

Important Notes

Overnight accommodations/Master bill (no alcohol on any) Tax and incidentals included unless noted

- Hospitality Suite: Suite H690, 6th Floor. Ryan Pelletier & Scott Morelli (Arrival Monday 8/7, departure Friday 8/11)
- President – Christine Landes – comp 1 bedroom suite -(Arrival Monday 8/7, departure Friday 8/11)
- Melissa White, comp suite MMA staff -(Arrival Monday 8/7, departure Friday 8/11)
- Superior queen – MMA staff, Sandy Barry – Tue and Wed night, Chelsea Carll Thur night
- Survey says/DJ overnight accommodation, 1 double room (2 beds) – Pending name(s) (Arrival, Thursday, August 10th, departure Friday August 11th)
Master bill – except incidentals and alcohol.
- Speaker – David Tripp - david@wpileadership.com – Superior Queen, (Arrival Tuesday 8/8, departure Wednesday 8/9 – LATE CHECK OUT)
- Speaker – Kelly Axtell - kaxtell@lexingtonma.gov - Superior Queen, (Arrival Thursday 8/10, departure Friday 8/11 – LATE CHECK OUT)
- Comedian – Juston McKinney - jjrproductions@comcast.net - Standard room, (Arrival Thursday 8/10 late arrival possibly, departure Friday 8/11) can include one meal on his room bill, no alcohol.

Board Member Thank You Gifts – Melissa will bring to Sugarloaf and give to Christine

Student Scholarship Recipient (Edward F. Dow Award): Jacob Bradley and guest & Demertria Pellegrino and guest

Internship Grants: Two awarded – Chelsea and PI

Meal tickets:

MMA will provide meal tickets for Wednesday Banquet and Thursday night event ONLY: For the banquet, attendees will put ticket on table at seat so that staff will know what meal choice was ordered.

Sugarloaf to provide Activities tickets – Zip Line, beer tasting & Golf: Melissa will provide final count and coordinate redemption with Taylor. Golf counts (20 min) must be provided 10 days out.

Other Thursday Activities: MMA will provide tickets for wine & cheese and bowling.

Complimentary drink tickets: Sugarloaf will provide and collect tickets. (Will need drink Tickets for Tuesday, 8/9 in 45 North Restaurant & Bar, and for Wednesday 8/10 for the Pre-Banquet Reception). 100 tickets for each event. Drinks will be charged based on consumption/redemption of tickets – soda, beer and wine only. Provide Tuesday tickets to Melissa on Monday.

Banquet Tickets: Haddock (YELLOW); Chicken (PURPLE); Poblano Pepper (ORANGE)

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Non-perishable Food items: Attendees are asked to bring a non-perishable food item for charity – if they turn in to the conference registration staff, they will get one ticket for the grand prize. Items will be donated to local food bank.

Conference Giveaway: Window clings – Added To attendee packet

Prizes: gift cards

Community Showcase raffles: MMA staff will make up name tickets for local product raffles. Must be present to win. Can only win once for the community showcase.

Sugarloaf will provide gifts for speakers. Approx. \$30 budget per person. – Sugarloaf rubber cups at \$13.95 each – assorted styles/colors

Floral centerpieces for Dinner Banquet: Taylor ordered – 25 arrangements at \$49.95 apiece to be delivered on 8/7

Directional Signage: Sugarloaf will provide signage throughout hotel/resort directing attendees to Base Lodge/King Pine Room and Competition Center

Hospitality Suite: Suite H690, 6th Floor.

MMA Staff – Primary Event Contact:
Melissa White 207-620-6083

MMA Add'l Staff:
Peter Osborne – day events only
Sandy Barry – WED day and evening and overnight (Tue and Wed nights)
Chelsea Carll – THUR day and evening and overnight
Nancy Martin – Thur day only

MTCMA Institute Chair:
Ryan Pelletier:
Scott Morelli

President:
Christine Landes:

FUN Enterprises Contact:

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Kim Forster
FUN Enterprises, Inc.

See book for comedian contact Jim

Monday 8/7/23

Melissa arrives/unloads approx. 4pm on Monday 8/7

Monday 8/7/23

Time	Room	Activity	Notes
	King Pine Room	Conference Setup	<p>Rounds for 175 with black tablecloths Water pitchers and glasses on tables (add for 8/11) Mints, notepads and pens on tables (add for 8/11) American and State of Maine Flags</p> <p>Raised stage Head table for 4 draped and skirted 6 or 8 foot table to the side draped and skirted for Awards and gifts Easel for Sponsor Sign 2 handheld mics (one for podium, one for panelists) 2 lavalier mics 2 Screens A/V table with extension cords 2 LCD Projectors Laptop Audio for presentations</p> <p>Sponsors: 3, 8' tables draped and skirted with two chairs</p> <p>TITANIUM FRANKLIN SAVINGS BERNSTEIN SHUR PLATINUM</p>

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			HALEY WARD
	King Pine Room Lobby	Registration Setup	<p>Registration: L-Shaped registration, draped and skirted Two Chairs Wastebasket Internet and electrical outlet access Easel</p> <p>Community Showcase & Food Drive: 3, 8' tables along opposite wall from registration, draped and skirted</p> <p>This will be set up for the entire conference.</p>
Tuesday 8/8/23			
Time	Room	Activity	Notes
9:00 – 10am	Serve in Maple Eat in King Pine Room	Breakfast	<p>Breakfast – The Birches \$17++ per person Assorted whole fruit, muffins, pastries, granola, assorted cereals, flavored yogurts, bagels, and cream cheese. Dark Coffee, tea, water, juices Count: 20</p>
930-10am	King Pine Room Lobby	Registration Setup	<p>Registration: L-Shaped registration, draped and skirted Two Chairs Wastebasket Internet and electrical outlet access Easel</p> <p>Community Showcase & Food Drive:</p>

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			<p>3, 8' tables along opposite wall from registration, draped and skirted</p> <p>This will be set up for the entire conference.</p>
10am to 12:30	King Pine Room	New Managers training	<p>Rounds for 20 with black tablecloths (We will have people sit in the front of the room, near the stage)</p> <p>Water pitchers and glasses on tables Mints, notepads and pens on tables American and State of Maine Flags</p> <p>Raised stage Head table for 5 draped and skirted 6 or 8 foot table to the side draped and skirted for Awards and gifts Easel for Sponsor Sign 2 handheld mics (one for podium, one for panelists) 2 lavalier mics 2 Screens A/V table with extension cords 2 LCD Projectors Laptop Audio for presentations</p> <p>Sponsors: 3, 8' tables draped and skirted with two chairs</p>
12:30 – 1:15pm	Serve in Maple Eat in King Pine Room	LUNCH	<p>Lunch – Sugarloaf deli \$24++ per person Garden salad, Smoked turkey, roast beef and ham. Cheddar, American and swiss cheeses, assorted breads and wraps, lettuce, tomato, onions, pickles, mayo, mustard. House made chips, assorted whole fruit, chefs choice dessert selection. Coffee, tea and iced tea.</p> <p>Count: 20</p>

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1:00pm	King Pine Room	Pre-Con Meeting with Sugarloaf staff	If needed
1:15 – 2:30pm	King Pine Room	Session	Existing set up
2:30-2:45pm	King Pine room/maple room	BREAK	Assorted sodas on consumption, coffee water, tea refills
2:45 – 400/430	King Pine Room	Session	Existing set up
4:30pm	Kennebec (Board Room)	MTCMA Executive Board Meeting	<p>Board room style for 12</p> <p>Will need table for materials and food/drink-8' draped skirted Internet access Projector/screen</p> <p>Food and Beverage ready for 2:15pm</p> <p style="text-align: center;"><i>Menu:</i> Fruit & cheese platter Regular and decaf coffee, assorted hot teas Assorted sodas and bottled water on consumption. Dark coffee please!</p> <p style="text-align: center;">FINAL COUNT: 12</p>
4pm Monday to 6pm Tuesday	Registration	Monday & Tuesday Check-ins	Please give each conference attendee (registered hotel guests) envelope with welcome letter and drink ticket upon check-in. Melissa will provide to Front Desk upon arrival.
6:00-9:00pm	45 North Restaurant & Bar	Networking Opportunity	<p>MTCMA will provide one complimentary drink ticket to all attendees and guests checking in on Monday or Tuesday to use on Tuesday night only. Wine/Beer/Soda only. MTCMA will provide notice of drink tickets with welcome letter.</p> <p style="text-align: center;">Final count for tickets: 100 Will be charged on consumption</p>
Wednesday, 8/9/23			
Time	Room	Activity	Notes

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8:45am	King Pine Room	Break & Beverage Service	Beginning at 8:45 AM! All day coffee, tea on consumption.
9:00am-10:00am	King Pine/Maple	Breakfast Buffet	<p>Rounds for 150 draped (black linens and napkins) – in King Pine</p> <p style="text-align: center;">Breakfast buffet tables – in Maple</p> <p style="text-align: center;">Coffee Service – in King Pine</p> <p>Breakfast – The Birches \$17++ per person Assorted whole fruit, muffins, pastries, granola, assorted cereals, flavored yogurts, bagels and cream cheese. Coffee, tea, water, juices – add dark roast coffee</p> <p style="text-align: center;">FINAL COUNT: 130</p> <p>10 over</p> <p style="text-align: center;">Set up by 8:45am</p>
9:00am-10:00am	King Pine Room/Lobby	Conference Registration, Networking, Visit with the Sponsors	Existing set up from Tuesday
10:00-10:10am	King Pine Room	Institute Kickoff and Welcome Presider(s): Welcome: Christine Landes, MTCMA President Institute Kickoff: Ryan Pelletier & Scott Morelli, Institute Co-Chairs David Cota – Town Manager, Carrabassett Valley	No setup changes

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10:15-Noon	King Pine Room	Keynote Speaker: David Tripp	No setup changes
12:00pm-1:30pm	King Pine Room/Maple	<p>Luncheon Buffet & MTCMA Annual Business Meeting</p> <p>MMA Staff will seat guests upon arrival.</p> <p>Dow Scholarship: Demetria Pellegrino; TBD will announce/present</p> <p>Dow Scholarship: Jacob Bradley; TBD will announce/present</p> <p>Internship Grant: Presque Isle, Chelsea TBD will announce/present</p> <p>Christine Landes will begin program at 12:45pm, after everyone has gone through buffet line. Will introduce Sandra Fournier, Scholarship Chairs. Sandra will announce awards as applicable. (see Presider Notes).</p> <p>Christine will resume as emcee for annual meeting.</p> <p>Sponsor remarks – IIMC Address Gerald (Jerry) Giaimis, Northeast Regional Director</p>	<p>Existing seating & A/V</p> <p>Reserved signs for Guests - will be provided and set up by MMA staff.</p> <p>MMA staff will put Annual reports on tables.</p> <p>Double-sided buffet in Maple</p> <p>Lunch – The Timbers \$38 ++ per person Fresh melon panzanella salad, maine seafood scampi over pasta, marinated chicken and veggies over lemon herb orzo, veg lasagna, tri colored carrots, fresh bread, lemon blueberry bread pudding. Coffee, tea and lemonade.</p> <p>Please no clearing of dishes during awards presentations and annual business meeting.</p> <p style="text-align: center;">FINAL COUNT: 130</p>
1:30pm-2:45pm	King Pine Room	Concurrent session	No setup changes

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		<p>Personnel Matters: Recruiting & Retaining a Talented Workforce</p> <p>Presenter(s): Ann Freeman, Tara Walker Bernstein Shur</p>	<p>Room should be cleared following lunch.</p>
1:30pm-2:45pm	Competition Center	<p>Concurrent session How to Work with an Engineer: Yes, It Can Be Done!</p> <p>Presenter(s): Bethany Ordnung, PE, VP, Regional Project Manager and Justine Drake, EI, Civil Engineer, Haley Ward</p>	<p>Rounds for 80 with white tablecloths Head table for 4 draped and skirted Water pitchers and glasses on tables Mints, notepads and pens on tables Podium 1 handheld mic 1 lavalier mic Screen LCD Projectors Laptop Audio for presentations</p>
2:45-4:00pm	King Pine Room	<p>Concurrent session Regionalization Presenter(s): Sandra Fournier, Town Manager, Mapleton, Chapman, Castle Hill & Chief Craig Bouchard, New Gloucester Fire and Rescue Facilitator: John Bellino, Town Manager, Town of Clinton</p>	<p>No setup changes</p>
2:45-4:00pm	Competition Center	<p>Concurrent session-Managing Employee Performance through Evaluation Phyllis Moss, IPMA – SCP, Director of Human Resources, Town of Windham, Maine</p>	<p>No setup changes</p>

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<p>5:00-6:15pm</p>	<p>The Beach (weather permitting)/ Maple</p>	<p>Attendee Social/Pre-Banquet Reception</p> <p>Entertainment: Piped in music</p>	<p><i>Staff: Melissa White Sandy Barry</i></p> <p>Existing high top tables with cushions and white linens MMA will provide centerpieces (heavy for outside) Light fire pit Set out corn hole</p> <p>Cash Bar – in Maple</p> <p>Complimentary drink tickets to use at this cash bar at this event only. Wine/Beer/Soda only. One drink ticket per person, then cash bar. Sugarloaf will create 100 tickets; must note date and event. Will be charged on consumption.</p> <p>Last call for drinks at 6:00pm – please announce and start to move people inside restaurant</p> <p>Stationary & Passed Hors d’oeuvres:</p> <p>FINAL COUNT: Charcuterie Board for 100 FINAL COUNT: sweet sausage stuffed cremini mushrooms – 75 pieces FINAL COUNT: Sriracha Deviled Eggs – 100 pieces FINAL COUNT: Chicken lollipop – 100 pieces FINAL COUNT: Vegetable spring rolls – 100 pieces</p>
<p>5:30-6:15pm</p>	<p>Narrow Gauge</p>	<p>Secret Social for Leadership and Rising Star Award Winner’s guests</p> <p>MMA Staff will have the guest names and their meal tickets and will distribute upon arrival.</p>	<p><i>Staff: Melissa White</i></p> <p><i>Please add table for hors D’oeuvres.</i></p> <p><i>It is important that these guests stay out of sight so that the people receiving the Awards do not see them before the presentation-it is a surprise.</i></p>

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		5 comp tickets each – master bill for all drinks	<p>Server to take drink orders-master bill</p> <p>MMA staff will greet secret social guests at 5:30pm in hotel lobby and escort to Narrow Gauge.</p> <p>Menu: Fruit & Cheese Display</p> <p>FINAL COUNT SECRET SOCIAL: 12</p>
6:15-6:45pm	King Pine Room	<p>Awards Ceremony for the Linc Stackpole MOY, Rising Star, awards Leadership and Distinguished Service Award</p> <p>Opening remarks by Christine Landes; will announce schedule change and introduce recipients</p> <p>Entertainment: Piped in music – turn off during awards presentation.</p> <p>Leadership awardee – NA no award</p> <p>Rising Star: Ryan Pelletier; will announce/present</p> <p>STU will present Linc Stackpole 😊</p> <p>Distinguished Service: na</p>	<p>Rounds of 6 for 130 draped – use white linens with black napkins</p> <p>Podium and microphone</p> <p>American and State of Maine Flags</p> <p>Awards on podium</p> <p>Reserved signs for Guests of Award Recipient will be provided and set up by MMA staff.</p> <p>Floral arrangements/centerpieces for each table ordered by Sugarloaf from Richard’s Florist; (25 arrangements at \$50 each)</p> <p>Water pitchers & glasses on tables.</p> <p>CASH BAR – in Maple (during reception); T-Bar in King Pine for dinner</p> <p>The awards program is from 6:15-6:45pm – if it finishes early, please be ready to go with dinner service! If it runs a little beyond, please hold service until the presentation is over.</p> <p>Please no clearing of dishes or staff activity during this presentation.</p>
6:45-8:30pm	King Pine Room	<p>Awards Banquet</p> <p>Entertainment: piped in music</p>	<p>Guests will have tickets placed in front of them to identify meal choice.</p> <p>Plated Dinner Options:</p> <p>Baked Stuffed Haddock (ticket color pending)</p>

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			<p>Caprese Statler Chicken (ticket color pending) Pablano Pepper (ticket color pending)</p> <p>Garden salad, chefs choice side, veg, dessert Coffee, tea</p> <p>Haddock Adult: 67-can sell 7 Chicken Adult: 53-can sell 7 Pepper Adult: 10-can sell 5</p>
Thursday, 8/10/23			
Time	Room	Activity	Notes
7:30am-8:30am	King Pine/Maple	Breakfast Buffet	<p>Rounds for 150 draped (black linens and napkins) – in King Pine</p> <p>Breakfast buffet tables – in Maple</p> <p>Coffee Service – in King Pine (in Maple if Sponsors in Maple)</p> <p>Breakfast – Superquad \$22++ Per person Assorted muffins, sliced fruit, granola, assorted cereal, yogurts, scrambled eggs, home fried, sausage, bacon, toast and bagel station. Dark roast Coffee, tea, water, juices</p> <p>FINAL COUNT: 125</p> <p>Can sell 10 Set up by 7:15am</p>
8:30am-10:00am	King Pine Room	Session Improving Your Security Posture (King Pine Room)	No changes

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		<p>Presenter: Michele Weymouth, Master of Science in Cybersecurity Candidate, Maine Cyber Range Program Coordinator</p>	
10:00am-10:15am	King Pine Room/Lobby	<p>Break, Networking & Visit with the Sponsors</p> <p>Giveaway Drawing: Community Showcase</p>	<p>Please refresh coffee just before break, add assorted sodas</p> <p>**Put out leftover pastries from breakfast in King Pine**</p> <p>Please note: Session going on until 10:00am. At break, please refresh water pitchers on tables, and sweep the tables for trash.</p>
10:15am-11:30pm	King Pine Room	<p>Session Best Practices for Employee Discipline & Termination (King Pine Room)</p> <p>Presenter: Stephen Langsdorf & Kristin Collins, Attorneys, Preti Flaherty</p>	No changes
11:30am-12:45pm	King Pine Room	<p>Session Wearing Many Hats?</p> <p>Presenter: Kevin Howell, Town Manager, Town of Carmel, Ben R.K. Breadmore, Town Manager, Town of Holden and Christine Landes, Town Manager, Town of Chelsea</p>	No changes
11:30am-12:45pm	Competition Center	<p>Municipal Valuations & When Is It Time to Reveal?</p> <p>Steve Sullivan, Deputy Director for Municipal Services, Maine Revenue Services</p>	No changes from Wednesday

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12:45pm-1:45pm	King Pine Room	<p>Networking Luncheon Buffet</p> <p>Certification Certificates & pins –Ryan Pelletier</p> <p>Length of Service Awards – Christine Landes</p> <p>Board Appreciation Certificate Christine Landes</p> <p>Outgoing President Address – Christine Landes</p> <p>Incoming President Address – Ryan Pelletier</p> <p>Sponsor remarks – preferably BEFORE 130 – GOLF sponsor SEBAGO TECHNICS</p> <p>Sponsor remarks – Franklin Savings</p>	<p style="text-align: center;">Existing seating & A/V</p> <p style="text-align: center;">Double-sided buffet in Maple</p> <p>Menu: Lunch – Sandwich board - \$25 pp Turkey, buffalo chicken and veggie option. Broccoli salad, tomato cucumber salad, house made chips, chefs desserts, coffee, tea, water, iced tea Add corn chowder \$5pp++</p> <p style="text-align: center;">FINAL COUNT Lunch Buffet: 125 Can sell 10</p>
2:00pm-5:00pm	Various	Recreational Activities/Building Connections	<p style="text-align: center;">Beer tasting: Sugarloaf to provide tickets Add APP – Housemade chips and spreads - \$65 FINAL COUNT (ticket number) for tasting: 15 – can sell 8</p> <p style="text-align: center;">Golf: Sugarloaf to provide tickets? FINAL COUNT for Golf: 21 (can sell 3 and maybe more!) Golf is at 130!!!!!!</p>

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			<p>Zip Line Tour: Sugarloaf to provide tickets to redeem at The Outpost FINAL COUNT for Zipline: 12 (can sell 1 onsite to equal 13 for one tour) 230 tour</p> <p>Bowling at The Sugar Bowl: Brewster – brewster.cherkis@gmail.com FINAL COUNT for BOWLING: 18</p> <p>Wine & Cheese Tasting at Alice & Lulu's: Contact: Laura Godin - laura.godin@aliceandlulus.com FINAL COUNT for Wine & Cheese: 20 (can sell up to 20 more!)</p>
6:00pm-10:00pm	King Pine Room **light fire pit and add corn hole on The Beach;	<p>Networking Event: Survey Says and comedian</p> <p>MMA Staff will decorate after lunch on Thursday; MTCMA banner for photos in lobby</p> <p>Event: FUN Enterprises</p> <p>Comedian JUSTON MCKINNEY</p>	<p>8-10 rounds, draped (black linens) High tops scattered throughout Food stations around perimeter Cash bar, 2 bartenders Ice water pitchers & glasses on tables</p> <p>FUN Enterprises will require:</p> <ol style="list-style-type: none"> 1. Flat, open 15' x 15' area to set-up. 2. Four 6ft tables. 3. One small round or square table for laptop. 4. Standard power outlet. 6. Free or validated parking for FUN Enterprise representatives.

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			<p>7. Non-alcoholic beverages for the FUN Enterprise representatives.</p> <p><i>Comedian – Juston McKinney – requirements -</i></p> <p><i>Dinner for the artist</i> <i>Purchaser to provide a professional sound system with microphone. Stage lighting and a dimly lit room for performance.. Two wireless mics with extra batteries, a stable stool</i></p> <p><i>Menu:</i> Carrabassett \$39 ++PP Garden salad, smoked pulled chicken, smoked beef brisket, 2 bbq sauces, jalapeno slaw, gouda mac and cheese, baked beans with maple bacon, veggie, corn bread, blueberry crisp</p> <p>FINAL COUNT: 67 can sell 6</p>
<p>Friday, 8/11/23</p> <p>Time</p>			
<p>7:30am-8:30am</p>	<p>King Pine/ Maple</p>	<p>Breakfast Buffet</p>	<p>Rounds for 150 draped – in King Pine</p> <p>Breakfast buffet tables – in Maple</p> <p>Coffee Service – in King Pine</p> <p><i>Menu: Breakfast</i> – Superquad \$22++ Per person</p>

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			<p>Assorted muffins, sliced fruit, granola, assorted cereal, yogurts, scrambled eggs, home fried, sausage, bacon, toast and bagel station. Dark Coffee, tea, water, juices</p> <p>Add French toast with blueberry \$5pp.</p> <p style="background-color: yellow;">Please also set a table to 8 in the Maple room reserved for the President and interns</p> <p style="background-color: yellow; text-align: center;">FINAL COUNT: 120</p> <p style="text-align: center;">Can sell 5 Set up by 7:15am</p>
8:30am-9:45am	King Pine Room	<p>Overview of New Elected Official Orientation Practices (King Pine Room) Presenters: Nathan Poore, Town Manager, Town of Falmouth, Scott Morelli, City Manager, City of South Portland, & Maggie Fleming, Assistant Town Manager, Town of Falmouth</p>	No changes from Wednesday/Thursday
9:45am-10:00am	King Pine Room/Lobby	<p>Break, Networking & Visit with the Sponsors</p> <p>Giveaway Drawing: Community Showcase</p>	<p>Please refresh Coffee Service just before break, add assorted sodas; leave out until after conference.</p> <p style="text-align: center;">**Put out leftover pastries from breakfast in King Pine**</p> <p style="text-align: center;">Please note: Session going on until 9:45am During break refresh water pitchers on tables, and sweep the tables</p>

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10:00-11:15am	King Pine Room	<p>SheLeads - Women in Government (King Pine Room) Presenter: Kelly Axtell, MBA, Deputy Town Manager, Lexington MA. Facilitators Yanina Nickless; & Laurie Smith; ICMA Rep. TBD</p>	No changes
11:15am-12:30pm	King Pine Room	<p>Personalities & Politics: How to Survive the Ever-Changing Landscapes in Our Communities (King Pine Room) Presenters: Adam Garland, Town Manager, Town of Oxford & Scott Morelli, City Manager, City of South Portland</p>	No changes
12:30pm-12:45pm	King Pine Room	<p>Wrap-Up, Drawings and Door Prizes Winners must be present to win Remaining Community Showcase items</p> <p>Prizes: TBD</p> <p>Certificates of attendance will be emailed.</p>	