

# EDUCATIONAL OFFERINGS

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# 2020



MAINE MUNICIPAL ASSOCIATION | [WWW.MEMUN.ORG](http://WWW.MEMUN.ORG)

**Maine Municipal Association** is pleased to announce available training offerings for 2020. Including those offered with our Affiliate Associations, MMA members can choose from over 100 live sessions this year in addition to distance learning courses.

In this catalog, you will find:

- **2020 At-a-Glance Calendar**—A quick listing of courses by month offered in 2020 organized by date, name and location.
- **Catalog of Available Courses**—A summary description of each course sorted alphabetically by course name.
- **Catalog of Available Courses by Association**—A quick listing of the 2020 courses sorted by the sponsoring Association.

**Course Information:** All event information can be found at: <https://www.memun.org/Training-Resources/Workshops-Training> where course dates, locations, descriptions and directions to venues are provided.

**Registration:** The best way to register for the event is via the MMA website as listed above. All courses that are open for registration are listed there, and registration is quick and easy. (Registrations for **MMA workshops only** are now being processed through our new e-business registration platform, which allows you to pay by credit card or choose to be invoiced. You can also register multiple employees and/or officials on one order) Payment is not required at time of registration to confirm your attendance. Printable Registration forms may be obtained from the MMA website or by calling the Training & Affiliate Office at 1-800-452-8786. Registrations by phone are not accepted.

**Questions:** If you would like more information, please call the Training & Affiliate Office at MMA at 1-800-452-8786.

**Cancellation Policy:** Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3 day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing (\$15 for MTCCA & MMTCTA). Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Training & Affiliate Office at (800) 452-8786 or (207) 623-8428.

**Storm Policy:** If there is inclement weather, a decision to postpone will be made the day prior to the event and this information is posted on the MMA website at [www.memun.org](http://www.memun.org) by 5 p.m. We encourage ALL event participants to check

the MMA website before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.

**Certification:** To discuss the possibility of a particular course counting for valid points/hours of a certification program, please contact the Training & Affiliate Groups Office at 1-800-452-8786 or [training@memun.org](mailto:training@memun.org).

**ADA Message:** In order to ensure your complete participation in any of our events, we would appreciate your informing us prior to the event of any special requirements you may have due to a disability.

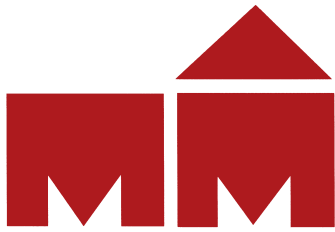
**Disclaimer:** Educational courses and materials offered by the Maine Municipal Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice. Accessing information does not create an attorney-client relationship. Participants should not act upon any information without seeking legal counsel. Electronic or hard copy links or references are not intended as referrals or endorsements of the identified entities.

**Publications:** All MMA publications are available for free download at [www.memun.org](http://www.memun.org) (user ID & Password login required) or copies can be purchased by calling the MMA Publications Office at 1-800-452-8786 or on-line at [ebiz.memun.org](http://ebiz.memun.org)

**Dietary Requirements:** We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

**Smoke Free:** Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

**Fragrance Free:** MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.



The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA’s services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

**WHO TO CONTACT:**

**1-800-452-8786 or (207) 623-8428**

**MMA Educational Events & Affiliate Training:**

- Alicia Stokes Gaudet, Manager, Educational Services..... x2304
- Cynthia Fortier, Training & Affiliate Groups Office Coordinator..... x2297
- Melissa White, Affiliate Liaison ..... x2299
- Eric Conrad, Director of Communication & Educational Services ..... x2390

**KEY TO GROUPS/WORKSHOP SPONSOR**

MMA	Maine Municipal Association
MACA	Maine Animal Control Association
MAAO	Maine Association of Assessing Officers
MBOIA	Maine Building Officials & Inspectors Association
MCAPWA	Maine Chapter of American Public Works Association
MeWEA	Maine Water Environment Association
MFCA	Maine Fire Chiefs’ Association
MLGHRA	Maine Local Government Human Resources Association
MMTCTA	Maine Municipal Tax Collectors’ and Treasurers’ Association
MSFFF	Maine State Federation of Firefighters, Inc.
MTCCA	Maine Town & City Clerks’ Association
MTCMA	Maine Town, City and County Management Association
MWDA	Maine Welfare Directors Association

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
<b>FEBRUARY</b>				
2/4	TUE	MWDA GA Basics	Augusta - Maine Municipal Association	MWDA
2/5-6	WED-THU	MeWEA/MWUA Joint Conference	Augusta - Augusta Civic Center	MeWEA
FEB	TBD	MBOIA 2015 IBC Fire & Life Safety Principles	Brewer - Jeff's Catering	MBOIA
2/12	WED	MTCCA Title 30A - Town Meeting and Local Election Law	Caribou - Caribou Inn & Convention Center	MTCCA
2/20	THU	Planning Board/Boards of Appeal	Belfast - Hutchinson Center	MMA
2/25	TUE	MTCCA Title 30A - Town Meeting and Local Election Law MTCCA Title 30A - Town Meeting and Local Election Law - Video Conference	Augusta - Maine Municipal Association Machias - University of Maine at Machias	MTCCA
2/25	TUE	MBOIA 2015 IBC Fire & Life Safety Principles	Portland - Fireside Inn & Suites	MBOIA
2/27	THU	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
<b>MARCH</b>				
3/11	WED	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
3/12	THU	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
3/16	MON	 <b>TRIO Toolbox (NEW!)</b>	Augusta - Maine Municipal Association	MMA
3/17	TUE	MTCCA Records Management	Augusta - Maine Municipal Association	MTCCA
3/18	WED	NMBOIA Firestopping	Brewer - Brewer Auditorium	NMBOIA
3/20	FRI	MTCMA 41st Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
3/24	TUE	MTCCA New Clerks	Augusta - Maine Municipal Association	MTCCA
3/25	WED	MFCA Membership & Joint Membership Meeting	Newry - Sunday River	MFCA
3/26	THU	MBOIA March Membership Meeting & Training	Newry - Sunday River	MBOIA
3/26-27	THU-FRI	MFCA Professional Development Conference	Newry - Sunday River	MFCA
3/27	FRI	MeWEA Ski Day with NHWPCA	Carrabassett Valley - Sugarloaf Mountain	MeWEA
3/27	FRI	Verbal Judo - Tactical Communication for the Public Employee	Augusta - Maine Municipal Association	MMA
3/31	TUE	Managing Freedom of Access Requests	Orono - Black Bear Inn	MMA
<b>APRIL</b>				
4/2	THU	MCAPWA Annual Spring Meeting	Waterville - Elks Banquet & Conference Center	MCAPWA
4/3	FRI	MeWEA Spring Conference	Orono - Black Bear Inn	MeWEA
4/3-4	FRI-SAT	MACA Annual Business Meeting & Training	Augusta - Senator Inn	MACA
4/7	TUE	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/7	TUE	How to Lead Effective Meetings	Freeport - Hilton Garden Inn	MMA
4/9	THU	MLGHRA Spring Training #1 - Mental Health Challenges for First Responders	Augusta - Maine Municipal Association	MLGHRA
4/14	TUE	MMTCTA Tax Liens Workshop	Portland - Fireside Inn & Suites	MMTCTA
4/15	WED	NMBOIA Heating & Mechanical Code	Brewer - Brewer Auditorium	NMBOIA
4/15	WED	Elected Officials Workshop	Portland - Clarion Hotel	MMA
4/22	WED	Basic Municipal Budgeting	Portland - Fireside Inn & Suites	MMA
4/24	FRI	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
4/27-28	MON-TUES	MWDA Spring Training Seminar	Bangor - Hollywood Hotel & Casino	MWDA
4/28	TUE	<b>Municipal Technology &amp; New Energy Conference</b>	Augusta - Augusta Civic Center	MMA
4/28-29	TUE-WED	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - City Center Plaza	MCAPWA
<b>MAY</b>				
5/5	TUE	Personnel Practices	Bangor - Hilton Garden Inn	MMA
5/11-13	MON-WED	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - City Center Plaza	MCAPWA
5/13	WED	MTCCA Vital Records	Portland - Fireside Inn & Suites	MTCCA

\*Please note that the listings with a  symbol are new courses!

## MAY (cont.)

5/13	WED	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
5/13	WED	Regulating Vacation Rentals	Portland - Holiday Inn by the Bay	MMA
5/14	THU	MMTCTA Annual Conference	Waterville - Elks Banquet & Conference Center	MMTCTA
5/18-19	MON-TUE	MBOIA 11th Annual Maine Code Conference	Sebasco - Sebasco Harbor Resort	MBOIA
5/19	TUE	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
5/20	WED	NMBOIA Residential Radon	Brewer - Brewer Auditorium	NMBOIA
5/22	FRI	MLGHRA Spring Training #2 - Employee Recruitment, Hiring & Retention	Augusta - Maine Municipal Association	MLGHRA
5/27	WED	Planning Board/Boards of Appeal	Bar Harbor - Atlantic Oceanside Hotel & Event Center	MMA
5/28	THU	 Community Risks of Inland and Coastal Flooding (NEW!)	Augusta - Maine Municipal Association	MMA

## JUNE

6/2	TUE	New Managers Workshop	Augusta - Maine Municipal Association	MMA
6/3	WED	NMBOIA - SSWD & Internal Plumbing	Brewer - Brewer Public Works	NMBOIA
6/4	THU	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
6/11	THU	MMTCTA Cash Management	Augusta - Maine Municipal Association	MMTCTA
6/11	THU	Elected Officials Workshop	Machias - Lee Pellon Center	MMA
6/23	TUE	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
6/26	FRI	<b>Municipal Human Resources &amp; Management Conference</b>	<b>Waterville - Thomas College</b>	<b>MMA</b>
6/30	TUE	 Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You (NEW!)	Augusta - Maine Municipal Association	MMA

## JULY

7/9	THU	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
7/9	THU	 Drones: Legal Update (NEW!)	West Kennebunk Fire Station	MMA
7/13	MON	Verbal Judo - Tactical Communication for the Public Employee	Bangor - Hilton Garden Inn	MMA
7/14	TUE	MMTCTA I've Got The Job - Now What? Workshop	Augusta - Maine Municipal Association	MMTCTA
7/15	WED	MMTCTA Introduction to Governmental Accounting	Augusta - Maine Municipal Association	MMTCTA
7/16	THU	MBOIA July Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
7/21	TUE	 Diversity Immersion (NEW!)	Augusta - Maine Municipal Association	MMA
7/22	WED	MTCCA New Clerks	Orono - Black Bear Inn	MTCCA
7/30	THU	Planning Board/Boards of Appeal	Houlton - Fire Station	MMA
7/30	THU	MMTCTA Basic Excise Workshop	Augusta - Maine Municipal Association	MMTCTA

## AUGUST

8/5	WED	MTCCA Vital Records	Orono - Black Bear Inn	MTCCA
8/12-14	WED-FRI	MTCMA 75th New England Management Institute	Carrabassett Valley - Sugarloaf Mountain	MTCMA
8/19	WED	Elected Officials Workshop	Rangeley - The Rangeley Inn & Tavern	MMA
8/20-21	THU-FRI	MMTCTA Governmental Accounting	Waterville - Elks Banquet & Conference Center	MMTCTA
8/26	WED	Managing Freedom of Access Requests	Augusta - Maine Municipal Association	MMA

## SEPTEMBER

9/1	TUE	MTCCA Voter Registration	Orono - Black Bear Inn	MTCCA
9/2	WED	MTCCA Title 21A - State Election Law	Orono - Black Bear Inn	MTCCA
9/3	THU	MMTCTA Payroll Law	Waterville - Elks Banquet & Conference Center	MMTCTA
9/9	WED	Planning Board/Boards of Appeal	Greenville - Bartley's Center Cove Events	MMA

\*Please note that the listings with a  symbol are new courses!

## SEPTEMBER (cont.)

9/9-11	WED-FRI	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO
9/11	FRI	Labor & Employment Law	Augusta - Maine Municipal Association	MMA
9/11	FRI	MCAPWA Golf Tournament	Cumberland - Val Halla	MCAPWA
9/11-13	FRI-SUN	MSFFF Annual Convention/Meeting	Rockport - Samoset Resort	MSFFF
9/15	TUE	MTCCA 25th Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
9/16	WED	NMBOIA - Electrical - Res	Brewer - Brewer Auditorium	NMBOIA
9/16	WED	MEWEA Golf Tournament	Newry - Sunday River	MeWEA
9/17	MON	MWDA GA Basics	Orono - Orono Town Hall	MWDA
9/17-18	THU-FRI	MeWEA Fall Convention	Newry - Sunday River	MeWEA
9/18	TUE	MWDA Advanced GA	Orono - Orono Town Hall	MWDA
9/22	TUE	MTCCA Voter Registration	Portland - Fireside Inn & Suites	MTCCA
9/23	WED	MTCCA Title 21A - State Election Law	Portland - Fireside Inn & Suites	MTCCA
9/24	THU	MBOIA September Membership Meeting & Training	Portland - Fireside Inn & Suites	MBOIA

## OCTOBER

10/3	SAT	MSFFF Firefighters Memorial Service	Augusta	MSFFF
10/7-8	WED & THU	<b>84th Annual MMA Convention</b>	<b>Augusta - Augusta Civic Center</b>	<b>MMA</b>
10/7	WED	MFCA Membership Meeting	Augusta - Augusta Civic Center	MFCA
10/14	WED	Elected Officials Workshop	Orono - Black Bear Inn	MMA
10/20	TUE	Roles of Elected Officials & Municipal Managers	Augusta - Maine Municipal Association	MMA
10/21	WED	NMBOIA - Flood Plain	Brewer - Brewer Auditorium	NMBOIA
10/22	THU	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
10/27	TUE	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/28	WED	MBOIA DECD & Fire Marshal's Office Training	Brewer - Jeff's Catering	MBOIA
10/29	THU	MBOIA DECD & Fire Marshal's Office Training	Waterville - Elks Banquet & Conference Center	MBOIA
10/29	THU	Legal Update on Recreational Marijuana	Bangor - Hilton Garden Inn	MMA
10/30	FRI	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA

## NOVEMBER

11/5	THU	Managing Freedom of Access Requests	Portland - Clarion Hotel	MMA
11/12	THU	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta - Maine Municipal Association	MMTCTA
11/13	FRI	 <b>Women in Leadership Symposium (NEW!)</b>	<b>Augusta - Maine Municipal Association</b>	<b>MMA</b>
11/16	MON	 <b>Spurring Civic Engagement (NEW!)</b>	<b>Freeport - Hilton Garden Inn</b>	<b>MMA</b>
11/18	WED	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	MMA

## DECEMBER

12/2	WED	 <b>Workplace Active Threat Defense (NEW!)</b>	<b>Saco - Ramada Inn &amp; Conference Center</b>	<b>MMA</b>
12/4	FRI	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA
DEC	TBD	MTCMA/MMANH Joint Workshop - Leadership Exchange	Portland - TBD	MTCMA
12/8	TUE	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
12/10	THU	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA
12/15	TUE	MMTCTA Small Claims - <b>Snow date 12/17</b>	Augusta - Maine Municipal Association	MMTCTA
12/15	TUE	Planning Board/Boards of Appeal	Saco - Ramada Inn & Conference Center	MMA

\*Please note that the listings with a  symbol are new courses!

**Course descriptions are for training workshops only. Conferences, designated membership meetings and other special event information can be found on the brochure of that event. Please call 1-800-452-8786 for information not included here.**

**Advanced GA** – This full-day course is presented by the Maine Welfare Directors Association and is appropriate for Selectpersons, GA Administrators, Managers, and others responsible for administering General Assistance. Topics include Emergencies, Fair Hearing, Pooling Income and Funerals, and the course includes hands-on training with several different fact pattern scenarios.

**Basic Excise Tax** – This one-day basic course is designed to focus on the procedure of excise tax. Emphasis will be placed on how to calculate excise tax and the mil rate for various types of motor vehicles. Topics include Price Source Manuals, Optional Equipment, Mil Rates, Commercial Vehicles, Transfers (allowable, not allowable) and Watercraft Excise Tax.

**Basic Municipal Budgeting** – This full-day course is presented by MMA and is designed for any persons with primary responsibility for budget preparation, and management would find this course beneficial. Topics include Preparing a Budget, Forecasts and Projections, Controls and Budget Presentation. This course applies to the Maine Town, City and County Management Association Certification Program as 5.75 credits in the Finance/Budget category.

**Boards of Assessment Review** – This three-hour seminar is presented by the Maine Association of Assessing Officers, Maine Town, City and County Management Association and MMA. It is appropriate for BAR members, as well as other municipal officials who handle assessing questions. This seminar will cover an overview of the Board of Assessment Review (BAR) process, overview of applicable Maine law, the nuts and bolts of preparing for and conducting a BAR hearing. Sample forms and written decisions will also be discussed. This course applies to the Maine Town, City and County Management Association Certification Program as 2.00 credits in the Legal, Leadership and Financial categories.

**Cash Management** – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers'

Association. Appropriate for all Finance Officers and personnel, the topics include Objectives of Cash Management, the Role of the Cash Manager, Accounting and Financial Concepts, Receipts and Receivables, Disbursements and Payables, Cash Flow Forecasts, Deposits and Investments and Banking Relations. This course is a mandatory course for the Maine Municipal and Treasurers' Association Certification Program.

**Community Risks of Inland and Coastal Flooding** – Whether yours is a small, inland town worried about culvert and bridge washouts or a coastal community with municipal infrastructure in low-lying areas, this NEW program may be one of most important events that you attend in 2020. By now, it's well-documented that climate events and projected rises in the sea level can have – and have had – significant municipal impacts. Come listen to Maine's leading experts on flooding risks, and what your community should do to prepare.

**Diversity Immersion** – This workshop introduces participants to a framework for diversity, equity and inclusion. The workshop is experiential with activities and exercises sprinkled throughout. Participants will be invited to actively engage and will learn why and how we develop bias, explore social group identities, the role of power, and the impact of systems, culture, and structure. Participants will practice skills and apply concepts to real and relevant situations.

**Drones: Legal Update** – This workshop is devoted to legal issues involving drones. Drones, also known as Unmanned Aerial Vehicles, are taking over the landscape, and legal issues are popping up near and far. Drones are being used for aerial surveying of crops, film-making, search and rescue, inspections and surveys, delivering products and supplies—and more. Municipalities are starting to grapple with what ordinances can be passed that will withstand legal scrutiny. This workshop will provide an overview of the legal landscape related to drones and discuss what municipalities can and cannot do about drones in their own backyards.

**Elected Officials Workshop** – This four-hour course is presented by MMA and is a must for newly elected and veteran officials - councilors & selectpersons. Topics include Understanding Your Role in the Community as an Elected Official, Public Meetings, Freedom of Access and

Freedom of Information, Liabilities and Immunities, Media Relations and Conflicts of Interest. This course meets state FOIA training requirements.

**GA Basics** – This full-day course is presented by the Maine Welfare Directors Association and is appropriate for Selectmen, GA Administrators, Town Managers or others responsible for administering General Assistance. This workshop provides a basic (and sometimes intermediate) overview of the fundamental principles of GA administration and compliance.

**Governmental Accounting** – This two day workshop is designed to focus and build on general municipal accounting concepts, differentiating account types, my computer is posting – is this correct? And control account reconciliation.

**How to Lead Effective Meetings** – This workshop is designed to help everyone, from municipal staff leaders to elected officials, prepare for, run and conclude effective meetings. It does not provide legal advice. It is not meant to help attendees learn about the legal requirements of running public meetings. It will advise attendees on the best ways to deal with complicated subjects, troublesome interrupters – and more. This course applies to the Maine Town, City and County Management Association Certification Program as 6 credits in the Leadership category.

**Intro to Governmental Accounting:** A one-day basic course designed to focus on accounting terms, understanding common account types, how to do basic journal entries and basic reconciliations like bank and tax recons.

**I've Got the Job – What Now?** – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association and is primarily intended for new Tax Collectors and Treasurers. Topics include General Duties, Duties of Tax Collector and Treasurer, Settlement & Discharge, Delinquent Real Estate Taxes, Bank Accounts/Receipts, Disbursement Warrants, Investments, Payroll, Records Disposition and Budgeting. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

**Labor & Employment Law** – This full-day course is presented by MMA and is appropriate for any appointed or elected official or municipal employee who needs to stay abreast of the most up-to-date legal and practical approaches to common personnel issues. Topics include Legal Updates, Managing Leave Requests, Important Management Tips and Managing Personnel Information.

**Legal Update on Recreational Marijuana** – MMA attorneys and legislative advocates will provide an update on the state of legal use of marijuana in Maine. This issue isn't going away and it's important for municipal leaders and personnel to understand the current state of marijuana use. This workshop is designed to help leaders make decisions about commercial, retail, medical and social marijuana practices in their communities and how this might impact municipalities. It will NOT provide criminal investigatory or arrest advice for police. This course applies to the Maine Town, City and County Management Association Certification Program as 2.5 credits in the Legal category.

**Licensing** – This full-day course is presented by the Maine Town & City Clerks' Association and covers dog licensing topics such as fees, the warrant, late fines, monthly reports, rabies clinics, wolf-hybrids, and other issues. Hunting and fishing license topics such as fees, requirements for obtaining a license, service licenses, monthly reports, and update on status of MOSES. Business licensing topics such as liquor licenses, special amusement permits, sole proprietor D/B/A, and other local licenses that all municipalities are required to provide by state statute will be reviewed. This program is an optional course for the Maine Town & City Clerks' Association's certification program.

**Local Planning Board/Boards of Appeal** – This four-hour course is presented by MMA and is designed for new or less-experienced Planning Board and Appeals Board members; however, it is also a great refresher for veteran board members in order to keep up-to-date on the latest issues. Topics include: jurisdictional issues; conflicts of interest; public notice requirements; site visits; nature of evidence; appeals and variances.



**Managing Freedom of Access Requests** – This two-and-a-half-hour course is presented by MMA and is designed to help municipal “Public Access Officers,” municipal staff and elected and appointed officials understand Maine’s Freedom of Access Act, why FOAA requests are filed and how to handle them properly. This course meets state FOAA training requirements and applies to the Maine Town, City and County Management Association Certification Program as 2.5 credits in the Elected Relations category.

**Municipal Law for Clerks** – This workshop will strengthen clerks’ knowledge of major subject areas. For veteran clerks it will provide a refresher on the basics as well as some in-depth discussion of the office of clerk, its duties, obligations and administration. Both will gain insights from an examination of statutory changes and modifications to state agency rules that affect the office of clerk. This program is a mandatory course for the Maine Town & City Clerks’ Association’s certification program.

**Municipal Law for Tax Collectors and Treasurers** – This full-day course is presented by the Maine Municipal Tax Collectors’ and Treasurers’ Association. It is intended for municipal tax collectors and treasurers who wish to learn more about municipal law in relation to these two roles. Topics include Qualification of Office and Oath, Bond, Deputies, Maine’s Freedom of Access Act, Liability, Assessment Issues, Tax Payments/Interests/Abatements, Accounting for Collections, Disbursement and Appropriation Issues, Borrowing and Investments, Gifts and Trust Funds, Grants and Surplus, Reserve Accounts and Dedicated Revenues, Bankruptcy Issues and Real and Personal Property Tax Lien and Sewer Lien Issues. This course is a mandatory course for the Maine Municipal Tax Collectors’ and Treasurers’ Association Certification Program.

**Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You** – Local government leadership, regardless of the role, requires a different set of skills than private or non-profit leadership. The technical skills to manage a department or community is not enough to achieve success. This brand new workshop will provide attendees insight and valuable lessons to avoid being tackled. Led by a seasoned veteran City Manager who has served several communities throughout the state, he will share his insight - including the

ones he learned the hard way – that will increase your (and your community’s) success.

**New Clerks** – This full-day course is presented by the Maine Town & City Clerks’ Association and is designed to familiarize newly elected and appointed municipal clerks with their duties and responsibilities. Topics include Dog Licensing, Hunting & Fishing Licenses, Processing Birth, Marriage and Death Certificates, Election Procedures, Meeting Preparation, Public Hearings and Administering Oaths of Office, Managing Boards and Committees Appointments and Required Reporting Procedures. This course is an optional course for the Maine Town & City Clerks’ Association Certification Program.

**New Managers Workshop** – This full-day course is presented by MMA in cooperation with the Maine Town, City and County Management Association. It is designed to meet the needs of new managers and administrators as well as to serve as a refresher course for veteran managers. Topics include Legal Framework, Personnel Management, MTCMA Code of Ethics, Media & Communications and an overview of the various services offered by the MMA and the MTCMA.

**Payroll Law** – This one day workshop will answer questions on FICA, Medicare, continuing employment, tax treatment of emergency firefighters, Section 218 agreements, exemptions from withholdings, fringe benefits, employee vs. independent contractor, and 1099 forms.

**Personnel Practices** – This full-day course is presented by MMA. If you supervise staff in any capacity, this course is a “must see” event. Whether it’s conduct, conflict resolution, ADA requirements, FMLA obligations or just handling staff performance expectations, it’s important to be aware of the requirements. This course covers these issues.

**Records Management** – This full-day workshop will review record keeping requirements pertaining to records that are overseen and managed by municipal clerks on a daily, monthly and annual basis. Instructors will review the Maine Local Government Records Retention Schedule and the State’s Right to Know law, and will provide preservation tips and information regarding Disaster Planning and Business Recovery

Plans. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

**Regulating Vacation Rentals** – Websites with non-hotel vacation rentals appeal to travelers to such a degree that home, apartment and condo rentals seem to be popping up everywhere. That creates challenges for local officials, from site regulation to traffic to safety and noise complaints. Attendees will come away from this session with a legal update on permitted regulations and a look at municipal "best practices." This updated course applies to the Maine Town, City and County Management Association Certification Program as 3.0 credits in the Legal category.

**Small Claims Procedures** – This one day workshop will focus on information on Statements of Claims, Notice of Service of Statement claim, Affidavit and Request for Service, Notice of Appeal, request for Disclosure Hearing, Affidavit & Agreement, Request for Civil Order of Arrest, etc.

**Spurring Civic Engagement** – There are many ways in which people participate in civic, community and political life and, by doing so, express their engaged citizenship. From volunteering to voting, from community organizing to political advocacy, the defining characteristic of active civic engagement is the commitment to participate and contribute to the improvement of one's neighborhood, city or town – and nation. But, how can municipal leaders energize citizens in productive and positive ways? This new workshop looks at motivations for civic engagement and the tools to use to help bring it on.

**State Elections (Title 21-A)** – This full-day course is presented by the Maine Town & City Clerks' Association and is beneficial to municipal clerks who need to understand all aspects of administering state and federal elections on the municipal level. Topics include Duties of the Election Official, Preparing for Election Day, Legal Requirements, Absentee Voting, Polling Place Layout, Election Day Duties, Accessible Voting and Tabulating Results. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

**Supervisory Leadership in Public Works Program-Part I** – This two-day course is presented by the Maine Chapter of American Public Works Association and is designed for Public Works supervisors. This session is the first part of a five-day program. The course focuses on developing leadership and communication skills, setting performance expectations, and improving staff performance, as well as other issues that supervisors face in the workplace. This course is a prerequisite to Supervisory Leadership in Public Works Program Part II.

**Supervisory Leadership in Public Works Program-Part II** – This three-day course is presented by the Maine Chapter of American Public Works Association and is designed for Public Works supervisors. This session is the second part of a five-day program and focuses on developing leadership and communication skills, setting performance expectations, improving staff performance as well as other issues that supervisors face in the workplace. You must take Supervisory Leadership in Public Works Program Part I before attending this session.

**Tax Lien Procedures** – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association and is designed for municipal officials and staff with direct responsibility for the tax lien process. Topics include Proper Procedures in the Tax Lien Process, the "How To" of the Tax Lien Process and the Roles of the Assessor, Tax Collector and Treasurer. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

**Town Meeting & Elections (Title 30-A)** – This full-day course is presented by the Maine Town & City Clerks' Association and is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of town meeting and election procedures. Select persons and moderators can also benefit from this class. Topics include Warrants and Petitions, Secret Ballot, Meeting Preparation, Moderator's Role and Open Town Meeting. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

**TRIO Toolbox** – Harris Local Government’s TRIO software suite is a popular package that many small to large municipalities and water and sewer districts in Maine rely upon. This workshop is designed to help TRIO users understand the tool better, know where to turn for help – and ask questions of the Harris experts themselves. Officials from small towns, who use TRIO only occasionally throughout the year, may find this workshop especially valuable.

**Verbal Judo - Tactical Communication for the Public Employee** – A special offering, this is a full-day course presented by MMA. If you work with the public and you ever find yourself in conflict situations – this is the class you should attend! This workshop will focus on conflict resolution techniques and how to handle conflict situations with expertise when they arise. This workshop is open to all municipal officials and employees. This course is valid for the following certification programs: MTCCA – 5 optional points; MFCA – 1 point; MTCMA – 6 Leadership, Human Resource & Legal credits; MAAO – 6 recertification credits for CMAs and CATs.

**Vital Records** – This full-day course is presented by the Maine Town & City Clerks’ Association and is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of vital statistics. Topics include History of Vital Statistics in Maine, State Registrar, Certified Copies, Amendment of Vital Records, Births, Deaths and Marriages. This course is a mandatory course for the Maine Town & City Clerks’ Association Certification Program.

**Voter Registration** – This full-day course is presented by the Maine Town & City Clerks’ Association and is intended for municipal clerks and assistant and deputy clerks who are required to have a full understanding of the voter registration process. Topics include Election Officials and Their Responsibilities, Determining Voter Eligibility, Administering Voter Registration, Qualifications of a Voter, Working with the State CVR Program, Managing Lists and Reporting and Certifying Petitions and other HAVA Requirements. This course is an optional course for the Maine Town & City Clerks’ Association Certification Program and also satisfies the Secretary of State’s mandatory training requirements.

**Winter Issues** – This full-day course is presented by Maine Welfare Directors Association and is intended for welfare directors and GA Coordinators who need to have a full, updated understanding of Winter GA issues. Topics vary annually, but provide an update each year of topics important to GA/Welfare staff.

**Women in Leadership Symposium** – Join us for this brand new, full-day offering focusing on some of the biggest issues women face in leadership positions, and in municipal government especially. Explore the ways that women are uniquely equipped to handle workplace situations and gain important skills such as how to manage difficult people, resolve conflict, negotiate contracts and advocate for oneself, build confidence and create a successful work/life balance.

**Workplace Active Threat Defense** – This new MMA workshop, “Surviving the Life or Death Gap,” has been called “the best training in any topic” by former attendees. It also may be the most important. Presented by former police officers now running a company called Blue-U Defense, this session starts with building a necessary foundation and establishing a high level of understanding of what we face during an unplanned incident of violence, and how our natural reactions affect our ability to respond. There will also be a segment on recognizing signs of impairment. Attendees will learn to think differently about what is truly necessary to survive, win – and go home.



## MAINE MUNICIPAL ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
2/20	THU	Planning Board/Boards of Appeal	Belfast - Hutchinson Center	MMA
3/16	MON	<b>TRIO Toolbox (NEW!)</b>	Augusta - Maine Municipal Association	MMA
3/27	FRI	Verbal Judo - Tactical Communication for the Public Employee	Augusta - Maine Municipal Association	MMA
3/31	TUE	Managing Freedom of Access Requests	Orono - Black Bear Inn	MMA
4/7	TUE	How to Lead Effective Meetings	Freeport - Hilton Garden Inn	MMA
4/15	WED	Elected Officials Workshop	Portland - Clarion Hotel	MMA
4/22	WED	Basic Municipal Budgeting	Portland - Fireside Inn & Suites & Suites	MMA
4/28	TUE	<b>Municipal Technology &amp; New Energy Conference</b>	<b>Augusta - Augusta Civic Center</b>	<b>MMA</b>
5/5	TUE	Personnel Practices	Bangor - Hilton Garden Inn	MMA
5/13	WED	Regulating Vacation Rentals	Portland - Holiday Inn by the Bay	MMA
5/27	WED	Planning Board/Boards of Appeal	Bar Harbor - Atlantic Oceanside Hotel & Event Center	MMA
5/28	THU	<b>Community Risks of Inland and Coastal Flooding (NEW!)</b>	Augusta - Maine Municipal Association	MMA
6/2	TUE	New Managers Workshop	Augusta - Maine Municipal Association	MMA
6/11	THU	Elected Officials Workshop	Machias - Lee Pellon Center	MMA
6/26	FRI	<b>Municipal Human Resources &amp; Management Conference</b>	<b>Waterville - Thomas College</b>	<b>MMA</b>
6/30	TUE	<b>Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You (NEW!)</b>	Augusta - Maine Municipal Association	MMA
7/9	THU	<b>Drones: Legal Update (NEW!)</b>	West Kennebunk Fire Station	MMA
7/13	MON	Verbal Judo - Tactical Communication for the Public Employee	Bangor - Hilton Garden Inn	MMA
7/21	TUE	<b>Diversity Immersion (NEW!)</b>	Augusta - Maine Municipal Association	MMA
7/30	THU	Planning Board/Boards of Appeal	Houlton - Fire Station	MMA
8/19	WED	Elected Officials Workshop	Rangeley - The Rangeley Inn & Tavern	MMA
8/26	WED	Managing Freedom of Access Requests	Augusta - Maine Municipal Association	MMA
9/9	WED	Planning Board/Boards of Appeal	Greenville - Bartley's Center Cove Events	MMA
9/11	FRI	Labor & Employment Law	Augusta - Maine Municipal Association	MMA
10/7-8	WED & THU	<b>84th Annual MMA Convention</b>	<b>Augusta - Augusta Civic Center</b>	<b>MMA</b>
10/14	WED	Elected Officials Workshop	Orono - Black Bear Inn	MMA
10/20	TUE	Roles of Elected Officials & Municipal Managers	Augusta - Maine Municipal Association	MMA
10/29	THU	Legal Update on Recreational Marijuana	Bangor - Hilton Garden Inn	MMA
11/5	THU	Managing Freedom of Access Requests	Portland - Clarion Hotel	MMA
11/13	FRI	<b>Women in Leadership Symposium (NEW!)</b>	Augusta - Maine Municipal Association	MMA
11/16	MON	<b>Spurring Civic Engagement (NEW!)</b>	Freeport - Hilton Garden Inn	MMA
11/18	WED	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	MMA
12/2	WED	<b>Workplace Active Threat Defense (NEW!)</b>	Saco - Ramada Inn & Conference Center	MMA
12/8	TUE	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
12/15	TUE	Planning Board/Boards of Appeal	Saco - Ramada Inn & Conference Center	MMA



## MAINE ANIMAL CONTROL ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/3-4	FRI-SAT	MACA Annual Business Meeting & Training	Augusta - Senator Inn	MACA

The Maine Animal Control Association (MACA) strives to protect the well being of all animals, domestic or wild, to enforce without prejudice, all state and local laws relevant to all animals and to enforce and educate the community, legislative and administrative personnel on the significance and diversities of the Animal Control Officer, to promote and encourage the opportunities for educational standards and requirements by which the performance of our profession may

be measured and to participate in the active development of resolutions on the state and federal level concerning Animal Welfare and Animal Control. MACA is committed to keeping a high emphasis on education and training.

For more information about MACA or to become a member, please visit their website at: [www.macamaine.com](http://www.macamaine.com).



## MAINE ASSOCIATION OF ASSESSING OFFICERS

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/24	FRI	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
5/13	WED	MAAO Board of Assessment Review	Augusta - Maine Municipal Association	
		MAAO Board of Assessment Review - Video Conference	Caribou - Northern Maine Development Commission	MAAO
9/9-11	WED-FRI	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO

The Maine Association of Assessing Officers (MAAO) is a nonpolitical and nonpartisan organization promoting the responsible and equitable assessment of real and personal property for the purposes of ad valorem municipal property taxation. The focus of the MAAO is the exchange of education, ideals and

information through the united efforts and cooperation of its membership.

For more information about MAAO or to become a member, please visit their website at: [www.maineassessors.org](http://www.maineassessors.org).

**Online registration is easy!**

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



## MAINE BUILDING OFFICIALS AND INSPECTORS ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
FEB	TBD	MBOIA 2015 IBC Fire & Life Safety Principles	Brewer - Jeff's Catering	MBOIA
2/25	THU	MBOIA 2015 IBC Fire & Life Safety Principles	Portland - Fireside Inn & Suites	MBOIA
3/18	Weds.	NMBOIA Firestopping	Brewer - Brewer Auditorium	NMBOIA
3/26	THU	MBOIA March Membership Meeting & Training	Newry - Sunday River	MBOIA
4/15	Weds.	NMBOIA Heating & Mechanical Code	Brewer - Brewer Auditorium	NMBOIA
5/18-19	MON-TUE	MBOIA 11th Annual Maine Code Conference	Sebasco - Sebasco Harbor Resort	MBOIA
5/20	Weds.	NMBOIA Residential Radon	Brewer - Brewer Auditorium	NMBOIA
6/3	Weds.	NMBOIA - SSWD & Internal Plumbing	Brewer - Brewer Public Works	NMBOIA
7/16	THU	MBOIA July Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
9/16	Weds.	NMBOIA - Electrical - Res	Brewer - Brewer Auditorium	NMBOIA
9/24	THU	MBOIA September Membership Meeting & Training	Portland - Fireside Inn & Suites	MBOIA
10/21	Weds.	NMBOIA - Flood Plain	Brewer - Brewer Auditorium	NMBOIA
10/27	TUE	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/28	WED	MBOIA DECD & Fire Marshal's Office Training	Brewer - Jeff's Catering	MBOIA
10/29	THU	MBOIA DECD & Fire Marshal's Office Training	Waterville - Elks Banquet & Conference Center	MBOIA
10/30	FRI	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA
12/10	THU	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA

On May 3, 1972 the Maine Building Officials and Inspectors Association (MBOIA) was established. The Association goals are to establish, foster and maintain professional and social interests; to collect and disseminate all matters of interest to the membership and allied trades; to encourage uniformity and reciprocity in codes and inspection practiced among communities and to broaden and expand the acquaintance of inspectors throughout the state.

We also have our own training and certification program for code officials, established in 1987. It covers items such as Building, Plumbing and Electrical.

The MBOIA is also affiliated with the Maine Municipal Association and the International Code Council (ICC). We are ICC Charter Chapter #16.

For more information about MBOIA or to become a member, please visit their website at [www.mboia.org](http://www.mboia.org).



## MAINE CHAPTER OF AMERICAN PUBLIC WORKS ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/2	THU	MCAPWA Annual Spring Meeting	Waterville - Elks Banquet & Conference Center	MCAPWA
4/28-29	TUE-WED	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - City Center Plaza	MCAPWA
5/11-12,13	MON-WED	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - City Center Plaza	MCAPWA
6/4	THU	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
9/11	FRI	MCAPWA Golf Tournament	Cumberland - Val Halla	MCAPWA

The American Public Works Association is an international educational and professional association of public agencies, private sector companies and individuals dedicated to providing high quality public works goods and services. Chartered in 1937, APWA is the largest and oldest organization of its kind in the world with over 29,000 members. The association's headquarters is in Kansas City, Missouri with an office in Washington, D.C. and 64 chapters throughout North America.

The mission of the American Public Works Association is to improve the quality of life by providing a forum for the development and exchange of ideas, information and technology, which enhances the delivery of public services by promoting the personal and professional growth of its members, and by advancing public works issues on the public agenda.

The Maine Chapter of the American Public Works Association (MCAPWA) was

formed in 1957 and is one of 64 Chapters that make up the APWA. We currently have about 150 members in Maine. By joining APWA, you automatically become a Maine Chapter member if you reside/work in Maine. The local Chapter strives to provide:

- Immediate, easy, and cost-effective opportunities to exchange information with colleagues and to keep up-to-date on the latest public works technologies and management trends.
- The opportunity to attend local educational programs, symposiums, and equipment shows.
- The chance to network with your colleagues and peers in a professional setting.

For more information about MCAPWA or to become a member, please visit their website at: <http://maine.apwa.net/>.



## MAINE FIRE CHIEFS' ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
3/12	THU	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
3/25	WED	MFCA Membership & Joint Membership Meeting	Newry - Sunday River	MFCA
3/26-27	THU-FRI	MFCA Professional Development Conference	Newry - Sunday River	MFCA
7/9	THU	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
10/7	WED	MFCA Membership Meeting	Augusta - Augusta Civic Center	MFCA

The Maine Fire Chiefs' Association supports fire training and education, is actively represented on various boards and committees relating to fire service, advocates on legislative issues of importance to fire service and offers frequent

seminars and trainings to further administrative and technical knowledge.

For more information about MFCA or to become a member, please visit their website at: [www.mainechief.com](http://www.mainechief.com).



## MAINE LOCAL GOVERNMENT HUMAN RESOURCES ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/9	THU	MLGHRA Spring Training #1 - Mental Health Challenges for First Responders	Augusta - Maine Municipal Association	MLGHRA
5/22	FRI	MLGHRA Spring Training #2 - Employee Recruitment, Hiring & Retention	Augusta - Maine Municipal Association	MLGHRA

The Maine Local Government Human Resource Association (MLGHRA) is a membership organization whose mission is to provide employees who are responsible for the delivery of human resource services in their local public sector organizations with a resource for professional development, sharing of

knowledge, mutual cooperation, and the advancement of the human resources field in public sector employers around the state.

For more information about MLGHRA or to become a member, please visit their website at: [www.mlghra.org](http://www.mlghra.org).

**Online registration is easy!**

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



## MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/7	TUE	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/14	TUE	MMTCTA Tax Liens Workshop	Portland - Fireside Inn & Suites	MMTCTA
5/14	THU	MMTCTA Annual Conference	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
6/11	THU	MMTCTA Cash Management	Augusta - Maine Municipal Association	MMTCTA
7/14	TUE	MMTCTA I've Got The Job - Now What? Workshop	Augusta - Maine Municipal Association	MMTCTA
7/15	WED	MMTCTA Introduction to Governmental Accounting	Augusta - Maine Municipal Association	MMTCTA
7/30	THU	MMTCTA Basic Excise Workshop	Augusta - Maine Municipal Association	MMTCTA
8/20-21	THU-FRI	MMTCTA Governmental Accounting	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
9/3	THU	MMTCTA Payroll Law	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
10/22	THU	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
11/12	THU	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta - Maine Municipal Association	MMTCTA
12/15	TUE	Small Claims - <b>Snow date 12/17</b>	Augusta - Maine Municipal Association	MMTCTA

Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA) is a voluntary professional membership association whose mission is to provide leadership, education and resources to achieve professionalism, uniformity of

processes and networking opportunities.

For more information about MMTCTA or to become a member, please visit their website at: [www.mmtcta.org](http://www.mmtcta.org).



## MAINE STATE FEDERATION OF FIREFIGHTERS

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
9/11-13	FRI-SUN	MSFFF Annual Convention/Meeting	Rockport - Samoset Resort	MSFFF
10/3	SAT	MSFFF Firefighters Memorial Service	Augusta	MSFFF

The Maine State Federation of Firefighters (MSFFF) is a membership association for volunteer and call firefighters that seeks to promote fire education, training and benefits to fire service personnel.

For more information about MSFFF or to become a member, please visit their website at: [www.msfff.org](http://www.msfff.org).





## MAINE TOWN & CITY CLERKS' ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
2/12	WED	MTCCA Title 30A - Town Meeting and Local Election Law	Caribou - Caribou Inn & Convention Center	MTCCA
2/25	TUE	MTCCA Title 30A - Town Meeting and Local Election Law MTCCA Title 30A - Town Meeting and Local Election Law - Video Conference	Augusta - Maine Municipal Association  Machias - University of Maine at Machias	MTCCA
3/17	TUE	MTCCA Records Management	Augusta - Maine Municipal Association	MTCCA
3/24	TUE	MTCCA New Clerks	Augusta - Maine Municipal Association	MTCCA
5/13	WED	MTCCA Vital Records	Portland - Fireside Inn & Suites	MTCCA
5/19	TUE	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
6/23	TUE	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
7/22	WED	MTCCA New Clerks	Orono - Black Bear Inn	MTCCA
8/5	WED	MTCCA Vital Records	Orono - Black Bear Inn	MTCCA
9/1	TUE	MTCCA Voter Registration	Orono - Black Bear Inn	MTCCA
9/2	WED	MTCCA Title 21A - State Election Law	Orono - Black Bear Inn	MTCCA
9/15	TUE	MTCCA 25th Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
9/22	TUE	MTCCA Voter Registration	Portland - Fireside Inn & Suites	MTCCA
9/23	WED	MTCCA Title 21A - State Election Law	Portland - Fireside Inn & Suites	MTCCA

Online Trainings: The MTCCA offers the New Clerks Workshops, Vital Records, and Title 30A on their website for anyone interested in taking the course "online." Please visit the MTCCA website at [www.mtcca.org](http://www.mtcca.org) for more information.

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal

missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

For more information about MTCCA or to become a member, please visit their website at: [www.mtcca.org](http://www.mtcca.org).

**Online registration is easy!**

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



## MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
3/20	FRI	MTCMA 41st Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
8/12-14	WED-FRI	MTCMA 75th New England Management Institute	Carrabassett Valley - Sugarloaf Mountain	MTCMA
DEC	TBD	MTCMA/MMANH Joint Workshop - Leadership Exchange	Portland - TBD	MTCMA

The mission of the Maine Town, City and County Management Association (MTCMA) is to broaden the knowledge and promote values necessary for Maine's local government administrators to better serve their communities.

For more information about MTCMA or to become a member, please visit their website at [www.mtcma.org](http://www.mtcma.org).



## MAINE WATER ENVIRONMENT ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
2/5-6	WED-THU	MeWEA/MWUA Joint Conference	Augusta - Augusta Civic Center	MeWEA
2/27	THU	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
3/27	FRI	MeWEA Ski Day with NHPWCA	Carrabassett Valley - Sugarloaf Mountain	MeWEA
4/3	FRI	MeWEA Spring Conference	Orono - Black Bear Inn	MeWEA
9/16	WED	MEWEA Golf Tournament	Newry - Sunday River	MeWEA
9/17-18	THU-FRI	MeWEA Fall Convention	Newry - Sunday River	MeWEA

The Maine Water Environment Association (MeWEA) is an association of over 650 members consisting of municipal and industrial operators, consultants, students, and regulatory officials. The MeWEA represents over 95 wastewater

treatment plants serving over 125 communities throughout the state.

For more information about MeWEA or to become a member, please visit their website at [www.meweaa.org](http://www.meweaa.org).

**Online registration is easy!**

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



## MAINE WELFARE DIRECTORS ASSOCIATION

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
2/4	TUE	MWDA GA Basics	Augusta - Maine Municipal Association	MWDA
3/11	WED	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
4/27-28	MON-TUE	MWDA Spring Training Seminar	Bangor- Hollywood Hotel & Casino	MWDA
9/17	MON	MWDA GA Basics	Orono - Orono Town Hall	MWDA
9/18	TUE	MWDA Advanced GA	Orono - Orono Town Hall	MWDA
12/4	FRI	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA

The Maine Welfare Directors Association (MWDA) is a membership organization whose mission is to establish and promote equitable, efficient and standardized administration of General Assistance, encourage the professional development, growth, and knowledge base of those who administer General Assistance, advocate for the municipalities and the people that we serve and actively

promote and present our program needs to the Legislature and public by creating a greater awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

For more information about MWDA or to become a member, please visit their website at [www.mainewelfaredirectors.org](http://www.mainewelfaredirectors.org).

## VIDEO CONFERENCES

The following workshops will be available by live video conference.

*\*You must attend in-person at the video conference location.*

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
2/25	TUE	MTCCA Title 30A - Town Meeting and Local Election Law MTCCA Title 30A - Town Meeting and Local Election Law - Video Conference	Augusta - Maine Municipal Association Machias - University of Maine at Machias	MTCCA
5/13	WED	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
6/23	TUE	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
12/8	TUE	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA

**MAINE MUNICIPAL ASSOCIATION EVENTS 2020**

**REGISTRATION**

	DATE:	DAY:	COURSE NAME:	LOCATION:	MEMBER RATE	NON-MEMBER RATE
<input type="checkbox"/>	2/20	THU	Planning Board/Boards of Appeal	Belfast - Hutchinson Center	\$65.00	\$130.00
<input type="checkbox"/>	3/16	MON	TRIO Toolbox (NEW!)	Augusta - Maine Municipal Association	\$55.00	\$110.00
<input type="checkbox"/>	3/27	FRI	Verbal Judo - Tactical Communication for the Public Employee	Augusta - Maine Municipal Association	\$120.00	\$240.00
<input type="checkbox"/>	3/31	TUE	Managing Freedom of Access Requests	Orono - Black Bear Inn	\$45.00	\$90.00
<input type="checkbox"/>	4/7	TUE	How to Lead Effective Meetings	Freeport - Hilton Garden Inn	\$85.00	\$170.00
<input type="checkbox"/>	4/15	WED	Elected Officials Workshop	Portland - Clarion Hotel	\$65.00	\$130.00
<input type="checkbox"/>	4/22	WED	Basic Municipal Budgeting	Portland - Fireside Inn & Suites	\$85.00	\$170.00
<input type="checkbox"/>	5/5	TUE	Personnel Practices	Bangor - Hilton Garden Inn	\$85.00	\$170.00
<input type="checkbox"/>	5/13	WED	Regulating Vacation Rentals	Portland - Holiday Inn by the Bay	\$55.00	\$110.00
<input type="checkbox"/>	5/27	WED	Planning Board/Boards of Appeal	Bar Harbor - Atlantic Oceanside Hotel & Event Center	\$65.00	\$130.00
<input type="checkbox"/>	5/28	THU	Community Risks of Inland and Coastal Flooding (NEW!)	Augusta - Maine Municipal Association	\$55.00	\$110.00
<input type="checkbox"/>	6/2	TUE	New Managers Workshop	Augusta - Maine Municipal Association	FREE FOR NEW MANAGERS & MANAGERS NEW TO MAINE	
<input type="checkbox"/>	6/11	THU	Elected Officials Workshop	Machias - Lee Pellon Center	\$65.00	\$130.00
<input type="checkbox"/>	6/30	TUE	Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You (NEW!)	Augusta - Maine Municipal Association	\$65.00	\$130.00
<input type="checkbox"/>	7/9	THU	Drones: Legal Update (NEW!)	West Kennebunk Fire Station	\$45.00	\$90.00
<input type="checkbox"/>	7/13	MON	Verbal Judo - Tactical Communication for the Public Employee	Bangor - Hilton Garden Inn	\$120.00	\$240.00
<input type="checkbox"/>	7/21	TUE	Diversity Immersion (NEW!)	Augusta - Maine Municipal Association	\$85.00	\$170.00
<input type="checkbox"/>	7/30	THU	Planning Board/Boards of Appeal	Houlton - Houlton Fire Department	\$65.00	\$130.00
<input type="checkbox"/>	8/19	WED	Elected Officials Workshop	Rangeley - The Rangeley Inn & Tavern	\$65.00	\$130.00
<input type="checkbox"/>	8/26	WED	Managing Freedom of Access Requests	Augusta - Maine Municipal Association	\$45.00	\$90.00
<input type="checkbox"/>	9/9	WED	Planning Board/Boards of Appeal	Greenville - Bartley's Center Cove Events	\$65.00	\$130.00
<input type="checkbox"/>	9/11	FRI	Labor & Employment Law	Augusta - Maine Municipal Association	\$85.00	\$170.00
<input type="checkbox"/>	10/14	WED	Elected Officials Workshop	Orono - Black Bear Inn	\$65.00	\$130.00
<input type="checkbox"/>	10/20	TUE	Roles of Elected Officials & Municipal Managers	Augusta - Maine Municipal Association	\$65.00	\$130.00
<input type="checkbox"/>	10/29	THU	Legal Update on Recreational Marijuana	Bangor - Hilton Garden Inn	\$55.00	\$110.00
<input type="checkbox"/>	11/5	THU	Managing Freedom of Access Requests	Portland - Clarion Hotel	\$45.00	\$90.00
<input type="checkbox"/>	11/13	FRI	Women in Leadership Symposium (NEW!)	Augusta - Maine Municipal Association	\$85.00	\$170.00
<input type="checkbox"/>	11/16	MON	Spurring Civic Engagement (NEW!)	Freeport - Hilton Garden Inn	\$85.00	\$170.00
<input type="checkbox"/>	11/18	WED	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	\$65.00	\$130.00
<input type="checkbox"/>	12/2	WED	Workplace Active Theat Defense (NEW!)	Saco - Ramada Inn & Conference Center	\$120.00	\$240.00
<input type="checkbox"/>	12/8	TUE	Elected Officials Workshop	Augusta - Maine Municipal Association	\$65.00	
			Elected Officials Workshop - Video Conference	Caribou - Northern Maine Development Commission	\$55.00	\$130.00
<input type="checkbox"/>	12/15	TUE	Planning Board/Boards of Appeal	Saco - Ramada Inn & Conference Center	\$65.00	\$130.00

**BILLING/CONTACT INFORMATION**

FULL NAME: \_\_\_\_\_

EMPLOYER/TITLE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

# OF CLASSES REGISTERED FOR: \_\_\_\_\_ x \*\*FEE PER COURSE: \$ \_\_\_\_\_ = TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**REGISTER IN ONE OF THE FOLLOWING WAYS:**

**MAIL:** MMA  
60 Community Dr.  
Augusta, Me 04330

**FAX:** (207) 624-0128

**ONLINE:** [www.memun.org](http://www.memun.org)

\*\*Fees for each workshop are listed above.