Attendees announced themselves.

DIRECTORS PRESENT:

Androscoggin – Comm. Noel Madore
Aroostook – Comm. Norman Fournier
Cumberland – Comm. Steve Gorden
Hancock – Comm. William Clark
Kennebec – Admin. Bob Devlin proxy for Comm. George Jabar
Knox – Comm. Sharyn Pohlman
Lincoln – Comm. William Blodgett
Oxford – Admin. Donald Durrah proxy for Comm. Steven Merrill
Penobscot – Comm. Peter Baldacci
Piscataquis – Comm. Wayne Erkkinen
Sagadahoc – Comm. Brian Hobart
Waldo – Comm. Betty Johnson
Washington – Comm. Chris Gardner
York – Comm. Richard Dutremble

OTHERS PRESENT:

Hancock – Admin. Scott Adkins
Lincoln – Admin. Carrie Kipfer
Piscataquis – Comm. Mike Williams
Sagadahoc – Admin. Pam Hile
MARF – Kathleen Ayers

DIRECTORS ABSENT:

Kennebec – Comm. George Jabar
Oxford – Comm. Steven Merrill
Somerset – Comm. Newell Graf

STAFF PRESENT:

Risk Pool Manager – Malcolm Ulmer
Lobbyists – James Cohen and Clara McConnell from Verrill Dana
Administrator – Lauren Haven

III. Approval of the Agenda

President Steve Gorden asked if there any additions to the written agenda. There were none. Comm. Gorden stated the agenda was approved.

IV. Approval of the Minutes

Comm. Gardner moved to approve the minutes from the Board of Directors' meeting on January 13th. The motion was seconded by Comm. Blodgett and the motion passed with one revision.

V. Officer Reports

A. Finance

1. Lauren Haven presented the monthly Financial Reports. Lauren mentioned she was receiving payments for membership dues. Also, she had just received a notice we were invited to apply for the Paycheck Protection Program loan forgiveness through Camden National Bank. Comm. Hobart moved to approve the financial reports seconded by Comm. Gardner and the motion passed with no opposition.
2. Treasurer: Norm Fournier – Comments about the state of MCCA finances. There was not much to report only being one month into the year. He congratulated Lauren on bringing in over \$5,000 extra income from directory advertisements.

B. NACo: Peter Baldacci - Updates on Federal legislation, national programs and resources

Comm. Baldacci announced the COVID relief monies were being dispersed to counties in two installments directly from the federal government. Comm. Gardner mentioned deferred maintenance will bend the tax curve down. Comm. Baldacci attended a webinar which featured some projects counties have funded with the money. NACo is still waiting for answers to some questions about the usage guidelines. For example, the bill does reference water and sewer lines and the expansion of broadband. NACo has asked that Treasury be more specific so those participating counties will not become financially responsible for nonqualified, unintended projects.

The funds may be used for COVID related expenses incurred, such as a set up for working from home, new sanitation protocols, etc.; additionally, it may also be used to assist qualified small businesses. More detailed information will be shared. The funds must be used for COVID related expenses incurred, such as set up for working from home, new sanitation protocols, etc., but can also be used to help businesses on the brink of failing. More detailed information will be shared. Comm. Baldacci said there was a significant opportunity for funding projects in 2021 and 2022. Awards were made through grants to get businesses through a couple of months during the pandemic. Some towns that didn't get money could be looked at as to what could assist them. We need to look for the gaps. Lee county Florida, for instance, with 134 million was purchasing public safety equipment, medical assistance, childcare, etc. Comm. Madore said some counties were without home rule, and if counties are getting money directly, grants for businesses or renters, Androscoggin County would like to share best practices, etc. Lauren will post the allocations for funding on the MCCA website and details about guidelines as the information becomes available.

C. President: Comm. Steve Gorden – No report was given.

VI. Committee Reports

A. Standing Committees

1. Budget and Finance Committee – Norm Fournier, Chair
Comm. Fournier said there was nothing to report.
2. Legislative Policy Committee – Brian Hobart, Chair

Comm. Hobart stated the change in the MCCA organizational structure to eliminate the executive director and add a professional lobbyist was proving to be a good decision. Clearly more progress is being made on the legislative front and the Board of Directors is better informed about the bills than in the past. The relationship with MSA is also improving.

Jim Cohen thanked Comm. Hobart for the kind words and commenced the discussion about the explosion of approximately 350 new bills printed last week. Some of these bills were duplicative. The group talked about a few of the newly printed bills and updates on existing bills MCCA was following. Some of the discussion included:

MMA is strongly and vigorously opposed our bonding bill, LD 434. After some discussion, the group decided they might consider an amendment if an acceptable compromise led to the passing of the bill. Later in the meeting we came back to this bill. Comm. Blodgett moved to support getting approval from the budget committee rather than going back to the voters as long as it didn't require changing the membership of the committee. This would guard against overspending. Comm. Fournier seconded the motion and it passed.

The MSA/MCCA jail funding bill is being sponsored by Charlotte Warren who is committed to the bill. Legislative Advocate at Maine Municipal Association Kate Dufour agreed MMA would support the bill. Admin. Carrie Kipfer said it was good we put in some of the language they proposed. Jim mentioned one piece is still unresolved, the fees for housing state inmates which doesn't include annual debt service cost. He will seek input from Ms. Warren. The Board of Directors wants it included. Carrie suggested grandfathering debt service as of a certain date.

Regarding LD 521, the Jail Standards rule-making bill, Jim said there was broad discretion in statute and was not clear about costs. This bill is being sponsored by Joe Baldacci and has recently been printed. Gov. Mills Senior Policy Advisor/Legislative Affairs, Mary Anne Turowski asked why we thought the passing of the bill would increase costs. We need to be able to provide numbers and address any other questions identifying the additional costs for increased services that would be required. Comm. Gardner spoke with Ryan Anderson and the proposed rules were rejected by jail review committee. All but one said not a good idea, but they did it anyway. Possibly there was political pressure to make these changes. Many comments followed. The conclusion was the group agreed Jim should arrange a meeting and Pam and/or Betsy would forward the numbers to Lauren for the fiscal note. We would also keep MSA in the loop.

LD 400 An Act To Modify the Composition of the Board of Trustees of the Maine Criminal Justice Academy presented by Representative Bell would add a county commissioner to the criminal justice academy board of trustees. There is a similar bill in progress. Comm. Gorden said MSA was in favor of adding a commissioner.

3. Risk Pool Agency - Norm Fournier and Malcolm Ulmer- Comm. Fournier said there was nothing to report.
4. Affiliate Organization Committee Reports

MACCAM – Admin. Carrie Kipfer said the group would meet the next week. President Gorden would like feedback from their perspective on some of the bills.

MARP – Kathy Ayers reported the bill regarding substance issues passed and the bill from priority domestic partners is considered ONTP. Ms. Ayers and President Gorden testified on the bill to update probate fees. They were waiting for a work session. 719 which is a Resolve, To Establish the Commission To Create a Plan To Incorporate the Probate Courts into the Judicial Branch, had not come out yet, but was expected.

5. Other

B. Ad Hoc Committees -

1. Bylaws and Policies Committee – Norm Fournier, Chair

Comm. Fournier reported a meeting had been scheduled for the Committee which included himself, Comm. Gorden, Comm. Johnson, Comm. Gardner, Comm. Dutremble, Admin. Adkins, to discuss the proposed bylaw changes. The changes would be voted on at the April Board of Directors meeting which would be a general membership meeting for this purpose. This would fulfil the requirement of giving the group a twenty-day notice of the vote.

Comm. Fournier reviewed the highlights and invited questions. Comm. Baldacci thanked the group for a job well done. Comm. Gardner said there was a wide spectrum of views which was good for a healthy discussion. Comm. Fournier made a motion to bring the committee recommendations for changes to the existing by-laws to the April meeting for adoption. Comm. Johnson seconded the motion and it passed without opposition.

- C. MCCA Staff Reporting – Admin. Lauren Haven said there was nothing significant to report beyond normal operations. Copies of the 2021 Directory of Maine Counties had been mailed to each office.

VII. New Business

VIII. Adjournment BH PB/adjourned

MCCA President Steve Gorden invited a motion to adjourn at approximately 11:40 p.m. Comm. Baldacci made the motion seconded by Comm. Hobart, and the motion was approved.

Respectfully submitted,



MCCA Administrator, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Comm. Norman Fournier

MAINE COUNTY COMMISSIONERS ASSOCIATION

March 2021 Financial Report

Attached please find the financial reports for the month of March 2021. The Balance Sheet shows total assets and liabilities at \$226,888. This amount includes \$12,450 from the money market account MCCA established for MainePERS employer contributions, 2021 membership dues in the amount of \$148,354, and the \$2,500 set aside for the annual audit.

Debits to the bank account in March totaled \$12,321.44, and \$8,587.23 was credited to the checking account. The debits were from normal operating expenses during the month and the credits were from membership dues and account interest. At this time, all membership dues have been received.

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 please let me know if you would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven
Administrator

Accepted by:

Date: April 14, 2021

Norman Fournier, Secretary-Treasurer

Maine County Commissioners Association Reconciliation Summary

1020-00 · Money Market Account, Period

	March 2021
Beginning Balance	12,450.58
Cleared Transactions	
Deposits and Credits - 1 item	0.48
Total Cleared Transactions	0.48
Cleared Balance	12,451.06
Register Balance as of 03/18/21	12,451.06
Ending Balance	12,451.06

Maine County Commissioners Association

Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Period Ending 03/31/21

	March 2021
Beginning Balance	210,245.03
Cleared Transactions	
Checks and Payments - 15 items	-12,321.44
Deposits and Credits - 2 items	8,587.23
Total Cleared Transactions	-3,734.21
Cleared Balance	206,510.82
Uncleared Transactions	
Checks and Payments - 7 items	-7,926.40
Total Uncleared Transactions	-7,926.40
Register Balance as of 03/31/21	198,584.42
New Transactions	
Deposits and Credits - 1 item	9,717.27
Total New Transactions	9,717.27
Ending Balance	208,301.69

Maine County Commissioners Association

Reconciliation Detail

1010-00 - MCCA Checking-Savings Bank, Period Ending 03/31/21

	Type	Date	Name	Amount	Balance
Beginning Balance					210,245.03
Cleared Transactions					
Checks and Payments - 15 items					
	Bill Pmt -Check	2/12	Unlimited Technology	-136.00	-136.00
	Bill Pmt -Check	2/26	Verrill	-4,500.00	-4,636.00
	Bill Pmt -Check	2/26	US Bank	-387.96	-5,023.96
	Bill Pmt -Check	2/26	Camden National Bank	-300.20	-5,324.16
	Bill Pmt -Check	2/26	Maine Municipal Association	-272.86	-5,597.02
	Bill Pmt -Check	2/26	Haven, Lauren	-103.41	-5,700.43
	Bill Pmt -Check	3/5	Bangor Payroll	-993.90	-6,694.33
	Bill Pmt -Check	3/12	Bangor Payroll	-993.90	-7,688.23
	Bill Pmt -Check	3/12	MainePERS	-624.23	-8,312.46
	Bill Pmt -Check	3/12	Spectrum Business/TWC	-181.86	-8,494.32
	Bill Pmt -Check	3/12	Liberty Mutual Insurance	-60.16	-8,554.48
	Bill Pmt -Check	3/19	Bangor Payroll	-993.90	-9,548.38
	Bill Pmt -Check	3/26	Bangor Payroll	-2,201.72	-11,750.10
	Bill Pmt -Check	3/26	US Bank	-387.96	-12,138.06
	Bill Pmt -Check	3/26	Camden National Bank	-183.38	-12,321.44
Total Checks and Payments				-12,321.44	-12,321.44
Deposits and Credits - 2 items					
	Deposit	3/23		8,582.00	8,582.00
	Deposit	3/31		5.23	8,587.23
Total Deposits and Credits				8,587.23	8,587.23
Total Cleared Transactions				-3,734.21	-3,734.21
Cleared Balance				-3,734.21	206,510.82
Uncleared Transactions					
Checks and Payments - 7 items					
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	2/26	Maine Farm Bureau	-1,497.17	-1,597.17
	Bill Pmt -Check	3/12	Unlimited Technology	-137.00	-1,734.17
	Bill Pmt -Check	3/12	Eastern Alliance	-119.00	-1,853.17
	Bill Pmt -Check	3/26	Verrill	-4,500.00	-6,353.17
	Bill Pmt -Check	3/26	Maine Farm Bureau	-1,497.17	-7,850.34
	Bill Pmt -Check	3/26	Haven, Lauren	-76.06	-7,926.40
Total Checks and Payments				-7,926.40	-7,926.40
Total Uncleared Transactions				-7,926.40	-7,926.40
Register Balance as of 03/31/21				-11,660.61	198,584.42
New Transactions					
Deposits and Credits - 1 item					
	Deposit	4/7		9,717.27	9,717.27
Total Deposits and Credits				9,717.27	9,717.27
Total New Transactions				9,717.27	9,717.27
Ending Balance				-1,943.34	208,301.69

Maine County Commissioners Association
Balance Sheet (accrual)
As of March 31, 2021

	March 2021
ASSETS	
Current Assets	
Checking/Savings	
1000-00 - Bank and Cash Accounts	
1010-00 - MCCA Checking-Savings Bank	198,579.19
1020-00 - Money Market Account	12,450.58
1030-00 - Petty Cash Account	200.00
Total 1000-00 - Bank and Cash Accounts	211,229.77
Total Checking/Savings	211,229.77
Accounts Receivable	
1300-00 - Receivables	17,573.00
Total Accounts Receivable	17,573.00
Other Current Assets	
1120-00 - Pass Through	-2,500.00
Total Other Current Assets	-2,500.00
Total Current Assets	226,302.77
Fixed Assets	
1200-00 - Fixed Assets	
1210-00 - Accumulated Depreciation	-6,074.00
1220-00 - Equipment	6,660.00
Total 1200-00 - Fixed Assets	586.00
Total Fixed Assets	586.00
TOTAL ASSETS	226,888.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100-00 - Other Current Liabilities	
2120-00 - MainePERS Employee Contribution	427.95
2130-00 - Employee Health Insurance Contr	1,043.11
2140-00 - Accrued Vacation	820.90
Total 2100-00 - Other Current Liabilities	2,291.96
Total Other Current Liabilities	2,291.96
Total Current Liabilities	2,291.96
Total Liabilities	2,291.96
Equity	
3000-00 - Equity Accounts	
3020-00 - Fund Balance to Current Yr Inc	-89,430.00
Total 3000-00 - Equity Accounts	-89,430.00
3100-00 - Earnings	202,198.16
Net Income	111,828.65
Total Equity	224,596.81
TOTAL LIABILITIES & EQUITY	226,888.77

Maine County Commissioners Association

Profit & Loss Budget vs. Actual

January through March 2021

Accrual Basis

	2021 Budget	March 2021	Jan - Mar 2021	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
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	45,400			-45,400	
4300-00 · Dues	148,354		148,353	-1	100%
4400-00 · Other Income	10,000		3,314	-6,686	33%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	24,063			-24,063	
4810-00 · Interest Earned	100		7	-93	7%
Total Income	228,417		151,674	-76,743	66%
Gross Profit	228,417		151,674	-76,743	66%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	144	424	-1,576	21%
5030-00 · FICA	4,031	295	906	-3,125	22%
5040-00 · MainePERS Contributions	4,215	308	1,010	-3,205	24%
5050-00 · Salary-Administrator	52,695	4,054	12,426	-40,269	24%
Total 5000-00 · Payroll Expenses	62,941	4,801	14,766	-48,175	23%
5100-00 · Insurance					
5110-00 · Health Insurance	12,651	1,007	3,020	-9,631	24%
5120-00 · Commercial, Crime, D&O Ins	2,070	60	180	-1,890	9%
5130-00 · Workers Comp	550	119	119	-431	22%
5140-00 · Unemployment Comp Ins	240		273	33	114%
Total 5100-00 · Insurance	15,511	1,186	3,592	-11,919	23%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500		13	-487	3%
6013-00 · Financial Audit	4,000			-4,000	
Total 6010-00 · Prof. Services	4,500		13	-4,487	0%
6030-00 · Lobbying					
6032-00 · Lobbying - Contractual	54,000	4,500	13,500	-40,500	25%
Total 6030-00 · Lobbying	54,000	4,500	13,500	-40,500	25%
6040-00 · NACO Expenses					
6041-00 · Conferences	5,465		275	-5,190	5%
Total 6040-00 · NACO Expenses	5,465		275	-5,190	5%
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					

Accrual Basis

	2021 Budget	March 2021	Jan - Mar 2021	\$ Over Budget	% of Budget
6113-00 · Entertainment/Speakers	6,500			-6,500	
6114-00 · MCCA Staff Registration Expense	500			-500	
6118-00 · Meeting Exp.	32,500			-32,500	
6121-00 · Supplies	300			-300	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	40,200			-40,200	
6140-00 · Copies-Printing					
6142-00 · Directory	100			-100	
Total 6140-00 · Copies-Printing	100			-100	
6145-00 · Dues Expense	600		625	25	104%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	300	105	105	-195	35%
6152-00 · IT Services	1,800	149	434	-1,366	24%
6153-00 · Photocopier Lease	4,500	388	1,164	-3,336	26%
6154-00 · Printer & Supplies	800			-800	
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,800	642	1,703	-6,097	22%
6160-00 · Fees	100	35	35	-65	35%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,000			-1,000	
6172-00 · County Officials' Workshop	5,000			-5,000	
6173-00 · Monthly	3,600			-3,600	
6175-00 · Meetings - Other	2,000			-2,000	
Total 6170-00 · Meeting Expense	11,600			-11,600	
6180-00 · Mileage & Travel Expense	300			-300	
6195-00 · Office Space Rental	19,000	1,497	4,492	-14,508	24%
6215-00 · Postage-Shipping	150	1	17	-133	11%
6230-00 · Advertising	100			-100	
6235-00 · Supplies	1,000	31	58	-942	6%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	900	75	225	-675	25%
6243-00 · Phone, Fax & Internet	2,800	182	544	-2,256	19%
Total 6240-00 · Telephone, Fax & Internet	3,700	257	769	-2,931	21%
6250-00 · Website	200			-200	
6260-00 · Contingency	500			-500	
Total Expense	228,417	12,950	39,845	-188,572	17%

Maine County Commissioners Association Expenses by Vendor Detail

March 2021

Accrual Basis

Bangor Payroll

Type	Date	Memo	Account	Amount	Balance
Bill	3/5	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	1,013.39
Bill	3/5	Taxes	5030-00 · FICA	73.83	1,087.22
Bill	3/5	Processing fee	5020-00 · Payroll Fees	34.00	1,121.22
Bill	3/12	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	2,134.61
Bill	3/12	Taxes	5030-00 · FICA	73.83	2,208.44
Bill	3/12	Processing fee	5020-00 · Payroll Fees	34.00	2,242.44
Bill	3/19	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	3,255.83
Bill	3/19	Taxes	5030-00 · FICA	73.83	3,329.66
Bill	3/19	Processing fee	5020-00 · Payroll Fees	34.00	3,363.66
Bill	3/26	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	4,377.05
Bill	3/26	Taxes	5030-00 · FICA	73.83	4,450.88
Bill	3/26	Processing fee	5020-00 · Payroll Fees	42.00	4,492.88
Bill	3/26	ER Health Insurance Contributions	5110-00 · Health Insurance	1,006.70	5,499.58
Total Bangor Payroll				5,499.58	5,499.58
Camden National Bank					
Bill	3/26	Email Backup	6152-00 · IT Services	12.00	12.00
Bill	3/26	Software	6151-00 · Computer Hardware & Software	105.49	117.49
Bill	3/26	State Filing	6160-00 · Fees	35.00	152.49
Bill	3/26		6235-00 · Supplies	30.89	183.38
Total Camden National Bank				183.38	183.38
Eastern Alliance					
Bill	3/12		5130-00 · Workers Comp	119.00	119.00
Total Eastern Alliance				119.00	119.00
Haven, Lauren					
Bill	3/26		6241-00 · Cell Phone	75.00	75.00
Bill	3/26		6215-00 · Postage-Shipping	1.06	76.06
Total Haven, Lauren				76.06	76.06
Liberty Mutual Insurance					
Bill	3/12		5120-00 · Commercial, Crime, D&O Ins	60.16	60.16
Total Liberty Mutual Insurance				60.16	60.16
Maine Farm Bureau					

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
Total Maine Farm Bureau MainePERS	Bill	3/26	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
					1,497.17	1,497.17
Total MainePERS Spectrum Business/TWC	Bill	3/12		5040-00 · MainePERS Contributions	308.07	308.07
					308.07	308.07
Total Spectrum Business/TWC Unlimited Technology	Bill	3/12		6243-00 · Phone, Fax & Internet	181.86	181.86
					181.86	181.86
Total Unlimited Technology US Bank	Bill	3/12		6152-00 · IT Services	137.00	137.00
					137.00	137.00
Total US Bank Verrill	Bill	3/26		6153-00 · Photocopier Lease	387.96	387.96
					387.96	387.96
Total Verrill TOTAL	Bill	3/26	Lobbying Services	6032-00 · Lobbying · Contractual	4,500.00	4,500.00
					4,500.00	4,500.00
					12,950.24	12,950.24

Maine County Commissioners Association

Profit & Loss Prev Year Comparison

March 2021

Accrual Basis

	March 2021	March 2020	\$ Change	% Change
Income				
4810-00 · Interest Earned	0.00	4.87	-4.87	-100.0%
Total Income	0.00	4.87	-4.87	-100.0%
Gross Profit	0.00	4.87	-4.87	-100.0%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	144.00	148.00	-4.00	-2.7%
5030-00 · FICA	295.32	774.48	-479.16	-61.87%
5040-00 · MainePERS Contributions	308.07	763.45	-455.38	-59.65%
5050-00 · Salary-Office Manager	4,053.56	3,935.48	118.08	3.0%
5060-00 · Salary-Executive Director	0.00	6,381.40	-6,381.40	-100.0%
Total 5000-00 · Payroll Expenses	4,800.95	12,002.81	-7,201.86	-60.0%
5100-00 · Insurance				
5110-00 · Health Insurance	1,006.70	1,006.70	0.00	0.0%
5120-00 · Commercial, Crime, D&O Ins	60.16	57.08	3.08	5.4%
5130-00 · Workers Comp	119.00	0.00	119.00	100.0%
Total 5100-00 · Insurance	1,185.86	1,063.78	122.08	11.48%
6030-00 · Lobbying				
6032-00 · Lobbying - Contractual	4,500.00	0.00	4,500.00	100.0%
Total 6030-00 · Lobbying	4,500.00	0.00	4,500.00	100.0%
6050-00 · Education and Training	0.00	-80.00	80.00	100.0%
6110-00 · Convention Expense				
6113-00 · Entertainment/Speakers	0.00	1,200.00	-1,200.00	-100.0%
Total 6110-00 · Convention Expense	0.00	1,200.00	-1,200.00	-100.0%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	105.49	105.49	0.00	0.0%
6152-00 · IT Services	149.00	137.00	12.00	8.76%
6153-00 · Photocopier Lease	387.96	377.99	9.97	2.64%
Total 6150-00 · Equipment - Office	642.45	620.48	21.97	3.54%
6160-00 · Fees	35.00	35.00	0.00	0.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	1.06	0.00	1.06	100.0%
6235-00 · Supplies	30.89	0.00	30.89	100.0%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	75.00	0.00	0.0%
6243-00 · Phone, Fax & Internet	181.86	177.18	4.68	2.64%
Total 6240-00 · Telephone, Fax & Internet	256.86	252.18	4.68	1.86%
Total Expense	12,950.24	16,591.42	-3,641.18	-21.95%

Maine County Commissioners Association Transaction Detail by Account

March 2021

Accrual Basis

1000-00 - Bank and Cash Accounts

1010-00 - MCCA Checking-Savings Bank

Type	Date	Name	Amount	Balance
Bill Pmt -Check	3/5	Bangor Payroll	-993.90	-993.90
Bill Pmt -Check	3/12	MainePERS	-624.23	-1,618.13
Bill Pmt -Check	3/12	Liberty Mutual Insurance	-60.16	-1,678.29
Bill Pmt -Check	3/12	Eastern Alliance	-119.00	-1,797.29
Bill Pmt -Check	3/12	Unlimited Technology	-137.00	-1,934.29
Bill Pmt -Check	3/12	Spectrum Business/TWC	-181.86	-2,116.15
Bill Pmt -Check	3/12	Bangor Payroll	-993.90	-3,110.05
Bill Pmt -Check	3/19	Bangor Payroll	-993.90	-4,103.95
Deposit	3/23		8,582.00	4,478.05
Bill Pmt -Check	3/26	Verrill	-4,500.00	-21.95
Bill Pmt -Check	3/26	Camden National Bank	-183.38	-205.33
Bill Pmt -Check	3/26	US Bank	-387.96	-593.29
Bill Pmt -Check	3/26	Maine Farm Bureau	-1,497.17	-2,090.46
Bill Pmt -Check	3/26	Haven, Lauren	-76.06	-2,166.52
Bill Pmt -Check	3/26	Bangor Payroll	-2,201.72	-4,368.24
			-4,368.24	-4,368.24
			-4,368.24	-4,368.24
Payment	3/23	Washington County	-8,582.00	-8,582.00
			-8,582.00	-8,582.00
Payment	3/23	Washington County	8,582.00	8,582.00
Deposit	3/23	Washington County	-8,582.00	0.00
			0.00	0.00
Bill	3/5	Bangor Payroll	-993.90	-993.90
Bill Pmt -Check	3/5	Bangor Payroll	993.90	0.00
Bill	3/12	MainePERS	-624.23	-624.23
Bill Pmt -Check	3/12	MainePERS	624.23	0.00
Bill	3/12	Liberty Mutual Insurance	-60.16	-60.16
Bill Pmt -Check	3/12	Liberty Mutual Insurance	60.16	0.00
Bill	3/12	Eastern Alliance	-119.00	-119.00

Total 1010-00 - MCCA Checking-Savings Bank

Total 1000-00 - Bank and Cash Accounts

1300-00 - Receivables

Total 1300-00 - Receivables

1110-00 - Undeposited Funds

Total 1110-00 - Undeposited Funds

2000-00 - Accounts Payable

Accrual Basis

Type	Date	Name	Amount	Balance
Bill Pmt -Check	3/12	Eastern Alliance	119.00	0.00
Bill	3/12	Unlimited Technology	-137.00	-137.00
Bill Pmt -Check	3/12	Unlimited Technology	137.00	0.00
Bill	3/12	Spectrum Business/TWC	-181.86	-181.86
Bill Pmt -Check	3/12	Spectrum Business/TWC	181.86	0.00
Bill	3/12	Bangor Payroll	-993.90	-993.90
Bill Pmt -Check	3/12	Bangor Payroll	993.90	0.00
Bill	3/19	Bangor Payroll	-993.90	-993.90
Bill Pmt -Check	3/19	Bangor Payroll	993.90	0.00
Bill	3/26	Maine Farm Bureau	-1,497.17	-1,497.17
Bill	3/26	Camden National Bank	-183.38	-1,680.55
Bill	3/26	Verrill	-4,500.00	-6,180.55
Bill	3/26	US Bank	-387.96	-6,568.51
Bill	3/26	Haven, Lauren	-76.06	-6,644.57
Bill Pmt -Check	3/26	Verrill	4,500.00	-2,144.57
Bill Pmt -Check	3/26	Camden National Bank	183.38	-1,961.19
Bill Pmt -Check	3/26	US Bank	387.96	-1,573.23
Bill Pmt -Check	3/26	Maine Farm Bureau	1,497.17	-76.06
Bill Pmt -Check	3/26	Haven, Lauren	76.06	0.00
Bill	3/26	Bangor Payroll	-2,201.72	-2,201.72
Bill Pmt -Check	3/26	Bangor Payroll	2,201.72	0.00
			0.00	0.00

Total 2000-00 · Accounts Payable

2100-00 · Other Current Liabilities

2120-00 · MainePERS Employee Contribution

Bill	3/5	Bangor Payroll	-79.04	-79.04
Bill	3/12	MainePERS	316.16	237.12
Bill	3/12	Bangor Payroll	-79.04	158.08
Bill	3/19	Bangor Payroll	-79.04	79.04
Bill	3/26	Bangor Payroll	-79.04	0.00
			0.00	0.00

Total 2120-00 · MainePERS Employee Contribution

2130-00 · Employee Health Insurance Contr

Bill	3/5	Bangor Payroll	-48.28	-48.28
Bill	3/12	Bangor Payroll	-48.28	-96.56
Bill	3/19	Bangor Payroll	-48.28	-144.84
Bill	3/26	Bangor Payroll	193.06	48.22
Bill	3/26	Bangor Payroll	-48.22	0.00
			0.00	0.00

Total 2130-00 · Employee Health Insurance Contr

Accrual Basis

Total 2100-00 · Other Current Liabilities

5000-00 · Payroll Expenses

5020-00 · Payroll Fees

Total 5020-00 · Payroll Fees

5030-00 · FICA

Total 5030-00 · FICA

5040-00 · MainePERS Contributions

Total 5040-00 · MainePERS Contributions

5050-00 · Salary-Office Manager

Total 5050-00 · Salary-Office Manager

Total 5000-00 · Payroll Expenses

5100-00 · Insurance

5110-00 · Health Insurance

Total 5110-00 · Health Insurance

5120-00 · Commercial, Crime, D&O Ins

Total 5120-00 · Commercial, Crime, D&O Ins

5130-00 · Workers Comp

Total 5130-00 · Workers Comp

Total 5100-00 · Insurance

6030-00 · Lobbying

6032-00 · Lobbying - Contractual

Type	Date	Name	Amount	Balance
			0.00	0.00
Bill	3/5	Bangor Payroll	34.00	34.00
Bill	3/12	Bangor Payroll	34.00	68.00
Bill	3/19	Bangor Payroll	34.00	102.00
Bill	3/26	Bangor Payroll	42.00	144.00
			144.00	144.00
Bill	3/5	Bangor Payroll	73.83	73.83
Bill	3/12	Bangor Payroll	73.83	147.66
Bill	3/19	Bangor Payroll	73.83	221.49
Bill	3/26	Bangor Payroll	73.83	295.32
			295.32	295.32
Bill	3/12	MainePERS	308.07	308.07
			308.07	308.07
Bill	3/5	Bangor Payroll	1,013.39	1,013.39
Bill	3/12	Bangor Payroll	1,013.39	2,026.78
Bill	3/19	Bangor Payroll	1,013.39	3,040.17
Bill	3/26	Bangor Payroll	1,013.39	4,053.56
			4,053.56	4,053.56
			4,800.95	4,800.95
Bill	3/26	Bangor Payroll	1,006.70	1,006.70
			1,006.70	1,006.70
Bill	3/12	Liberty Mutual Insurance	60.16	60.16
			60.16	60.16
Bill	3/12	Eastern Alliance	119.00	119.00
			119.00	119.00
			1,185.86	1,185.86

Accrual Basis

Total 6032-00 · Lobbying - Contractual

Total 6030-00 · Lobbying

6150-00 · Equipment - Office

6151-00 · Computer Hardware & Software

Total 6151-00 · Computer Hardware & Software

6152-00 · IT Services

Total 6152-00 · IT Services

6153-00 · Photocopier Lease

Total 6153-00 · Photocopier Lease

Total 6150-00 · Equipment - Office

6160-00 · Fees

Total 6160-00 · Fees

6195-00 · Office Space Rental

Total 6195-00 · Office Space Rental

6215-00 · Postage-Shipping

Total 6215-00 · Postage-Shipping

6235-00 · Supplies

Total 6235-00 · Supplies

6240-00 · Telephone, Fax & Internet

6241-00 · Cell Phone

Total 6241-00 · Cell Phone

6243-00 · Phone, Fax & Internet

Total 6243-00 · Phone, Fax & Internet

Total 6240-00 · Telephone, Fax & Internet

Type	Date	Name	Amount	Balance
Bill	3/26	Verrill	4,500.00	4,500.00
			4,500.00	4,500.00
			4,500.00	4,500.00
Bill	3/26	Camden National Bank	105.49	105.49
			105.49	105.49
Bill	3/12	Unlimited Technology	137.00	137.00
Bill	3/26	Camden National Bank	12.00	149.00
			149.00	149.00
Bill	3/26	US Bank	387.96	387.96
			387.96	387.96
			642.45	642.45
Bill	3/26	Camden National Bank	35.00	35.00
			35.00	35.00
Bill	3/26	Maine Farm Bureau	1,497.17	1,497.17
			1,497.17	1,497.17
Bill	3/26	Haven, Lauren	1.06	1.06
			1.06	1.06
Bill	3/26	Camden National Bank	30.89	30.89
			30.89	30.89
Bill	3/26	Haven, Lauren	75.00	75.00
			75.00	75.00
Bill	3/12	Spectrum Business/TWC	181.86	181.86
			181.86	181.86
			256.86	256.86



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

JANET T. MILLS
GOVERNOR

8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008

KIRSTEN LC FIGUEROA
COMMISSIONER

GREGORY R. MINEO
DIRECTOR

Memorandum

To: County Administrators
From: Timothy Poulin, Deputy Director
Subject: Local Option Vote Determination as required by PL 2019, c. 672 for the sale of beer, wine and spirits
Date: April 7, 2021

As required by this legislation, the Bureau is notifying each municipality and unincorporated place in our state of its current status of local option votes regarding the sale of all liquor at on-premises and off-premises establishments. Local option vote matters can be confusing, and there is a lot of information in this notice, so please review it carefully.

PL 2019, c. 672 requires that by July 1, 2022, each municipality or county commissioners, as applicable, must submit proof, if necessary, that the sale of liquor for on-premises or off-premises consumption has been authorized by the municipality or county commissioners as provided by current law in Title 28-A, chapter 5, Local Option.

For your information, here are definitions that will be helpful in your review of this notice:

- **Liquor.** In Maine's liquor laws in Title 28-A, liquor covers all alcoholic beverages - malt liquor (beer), wine (including sparkling or champagne), spirits (vodka, whiskey, etc.), cider, hard seltzers, fortified wine (vermouth), and "ready to drink" products that contain spirits or other malt liquor.
- **On-premises or on the premises.** This refers to where the liquor will be consumed. In this case, the liquor is purchased and served at a restaurant to a customer and the liquor is consumed in the restaurant.
- **Off-premises or off the premises.** This too refers to where the liquor will be consumed. In this case, the liquor is purchased at a store to be consumed elsewhere.
- **Local Option Questions.** The questions contained in Title 28-A, section 123 regarding local option voting for the sale and service of liquor within your County.
 - Over the years the wording of these questions has been changed by the Legislature, and these changes may have an impact on the licenses approved by the County and issued by this Bureau.
 - In the 1950s, 1960s and early 1970s, the questions relating to on-premises consumption included specific types of establishments that were qualified to serve a specific type of liquor.
 - The consequence of having specific types of establishments as part of the local option vote questions is that over the years new types of establishments were created by the Legislature that now should be included in the establishments able to serve liquor based on the type of license held.

- The votes by the County may have:
 - voted to approve the sale of liquor for on-premises or off-premises consumption at various times over the years;
 - voted to restrict the sale of liquor to specific types of establishments at various times over the years;
 - voted to prohibit the sale of liquor by voting “No” on a specific question at various times over the years;
 - never voted to allow the sale of liquor for on-premises or off-premises consumption;
 - voted in a combination of ways such as to approve, restrict or prohibit the sale of liquor for on-premises or off-premises consumption;
 - has not approved the consumption for on-premises or off-premises consumption for a specific type of liquor while approving others;
 - approved sales for Sunday for on-premises and off-premises consumption, but has not approved the same for Monday through Saturday;
 - has approved sales for Monday through Saturday for on-premises and off-premises consumption, but has not approved the same for Sunday;
 - voted to approve or prohibit certain type(s) of liquor(s) in the same year;
 - voted a certain way one year and voted another way in a subsequent year on the same question;
 - allowed the issuance of licenses for the sale of liquor for which the County has not voted to allow; and
 - allowed or prohibited Sunday sales for on-premises or off-premises consumption of malt liquor and/or wine.

Here are the current types of on-premises licenses permitted to be licensed in Maine:

Airlines	Auditoriums	Bed and Breakfasts
Bowling Centers	Class A Restaurants	Class A Restaurant Lounges
Class A Lounges	Civic Auditoriums	Clubs
Curling Clubs	Dining Cars and Passenger Car	Disc Golf Courses
Golf Courses	Hotels	Indoor Ice Skating Clubs
Indoor racquet Clubs	Outdoor stadiums	Performing Arts Centers
Pool Halls	Qualified Catering services	Restaurants
Taverns	Vessels	

These are the questions currently outlined in Title 28-A, section 123:

1. Shall this municipality authorize the State to issue licenses for the sale of liquor to be consumed on the premises of licensed establishments on days other than Sunday?
2. Shall this municipality authorize the State to permit the operation of agency liquor stores on days other than Sunday?
- 2-A. Shall this municipality authorize the State to issue licenses for the sale of malt liquor and wine to be consumed off the premises of licensed establishments on days other than Sunday?
3. Shall this municipality authorize the State to issue licenses for the sale of liquor to be consumed on the premises of licensed establishments on Sundays?
- 4-A. Shall this municipality authorize the State to issue licenses for the sale of malt liquor and wine to be consumed off the premises of licensed establishments on Sundays?

Here is the information on file for each County.

County	Date of Votes	Comments	Other
Androscoggin	None		
Aroostook	None		
Cumberland	None		
Franklin	April 7, 2017	Were all unorganized places included in the County's vote?	<ul style="list-style-type: none"> • Coburn Gore. There is an issue and was included in the list provided in the vote • T3, R2, BKP WKR. Was not included on the list provided. Votes for off-premises consumption of malt liquor and wine for Monday through Saturday and on-premises consumption of liquor Sundays reported from the Secretary of State in 1969 and 1970 • T2 & 3, R6, WBKP. Was not included on the list provided. Vote for on-premises consumption of liquor on Sundays only was reported from the Secretary of State in 1969
Hancock	None		
Kennebec	None		
Knox	None		
Lincoln	None		
Oxford	None		
Penobscot	None		
Piscataquis	None		
Sagadahoc	None		
Somerset	10/2/2015	Notified David Spencer on 3/4/2020 that a certified copy of the minutes needed to be filed with the Secretary of State, Elections Division to formally file the results – no record of the certified copy with Elections.	
Waldo	None		
Washington	None		
York	None		

Please call me to discuss options to resolve these local option vote matters. You can contact me at Tim.Poulin@Maine.gov or at 207.287.6750.

PUBLISHED NOTICE OF PUBLIC HEARING

Notice of Public Hearing Franklin County Unorganized Territories Local Liquor Option

Notice is hereby given that the Franklin County Commissioners will hold a Public Hearing on Tuesday, July 11, 2017 at 9:00 AM at 140 Main Street, Farmington, Maine for the purpose of receiving public comments on the consideration of authorizing liquor sales in the following Unorganized Territories; East Central (Redington, Madrid, Mount Abram, Salem and Freeman), North (Gorham Gore, Beattie, Lowelltown, Merrill Strip, Skinner, Massachusetts Gore, Chain of Ponds, Kibby, Seven Ponds, Alder Stream, Jim Pond, Stetsontown, Tim Pond, Davis and Lang), South (Washington and Perkins), West Central (TWP D, TWP E and TWP 6), and Wyman pursuant to the provisions of Chapter 122 of Title 28-A of the Maine Revised Statutes. The Commissioners are considering authorizing the following:

1. Sale of liquor for consumption on the premises on days other than Sunday.
2. Sale of spirits and fortified wine for consumption off the premises on days other than Sunday.
- 2-A. Sale of malt liquor and wine for consumption off the premises on days other than Sunday.
3. Sale of liquor for consumption on the premises on Sundays.
4. Sale of spirits and fortified wine for consumption off the premises on Sundays.
- 4-A. Sale of malt liquor and wine for consumption off the premises on Sundays.
5. Operation of state liquor stores and agency liquor stores on Sunday.
6. Sale of spirits to be consumed on the premises on Sunday.
7. Sale of malt liquor and wine to be consumed on the premises on Sunday.
8. Sale of malt liquor and wine for consumption on the premises on Sunday.
9. Operation of bottle clubs.

All interested persons are invited to attend the July 11, 2017 Public Hearing and will be given an opportunity to be heard at that time.

RECEIVED

AUG 03 2017

**OFFICE OF SECRETARY OF STATE
AUGUSTA, MAINE**

RECEIVED

AUG 08 2017

**Liquor Licensing
& Enforcement**



MAINE COUNTY COMMISSIONERS ASSOCIATION

BY-LAWS



Maine County Commissioners Association

Last Amended January 20, 2016

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**THE BY-LAWS OF THE
MAINE COUNTY COMMISSIONERS ASSOCIATION
Amendment Draft 3-3-2021**

ARTICLE I. NAME AND PURPOSE

Name Section 1. The name of this organization shall be Maine County Commissioners Association, Inc., hereinafter called the “Association”.

Purpose Section 2. This Association shall be a nonpartisan, **nondiscriminatory** organization serving Maine County Government, whose core functions are:

- a. To strengthen the role of county government in Maine by maintaining a comprehensive and robust advocacy role in the state and federal legislative, administrative and regulatory process.
- b. To enhance management of county government by providing quality member services for all Maine counties.
- c. To provide programming, services, information and education that supports member services for all Maine counties.
- d. To promote public awareness of the vital role of county government.
- e. To promote cohesiveness among the counties and facilitate and promote interaction among internal and external groups who have interests or programs that impact county government.
- f. To ensure professionalism and sound business practices in the management of the Association.

Section 3. The means of achieving this purpose will be by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration for county government.

ARTICLE II. MEMBERSHIP

Eligibility Section 1. Membership shall be open to each of the sixteen counties in the State of Maine.

Active Members Section 2. Active membership shall include all ~~counties~~ **members** whose current dues are paid, or which are not more than three months in arrears.

ARTICLE III. ORGANIZATION

Authority under State Statute

Section 1. The Association is recognized in Title 30-A, Section 909 MRSA as a County Advisory Organization, and a nonprofit eligible to receive federal grants or contributions.

Board of Directors

Section 2. The Association shall have a Board of Directors **with full voting rights** made up of the following:

- a. One County Commissioner from each member county who shall be elected in accordance with Article IV, Section 1 of these By-laws.

Officers

Section 3. The officers of this Association shall consist of a President, a Vice President, and a Secretary-Treasurer, who shall be elected from among the members of the Board of Directors.

- a. The President shall preside over all meetings and be a responsible ex-officio member of all committees. He/She shall execute any contract entered into by the Association and shall have the general powers of supervision and management usually vested in the president of a corporation under the laws of the State of Maine, unless otherwise enumerated herein or defined by resolution of the Board of Directors. She/He shall see that all orders and resolutions of the Association are carried into effect.
- b. The Vice President shall perform the functions and the duties of the President in the absence or disability of the President.
- c. The Secretary-Treasurer shall ~~perform the functions and duties of the President in the absence of the President and Vice President and shall insure~~ **ensure** that a full and accurate account of the receipts and disbursements of the Association is kept and that a full record of proceedings is kept.
- d. **By a 2/3 vote of the total Board, the Board of Directors may dismiss any officer due to lack of confidence.**

Board Authority

Section 4. The Board of Directors shall have control and management of this Association between *membership* meetings, shall hold and manage all property of this Association ~~and shall be solely empowered to employ or contract for an Executive Director and related support services. The Board of Directors shall periodically review the performance of the Executive Director.~~ **and be solely empowered to approve and authorize all contracts.**

Staff and Administrative

Section 5. ~~An Executive Director~~ **Administrator** shall manage the affairs of the Association and otherwise provide administrative support under the

Support

direction of the officers and directors and on such terms as may be prescribed by agreement and as may be identified in the annual budget. The Administrator shall be the Clerk of the Corporation. Annually the president, with input from the Executive Committee, shall review the performance of the Administrator.

Standing Committees

Section 6.

- a. Executive Committee. The Executive Committee shall be composed of the Officers of the Association and the immediate Past President, and is chaired by the President. The Executive Committee shall transact routine, and ordinary and legislative business between Directors' Meetings and report on any action taken at the next Directors' Meeting.

~~However only the Board of Directors shall be responsible for interviewing individual candidates seeking employment as Executive Director, or representatives of firms wishing to provide Executive Director functions and related administrative services to the Association, unless said interview responsibility is expressly delegated to an ad hoc committee created and charged by Board resolution.~~

- b. Budget and Finance Committee. The President shall annually appoint a Budget and Finance Committee with advice of the Board composed of the Secretary-Treasurer and ~~four~~ three Board members and a county administrator as recommended by Maine Association of County Clerks, Administrators and Managers (MACCAM). The President may appoint additional members as necessary. The Budget and Finance Committee, with the assistance of the ~~Executive Director~~ Administrator, shall prepare an annual proposed budget for presentation to the Board at its December meeting.
- c. Legislative Policy Steering Committee. The Legislative Policy Committee shall be advisory to the Executive Committee and comprised of those who participate in the weekly periodic legislative conference calls, drawing one vote from each of the sixteen counties plus one vote from each of the following organizations: ~~for a total of 24 votes:~~
- Maine Association of County Clerks, Administrators and Managers
 - Maine Association of County Treasurers
 - Maine Sheriffs Association
 - Maine Emergency Management County Agency Directors Association Council
 - Maine Registry Registers of Deeds Association
 - ~~Maine Jail Association~~
 - Maine Association of Registers of Probate

- Maine Emergency ~~County~~ Communications ~~Directors~~ Association
- d. Nominating Committee. The President ~~with advice of the Board~~ shall annually appoint a ~~five~~ ~~three~~-member Nominating Committee composed of Board members. The Nominating Committee shall solicit and review applicants for the various State entities requiring or seeking County representation, and propose nominees to the Board of Directors for approval. The President may appoint additional members as necessary.
- e. Convention Planning Committee. The President shall annually appoint a Convention Planning Committee composed of the MCCA Administrator, two representatives ~~each~~ from the host County and ~~three~~ other MCCA representatives. The President may appoint additional members as necessary.

Ad Hoc Committees

Section 7. ~~With the exception of ad hoc committees created to interview candidates or firms seeking the position of Executive Director,~~ The President shall appoint ~~with advice of the Board~~ ad hoc committees or special committees from time to time as the President or the Board of Directors deem necessary for the proper conduct of the affairs of this Association. No committee so appointed shall be authorized to create any financial liability unless it first has been approved as to its purpose and amount by the Board of Directors. ~~All ad hoc committee terms shall expire at the annual meeting unless extended by vote of the board or reappointment by the President.~~

ARTICLE IV. ELECTIONS AND TERMS OF OFFICE

Board of Directors

Section 1. ~~The Executive Director~~ ~~Administrator~~ shall notify each County Commissioner ~~prior to~~ December 1st of each year to caucus and elect a Director ~~and alternate(s)~~ for the ~~coming~~ ~~next calendar~~ year from that county. The Chairman of the Board of County Commissioners of each county shall inform the ~~Executive Director~~ ~~Administrator~~ of the Board's nominees ~~by December 31st at least two weeks before the annual meeting.~~ The ~~Executive Director~~ ~~Administrator~~ will advise all County Commissioners of the entire list of proposed Directors at least one week before the annual meeting.

Officers and Nomination

Section 2. ~~Immediately following the election of the Board of Directors at the annual membership meeting,~~ An Officer Nominating Committee of three Directors, appointed by the President ~~with advice of the Board~~, shall caucus and recommend nominees for officers from among the members of the Board for a term of one year, or until new officers are elected. The annual meeting will exercise its prerogative of accepting the recommendations of the Officer Nominating Committee or nominating

and election of other candidates for each office from within the Board of Directors.

Terms of Office

Section 3. Officers and Directors will be elected annually to serve one year terms or until their successors are elected. An officer shall not serve more than two (2) full consecutive one-year terms in any particular office.

Vacancies

Section 4. In the event of a vacancy or the inability of a Board Director to serve, the respective county may appoint a new Director in the same manner to fill the unexpired term. In the event of a vacancy in the office of Vice President or Secretary-Treasurer, the vacancy will be filled by appointment by the President, subject to the approval of a majority of the Officers and Directors. A vacancy in the office of President shall be filled by appointment by a majority of the Officers and Directors.

NACo Representatives

Section 5. The Board of Directors shall elect two commissioners (a representative and an alternate) from counties which are members of both the National Association of Counties and MCCA to represent MCCA at the National Association of Counties. The term of office shall be two years, and the election shall be conducted in January of the even-numbered years. All member directors may participate in the vote for NACo Representatives.

ARTICLE V. MEETINGS

Membership Meetings

Section 1. Any meeting of the general membership shall be held upon the call of the President or any five Directors. A quorum requirement for a general membership meeting shall be satisfied when a majority of member counties are represented by at least one Commissioner. Delegates to any membership meeting of this Association shall consist solely of County Commissioners from member counties currently holding office. Only Commissioners representing member counties of this Association which have paid current dues according to the assessment under Article IV of these Bylaws may be heard in debate. Each county shall have one vote, and only one vote, at any membership meeting.

Directors' Meetings

Section 2. Meetings of the Board of Directors and/or Officers shall be held anytime upon the call of the President or any five Directors. A majority plus one of the Board of Directors shall constitute a quorum for the discharge of business. It shall consist of at least nine Commissioners. An agenda shall be submitted through e-mail or regular mail by the ~~Executive Director~~ Administrator, with the approval of the President, to the Officers and Directors at least five days before any meeting unless time does not permit at the discretion of the President. New items may be added to the agenda at any meeting if a majority attending so vote.

Delegates to the Board meetings shall be duly elected Directors or their proxy.

A representative from any of the following organizations shall be allowed to attend all Directors' meetings and also allowed to speak at any Directors' meeting at the discretion of the President:

- Maine Association of County Clerks, Administrators and Managers
- Maine Association of County Treasurers
- Maine Sheriffs Association
- ~~Maine Emergency~~ Management Agency Directors Association Council
- Maine Registry Registers of Deeds Association
- ~~Maine Jail Association~~
- Maine Association of Registers of Probate
- Maine Emergency County Communications Directors Association

Proxy Votes ~~Section 3. Any Director who must be absent from a meeting may be replaced as follows:~~

- ~~a. By a Commissioner from his County designated by him the Director or, if no other Commissioner is available, by an officer or employee of the county, designated in writing by the Board of County Commissioners to vote in the Director's place.~~

Annual Meeting Section 4 ~~3.~~ There shall be an annual membership meeting of the Association held in January of each year. The place of the annual meeting shall be determined by the Board of Directors.

Convention Section 5 ~~4.~~ The Association shall hold an Annual Convention between September 1 and November 30 for all county officials, the purpose of which is to disseminate and share information in an effort to promote more effective and efficient county government.

Minutes Section 6 ~~5.~~ Minutes of all meetings shall be sent to all Commissioners by the ~~Executive Director~~ Administrator by e-mail or regular mail as soon after each meeting as is practical.

ARTICLE VI. FINANCES

Budget & Dues Section 1. At the regular December Board meeting, the Budget and Finance Committee shall present a method of dues assessment and a budget for the following year for review and amendment as necessary. The Committee shall then present it for adoption at the January membership meeting. When a budget and a method of assessment have been adopted at the aforesaid January meeting, the dues for the ensuing year shall be

considered assessed. Counties may opt to make two bi-annual payments of said assessments, one in January and one in July of the budget year.

Reports

Section 2. The ~~Executive Director~~ Administrator shall assist the Secretary-Treasurer in receiving and disbursing all monies of this Association at all times and shall submit at each annual meeting, or any other meeting if so requested, a report of all receipts and disbursements during the preceding year or any period thereof.

Audit or Review

Section 3. The accounts of this Association shall be audited at least once every two years by a competent accountant and may be annually reviewed in the opposite years by such or other person or persons to be selected by the Officers and Directors.

Bond

Section 4. ~~If so established by contractual terms, The Executive Director~~ Administrator shall furnish a satisfactory surety bond or such other instrument in an amount to be fixed by the Officers and Directors, the premium of such bond to be paid out of funds of this Association.

ARTICLE VII. INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. Every Board Member and Officer of the Association shall be indemnified by the Association against all expenses and liabilities including the settlement thereof, and including counsel fees reasonably incurred by, or imposed upon such Board Member of the Association of Officer in connection with any proceeding to which he or she may be a party or in which he or she may become involved by reason of his or her being or having been a Board Member of the Association, whether or not he or she is a Board Member or Officer at the time such expenses and liabilities are incurred, to the fullest extent provided by law.

The rights to indemnification granted hereunder shall not be deemed exclusive or any other rights to indemnification against liabilities or the advancement of expenses to which such person may be entitled under any written agreement, board resolution, vote of members, statutes, or common law. The Association may, but shall not be required to, supplement the right to indemnification against liability and advancement of expenses under this Section by the purchase of insurance on behalf of any one or more of such persons, whether or not the corporation would be obligated to indemnify such person under this section.

ARTICLE VIII. AMENDMENTS

Procedure

Section 1. These By-laws may be amended at the annual membership meeting or at any other membership meeting by a majority vote of all

Commissioners present, provided the proposed amendments shall have been sent by ordinary mail or e-mail to all Commissioners of member counties at least twenty days prior to such meeting.

Effective Date

Section 2. Amendments shall become effective immediately after being formally voted.

ARTICLE IX. DISSOLUTION

Procedure

Section 1. In the event of dissolution of the Maine County Commissioners Association, Inc., all its assets are to be prorated and returned to the participating counties in proportion to the amount of dues paid by each, after all obligations have been discharged.

ARTICLE X. SEAL

Section 1. The Seal of this Corporation shall be a wafer seal stating on the face of it, Maine County Commissioners Association, Inc., Augusta, Maine 1968.

Signature: President

Date

Signature: Vice President

Date

Signature: Secretary-Treasurer

Date

Signature: Executive Director

Date

BY-LAWS

MAINE COUNTY COMMISSIONERS ASSOCIATION, INC.

Adopted and Amended September 10, 1977

Final Approval December 7, 1977

Revised December 1, 1982

Amended January 28, 1987

Amended September 15, 1989

Amended January 8, 1997

Amended January 14, 1998

Amended July 17, 2002

Amended, September 12, 2009

Amended, January 10, 2010

Amended, January 8, 2014

Amended, January 20, 2016