

77th NEW ENGLAND MANAGEMENT INSTITUTE

August 8 - Pre-Conference Event

for New Managers

August 9-11

Sugarloaf Mountain Carrabassett Valley, Maine

Developing a Professional and Responsible Manager

SPECIAL NOTICES

CONFERENCE REGISTRATION: The registration fee includes Wednesday, Thursday and Friday's sessions, breakfasts, lunches and materials. See Attendee Registration Form for deadlines and details. Any registrations received within 3 business days before the start of the Conference will be registered at the door registration rate and meal selection will be subject to availability.

OVERNIGHT ACCOMMODATIONS: Reservations at the Sugarloaf Mountain Hotel (and condos) must be made by calling 1-800-THE-LOAF. Please reference the MTCMA Conference to ensure you receive the group rate. Lodging rates are subject to the Maine State Lodging tax of 9% and resort charge of 14%. All overnight rooms require a 50% deposit and each attendee is responsible for their own payment. Please send Sugarloaf all appropriate documentation to qualify for tax exemption. Deadline: July 25th. There may be rooms available at the MTCMA rate after this date, however there are no guarantees.

CHECK-IN TIME: 4:00 p.m. CHECKOUT TIME: 11:00 a.m.

ADA MESSAGE: In order to ensure your complete participation in this conference, we would appreciate your informing us of any special requirements you need in advance.

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 **7 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. **CANCELLATION POLICY - CONFERENCE**

FEES/MEALS: Cancellation notification must be given in writing by close of business on Tuesday, August 1, 2023. Any cancellation received after 5 p.m. on August 1st will be charged in full for registration fees and any associated meals. All cancellations are subject to an administrative processing fee of \$25.00. We appreciate your understanding that any cancellations within this time period still require payment from the Association. In order to continue to keep costs as low as possible for all attendees, we kindly request no exceptions to this policy.

CANCELLATION POLICY - OVERNIGHT ROOMS: A 50% deposit is required when the reservation is made. The balance is due 14 days prior to arrival and will be charged directly to your credit card. Deposits for any reservations cancelled prior to 21 days before arrival will be refunded minus a \$50 processing fee. Deposits and cancellations for reservations made within 21 days of the arrival date are non-refundable. A \$200 refundable security deposit is required at check-in.

DISCLAIMER: Educational courses and materials offered by the MTCMA, 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. By registering for this conference, it is understood that recreational activities offered are not required and participation is at your own risk.

FEATURED SPEAKER



DAVID TRIPP

David Tripp, a S+EI Certified Coach and Chief Executive Officer for Workplace Performance Inc., is an executive leader with over 25 years' experience in leading people, teams, and organizations. David has worked with municipal, county and state organizations throughout the U.S. and Canada providing leadership development classes and coaching services. David will deliver this keynote with a focus on better understanding and influencing people through increasing ones social and emotional intelligence. Attendees will leave with an understanding of the most important competencies in the workplace today - such as stress management, resilience, managing conflict productively, influencing skills, catalyzing change, teamwork, building trust and much more! Additionally, discussion will take place on the importance of developing workforce competencies throughout organizations of the 21st Century.

*(MTCMA Certification credits are indicated by session and by category)

Tuesday, August 8	(Pre-Conference for New Managers)
10:00am-10:15am:	Pre-Conference Welcome
10:15am-11:30am:	So, You Got the Job - Now What? Speakers: Ryan Pelletier, County Administrator, County of Aroostook & Christine Landes, Town Manager, Town of Chelsea
11:30am-12:30pm:	Managing Your Board/Council Relationships & Communication Speakers: Heather Balser Town Manager, Town of Kennebunk & Laurie Smith, Town Manager, Town of Kennebunkport
12:30pm-1:15pm:	Lunch
1:15pm-2:30pm:	War Stories from the Front Line Speaker: Jay Feyler, Town Manager, Town of Union
2:30pm-2:45pm:	Break
2:45pm-4:00pm:	Legal/Statute/MMA Manuals Review Speakers: Ryan Pelletier, County Administrator, County of Aroostook & Scott Morelli, City Manager, City of South Portland
4:00pm-4:30pm:	Wrap-Up/Open Dialogue & Roundtable
	**MTCMA board meeting at 4:30pm
Wednesday, Au	gust 9
9:00am-10:00am:	Breakfast Buffet, Conference Registration, Networking & Visit with Sponsors
10:00am-10:15am:	Conference Welcome Christine Landes, MTCMA President
	Ryan Pelletier, 1st VP and Professional Development Committee Chair
	Scott Morelli, MTCMA Secretary/Treasurer and Professional Development Committee Vice-Chair
	Dave Cota, Town Manager, Carrabassett Valley

*(MTCMA Certification credits are indicated by session and by category)

10:15am-12:00pm	Keynote Speaker - Dave Tripp Leading with Social & Emotional Intelligence Presenter: Dave Tripp S+EI Certified Coach and Chief Executive Officer for Workplace Performance Inc
	Social + Emotional Intelligence (S+EI) is a form of intelligence that drives our success in work, in life, and in our relationships with others. Studies show that higher levels of S+EI is proven to: boost productivity, reduce turnover, increase engagement and transform your organization's culture to one of lively creativity and collaboration.
	(MTCMA Certification: 1.25 credits Leadership category)
12:00pm-1:30pm:	Awards Luncheon Buffet & Annual Meeting (Annual Meeting after Awards Presentation)
	Presentation of the following MTCMA Awards & Scholarships: Leadership Award, Rising Star Award, Distinguished Service Award, Edward F. Dow Student Scholarship Award, Internship Grant Recipients
	ICMA Address/Update - Bill Fraser - City Manager, Montpellier, VT. Northeast Region VP
	Gerald (Jerry) Giaimis, Northeast Regional Director
1:30pm-2:45pm:	CONCURRENT SESSIONS

Personnel Matters: Recruiting & Retaining a Talented Workforce In this session, Bernstein Shur Labor and Employment Attorneys Ann M. Freeman and Tara A. Walker will demonstrate that you CAN get there from here! Join us to look at the evolution of personnel practices informed by the ongoing labor shortage and post-pandemic landscape. This session will feature a lively discussion covering topics such as defining the familial unit, unconventional benefits, hybrid work environments, and the intersection of salary transparency and the Maine Equal Pay Law. Presenters: Ann Freeman & Tara Walker, Attorneys, Bernstein Shur (*MTCMA Certification: 1.25 credits Human Resources and Legal categories*)

*(MTCMA Certification credits are indicated by session and by category)

1:30pm-2:45pm: How to Work with an Engineer: Yes, It Can Be Done!

Engineers ask a lot of questions. Ever wonder why? Join Travis Noyes, PE Engineering Division Director and Executive Vice President and Justine Drake, EI, Civil Engineer and Project Manager, as they provide insight to working with engineers that is applicable to all types of consultants. This session will cover the best practices and good & the not-so-great examples of what can happen when the relationship goes south. Come for the engineer jokes but you'll stay for the information that can help your municipal projects succeed.

Presenters: Travis Noyes, PE Engineering Division Director and Justine Drake, EI, Civil Engineer, Haley Ward

(MTCMA Certification: 1.25 credits Leadership category)

2:45pm-4:00pm: CONCURRENT SESSIONS

Regionalization

Discussion of Regional Municipal Services, including Fire & EMS. Presenter: Sandra Fournier, Town Manager, Mapleton, Chapman, Castle Hill

Facilitator: John Bellino, Town Manager, Town of Clinton

(MTCMA Certification: 1.25 credits Legal category)

Managing Employee Performance through Evaluation

Organizations can prevent or remedy many performance problems by ensuring that two-way conversations occur between managers and employees, resulting in a complete understanding of what is required, when it is required and how everyone's contribution measures up. This session will focus on the benefits and importance of on-going two-way communication during the entire review period and beyond.

Presenter: Phyllis Moss, IPMA - SCP, Director of Human Resources, Town of Windham, Maine

(MTCMA Certification: 1.25 credits Leadership and Legal categories)

4:00pm: Adjourn

*(MTCMA Certification credits are indicated by session and by category)

5:00pm-6:15pm:	Pre-Banquet Reception Enjoy catching up with friends and colleagues with pre-banquet beverages and hors d'oeuvres. Located on the outdoor patio – The Beach (weather permitting).
6:15pm-8:30pm:	Dinner Banquet (Semi-formal attire requested) Presentation of the Linc Stackpole (Manager of the Year) Award See plated dinner service menu selections on the registration form.

Thursday, August 10

7:30am-8:30am: Breakfast Buffet and Conference Registration

8:30am-10:00am: Improving Your Security Posture

The University of Maine at Augusta (UMA) Maine Cyber Range (MCR) launched a student research project in 2022 to help Maine Municipalities improve their security posture through assessment, network modeling and testing, and training for technical and non-technical personnel. And boost relations with Maine Municipalities, fostering industry and academic collaboration for cybersecurity research and development. Learn more about this NO-COST program designed to strengthen cybersecurity for Maine's towns and cities and how to get involved!

Presenter: Michele Weymouth, Master of Science in Cybersecurity Candidate, Maine Cyber Range Program Coordinator

(MTCMA Certification: 1.5 credits Leadership and Human Resources categories)

10:00am-10:15am: Morning Break & Visit with Sponsors

*(MTCMA Certification credits are indicated by session and by category)

10:15am-11:30am: Best Practices for Employee Discipline & Termination

Disciplinary proceedings and terminations have considerations that are different from the private sector. This is especially true given recent changes to State Law. How and when to discipline employees, giving consideration to their due process rights and often collective bargaining agreements, is the subject of this presentation.

Presenter: Stephen Langsdorf, Attorney, Preti Flaherty

(MTCMA Certification: 1.25 credits Leadership and Elected Relations categories)

11:30am-12:45pm: CONCURRENT SESSIONS

Wearing many hats?

During this session, presenters will discuss the benefits and challenges associated with holding multiple job titles within their municipality. A common practice in small town Maine government, Town Managers and administrators often hold more than one appointed title and must balance those responsibilities carefully. The panel will share success stories along with challenges they have encountered while wearing many hats in their municipalities.

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

(MTCMA Certification: 1.25 credits PENDING)

Municipal Valuations & When is it Time to Reval?

Maine Revenue will provide an overview of the state valuation process, including a timeline for when things occur throughout the year. Included will be a discussion of the Sales Ratio Study and its effect on the Certified Ratio. MRS will also discuss the standards for the Ratio Study and the impact on the decision making around when a revaluation might be appropriate.

Presenter: Steve Sullivan, Deputy Director for Municipal Services, Maine Revenue Services

(MTCMA Certification: 1.25 credits Finance/Budget category)

*(MTCMA Certification credits are indicated by session and by category)

12:45pm-1:45pm:	Lunch Buffet Length of Service Awards/Certification Awards, Outgoing President's Remarks, Incoming President's Remarks Sponsor Remarks - Franklin Savings Bank
2:00pm-5:00pm:	Building Connections/Activities (see Activities listing for complimentary and low-cost activities) Sign up for activities on the Activities Registration Form
6:00pm-10:00pm:	Entertainment/Networking Event (see flyer for complete details)

Friday, August 11

7:30am-8:30am:	Breakfast Buffet
8:30am-9:45am:	Overview of New Elected Official Orientation Practices Presenters: Nathan Poore, Town Manager, Town of Falmouth & Scott Morelli, City Manager, City of South Portland (confirmed) (MTCMA Certification: 1.25 credits Elected Relations and Leadership categories)
9:45am-10:00am:	Break
10:00am-11:15am:	SheLeads - Women in Government Presenter: Kelly Axtell, MBA, Deputy Town Manager,Lexington MA. Facilitators Yanina Nickless; & Laurie Smith; ICMA Rep. TBD (MTCMA Certi@cation: 1.25 credits Finance/Budget category)
11:15am-12:30pm:	Personalities & Politics: How to Survive the Ever-Changing Landscapes in our Communities Description: TBA Presenters: Adam Garland, Town Manager, Town of Oxford & Scott Morelli, City Manager, City of South Portland (MTCMA Certi@cation: 1.25 credits Elected Relations and Leadership categories)
12:30pm:	Conference Wrap Up, Evaluations and Prizes (must be present to win)

ATTENDEE REGISTRATION FORM 77th New England Management Institute SUGARLOAF • AUGUST 9-11, 2023

Complete and return this form with your check made payable to: MTCMA, 60 Community Drive, Augusta, Maine 04330 or email: <u>wsreg@memun.org</u> *NO PHONE RESERVATIONS ACCEPTED*

Please use one form per conference attendee. Copy this form as needed.

FULL CONFERENCE FEE: I am attending: D Wednesday D Thursday D Friday (Select all that apply)						
(Please check one):						
Conference Attendee	\$199.00	FULL CONFERENCE FEE: includes Wed., Thurs. and Fri.				
New MTCMA Member (Since July 1, 2023)	\$99.00	sessions, breakfasts, lunches, breaks and materials.				
1st Time Institute Attendee	\$99.00	All conference registrations received after August 1: \$225.00				
Managers in Transition:	\$99.00	Registration forms can be emailed to: <u>wsreg@memun.org</u>				
Interns & "Aspiring Managers"	\$119.00	Regionation forma dan be officiated to. <u>Wordgierneman.org</u>				
□ Non-Member	\$399.00					
Pre-conference New Managers - August 8th	\$50.00					

SPECIAL ONE DAY MEMBER FEE: (If you are registering for multiple days, see full conference fee pricing. Offer valid for one day only)
Wednesday Only (8/9): \$119.00
Thursday Only (8/10): \$119.00
Friday Only (8/11): \$119.00

BILLING INFORMATION:	NAME BADGE INFORMATION: *Name badge will be prepared as indicated here.
Full Name: Employer: Billing Address: City, State, Zip: Phone: Email:	First Name: Last Name: Nickname: Title: Employer:

A LA CARTE MEALS/EVENTS (for Attendees only – use guest registration form for guest meals)						
WEDNESDAY, AUGUST 9, 2023						
Awards Banquet Plated Dinner (Please choose one):						
Baked Stuffed Haddock	\$40.00/person	=	\$			
Caprese Statler Chicken	\$40.00/person	=	\$			
Poblano Pepper - Vegetarian Option	\$35.00/person	=	\$			
THURSDAY, AUGUST 10, 2023						
Golf	\$59.00/person	=	\$			
Zipline Tour	\$10.00/person	=	\$			
Bowling at The Sugar Bowl	\$10.00/person	=	\$			
Wine & Cheese Tasting at Alice & LuLu's	\$10.00/person	=	\$			
Networking Event (Thursday Night Special Event)	\$40.00/person	=	\$			
Beer Tasting Ticket	\$4.50/ea	=	\$			

The Awards Banquet and Networking Event are priced separately from conference registration fee and overnight accommodations. Please preregister for these meals/activities – additional meals will only be sold at the event based on availability. To register for recreational activities, please also complete the separate activities registration form.

TOTAL MEALS & ACTIVITIES:	=	\$
TOTAL CONFERENCE FEE:	+	\$
GRAND TOTAL DUE:	=	\$

GUEST REGISTRATION FORM					
77 th New England Management Institute SUGARLOAF • AUGUST 9-11, 2023					
Complete and return this form with your check made payable to: MTCMA, 60 Community Drive, Augusta, Maine 04330 or email: <u>wsreg@memun.org</u> *NO PHONE RESERVATIONS ACCEPTED* Please use one form per conference attendee. Copy this form as needed.					
CONFERENCE FEE If you plan on attend	Guests not attending e ing any sessions, please				
Please register the following guest of	Please register the following guest of for the 77 th New England Management Institute.				
This guest is: 🗖 over the a	age of 12 🛛 🗖 under	the a	age of 12 🗖 u	under the age of 5	
Full Name:					
Email:					
Billing Address:					
Name Badge Info:	(Name as it would appear on y	our nan	ne badge.)		
All meals are priced separately from overnight accommoda If you have any special dietary restrictions, please contact	tions. Please pre-register for	meals	– additional meals will		
A LA CARTE MEALS (for Guests of	only – use attendee reg	gistra	tion form for atte	ndee meals)	
Wednesday, August 9, 2023					
Buffet Breakfast	• over 12: \$20.00		under 12: \$10.00	🗖 under 5: FREE	\$
Awards Luncheon Buffet	over 12: \$30.00		under 12: \$15.00	under 5: FREE	\$
Awards Banquet Plated Dinner (Choose one):					
Baked Stuffed Haddock	□ over 12: \$40.00		under 12: \$20.00	under 5: FREE	\$
Caprese Statler Chicken	□ over 12: \$40.00		under 12: \$20.00	under 5: FREE	\$
Poblano Pepper - Vegetarian Option	□ over 12: \$35.00		under 12: \$17.00	under 5: FREE	\$
Thursday, August 10, 2023					
Buffet Breakfast	🗇 over 12: \$20.00		under 12: \$10.00	🗖 under 5: FREE	\$
Luncheon Buffet:	over 12: \$30.00		under 12: \$15.00	🗖 under 5: FREE	\$
Golf	□ \$59.00 per person				\$
Zipline Tour	□ \$10.00 per person				\$
Bowling at The Sugar Bowl	□ \$10.00 per person				\$
Wine & Cheese Tasting	□ \$10.00 per person				\$
Networking Event (Thursday Night Special Event)	🗖 over 12: \$40.00		under 12: \$20.00	🗖 under 5: FREE	\$
Beer Tasting Ticket	□ \$4.50/each				\$
Friday, August 11, 2023					
Buffet Breakfast	□ over 12: \$20.00		under 12: \$10.00	🗖 under 5: FREE	\$
To register for recreational activities, please also complete	the		TOTAL MEALS &	ACTIVITIES:	\$

To register for recreational activities, please also complete the separate activities registration form.

CONFERENCE ACTIVITIES

Complimentary & Low-Cost Conference Activities - Thursday, August 10th

An integral part of the success of any administrator is family support. Understanding this, we are pleased to include these complimentary and low-cost recreational activities to be enjoyed by attendees and guests on Thursday afternoon. It is one of the main objectives of the MTCMA to promote public administration as a profession and to promote professional and personal development. These recreational activities are offered as part of the Institute program as some of the best learning happens outside of the classroom. We hope you and your guests enjoy the entire Institute experience and we thank our sponsors for making this possible! (Please fill out the activities sheet and return with your conference registration so that we can ensure your enjoyment of these activities.)

GOLF: \$59 rate per person (9 holes w/cart. 20 person min. Count must be provided to course 10 days out - register early!)

Zipline Tours at Sugarloaf: Experience the thrill of flying through the mountains! Tour is 90 minutes. Riders must be at least 3 feet tall and weigh between 40 and 250 lbs. There is a \$10 fee for Ziplining participants.

Bowling at The SugarBowl: Looking for some fun out of the sun? Make or join a team and bowl a few strings at Carrabassett Valley's premier bowling alley - it's just down the road from the resort, travel on your own. There is a \$10 fee for bowling participants.

Wine & Cheese Tasting at Alice & Lulu's: Sample gourmet wines and cheeses presented by a professional sommelier. Alice & Lulu's is located in Sugarloaf's Village Center and is an easy walk from the hotel. There is a \$10 fee for wine & cheese participants. Beer Tasting on the Beach - Enjoy a relaxing afternoon "on the beach" and try some new adult beverages! Tickets are \$4.50 each for a 3-4 oz. pour. (This event will be moved to the Widowmaker in the event of unfavorable weather).

Want to stay close to the resort? Enjoy the heated indoor pool, hot tubs, saunas, steam room and full gym at the Sports & Fitness Center - plus there's a café with a full bar! OR opt for ultimate relaxation in the hotel's 30-person outdoor hot tub!

Other On-Mountain & Area Activities:

Water Sport Rentals: Stand-up paddleboards and kayaks are available to rent through The Outpost. Call (207) 237-6875 for reservations.

Mountain Bike Rentals: Rentals are available at Allspeed Cyclery at the Sugarloaf Outdoor Center. Visit https://www.sugarloaf. com/activities/mountain-biking for more information.

Anti-Gravity & Recreation Complex: Located in Carrabassett Valley, this indoor recreation facility features trampolines, climbing walls and skateboard lessons and rentals. Call (207) 237-5566 for more information.

There are many other activities to enjoy in the Carrabassett Valley region and at Sugarloaf. If you would like assistance in making arrangements for alternate activities, please contact Melissa White at mwhite@memun.org or 1-800-452-8786 for more information.

ACTIVITIES REGISTRATION FORM 77th New England Management Institute

Please return this form with your Conference Registration Form (If you need more space, please copy this form as needed.)

Thursday, August 10, 2023

GOLF, SUGARLOAF

Name:	Attendee	Guest
Name:	Attendee	Guest
Name:	Attendee	Guest
Name:	Attendee	Guest

ZIPLINE TOURS

Name:		Attendee	G uest
Name:	🛛	Attendee	Guest
Name:	🗆	Attendee	Guest
Name:		Attendee	G uest

BOWLING AT THE SUGAR BOWL

Name:	Attendee	🗖 Guest
Name:	Attendee	🗖 Guest
Name:	Attendee	🗖 Guest
Name:	Attendee	Guest

WINE & CHEESE TASTING AT ALICE & LULU'S

Name:	Attendee	Guest
Name:	Attendee	Guest
Name:	Attendee	Guest
Name:	Attendee	Guest

BEER TASTING

Name:	Attendee	🗖 Guest
Name:	□ Attendee	🗖 Guest
Name:	□ Attendee	🗖 Guest
Name:	□ Attendee	🗖 Guest

SPECIAL EVENTS

COMMUNITY SHOWCASE: Join in on the 11th Annual Community Showcase. Bring a product from a local business in your community to raffle during the conference.

FOOD DRIVE FOR CHARITY: Bring along some non-perishable food for charity and you will receive one extra ticket for the grand prize. Just turn in your donation to the conference registration desk. Grand prize will be drawn on Friday. Must be present to win grand prize. At the end of the conference, all donations will be directed to a local charity in the Carrabassett Valley region.

PRE-BANQUET RECEPTION: Join friends and colleagues for drinks and hors d'oeuvres on The Beach (weather permitting) before the Awards Banquet on Wednesday evening.

AWARDS BANQUET: The presentation of the Linc Stackpole Manager of the Year Award will take place on Wednesday evening, immediately following the reception.

NETWORKING EVENT: *Survey Says & Comedy Show!* Join fellow attendees for some fun and networking on Thursday evening.

2023 MTCMA SPONSORS

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