



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

**To: Key Municipal Officials of MMA Member Cities, Towns and Plantations**  
**From: Catherine Conlow, MMA Executive Director**  
**Date: August 30, 2021**  
**Re: Announcement of MMA Annual Business Meeting & Voting Credentials**

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Thursday, September 30, 2021, at 1:45 p.m.** The meeting will be held in person in the 2<sup>nd</sup> Floor, North Wing of the Augusta Civic Center as well as live streamed to the MMA website.

Following please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate in addition to the proposed agenda for the MMA Annual Business Meeting. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the form and return to our office by **Wednesday, September 29, 2021.**

Please note that the MMA Executive Committee is not recommending any proposed amendments to the MMA bylaws this year. The current MMA Bylaws as adopted in 2013 may be viewed on the MMA website at:

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>

We have a great line up of speakers and workshops at this year's convention. Please refer to the Convention Program in the August-September issue of the Maine Town & City or at [www.memun.org](http://www.memun.org). If you have any questions on this information, please contact Rebecca Lambert at 1-800-452-8786 or 623-8428 ext. 2307 or by email [rlambert@memun.org](mailto:rlambert@memun.org).

We look forward to your participation in MMA's Annual Convention and Business Meeting.

**Maine Municipal Association  
Annual Business Meeting  
Thursday, September 30, 2021  
1:45 p.m. – 2:45 p.m.  
2<sup>nd</sup> Floor, North Wing, Augusta Civic Center  
and Via Live Stream on MMA Website**

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**AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Jim Gardner  
(Town Manager, Town of Easton)
2. **Approval of 2020 MMA Annual Business Meeting Minutes** – Jim Gardner
3. **Introduction of New Executive Committee Members** – Jim Gardner
4. **MMA President's Report** – Jim Gardner
5. **Executive Director's Report** – Catherine Conlow, MMA Executive Director
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION**  
**Voting Delegate Credentials**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)

\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)

at the Maine Municipal Association Annual Business Meeting which is scheduled to be held, **Thursday, September 30, 2021, 1:45 p.m., at the Augusta Civic Center, 2<sup>nd</sup> Floor, North Wing, Augusta, Maine.**  
The Annual Business meeting will also be available via live stream on the MMA website.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

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**Signature of a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**\*OR\***

**Signature of a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Wednesday, September 29, 2021.**

To return the form, please send by email to [rlambert@memun.org](mailto:rlambert@memun.org). If sending by mail or fax, please send to:

**MMA Annual Business Meeting**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**FAX: 207-626-3358**

**MAINE MUNICIPAL ASSOCIATION  
ANNUAL BUSINESS MEETING  
WEDNESDAY, OCTOBER 7, 2020  
11:00 a.m.  
Via Zoom Webinar**

**MINUTES**

**Introduction and Welcoming Remarks** - MMA President Christine Landes, Manager, City of Gardiner, welcomed delegates to the Maine Municipal Association Annual Business Meeting, called the meeting to order at 11:00 a.m. and provided an overview of the agenda.

**Minutes of 2019 MMA Annual Business Meeting** – President Landes called for approval of the minutes of the 2019 MMA Annual Business Meeting as presented. **A MOTION was made that the general membership of the Maine Municipal Association approve the minutes of the October 2, 2019 Annual Business Meeting as presented. The motion was seconded and passed unanimously.**

**Announcement of Election Results for MMA Executive Committee and Introduction of New Executive Committee Members** – President Landes reported that the newly elected Committee members would officially begin their terms in office on January 1, 2021. She noted the new members’ participation in the strategic planning meeting of the Executive Committee in September. She also noted that over the next few months they would be attending the fall governance meetings to become familiar with the operations and finances of the Association. President Landes announced the election results:

- MMA Vice President – Jim Bennett, Manager, City of Biddeford; to a one-year term;
- Robert Butler, Selectboard, Town of Waldoboro, to a full three-year term;
- Terry Helms, Selectboard, Town of Grand Isle, to a full three-year term;
- Diane Hines, Manager, Town of Ludlow and Reed Plantation, to a full three-year term.

**MMA President’s Report** – President Landes provided an overview of the year noting that COVID has forced everyone to make changes to the way they conduct business. She reported to the membership on MMA’s response to the pandemic and what the organization has done to assist members. Christine then presented MMA Executive Director Steve Gove with a certificate honoring the 40 years he has been employed at MMA as well as a painting by a Maine artist Liz Hoag.

**Executive Director Report** – MMA Executive Director Steve Gove welcomed everyone and thanked municipal officials for attending the MMA Annual Business Meeting and Convention. Steve provided an overview of 2020 noting that progress has been made with communication between MMA and the Governor’s office, increased member outreach and provided updates on various other programs. He noted that the pandemic brought things to a halt but that MMA was able to pivot to working remotely without skipping a beat.

Steve thanked Governor Mills and Hannah Pingree for reaching out with municipal concerns regarding COVID. Staff reviewed the Executive Orders as they came out to be sure that the needs of municipalities were met.

The primary focus for 2021 is the safety of staff and members and continuing to deliver programs and services. Another project that MMA has taken on is to develop an inventory of training programs for all aspects of municipalities. There is nothing similar that exists currently but would be an asset to all municipal departments and Affiliate Groups once developed.

**Other Business** – President Landes called for any questions or comments from the membership.

**Adjournment** – There being no further business, President Landes adjourned the MMA Annual Business Meeting at 11:26 a.m.