

MAAO
60 COMMUNITY DR
AUGUSTA ME 04330



Maine Association of
Assessing Officers

in cooperation with:



Maine Municipal Association

&



MTCMA

**Maine Town, City and County
Management Association**

A State Affiliate of **ICMA**

Presents a workshop on:

**BOARDS OF
ASSESSMENT REVIEW**

Thursday, April 26, 2012

4:00 to 7:00 p.m.

Maine Municipal Association

Augusta, Maine

BOARDS OF ASSESSMENT REVIEW

This Seminar will cover an overview of the Board of Assessment Review (BAR) process, an overview of applicable Maine law, and the nuts and bolts of preparing for and conducting a BAR hearing. Sample forms and written decisions will also be discussed.

WHO SHOULD ATTEND

While this seminar focuses on the responsibilities of the BAR Member, it will also be beneficial to Assessors and other municipal officials who handle assessing questions.

**This seminar counts 2 hours towards MTCMA Certification (Legal, Leadership, Financial) and Assessors continuing education hours.*

SPEAKERS

Sally Daggett, Attorney at Law
Jensen Baird Gardner & Henry

William Dale, Attorney at Law
Jensen Baird Gardner & Henry

DATE/TIME/LOCATION

Thursday, April 26, 2012

Maine Municipal Association

4:00 - Registration

4:00 - 5:00 - Light Dinner

5:00 - 7:00 - Presentations

FEE

\$35.00 per person – Fee includes a light dinner and presentation materials.

REGISTRATION INFORMATION

To register, please fill out the attached registration form and mail it with your payment to MAAO, 60 Community Drive, Augusta, ME 04330, or fax your registration to 207-626-5947. You may also register online at www.memun.org/public/MMA/svc/training.htm.

QUESTIONS/CANCELLATIONS

If you have any questions about the workshop, or wish to cancel, please call Melissa Carver at MMA at 1-800-452-8786, ext. 2299 (Augusta area: 623-8428). Notification must be given at least 72 hours before the meeting to receive a refund (minus \$10.00 administrative fee). **ALL** cancellations regardless of reason are subject to a \$10.00 administrative fee for processing.

STORM POLICY

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MAAO encourages all registrants to check the MMA website at www.memun.org or call the training hotline at 207-624-0117 before departing for any MAAO sponsored events to ensure that the event schedule has not changed.

DIRECTIONS: From the North: Take I-95 south to Exit 112, turn left off exit ramp.

From the South: Take I-95 north to Exit 112A, stay to the right off exit ramp.

Follow road signs to the Augusta Civic Center taking a right onto Community Drive. MMA is located to the left and back of the Augusta Civic Center building and to the right of the University of Maine athletic fields. The Maine Municipal Association sets back at the end of the roadway. If you need assistance while traveling, please call MMA at 623-8428.

Boards of Assessment Review Workshop – April 26, 2012

Please register the following person(s) from _____ for the Boards of Assessment Review Workshop.
(Municipality/Employer)

FULL NAME : _____ TEL: _____ FEE: \$ _____

EMAIL: _____

FULL NAME : _____ TEL: _____ FEE: \$ _____

EMAIL: _____

BILLING ADDRESS : _____ TOTAL AMOUNT: \$ _____

Mail registration form to: MAAO, 60 Community Drive, Augusta, ME 04330 Fax form to: 207-626-5947

or Register online at: www.memun.org

ADA Message: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

ATTENDING

MAKE CHECKS PAYABLE TO MAAO