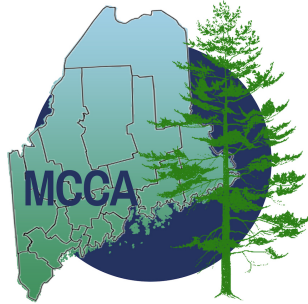


M.C.C.A.

Michael Cote, Vice President
York County

William Blodgett, Secretary-Treasurer
Lincoln County

Lauren Haven
Office Manager



Maine County Commissioners Association

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

MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Agenda

10:00 a.m., June 10, 2020

Zoom Conference

- I. Introductions, Board of Directors' Meeting Minutes 5-13-20
- II. Executive Committee Officers
- III. MCCA Organizational Structure
- IV. Reopening Business and COVID-19
- V. Financial Reports
- VI. Legislative Policy Committee
- VII. Stakeholders Advisory Group Meeting
- VIII. 2021 Convention of Maine Counties
- IX. Other Business
- X. Adjourn

M.C.C.A.

Michael Cote, Vice President
York County

William Blodgett, Secretary-Treasurer
Lincoln County

Lauren Haven
Office Manager



MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Minutes

MCCA Zoom Conference, May 13th, 2020

I. Introductions

MCCA Vice President/ Michael Cote called the meeting to order. Attendees announced themselves.

DIRECTORS PRESENT:

Androscoggin – Comm. Noel Madore
Aroostook – Comm. Norman Fournier
Cumberland – Comm. Steve Gorden
Hancock – Comm. William Clark
Kennebec – George Jabar
Knox – Comm. Sharyn Pohlman
Lincoln – Comm. William Blodgett
Oxford – Admin. Tom Winsor proxy for Comm. Steven Merrill
Penobscot – Comm. Peter Baldacci
Piscataquis – Comm. Wayne Erkkinen
Sagadahoc – Comm. Brian Hobart
Somerset – Admin. Dawn DiBlasi proxy for Comm. Newell Graf
Waldo – Comm. Amy Fowler
Washington – Comm. Chris Gardner
York – Comm. Michael Cote

OTHERS PRESENT:

Hancock - Comm. Antonio Blasi and Admin. Scott Adkins
Kennebec – Admin. Bob Devlin
Penobscot – Admin. Bill Collins
Piscataquis – Admin. Mike Williams
Sagadahoc – Admin. Pam Hile
MACCAM – Admin. Bill Collins
MARP – Kathleen Ayers

DIRECTORS ABSENT:

Oxford – Comm. Steven Merrill
Somerset – Comm. Newell Graf

STAFF PRESENT:

Executive Director Charles Pray
Risk Pool Manager Malcolm Ulmer
Office Manager Lauren Haven.

II. Executive Committee Officers

Comm. Norm Fournier on behalf of the Nominating Committee verified MCCA had received a formal letter of resignation from President Amy Fowler. Vice President Mike Cote agreed to perform the duties of the MCCA president until another president is elected by the membership. The group would likely wait until the gathering restrictions had been lifted so the meeting could take place in person rather than an online virtual meeting. The Nominating Committee would poll commissioners for anyone interested in being on the Executive Committee to serve out the term.

III. MCCA Operations

Executive Director Charles Pray will complete his contract at the end of May. The group discussed different arrangements for MCCA staffing such as rehiring an executive director, hiring a part time executive director, hiring a lobbyist, and changing the office manager position. This subject will need to be addressed soon although it will be important to have the Executive Committee in place to help lead the Board of Directors.

Executive Director Charles Pray was asked to report on his research on hiring a lobbyist and who might be available; he was still working on this project. He recommended, as he had stated to the Executive Committee, MCCA not rehire an executive director, but rather hire a part-time lobbyist and change the office manager title to executive administrator with a commensurate salary increase. There are months in which a full-time lobbyist would have little to do.

Comm. Chris Gardner said need to develop a standard. What should the qualifications be for the position? What are we looking for? The group agreed at the June meeting Board members would need to be prepared to discuss the requirements. Comm. Cote said we need to maintain a united front and come to an agreement on four or five important issues on which the leadership can focus. Comm. Madore said the Androscoggin commissioners are in favor of hiring an executive director who would be able to do the lobbying, actively engage with the membership and develop long range planning strategies. Comm. Fournier said until a decision is made about the organizational structure, it would be hard to make any other decisions. Once the commissioners are polled about joining the executive committee, then we can talk about staffing and makeup of the organization. Admin. Pam Hile stated it would be more effective for thoughts to be sent beforehand and compiled. Otherwise, it could lead to more chaos instead of productivity. Admin. Bill Collins requested the group also look at the 2020 budget guidelines when considering the organizational structure.

IV. Paycheck Protection Program

Executive Director Charles Pray explained the details of the Paycheck Protection Program. The application had been submitted with permission from the Executive Committee. If approved, the Board of Directors could decide whether to accept the loan or not. This 1% loan through Camden National Bank will be forgiven if the monies were used via the program specifications. This would make up for the expected loss of revenue from the convention and sponsorships from vendors. There were comments for and against taking the loan. After more discussion, *Comm. Baldacci moved to ratify the Paycheck Protection loan seconded by Comm. Fournier. The motion passed via a roll call vote reflecting eleven counties for and three counties against accepting the loan.*

V. Stakeholders Advisory Group

On May 6th, Acting Chief Justice Hon. Andrew Mead requested an MCCA member participate in the Stakeholders Advisory Group which would provide information and assistance to the court as it continues to formulate plans to deal with the COVID-19 pandemic and its effect on court operations. In response, MCCA staff requested volunteers and relayed the list to the Executive Committee for their recommendation. Time was short as the first Zoom meeting was scheduled for Thursday, May 14th. Commissioner Cote selected

from the list submitted, Piscataquis County Commissioner Wayne E. Erkkinen, to represent MCCA, as well as Greg Zinser, York County Administrator chosen by MACCAM. Acting Chief Justice Mead has also allowed Executive Director Charles Pray to listen in on the call.

VI. Archives Advisory Board Representative

Kate McBrien, Deputy Secretary of State for Archives is assembling the Maine State Archives Advisory Board which serves to advise the Maine State Archivist of proposed records retention schedules and related policy issues. The MCCA has been asked to nominate a member for the board. This person could be a commissioner, county manager or other county employee. An email had been sent to the MCCA membership with a request to reply if interested in being nominated. Ms. McBrien expects to have the group meet at the end of the summer.

VII. Consider Partnering with RALI Maine (Rx Abuse Leadership Initiative)

Executive Director Charles Pray explained MCCA was contacted by a representative at RALI. This company works with local organizations to help fight opioid addiction. RALI already promotes the drug takeback initiative through law enforcement like the program through the sheriff's offices. There is no fee or other monetary investment required to be a partner. They would add MCCA to their list of partners in publications and would send helpful materials for MCCA to share with counties and the public. *Comm. Fournier moved to partner with RALI, seconded by Comm. Baldacci. The motion passed via a roll call vote reflecting thirteen counties in favor and no counties in opposition.*

VIII. Governor's Four Stage Plan to Reopen Business

The group referred to the handout included in the agenda packet concerning the plan to restart Maine's economy. The document clearly states the guidelines for target dates are flexible and will be subject to change as information on the pandemic progression of cases for Maine becomes available. The group discussed how counties were planning to open public access and employee safety precautions.

It was decided June Board of Directors' meeting will need to be online via Zoom as there is no way to social distance in the Farm Bureau conference room.

IX. Number of Votes Per County

This topic was expected to be debated during this meeting. Vice President Cote recommended the subject be revisited later in the year. *Comm. Gorden moved to postpone the discussion, seconded by Comm. Blodgett. The motion passed with no opposition.*

X. Financial Reports

Office Manager Lauren Haven presented the April financial reports. There was not much to note aside from the application for the Paycheck Protection Program. All income and expenses reported were attributed to normal office operations. Lauren was presently working with Bangor Payroll and MainePERS to wrap up the end-of-contract paperwork for Charles Pray. She invited questions. *As none were posed, Comm. Fournier moved to accept the financial reports, seconded by Comm. Baldacci and it passed unanimously.*

XI. 2020 Convention of Maine Counties

Office Manager Lauren Haven described the results of the opinion poll on the 2020 convention. Some answered the attendee numbers could be low due to the loss of revenue. A few thought we could try to make the best of the situation. Most survey participants thought it would not be in MCCA's best interest to continue

planning the convention. Lauren suggested if it was not wise to have the conference in person, the Convention Planning Committee could organize a virtual conference with online educational sessions, raffles and points for prizes to make the event fun. After some discussion, Comm. Fournier **moved** to cancel the 2020 convention, **seconded** by Comm. Baldacci. The motion **passed** via a roll call vote reflecting fourteen counties in favor and no counties in opposition. Lauren will find out if any payments can be refunded for our deposit on the venue and the band which was hired for entertainment.

XII. Other Business

The group discussed COVID-19 testing in county jails and issues around treatment. Directors would talk to their EMA staff about procedures in the event of an outbreak and share information among counties.

Vice President Mike Cote noted this would be the last meeting Charles Pray would attend as MCCA's Executive Director. He and all the meeting attendees thanked him for his service to MCCA and member counties.

XII. Adjournment

MCCA Vice President Comm. Cote invited a **motion** to adjourn at approximately 12:05 p.m. Comm. Baldacci made the **motion** seconded by Comm. Hobart, and the **motion** was **approved**. The group adjourned.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Comm. William Blodgett

II. Executive Committee Officers

Comm. Norm Fournier on behalf of the Nominating Committee verified MCCA had received a formal letter of resignation from President Amy Fowler. Vice President Mike Cote agreed to perform the duties of the MCCA president until another president is elected by the membership. The group would likely wait until the gathering restrictions had been lifted so the meeting could take place in person rather than an online virtual meeting. The Nominating Committee would poll commissioners for anyone interested in being on the Executive Committee to serve out the term.

III. MCCA Operations

Executive Director Charles Pray will complete his contract at the end of May. The group discussed different arrangements for MCCA staffing such as rehiring an executive director, hiring a part time executive director, hiring a lobbyist, and changing the office manager position. This subject will need to be addressed soon although it will be important to have the Executive Committee in place to help lead the Board of Directors.

Executive Director Charles Pray was asked to report on his research on hiring a lobbyist and who might be available; he was still working on this project. He recommended, as he had stated to the Executive Committee, MCCA not rehire an executive director, but rather hire a part-time lobbyist and change the office manager title to executive administrator with a commensurate salary increase. There are months in which a full-time lobbyist would have little to do.

Comm. Chris Gardner said need to develop a standard. What should the qualifications be for the position? What are we looking for? The group agreed at the June meeting Board members would need to be prepared to discuss the requirements. Comm. Cote said we need to maintain a united front and come to an agreement on four or five important issues on which the leadership can focus. Comm. Madore said the Androscoggin commissioners are in favor of hiring an executive director who would be able to do the lobbying, actively engage with the membership and develop long range planning strategies. Comm. Fournier said until a decision is made about the organizational structure, it would be hard to make any other decisions. Once the commissioners are polled about joining the executive committee, then we can talk about staffing and makeup of the organization. Admin. Pam Hile stated it would be more effective for thoughts to be sent beforehand and compiled. Otherwise, it could lead to more chaos instead of productivity. Admin. Bill Collins requested the group also look at the 2020 budget guidelines when considering the organizational structure.

IV. Paycheck Protection Program

Executive Director Charles Pray explained the details of the Paycheck Protection Program. The application had been submitted with permission from the Executive Committee. If approved, the Board of Directors could decide whether to accept the loan or not. This 1% loan through Camden National Bank will be forgiven if the monies were used via the program specifications. This would make up for the expected loss of revenue from the convention and sponsorships from vendors. There were comments for and against taking the loan. After more discussion, *Comm. Baldacci moved to ratify the Paycheck Protection loan seconded by Comm. Fournier. The motion passed via a roll call vote reflecting eleven counties for and three counties against accepting the loan.*

V. Stakeholders Advisory Group

On May 6th, Acting Chief Justice Hon. Andrew Mead requested an MCCA member participate in the Stakeholders Advisory Group which would provide information and assistance to the court as it continues to formulate plans to deal with the COVID-19 pandemic and its effect on court operations. In response, MCCA staff requested volunteers and relayed the list to the Executive Committee for their recommendation. Time was short as the first Zoom meeting was scheduled for Thursday, May 14th. Commissioner Cote selected

from the list submitted, Piscataquis County Commissioner Wayne E. Erkkinen, to represent MCCA, as well as Greg Zinser, York County Administrator chosen by MACCAM. Acting Chief Justice Mead has also allowed Executive Director Charles Pray to listen in on the call.

VI. Archives Advisory Board Representative

Kate McBrien, Deputy Secretary of State for Archives is assembling the Maine State Archives Advisory Board which serves to advise the Maine State Archivist of proposed records retention schedules and related policy issues. The MCCA has been asked to nominate a member for the board. This person could be a commissioner, county manager or other county employee. An email had been sent to the MCCA membership with a request to reply if interested in being nominated. Ms. McBrien expects to have the group meet at the end of the summer.

VII. Consider Partnering with RALI Maine (Rx Abuse Leadership Initiative)

Executive Director Charles Pray explained MCCA was contacted by a representative at RALI. This company works with local organizations to help fight opioid addiction. RALI already promotes the drug takeback initiative through law enforcement like the program through the sheriff's offices. There is no fee or other monetary investment required to be a partner. They would add MCCA to their list of partners in publications and would send helpful materials for MCCA to share with counties and the public. Comm. Fournier moved to partner with RALI, seconded by Comm. Baldacci. The motion passed via a roll call vote reflecting thirteen counties in favor and no counties in opposition.

VIII. Governor's Four Stage Plan to Reopen Business

The group referred to the handout included in the agenda packet concerning the plan to restart Maine's economy. The document clearly states the guidelines for target dates are flexible and will be subject to change as information on the pandemic progression of cases for Maine becomes available. The group discussed how counties were planning to open public access and employee safety precautions.

It was decided June Board of Directors' meeting will need to be online via Zoom as there is no way to social distance in the Farm Bureau conference room.

IX. Number of Votes Per County

This topic was expected to be debated during this meeting. Vice President Cote recommended the subject be revisited later in the year. Comm. Gorden moved to postpone the discussion, seconded by Comm. Blodgett. The motion passed with no opposition.

X. Financial Reports

Office Manager Lauren Haven presented the April financial reports. There was not much to note aside from the application for the Paycheck Protection Program. All income and expenses reported were attributed to normal office operations. Lauren was presently working with Bangor Payroll and MainePERS to wrap up the end-of-contract paperwork for Charles Pray. She invited questions. As none were posed, Comm. Fournier moved to accept the financial reports, seconded by Comm. Baldacci and it passed unanimously.

XI. 2020 Convention of Maine Counties

Office Manager Lauren Haven described the results of the opinion poll on the 2020 convention. Some answered the attendee numbers could be low due to the loss of revenue. A few thought we could try to make the best of the situation. Most survey participants thought it would not be in MCCA's best interest to continue

planning the convention. Lauren suggested if it was not wise to have the conference in person, the Convention Planning Committee could organize a virtual conference with online educational sessions, raffles and points for prizes to make the event fun. After some discussion, Comm. Fournier moved to cancel the 2020 convention, seconded by Comm. Baldacci. The motion passed via a roll call vote reflecting fourteen counties in favor and no counties in opposition. Lauren will find out if any payments can be refunded for our deposit on the venue and the band which was hired for entertainment.

XII. Other Business

The group discussed COVID-19 testing in county jails and issues around treatment. Directors would talk to their EMA staff about procedures in the event of an outbreak and share information among counties.

Vice President Mike Cote noted this would be the last meeting Charles Pray would attend as MCCA's Executive Director. He and all the meeting attendees thanked him for his service to MCCA and member counties.

XII. Adjournment

MCCA Vice President Comm. Cote invited a motion to adjourn at approximately 12:05 p.m. Comm. Baldacci made the motion seconded by Comm. Hobart, and the motion was approved. The group adjourned.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Comm. William Blodgett

MCCA Organizational Structure Survey

**Should MCCA
hire a full-time
executive director?**

Comments:

- | | |
|-------|---|
| No | (There was no comment from this person on this topic.) |
| No | Not at this time. Available funding and disagreement/lack of cohesion among the membership do not make this advisable without serious discussion and consensus between the members. |
| No | (There was no comment from this person on this topic.) |
| Yes | (There was no comment from this person on this topic.) |
| Maybe | Hiring a Director would be my preference. However I am very concerned that MCCA will adequately fund the ED Position. Recent history demonstrates adopting a Budget that adequately Funds MCCA. |
| Yes | I think the best option is to have a full time (or nearly full time) Executive director. A correct hire could enhance our visibility, and work with needed stake-holders and others to advance the interests of County government as a whole. |
| Maybe | part time when leg is in session?
it's no good to hire part time if it is really needed to be more |
| No | See comments below on office manager |
| No | How we structure our organization will dictate what we do |
| Maybe | (There was no comment from this person on this topic.) |
| No | (There was no comment from this person on this topic.) |
| No | (There was no comment from this person on this topic.) |
| Yes | (There was no comment from this person on this topic.) |
| Yes | While I offer a "yes" vote on this matter, here are my thoughts which would follow through the rest of the survey.
MCCA needs to first and foremost figure out what it is willing to spend. Not just today, but for the future. If we have a full-time ED, then our annual increase is going to be that much more, but we should truly expect 2 - 3% annually at minimal.
If not, then the ED is a moot point and one that will not be likely to succeed. |
| Maybe | Depends on budget constraints. |
| No | How we structure our organization will dictate what we do |
| No | Base on present budget cannot support a full time Executive Director. Dues would have to be increased to go this route. |
| No | (There was no comment from this person on this topic.) |
| No | (There was no comment from this person on this topic.) |
| Yes | We need a leader to represent us. |
| No | (There was no comment from this person on this topic.) |
| No | We would like a lobbyist for sessions only. |
| No | (There was no comment from this person on this topic.) |

**Should MCCA
hire a part-time
executive director?**

Comments:

- | | |
|-------|---|
| Maybe | (There was no comment from this person on this topic.) |
| No | Not at this time. Available funding and disagreement/lack of cohesion among the membership do not make this advisable without serious discussion and consensus between the members. |
| Yes | The primary focus of the Exec Dir is lobbying. The organization is not big enough to have a full time director and administrative asst. |
| Maybe | (There was no comment from this person on this topic.) |

No	I would prefer MCCA hire a Lobbyist then a Part Time Executive Director. The needs of Counties are 24/7, 365. How can a "Part-Time" Executive Director provide adequate services to meet the demands of each/every County
Maybe	In lieu of a full-time Exec. director, a part time persons would be essential.
Maybe	see above
No	The President and executive officers have the oversight of the office Administrator who completes all official required duties and paperwork of the organization which is extensive and essential for the association to function as a collective governmental organization as our sister municipal and state governmental organizations. (See comments below on Office Manager / Executive Administrator
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
Maybe	If FT is not affordable, then we need to figure out the next step down. The other aspect which is crucial to the success of MCCA is the future leadership!!! Without strong leadership ... Well, I don't have to tell anyone, right ?? :)
Maybe	Depends on budget constraints.
Yes	Only if individual has legislative experience like a former legislator that has knowledge and respect from both sides of the aisle. Individual can be full time when Legislature in session and a day a week or so when Legislature not in session, to strategize Legislative requests and gain support for the Counties priorities.
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	It is a full time job. A part time person could not due the job competently.
Maybe	Depending on the work ethics and skills a candidate possesses . If a position can be combined with a lobbyist then perhaps f/t .
No	Lauren should be the director with a lobbyist working during legislative sessions.
Yes	To work with the BOD to set policy, goals, and objectives and make decisions on which proposed legislative bills to lobby on with a more narrow focus. We cannot afford to spread our resources too thin.
Should MCCA hire a full-time lobbyist? Comments:	
Maybe	Depends on the work level during the beginning of the biennium.
No	Not at this time.
No	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
Maybe	If MCCA were to choose not hiring a Full Time Executive Director, then Yes, I am all in Favor or Hiring a Full Time Lobbyist. This does mean that the Lobbyist/Firm in my Opinion works for MCCA Solely. What this means to me is they are the Face of County for all Lobbying needs in front of the Legislature. Does this mean they work 40 hours or more per week for County...? No. However it could mean they work 50 hours some weeks and 0 hours for other weeks.
Maybe	Depends upon whether the executive director is effective in this role.
No	(There was no comment from this person on this topic.)

No	Since the overall MCCA board lacks a willingness to cover the expense of a fully functioning association, a lobbyist is the second most important position behind the Executive Administrator. Since the thrust of legislative coverage occurs while the legislature sits in session which runs, normally for six months in its first year and four months in the second year, I believe, as a fiscally constrained organization MCCA could best be served by employing an individual to cover The legislature and executive branch on a somewhat flexible / as needed schedule. This would include coverage of out-of-session meetings of the legislature, departments of state related to County operations as well as the MCCA itself.
Yes	(There was no comment from this person on this topic.)
Yes	(There was no comment from this person on this topic.)
Yes	Representing counties at the legislature is a full time commitment. We need a professional not some inexperienced wannabe lobbyist.
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	FT lobbyist is not affordable along with any type of ED. Not unless Counties are willing to open up their pocket book and I haven't witnessed that option to date. We should consider Travis / Cumberland with some type of agreement??
Maybe	Depends on budget constraints.
Maybe	Think affordability, might be an issue. Fear if we go with a lobbying firm with numerous clients will not get the necessary attention that will be crucial in the upcoming January session with the State financial crisis. Counties need to be at the table to preserve the gains we have made such as jail funding. More attention needs to be given to the Probate system.
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
Maybe	I'd like the Executive Director to handle that responsibility.
Maybe	Our track record thus far has been to work collectively with other organizations, example MSA or MMA .
Maybe	(There was no comment from this person on this topic.)
No	Not with MCCA's budget constraints.
Should MCCA hire a part-time lobbyist?	
Comments:	
Maybe	(There was no comment from this person on this topic.)
Yes	This should be a contracted position (avoiding the need to pay benefits) with a professional lobbyist who is effective, articulate and knowledgeable as to how the legislature works. It might be an 8 or 9 month contract during the first biennial session, and possibly a bit less time in the second year. The lobbyist should be responsible for keeping the LPC updated on all facets of legislation that can possibly affect counties, writing and presenting testimony, and tracking the status of bills in committee, etc.
Yes	(There was no comment from this person on this topic.)
Yes	(There was no comment from this person on this topic.)
Maybe	See Answer Above
Maybe	Depends upon the Executive Director.
Maybe	(There was no comment from this person on this topic.)
Yes	See above
Maybe	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
Yes	maybe a former legislator. form the augusta area, so as to be closer to the action....
Yes	(There was no comment from this person on this topic.)

Maybe	(There was no comment from this person on this topic.)
Yes	We definitely need representation under the dome and Charlie surely proved that. Amy and others did a great job while he was out, but not the same connections / access. Along that theme, Commissioners and / or Administrators can help fill this void as well if true representation is desired.
Maybe	Depends on budget constraints.
No	We need somebody full time when the Legislature in session. Things on the 3rd floor change by the hour. Lobbyist a couple of days a week not in County's best interest. Need somebody present in the halls of the Legislature when they are in session because things can change in a moment's notice. Legislators need to be talked to and often cajole.
No	(There was no comment from this person on this topic.)
Yes	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)
Yes	we would like a lobbyist for sessions only.
Yes	For matters deemed to be of the utmost importance.
Should the Office Manager's position be changed?	
Comments:	
Yes	Depends on the work level
Maybe	Lauren is already doing the job; in fact, an effective lobbyist should ease some of her work load by taking care of all of the tracking, web postings, emails related to legislative matters. Lauren should not have a need to be the primary lead on this. In addition, the group might consider the need/benefit of continuing the annual conference in the same way. A one day-long session of educational meetings followed by dinner and awards would require tremendously less planning and effort than putting together a three-day session. Although some revenue would be lost, a reduction in other expenses could offset this.
Yes	I would question the number of hours that MCCA really needs office help. I know as one county, I never contact MCCA or ask for any help doing anything. My Executive Admin does a whole lot of coordination in 32 hours a week, which is plenty of time.
Maybe	(There was no comment from this person on this topic.)
Yes	Lauren don't you like this question? Candidly you are glue that has held the Newest Iteration of MCCA together since the Commissioners ended their relationship with Howe & Associates. I am All In Favor of What you personally feel is the Best Reflection of your Responsibilities today and going forward into the future.
No	Current OM is doing a stellar job. Should not be asked to do more.
No	(There was no comment from this person on this topic.)
Yes	Executive Administrator Oversees all office operations and functions as Prescribed and assigned by the President and the executive officers. (see current office responsibility)
Maybe	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
Yes	could take on a little more management
Yes	(There was no comment from this person on this topic.)
Maybe	(There was no comment from this person on this topic.)
Yes	This position has to be adjusted in order to tie into the other options.
Maybe	Lauren does a great job and if the budget permits, I would recommend giving her a raise, a new title, and more responsibility.
Maybe	(There was no comment from this person on this topic.)
No	(There was no comment from this person on this topic.)

No	I feel Lauren is doing a great job.
No	Currently our office has been very quiet .(Even prior to Covid). With exception of convention planning the concern is whether this is even a full time position . For the current salary of said
Maybe	To be most effective the scope of work may need to be modified.
Yes	Make her the director.
Maybe	Lauren is a very dedicated, hard working, committed individual and position could change based on Board's decision on full/pt Executive Director or lobbyist.
General Overall Comments:	
<p>The MCCA might consider creating an organlzational chart of committees and develop their charges and memberships. be they assigned /volunteer. Itâ€™s my belief that for too long most of the required work has fallen to the few; thus, there is not the committment to the organization and the Countiesâ€™ reputation with the State and other political structures. It may, also, allow better coordination with other State professional organizations.</p>	
<p>Sagadahoc County’s overriding priority is the need to preserve MCCA so that the Risk Pool can continue. To accomplish this, the Association needs develop an operational plan that has the flexibility to retain all of our current members. We also see great value in lobbying as a united group when the opportunity arises. Finally, we believe the group needs to reach a consensus as to its future. The steps outlined in the above responses will reverse our progress towards meeting previously approved goals; however, while there could be great value in having the robust organization that was envisioned, the current atmosphere is not conducive to continuing on that path without a true consensus of the membership.</p>	
<p>There needs to be a thorough review of all aspects of MCCA from the staffing levels needed (hours per week) to the office space currently in. Can MCCA have smaller office space and have their meetings at Kennebec County's conference room? Or another conference room in a public building somewhere?</p>	
<p>I think my first paragraph summed up my thoughts. The struggle as I see it is that even though we are All County Government the needs and wishes are as Different the Geography for each of our Counties. Hence the Large vs. Small County thinking and financing of MCCA. MMA has addressed this concern by having the Service Center Coalition Group and the Rural Caucus. They each can have a position which is in opposition to one another. That is not a Bad thing it just represents the differences between the Two points of view.</p>	
<p>MCCA could do a lot more than it does. We should be trying to raise the standards for all counties. We could be offering regular training programs, for instance. We do a good job with things we have historically done (Annual convention is a good example) but we have not been willing or able to look father afield.</p> <p>We had been beginning to build partnerships with other critical organizations (MMA, Sheriffs Association, for example) but these efforts appear to be abandoned at the present time.</p>	
<p>A lot of this hinges on what we get for leadership on the executive board and how much time they can dedicate to MCCA</p>	
<p>A lot of this hinges on what we get for leadership on the executive board and how much time they can dedicate to MCCA</p>	
<ul style="list-style-type: none"> > We need appropriate representation in Augusta. > Strong qualities in the leadership positions of MCCA > PT / FT for the Exec Director is necessary. This need could be assisted and determined by the above comment. > There is a way for Risk Pool to play a part in the making of this transition successful. > There may need to be a realization that MCCA may have to re-boot before becoming successful. <p>In other words, breakdown and start over!</p>	

I would like to review the budget before I commit to a specific course of action.	
We need to live within our means . Dramatic cuts are coming forth due to our current situation . Companies are finding it cheaper to have employees work from home vs paying for office space , fringe extras are also being cut or cut back . We need to take a long hard look at our need vs want .	
MCAA more than ever because of the upcoming financial crisis due to Covid 19 needs to be a strong united Organization advocating for the Counties best interest so we can remain viable. For example we can't have 16 Counites each testifying for or against a piece of Legislation or advocating certain initiatives or positions with the Governor. We have to stand united.	
A lobbyist from a law firm can be retained for a fraction of the cost. I have previously sent some names and links in for professional lobbyists to be considered but Kate Knox is familiar with County Govt. and does a fantastic job. We used her 5 or so years ago and she was excellent!	
Other ideas about MCCA staffing:	
I have no personal issues with staff. They are great and do good work. I just question the full time status.	
Cost Consideration: Since we are now in a New Technological ERA, maybe a smaller office configuration would make sense and lower costs. When larger space is Needed renting a Location or asking Kennebec to do as they have in the past and use their Facility. (Maybe offer a Small Payment for this use and/or reduction in their Dues. Don't see us going lower in staffing and right now there is not enough "Monies" not necessarily work to fund another.	
The success of any staffing and / or Exec Director is solely contingent upon the actions of the Commissioners through the leadership of MCCA. As the old saying goes, "Be part of the solution and not part of the problem". All comments above are respectfully stated!!! :)	
Just like in the county govts, a responsible clerk is all that is needed. Most counties are top heavy in administrative salaries.	
I believe a part-time clerk to handle the more routine daily office tasks would be a benefit to the office manager.	
Need to resolve first the PT/Full time ED or lobbyist position.	
Survey Participants:	
Aroostook County	Commissioners Norman Fournier and Paul Adams
Cumberland County	Commissioners Steve Gorden, Tom Coward and Manager Jim Gailey
MCCA	Executive Director Charles Pray
Hancock County	Commissioner Antonio Blasi and Admin. Scott Adkins
Kennebec County	Commissioner Nancy Rines and Admin. Bob Devlin
Knox County	Commissioner Sharyn Pohlman
Lincoln County	Commissioner Bill Blodgett
Oxford County	Commissioner Steven Merrill
Penobscot County	Administrator Bill Collins
Piscataquis County	Commissioner Wayne Erkinen
Sagadahoc County	Commissioners Charles Crosby, Brian Hobart and Carol Grose
Somerset County	Commissioner Newell Graf (submitted by Admin. Dawn DiBlasi)
Waldo County	Commissioner Amy Fowler
Washington County	Commissioner Chris Gardner
York County	Commissioner Mike Cote

CHARLES P PRAY 58 FOREST AVE, MILLINOCKET, ME 04462

207731-4017

<>

cppray1@gmail.com

June 4, 2020

Commissioner Michael Cote
President, MCCA
4 Gabriel Dr.
Augusta, Maine 04462

Commissioner Cote, Officers and Executive Board Members,

Please find below my proposal for providing coverage and support to the MCCA before the Executive, Legislative and Judicial branches of Maine government through the completion of unaddressed legislative issues carried over to a yet undated Special Session due to the COVID-19 pandemic for your consideration.

I offer to cover legislative hearings and work sessions and discussions with other entities of government addressing those issues either until the 129th completes its legislative business (nearly 450 legislative proposals were carried forward), and any assignment directed by the President of the MCCA as directed by the Board, or a committee of the Board (LPC), or until the President of the MCCA notify me in writing that my services are no longer needed.

In this, I would cover as much as possible from my office here in Millinocket via electronic participation where possible, including hearings, work sessions, meetings where electronic participation is openly available and only attend legislative or committee sessions when attendance for participation is warranted, with the approval of the MCCA President.

For the electronic participation, I would charge a rate of \$55.00 per hour, recorded in 15 minute increments, with a minimum of ten (10) hours per week. All time will be recorded which will include conversations, meetings including meetings and calls with the MCCA, its members and committees, staff, County officials, including Commissioners, Sheriffs, Probate, Deeds, MACCAM, as well as Executive branch personnel, Legislative and Judicial representatives.

For a need to travel to for an in-person meeting in Augusta or a locations, approved by the MCCA President, for addressing business in the interest of County governing, I would charge a rate of \$75.00 per hour, recorded in 15 minute increments, plus related expenses such as meals and lodging at the legislative rate of \$38 for lodging and \$32 for meals, \$70.00 per day, plus mileage, at the federal rate of 57.5 cents per mile.

I would participate and report in MCCA Monthly meetings, LPC Calls as they are called, as well as regular calls with the Officers and the Executive Administrator Ms. Haven as directed by the MCCA President.

I expect there will be discussions when Congress passes an additional federal assistance act, which MCCA will need strong advocacy, as discussions determine how those funds will be disbursed among governing powers. MMA is already geared up on behalf of municipal governments.

Respectfully,

Charlie

Charles P. Pray

MAINE COUNTY COMMISSIONERS ASSOCIATION

May 2020 Financial Report

Attached please find the financial reports for the month of May 2020. The Balance Sheet shows total assets and liabilities at \$167,781. This amount includes \$12,445 from the money market account for MainePERS employer contributions.

Debits to the bank account in May totaled \$17,330.40 and receipts of \$26,978.91 were credited to the account. The debits were from normal operating expenses during the month. The large credit was the automatic electronic deposit of \$26,972 from the Paycheck Protection Program into the MCCA checking account. The guidelines regarding utilizing these funds are still being determined. I will share updates as they become available.

The general fund checking account balance as of May 31st was \$155,032.44 as some transactions had not yet cleared.

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
Office Manager

Accepted by:

Date: June 10, 2020

Michael Cote, Vice-President

William Blodgett, Secretary-Treasurer

Maine County Commissioners Association Reconciliation Summary

1020-00 - Money Market Account, Period

	May 2020
Beginning Balance	12,445.41
Cleared Transactions	
Deposits and Credits - 1 item	0.48
Total Cleared Transactions	0.48
Cleared Balance	12,445.89
Register Balance as of 05/20/20	12,445.89
Ending Balance	12,445.89

Maine County Commissioners Association Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Pe

	May 2020
Beginning Balance	147,218.00
Cleared Transactions	
Checks and Payments - 14 items	-17,330.40
Deposits and Credits - 2 items	26,978.91
Total Cleared Transactions	9,648.51
Cleared Balance	156,866.51
Uncleared Transactions	
Checks and Payments - 4 items	-1,834.07
Total Uncleared Transactions	-1,834.07
Register Balance as of 05/31/20	155,032.44
Ending Balance	155,032.44

Maine County Commissioners Association **Reconciliation Detail**

1010-00 · MCCA Checking-Savings Bank, Period Ending 05/31/20

	Type	Date	Name	Amount	Balance
Beginning Balance					147,218.00
Cleared Transactions					
Checks and Payments - 14 items					
	Bill Pmt -Check	4/30	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	4/30	Haven, Lauren	-92.96	-1,590.13
	Bill Pmt -Check	5/8	Bangor Payroll	-2,552.22	-4,142.35
	Bill Pmt -Check	5/12	Macomber Farr & Whitten	-871.00	-5,013.35
	Bill Pmt -Check	5/12	MainePERS	-763.45	-5,776.80
	Bill Pmt -Check	5/12	Macomber Farr & Whitten	-492.00	-6,268.80
	Bill Pmt -Check	5/12	US Bank	-377.99	-6,646.79
	Bill Pmt -Check	5/12	Charles Pray	-375.00	-7,021.79
	Bill Pmt -Check	5/12	Spectrum Business/TWC	-178.33	-7,200.12
	Bill Pmt -Check	5/12	Unlimited Technology	-125.00	-7,325.12
	Bill Pmt -Check	5/15	Bangor Payroll	-2,552.22	-9,877.34
	Bill Pmt -Check	5/22	Bangor Payroll	-2,552.27	-12,429.61
	Bill Pmt -Check	5/29	Bangor Payroll	-4,843.71	-17,273.32
	Bill Pmt -Check	5/29	Liberty Mutual Insurance	-57.08	-17,330.40
Total Checks and Payments				-17,330.40	-17,330.40
Deposits and Credits - 2 items					
	Deposit	5/5	Camden National Bank	26,972.00	26,972.00
	Deposit	5/31		6.91	26,978.91
Total Deposits and Credits				26,978.91	26,978.91
Total Cleared Transactions				9,648.51	9,648.51
Cleared Balance				9,648.51	156,866.51
Uncleared Transactions					
Checks and Payments - 4 items					
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	5/29	Maine Farm Bureau	-1,497.17	-1,597.17
	Bill Pmt -Check	5/29	Camden National Bank	-161.90	-1,759.07
	Bill Pmt -Check	5/29	Haven, Lauren	-75.00	-1,834.07
Total Checks and Payments				-1,834.07	-1,834.07
Total Uncleared Transactions				-1,834.07	-1,834.07
Register Balance as of 05/31/20				7,814.44	155,032.44
Ending Balance				7,814.44	155,032.44

Maine County Commissioners Association
Balance Sheet (accrual)
As of May 31, 2020

	May 2020
ASSETS	
Current Assets	
Checking/Savings	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	155,032.44
1020-00 · Money Market Account	12,445.89
1030-00 · Petty Cash Account	200.00
Total 1000-00 · Bank and Cash Accounts	167,678.33
Total Checking/Savings	167,678.33
Accounts Receivable	
1300-00 · Receivables	-483.00
Total Accounts Receivable	-483.00
Total Current Assets	167,195.33
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	167,781.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	111.79
2130-00 · Employee Health Insurance Contr	1,043.11
2140-00 · Accrued Vacation	820.90
Total 2100-00 · Other Current Liabilities	1,975.80
Total Other Current Liabilities	1,975.80
Total Current Liabilities	1,975.80
Total Liabilities	1,975.80
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	148,926.82
Net Income	106,308.71
Total Equity	165,805.53
TOTAL LIABILITIES & EQUITY	167,781.33

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through May 2020

Accrual Basis

	2020 Budget	May 2020	Jan-May 2020	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	26,000		353	-25,647	1%
4130-00 · Sponsorship	10,000			-10,000	
4140-00 · Vendor	9,000			-9,000	
Total 4100-00 · Convention Income	45,400		353	-45,047	1%
4300-00 · Dues	166,690		166,689	-1	100%
4400-00 · Other Income	10,000	26,972	30,521	20,521	305%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	27,038			-27,038	
4810-00 · Interest Earned	100	7	29	-71	29%
Total Income	249,728	26,979	197,592	-52,136	79%
Gross Profit	249,728	26,979	197,592	-52,136	79%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	144	792	-1,208	40%
5030-00 · FICA	8,574	778	4,288	-4,286	50%
5040-00 · MainePERS Contributions	8,445	763	4,018	-4,427	48%
5050-00 · Salary-Office Manager	51,161	3,935	21,925	-29,236	43%
5060-00 · Salary-Executive Director	70,861	6,381	35,098	-35,763	50%
Total 5000-00 · Payroll Expenses	141,041	12,001	66,121	-74,920	47%
5100-00 · Insurance					
5110-00 · Health Insurance	12,105	1,007	5,034	-7,071	42%
5120-00 · Commercial, Crime, D&O Ins	2,070	1,477	1,648	-422	80%
5130-00 · Workers Comp	550			-550	
5140-00 · Unemployment Comp Ins	450		268	-182	60%
Total 5100-00 · Insurance	15,175	2,484	6,950	-8,225	46%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
Total 6010-00 · Prof. Services	3,500			-3,500	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	6,465			-6,465	
Total 6040-00 · NACO Expenses	6,465			-6,465	
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	

Accrual Basis

	2020 Budget	May 2020	Jan-May 2020	\$ Over Budget	% of Budget
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500		1,200	-1,300	48%
6114-00 · MCCA Staff Registration Expense	1,000			-1,000	
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	36,700		1,200	-35,500	3%
6140-00 · Copies-Printing					
6142-00 · Directory	100		96	-4	96%
Total 6140-00 · Copies-Printing	100		96	-4	96%
6145-00 · Dues Expense	1,400		600	-800	43%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	300		105	-195	35%
6152-00 · IT Services	1,700	137	709	-991	42%
6153-00 · Photocopier Lease	4,092	756	1,890	-2,202	46%
6154-00 · Printer & Supplies	1,000		202	-798	20%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,492	893	2,906	-4,586	39%
6160-00 · Fees	100		35	-65	35%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,062	-938	53%
6172-00 · County Officials' Workshop	3,000			-3,000	
6173-00 · Monthly	3,600	150	812	-2,788	23%
6175-00 · Meetings - Other	2,000			-2,000	
Total 6170-00 · Meeting Expense	10,600	150	1,874	-8,726	18%
6180-00 · Mileage & Travel Expense	600		131	-469	22%
6195-00 · Office Space Rental	19,000	1,497	8,983	-10,017	47%
6215-00 · Postage-Shipping	250		38	-212	15%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000		210	-1,790	11%
6240-00 · Telephone, Fax & Internet					
6243-00 · Phone, Fax & Internet	2,200	178	888	-1,312	40%
6240-00 · Telephone, Fax & Internet - Other	1,305			-1,305	
Total 6240-00 · Telephone, Fax & Internet	3,505	178	888	-2,617	25%
6250-00 · Website	200			-200	
6260-00 · Contingency	500			-500	
Total Expense	249,728	17,203	90,232	-159,496	36%

Maine County Commissioners Association Expenses by Vendor Detail

May 2020

Accrual Basis

Bangor Payroll

Type	Date	Memo	Account	Amount	Balance
Bill	5/8	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	983.87
Bill	5/8	Taxes	5030-00 · FICA	193.62	1,177.49
Bill	5/8	Processing fee	5020-00 · Payroll Fees	34.00	1,211.49
Bill	5/8	ED Salary	5060-00 · Salary-Executive Director	1,595.35	2,806.84
Bill	5/15	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	3,790.71
Bill	5/15	Taxes	5030-00 · FICA	193.62	3,984.33
Bill	5/15	Processing fee	5020-00 · Payroll Fees	34.00	4,018.33
Bill	5/15	ED Salary	5060-00 · Salary-Executive Director	1,595.35	5,613.68
Bill	5/22	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	6,597.55
Bill	5/22	Taxes	5030-00 · FICA	193.67	6,791.22
Bill	5/22	Processing fee	5020-00 · Payroll Fees	34.00	6,825.22
Bill	5/22	ED Salary	5060-00 · Salary-Executive Director	1,595.35	8,420.57
Bill	5/29	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	9,404.44
Bill	5/29	Taxes	5030-00 · FICA	197.31	9,601.75
Bill	5/29	Processing fee	5020-00 · Payroll Fees	42.00	9,643.75
Bill	5/29	ER Health Insurance Contrib	5110-00 · Health Insurance	1,006.70	10,650.45
Bill	5/29	Executive Director Salary	5060-00 · Salary-Executive Director	1,595.35	12,245.80
Total Bangor Payroll				12,245.80	12,245.80
Camden National Bank					
Deposit	5/5	Service Charge	4400-00 · Other Income	-26,972.00	-26,972.00
Bill	5/29	Email Backup	6152-00 · IT Services	12.00	-26,960.00
Bill	5/29		6173-00 · Monthly	149.90	-26,810.10
Total Camden National Bank				-26,810.10	-26,810.10
Charles Pray					
Bill	5/12		6241-00 · Cell Phone	375.00	375.00
Total Charles Pray				375.00	375.00
Haven, Lauren					
Bill	5/29		6241-00 · Cell Phone	75.00	75.00
Total Haven, Lauren				75.00	75.00

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
Liberty Mutual Insurance						
	Bill	5/1		5120-00 · Commercial, Crime, D&O Ins	57.08	57.08
	Bill	5/29		5120-00 · Commercial, Crime, D&O Ins	57.08	114.16
					114.16	114.16
Total Liberty Mutual Insurance						
Macomber Farr & Whitten						
	Bill	5/12	Crime Ins.	5120-00 · Commercial, Crime, D&O Ins	492.00	492.00
	Bill	5/12	D&O Insurance	5120-00 · Commercial, Crime, D&O Ins	871.00	1,363.00
					1,363.00	1,363.00
Total Macomber Farr & Whitten						
Maine Farm Bureau						
	Bill	5/29	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
					1,497.17	1,497.17
Total Maine Farm Bureau						
MainePERS						
	Bill	5/12		5040-00 · MainePERS Contributions	763.45	763.45
					763.45	763.45
Total MainePERS						
Spectrum Business/TWC						
	Bill	5/12		6243-00 · Phone, Fax & Internet	178.33	178.33
					178.33	178.33
Total Spectrum Business/TWC						
Unlimited Technology						
	Bill	5/12		6152-00 · IT Services	125.00	125.00
					125.00	125.00
Total Unlimited Technology						
US Bank						
	Bill	5/1		6153-00 · Photocopier Lease	377.99	377.99
	Bill	5/12		6153-00 · Photocopier Lease	377.99	755.98
					755.98	755.98
Total US Bank						
TOTAL					-9,317.21	-9,317.21

Maine County Commissioners Association Transaction Detail by Account

May 2020

Accrual Basis

1000-00 · Bank and Cash Accounts

1010-00 · MCCA Checking-Savings Bank

Date	Name	Memo	Amount	Balance
5/5	Camden National Bank	Service Charge	26,972.00	26,972.00
5/8	Bangor Payroll	Payroll for week 4/27 to 5/3/20	-2,552.22	24,419.78
5/12	MainePERS		-763.45	23,656.33
5/12	Macomber Farr & Whitten		-492.00	23,164.33
5/12	Macomber Farr & Whitten		-871.00	22,293.33
5/12	Unlimited Technology		-125.00	22,168.33
5/12	US Bank		-377.99	21,790.34
5/12	Charles Pray		-375.00	21,415.34
5/12	Spectrum Business/TWC		-178.33	21,237.01
5/15	Bangor Payroll	Payroll for week 5/4 to 5/10/20	-2,552.22	18,684.79
5/22	Bangor Payroll	Payroll for week 5/11 to 5/17/20	-2,552.27	16,132.52
5/29	Liberty Mutual Insurance		-57.08	16,075.44
5/29	Camden National Bank	Printed by MCCA	-161.90	15,913.54
5/29	Maine Farm Bureau		-1,497.17	14,416.37
5/29	Haven, Lauren		-75.00	14,341.37
5/29	Bangor Payroll	Payroll for week 5/18 to 5/24/20	-4,843.71	9,497.66
5/31		Interest	6.91	9,504.57
			9,504.57	9,504.57
5/18		Interest	0.48	0.48
			0.48	0.48
			9,505.05	9,505.05
5/1	Liberty Mutual Insurance		-57.08	-57.08
5/1	US Bank		-377.99	-435.07
5/8	Bangor Payroll	Payroll for week 4/27 to 5/3/20	-2,552.22	-2,987.29
5/8	Bangor Payroll	Payroll for week 4/27 to 5/3/20	2,552.22	-435.07
5/12	MainePERS		-763.45	-1,198.52

Total 1010-00 · MCCA Checking-Savings Bank

1020-00 · Money Market Account

Total 1020-00 · Money Market Account

Total 1000-00 · Bank and Cash Accounts

2000-00 · Accounts Payable

Accrual Basis

Date	Name	Memo	Amount	Balance
5/12	MainePERS		763.45	-435.07
5/12	Macomber Farr & Whitten		-492.00	-927.07
5/12	Macomber Farr & Whitten		492.00	-435.07
5/12	Macomber Farr & Whitten		-871.00	-1,306.07
5/12	Macomber Farr & Whitten		871.00	-435.07
5/12	Unlimited Technology		-125.00	-560.07
5/12	Unlimited Technology		125.00	-435.07
5/12	US Bank		-377.99	-813.06
5/12	US Bank		377.99	-435.07
5/12	Charles Pray		-375.00	-810.07
5/12	Charles Pray		375.00	-435.07
5/12	Spectrum Business/TWC		-178.33	-613.40
5/12	Spectrum Business/TWC		178.33	-435.07
5/15	Bangor Payroll	Payroll for week 5/4 to 5/10/20	-2,552.22	-2,987.29
5/15	Bangor Payroll	Payroll for week 5/4 to 5/10/20	2,552.22	-435.07
5/22	Bangor Payroll	Payroll for week 5/11 to 5/17/20	-2,552.27	-2,987.34
5/22	Bangor Payroll	Payroll for week 5/11 to 5/17/20	2,552.27	-435.07
5/29	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,932.24
5/29	Liberty Mutual Insurance		-57.08	-1,989.32
5/29	Liberty Mutual Insurance		57.08	-1,932.24
5/29	Camden National Bank		-161.90	-2,094.14
5/29	Camden National Bank		161.90	-1,932.24
5/29	Haven, Lauren		-75.00	-2,007.24
5/29	Maine Farm Bureau	Printed by MCCA	1,497.17	-510.07
5/29	Haven, Lauren		75.00	-435.07
5/29	Bangor Payroll	Payroll for week 5/18 to 5/24/20	-4,843.71	-5,278.78
5/29	Bangor Payroll	Payroll for week 5/18 to 5/24/20	4,843.71	-435.07
			-435.07	-435.07
Total 2000-00 - Accounts Payable				
2100-00 - Other Current Liabilities				
2120-00 - MainePERS Employee Contribution				
5/8	Bangor Payroll	Employee Contribution	-206.34	-206.34
5/15	Bangor Payroll	Employee Contribution	-206.34	-412.68
5/22	Bangor Payroll	Employee Contribution	-206.34	-619.02

Accrual Basis	Date	Name	Memo	Amount	Balance
Total 2120-00 · MainePERS Employee Contribution	5/29	Bangor Payroll	Employee Contribution	-206.34	-825.36
	5/29	Bangor Payroll	EE MEPERS Retirement Contributions	1,031.70	206.34
				206.34	206.34
2130-00 · Employee Health Insurance Contr	5/8	Bangor Payroll	EE Health Insurance Contributions	-48.28	-48.28
	5/15	Bangor Payroll	EE Health Insurance Contributions	-48.28	-96.56
	5/22	Bangor Payroll	EE Health Insurance Contributions	-48.28	-144.84
	5/29	Bangor Payroll	EE Health Insurance Contributions	193.12	48.28
	5/29	Bangor Payroll	EE Health Insurance Contributions	0.00	48.28
Total 2130-00 · Employee Health Insurance Contr				48.28	48.28
Total 2100-00 · Other Current Liabilities				254.62	254.62
4400-00 · Other Income					
Total 4400-00 · Other Income				-26,972.00	-26,972.00
4810-00 · Interest Earned					
Total 4810-00 · Interest Earned				-26,972.00	-26,972.00
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	5/18		Interest	-0.48	-0.48
	5/31		Interest	-6.91	-7.39
Total 5020-00 · Payroll Fees				-7.39	-7.39
5030-00 · FICA					
Total 5030-00 · Payroll Fees					
5030-00 · FICA					
Total 5030-00 · FICA				34.00	34.00
5040-00 · MainePERS Contributions				34.00	68.00
				34.00	102.00
				42.00	144.00
				144.00	144.00
				193.62	193.62
				193.62	387.24
				193.67	580.91
				197.31	778.22
				778.22	778.22
				763.45	763.45

Accrual Basis	Date	Name	Memo	Amount	Balance
Total 5040-00 · MainePERS Contributions				763.45	763.45
5050-00 · Salary-Office Manager					
	5/8	Bangor Payroll	Office Managers Salary	983.87	983.87
	5/15	Bangor Payroll	Office Managers Salary	983.87	1,967.74
	5/22	Bangor Payroll	Office Managers Salary	983.87	2,951.61
	5/29	Bangor Payroll	Office Managers Salary	983.87	3,935.48
Total 5050-00 · Salary-Office Manager				3,935.48	3,935.48
5060-00 · Salary-Executive Director					
	5/8	Bangor Payroll	ED Salary	1,595.35	1,595.35
	5/15	Bangor Payroll	ED Salary	1,595.35	3,190.70
	5/22	Bangor Payroll	ED Salary	1,595.35	4,786.05
	5/29	Bangor Payroll	Executive Director Salary	1,595.35	6,381.40
Total 5060-00 · Salary-Executive Director				6,381.40	6,381.40
Total 5000-00 · Payroll Expenses				12,002.55	12,002.55
5100-00 · Insurance					
5110-00 · Health Insurance					
Total 5110-00 · Health Insurance					
5120-00 · Commercial, Crime, D&O Ins					
	5/29	Bangor Payroll	ER Health Insurance Contributions	1,006.70	1,006.70
				1,006.70	1,006.70
	5/1	Liberty Mutual Insurance		57.08	57.08
	5/12	Macomber Farr & Whitten	Crime Ins.	492.00	549.08
	5/12	Macomber Farr & Whitten	D&O Insurance	871.00	1,420.08
	5/29	Liberty Mutual Insurance		57.08	1,477.16
Total 5120-00 · Commercial, Crime, D&O Ins				1,477.16	1,477.16
Total 5100-00 · Insurance				2,483.86	2,483.86
6150-00 · Equipment - Office					
6152-00 · IT Services					
	5/12	Unlimited Technology		125.00	125.00
	5/29	Camden National Bank	Email Backup	12.00	137.00
Total 6152-00 · IT Services				137.00	137.00
6153-00 · Photocopier Lease					
	5/1	US Bank		377.99	377.99
	5/12	US Bank		377.99	755.98

Accrual Basis

Total 6153-00 · Photocopier Lease

Total 6150-00 · Equipment - Office

6170-00 · Meeting Expense**6173-00 · Monthly**

Total 6173-00 · Monthly

Total 6170-00 · Meeting Expense

6195-00 · Office Space Rental

Total 6195-00 · Office Space Rental

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

Date	Name	Memo	Amount	Balance
			755.98	755.98
			892.98	892.98
5/29	Camden National Bank		149.90	149.90
			149.90	149.90
			149.90	149.90
5/29	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
			1,497.17	1,497.17
5/12	Charles Pray		375.00	375.00
5/29	Haven, Lauren		75.00	450.00
			450.00	450.00
5/12	Spectrum Business/TWC		178.33	178.33
			178.33	178.33
			628.33	628.33

Maine County Commissioners Association Profit & Loss Prev Year Comparison

May 2020

Accrual Basis

	May 2020	May 2019	\$ Change	% Change
Income				
4100-00 · Convention Income				
4120-00 · Registration	0.00	607.60	-607.60	-100.0%
Total 4100-00 · Convention Income	0.00	607.60	-607.60	-100.0%
4400-00 · Other Income	26,972.00	1,565.42	25,406.58	1,622.99%
4810-00 · Interest Earned	7.39	0.98	6.41	654.08%
Total Income	26,979.39	2,174.00	24,805.39	1,141.0%
Gross Profit	26,979.39	2,174.00	24,805.39	1,141.0%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	144.00	178.00	-34.00	-19.1%
5030-00 · FICA	778.22	929.83	-151.61	-16.31%
5040-00 · MainePERS Contributions	763.45	720.91	42.54	5.9%
5050-00 · Salary-Office Manager	3,935.48	4,744.40	-808.92	-17.05%
5060-00 · Salary-Executive Director	6,381.40	7,600.00	-1,218.60	-16.03%
Total 5000-00 · Payroll Expenses	12,002.55	14,173.14	-2,170.59	-15.32%
5100-00 · Insurance				
5110-00 · Health Insurance	1,006.70	977.37	29.33	3.0%
5120-00 · Commercial, Crime, D&O Ins	1,477.16	919.83	557.33	60.59%
Total 5100-00 · Insurance	2,483.86	1,897.20	586.66	30.92%
6050-00 · Education and Training	0.00	30.00	-30.00	-100.0%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	0.00	99.58	-99.58	-100.0%
6152-00 · IT Services	137.00	133.27	3.73	2.8%
6153-00 · Photocopier Lease	755.98	296.75	459.23	154.75%
Total 6150-00 · Equipment - Office	892.98	529.60	363.38	68.61%
6170-00 · Meeting Expense				
6173-00 · Monthly	149.90	348.74	-198.84	-57.02%
Total 6170-00 · Meeting Expense	149.90	348.74	-198.84	-57.02%
6180-00 · Mileage & Travel Expense	0.00	79.46	-79.46	-100.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6235-00 · Supplies	0.00	8.79	-8.79	-100.0%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	450.00	75.00	375.00	500.0%
6243-00 · Phone, Fax & Internet	178.33	176.90	1.43	0.81%
Total 6240-00 · Telephone, Fax & Internet	628.33	251.90	376.43	149.44%
Total Expense	17,654.79	18,816.00	-1,161.21	-6.17%
Net Income	9,324.60	-16,642.00	25,966.60	156.03%



June 2, 2020

Lauren Haven
Meeting Coordinator
4 Gabriel Dr. Suite 2
Augusta, ME 04330

RE: Maine County Commissioners 2021 Convention

Arrival Date: Thursday, September 23, 2021
Departure Date: Sunday, September 26, 2021

Dear Lauren,

We appreciate your interest in the Grand Summit Resort Hotel & Conference Center at Sunday River. We are holding the above dates you have requested on a tentative basis subject to receiving the enclosed Group Contract and advance deposit.

The 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 **Monday, June 15, 2020**. 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 Grand Summit Resort Hotel & Conference Center at Sunday River for your event, we look forward to working with you and welcoming your attendees.

Sincerely,

Rick Rose
Corporate and Association Sales Manager

Enclosure

GRAND SUMMIT RESORT HOTEL & CONFERENCE CENTER
SUNDAY RIVER RESORT, NEWRY, MAINE

Sunday River Access Road, P.O. Box 4500, Newry, ME 04261 1-800-430-0767 Fax (207) 824-5116

GROUP CONTRACT

Date booked: Tuesday, June 2, 2020
Conference Sales Manager: Rick Rose

Approval: _____
Approval Date: _____

GROUP INFORMATION

ACCOUNT: **Maine County Commissioners Association**
POST AS: **Maine County Commissioners 2021 Convention**
CONTACT: **Lauren Haven** TITLE: **Meeting Coordinator**
ADDRESS: **4 Gabriel Dr. Suite 2**
Augusta, ME 04330
TELEPHONE: **(207) 623-4697** FAX: _____

DATES REQUESTED

Arrival Date: **Thursday, September 23, 2021**
Departure Date: **Sunday, September 26, 2021**

ROOM INFORMATION

Limited Cribs and cots available at hotels and Snow Cap Inn for a \$20 per day fee.

Grand Summit Resort Hotel & Conference Center does not guarantee specific room type availability. Requests will be accommodated based on availability.

Hotel check-in time is after 6:00 PM on the day of arrival. **Checkout time is before 10:30 AM** 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.

RATE INFORMATION

Sunday River - ME County Comm Sept 2021 - USD

		Thu 9/23/2021	Fri 9/24/2021	Sat 9/25/2021
Summit - Studio Superior	Guestrooms	15	25	10
	Rate	125.00	125.00	125.00
Summit - Standard Unit	Guestrooms	9	9	9
	Rate	125.00	125.00	125.00
Summit - Studio Deluxe Unit	Guestrooms	15	30	20
	Rate	125.00	125.00	125.00
Summit - 1Bedroom Suite	Guestrooms	10	15	10
	Rate	149.00	149.00	149.00
Summit - 2Bedroom Suite	Guestrooms	1	1	1
	Rate	219.00	219.00	219.00
Summit - 3Bedroom Suite	Guestrooms	0	0	0
	Rate	319.00	319.00	319.00

Rates are per unit per night and all rates are subject to the current Maine State room and lodging tax of 9%, and the Grand Summit Resort Hotel & Conference Center resort charges of 13%. Total tax and service fees per room equal approximately 22%. If your group is tax exempt, we require a State of Maine tax exempt form sent to us with your signed contract. All payments for the tax exempt portions of your conference must be paid by the name of the business or organization listed on the tax exempt form.

The group rate is derived based upon your arrival pattern. Any alterations of your arrival pattern will result in a possible rate change. Your rate will be based upon rates available at that time.

The Following incidentals are included in your above room rate: None

COMPLIMENTARY GUEST ROOMS

We are pleased to provide one complimentary guest room for every 50 paid guest rooms occupied during your visit. The upgrade of any room is equivalent to two guest rooms. Complimentary room credits must be consumed in full during the official meeting dates. They may not be accrued as a credit against the Master Account.

METHOD OF RESERVATION

Your group has agreed to the following method of reservation: **Rooming List & Individual**

Rooming List: Reservations made by rooming list must be guaranteed to the master account, an authorized credit card or an advanced deposit received 45 days prior to arrival.

Individual Call-In: Should your attendees will be making their own reservations directly with our Reservations Department, they may call directly to **1-800-207-2365**. Be sure to advise your attendees to refer to the Maine County Commissioners 2021 Convention group when making reservations so they will qualify for the special group rate.

Individual Call-In deposit and cancellation policies:

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 **1-800-207-2365**. Be sure to advise your attendees to refer to the Maine County Commissioners 2021 Convention group when making their reservations so that they will qualify for the special group rate.

Deposit: One nights lodging, if stay is only for one night, or if multiple nights ½ of the total reservation, is due within five (5) days of booking the reservation. Final payment is due two weeks prior to arrival and will be automatically charged.

Cancellation: Reservations cancelled between receipt of deposit and 15 days prior to arrival forfeit a \$50.00 cancellation fee. Cancellations within 14 days of arrival forfeit the entire deposit amount. No refund for late arrivals, early departures, no-shows, or downgrades.

CUT-OFF DATE

All unreserved portions of the guestroom block will be released on Tuesday, August 24, 2021 unless guaranteed by the host organization. After this date, all rooms that remain in the block revert to The Grand Summit Resort Hotel & Conference Center 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:

As Grand Summit Resort Hotel & Conference Center is a destination resort and business is based primarily on advance reservations, it is extremely difficult to calculate the total revenue loss attributable to cancellations. By signing this contract, it is agreed that the following charge is a reasonable estimate of Grand Summit Resort Hotel & Conference Center's loss in the event of a cancellation:

- 0 to 90 Days prior to arrival (or Three Months) = 100% of contracted revenue
- 91 to 180 Days prior to arrival (or Six Months) = 75% of contracted revenue
- 181 to 270 Days prior to arrival (or Nine Months) = 50% of contracted revenue
- 271 Days prior to arrival or more = 25% of contracted revenue

Contracted revenue is comprised of the total anticipated guestroom revenue and the food & beverage minimum.

Should the group cancel at any time, or fail to meet its deposit requirements following receipt of the initial deposit, this Agreement will be terminated and GSRH shall be free to re-sell the rooms and services contracted for in this Agreement.

ATTRITION POLICY:

From the effective date of this contract until 90 days prior to arrival, the group may reduce its contracted room nights by 10% without charge. From this point, until the official departure date, the group will be charged in full for each contracted room night not utilized.

RE-BOOK CLAUSE:

Force Majeure Cancellations:

Any bookings that enact the Force Majeure Clause in the contract are eligible to re-book their event. Re-booking must be within 12 months of the originally scheduled booking. 100% of Initial Deposit will be moved to the re-booked event. Subject to prevailing rate and availability.

Non-Force Majeure Cancellations:

Request to cancel must be made at least 60 days prior to arrival. All terms and conditions of the originally executed contract will be enforced. Re-booking must be within 12 months of the originally scheduled booking. No refunds; all deposits will be moved to the re-booked event. 75% of any mitigated damages paid by the client towards the original booking (including guest room attrition, cancellation damages or Food and Beverage damages) will be applied as a credit to the master account of the corresponding re-booked event. Subject to prevailing rate and availability.

EVENT AGENDA

Date	Start Time	End Time	Function	Room	Agr
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Grand Ballroom	150-200
9/23/2020 – 9/26/2020	12:00 PM	5:00 PM	24 Hour Hold	River Room	100
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	South Wing Lobby	150-200
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Exhibit Causeway	150-200
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Moonstruck	35
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Simonds	65
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Whittier	65
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Grafton Room	35
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Notch	10
9/23/2020 – 9/26/2020	12:00 PM	12:00 PM	24 Hour Hold	Ketchum	100

The above function schedule is a tentative agenda of events. Based on this agenda, there will be a one-time meeting room set-up and rental fee of ~~\$750.00~~ **WAIVED**.

Exhibitor tables will be charged our standard rate of \$40 per table, \$60 per table with electricity. Each exhibitor will receive a clothed and skirted table, one chair (upon request) and complimentary wireless Internet access.

Based on the above proposed agenda, a food and beverage minimum of \$12000.00 (exclusive of tax, resort fee, and set up fees) is required to avoid additional meeting room rental charges. To meet the minimum, all food and beverage must be purchased from our catering and conference services department. Should total food and beverage spending fall short of this amount the balance will be charged to the master account as meeting room rental.

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 that our Group Coordination Team be in receipt of menu selections and meeting specifications for catered functions no later than four weeks prior to the function. We require a final guest guarantee number seven (7) business days prior to all food and/or beverage functions. Should the Group Coordination 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.

Functions served with less than the required minimum attendance will be charged a per person surcharge up to the required minimum.

Please discuss your meeting arrangements with your Group Coordination Manager to determine whether labor charges, equipment rental, or special service charges will apply.

The Grand Summit Resort Hotel & Conference Center is licensed to serve food and beverages. No food or beverages may be brought into the Grand Summit Resort Hotel & Conference Center for service at this event.

MISCELLANEOUS CHARGES

All food and beverage charges are subject to an **18% service fee and 8% state sales and use tax.**

Guestroom deliveries can be arranged for a fee of **\$3.00 per delivery.**

Baggage handling for all bus arrivals is standard at a rate of **\$4.00 per person round trip.**

If outside vendors are contracted to supply audio-visual and/or business services, the group is subject to miscellaneous charges such as but not limited to patch fees, electrical charges, set-up fees and power access fees. All audio-visual transactions are subject to a 20% setup/breakdown service charge (equipment rental), and 5.5% state sales and use tax. Complex equipment setup/breakdown is subject to hourly labor charges.

All boxes sent before the conference must be labeled to the attention of the Catering Coordinator with the recipient's name, group affiliation and event date. The hotel cannot receive any materials prior to seven (7) days before arrival. Shipments received before eight (8) days prior to arrival 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.

Your organization may want to consider additional security for exhibits and/or extensive audio-visual set-up at your cost. The hotel may choose to require security guards for certain social and 24-hour functions. The hotel must approve all security. These arrangements must be discussed with the Conference Services Manager.

Use of T-1, ISDN lines or Internet related technical support must be pre-ordered at least sixty (60) days prior of use to guarantee availability.

BILLING AND DEPOSIT INFORMATION

Room and tax: Rooming List & Individual

Incidentals: On Own

Incidentals Included in Room Rate: None

Food and Beverage Method of payment: Bill to Master

Baggage Handling: N/A

Deposit: \$500.00 On file

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

CREDIT ARRANGEMENTS

The group agrees to pay all master account charges within fifteen (15) days of check-out unless alternate arrangements have been made in writing with The Grand Summit Resort Hotel & Conference Center.

All members of the group are required to present a major credit card imprint upon check-in to guarantee payment of any incidental, damage and/or telephone charges. Notwithstanding the foregoing, Maine County

Commissioners Association shall be responsible for any uncollected charges of individuals in its group. If you request billing for any charges, a Credit Application Form must be completed and approved one (1) month prior to arrival. The person signing the credit application must be financially responsible for the organization applying for credit (i.e., President, Vice-President, Secretary, Treasurer, Controller, etc.). If sufficient credit and financial liability for Maine County Commissioners Association is not approved by Sunday River Monday, June 15, 2020 this contract is void.

MISCELLANEOUS CONDITIONS

Any alterations of the above contract are subject to availability. The group rate is derived based upon your arrival pattern. Any alterations to your arrival pattern will result in a possible rate change. Your rate will be based upon rates available at that time.

The Grand Summit Resort Hotel & Conference Center and/or group each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in The Grand Summit Resort Hotel & Conference Center during the contracted event. The Grand Summit Resort Hotel & Conference Center will not assume responsibility for damage or loss of any merchandise, printed matter or art placed in the Grand Summit Resort Hotel & Conference Center prior to, during or following functions. Client will be responsible for obtaining security, if required, in exhibit or meeting areas; arrangements may be made through the Grand Summit Resort Hotel & Conference Center's 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.

Maine County Commissioners Association will be responsible for reimbursing the Grand Summit Resort Hotel & Conference Center and other persons, employees, agents, including outside contractors, for any damages caused by members of its group or by any of its employees, agents, contractors, or subcontractors. Each member of the group will be required to furnish a major credit card and a signed registration card upon check-in. Maine County Commissioners Association will be responsible for any damage to the extent the Grand Summit Resort Hotel & Conference Center is unable to collect payment from members of Maine County Commissioners Association's group. The Grand Summit Resort Hotel & Conference Center reserves the right to terminate any group member's lodging in the event of damage to the Grand Summit Resort Hotel & Conference Center's rooms or facilities, or any other disturbing or disruptive behavior.

The Grand Summit Resort Hotel & Conference Center reserves the right to inspect and control all private functions. Should excessive noise occur, or should there be complaints or a disturbance after 10 p.m. or before 7 a.m., the Grand Summit Resort Hotel & Conference Center reserves the right to take appropriate action necessary to control the event.

The Grand Summit Resort 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. If the owner of the unauthorized pet does not pay this mandatory cleaning fee, Maine County Commissioners Association agrees to pay it.

Maine County Commissioners Association hereby indemnifies and holds the Grand Summit Resort Hotel & Conference Center and its parent, affiliates and subsidiaries, and the individual room owners 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 the acts or omissions or negligence of the Grand Summit Resort Hotel & Conference Center, 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 Association 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 Association. The Grand Summit Resort Hotel & Conference Center 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.

Grand Summit Resort Hotel & Conference Center 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 Association previously.

It is Maine County Commissioners Association's responsibility to inform all members of its group of the applicable policies contained in this Agreement. The Grand Summit Resort Hotel & Conference Center accepts no liability for failure to inform said individuals of such policies.

In the case of default in carrying out the terms, policies or conditions contained in this Agreement, the party in default agrees to pay reasonable attorneys' fees and all costs of the other party which may be incurred in enforcing this Agreement.

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 **Monday, June 15, 2020** or Grand Summit Resort Hotel & Conference Center 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 Association.

_____	Corporate and Association Sales Manager	June 2, 2020
Rick Rose	Title	Date

_____	_____	_____
Organization's Authorized Signature	Title	Date

**Sunday River
PO Box 4500
Newry, ME 04261
1-800-430-0767
Fax: (207) 824-5116**

INVOICE

Bill To:
Lauren Haven
Meeting Coordinator
Maine County Commissioners Association
4 Gabriel Dr. Suite 2
Augusta, ME 04330
(207) 623-4697

Mail Payment To:
Rick Rose
Meeting Coordinator
Sunday River Resort
PO Box 4500
Newry, ME 04261
1-800-430-0767

Reference:	Sales Manager:	Amount Due:
Advance Deposit: \$500.00 On file	Rick Rose	See Billing Information in Contract

For Internal Use ONLY:		
Customer ID:		
Date Due: Monday, June 15, 2020		
Payment Method:		
Check #:		
Credit Card #:	Exp:	Security Code:
Name on Card:		