

# Maine Town & City

The magazine of the Maine Municipal Association

March 2020

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# Maine Town & City

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The Magazine of the Maine Municipal Association

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### Don't Stop



*When it comes to succession planning and mentoring, municipal clerks naturally think about tomorrow.*

## The 2020 Census – and You

*U.S. Census officials stress the importance of municipal collaboration as the major population count approaches. Page 11*

## Kennebunk's Anticipation

*Talk about an early start. The Town of Kennebunk began planning for Maine's Bicentennial way back in 2004. Here are some highlights. Page 15*

## Regional Approach: Sustainability

*Six municipalities in York County came together to hire Sustainability Coordinator Karina Graeter. Catch up with her in this Q&A. Page 27*

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**ABOUT THE COVER:** Freelance photographer Jill Brady took this portrait of South Portland Clerk Emily Scully and her predecessor Susan Mooney.

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## A MESSAGE FROM MMA

BY STEPHEN W. GOVE / EXECUTIVE DIRECTOR

# Targeting and addressing key areas of need

In September of each year, the Maine Municipal Association's Executive Committee begins the process of identifying the association's focus or priority work areas for the coming year. A general discussion of the MMA annual strategic work plan and mission takes place at a two-day Executive Committee meeting.

This year, MMA's strategic plan identifies three core strategies. One is centered on providing MMA's direct or core member services and programs such as legal, advocacy, publications, training, personnel, risk management and health trust services. The second strategy is advocating for municipal governments at the state and federal levels. The third core strategy is to maintain a financially and technically sound organization to meet the members' needs today and in the future.

The Executive Committee also identifies long-term objectives to ensure that primary attention is given to delivering MMA's core services and programs. Each year's focus areas connect to the three core strategies and the long-term objectives.

### Here are a handful of MMA's 2020 focus areas:

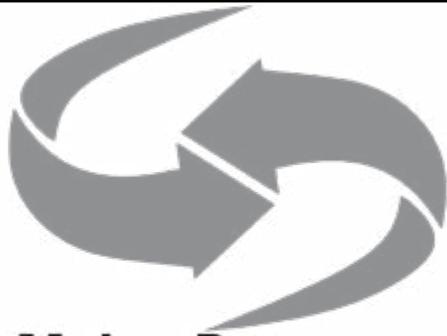
- The Executive Committee committed new resources to continue MMA's efforts to promote municipal jobs and careers through the HoMEtown Careers campaign that we launched in 2018. In late February, MMA kicked off a 12-week social media campaign on Facebook, LinkedIn and Instagram with HoMEtown Careers pages and digital advertising aimed at millennials, job seekers and veterans. MMA received positive results from our earlier initiative. We learned from that first launch and are optimistic that the 2020 effort will help address municipal workforce challenges.
- MMA will continue to offer legal advice and training on medical and adult-use marijuana in 2020 to meet our members' needs for assistance in this emerging area of local control. Our Legal and State and Federal Relations staffs developed a cannabis workshop that is designed to take on the road to our members. Please keep an eye out for announced locations on the MMA website [www.memun.org](http://www.memun.org). In addition, Legal Services produced a

13-minute video that walks town and city officials through the current state of legalized marijuana in Maine, with summaries, tips and updates on the law. The video is also available to members on our website

- MMA's Workers' Compensation Fund rolled out a new, voluntary Workers' Compensation Safety Incentive Program (WCSIP) that provides members with the opportunity to earn up to 10% in contribution credits by improving workplace safety. MMA's professionals will work with members to provide sample safety policies and programs and training. WCSIP has a number of goals such as promoting a self-sustaining workplace safety culture and protecting members' assets, but its main focus is creating safe and healthful workplaces. For complete WCSIP details, please visit <https://memun.org/WCSIP> or contact MMA at [WCISP@memun.org](mailto:WCISP@memun.org).
- In 2019, MMA began to rebuild a positive working partnership with state government, starting with legislative leadership and the Governor. That will continue this year with a second meeting of the MMA Executive Committee with Governor Janet Mills scheduled and continued outreach to and interaction with administration officials and legislators on municipal issues.
- MMA is working on upgrades to important "back office" data and information systems in areas of finance and Risk Management Services (RMS) in 2020. Upgrades to our financial accounting software and RMS policy and claims data systems are underway. These upgrades will enhance MMA's operations and improve RMS data analytics to better serve members with better risk and claims information. In addition, our Information Technology staff is focused on cyber security, protecting MMA's data and systems as well as developing technical assistance and training opportunities for our members on keeping their data safe.

For more information about MMA's 2020 focus areas, or to share your thoughts and suggestions about MMA's strategic work plan or emerging local issues, please contact me at [sgove@memun.org](mailto:sgove@memun.org). We learn from our members. ■

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# On mentoring: Clerks show how to recruit, nurture successors

*Maine Town & City highlights eight examples, from across the state, where municipal clerks did succession planning right – and got excellent results.*

By **Stephanie Bouchard**

When you're starting a new job, wouldn't it be great if you could spend some time training with the person you're replacing? Or, even better, continue to have access to that person as a resource and sounding board through the rest of your career? And also, get encouragement and life and career advice?

For most of us, such a person is a fantasy. But if you're a town or city clerk in Maine – and probably most anywhere – is that it is a very unique profession in that you do have a wide range of people to tap into that will support you," said Claire Woolfolk, who is the clerk and registrar of voters for the town of Mount Desert.

"One thing I'll say about the clerks' network here in Maine – and probably most anywhere – is that it is a very unique profession in that you do have a wide range of people to tap into that will support you," said Claire Woolfolk, who is the clerk and registrar of voters for the town of Mount Desert.



**Lisa Ranco**



**Gail Pelotte**

Just what does this network look like? Here are some real-life examples.

## **Hayley Lancaster and Jeanette Black**

When Hayley Lancaster began working as town clerk and registrar for Exeter, she thought the job would be fairly easy – maybe do a few registrations a day and write a few reports. The clerk she was replacing, Jeanette Black, had agreed to stay on for nine months to show her the ropes.

"At first, I'll admit, I thought nine months of training was a little extensive, but as time went on it was very obvious that I was lucky to have Jeanette as long as I did. No one truly understands the on-goings in a town office until they find themselves behind the counter."

Black, said Lancaster, "was a walking book of knowledge" who moved around the office effortlessly, knowing which steps needed to be taken and when. Black took the time to show Lancaster not only what and how things needed to be done, but to teach her a routine that gave her a basis for how to grow in confidence once she was on her own. "I feel like if I hadn't had that time with her, I definitely wouldn't be as confident as I am now," she said.

Two years after taking the job, Lancaster knows she can still call Black with questions and can rely on her to fill in whenever election clerks are needed. "When residents come in and tell me how wonderful of a job I'm doing, I assure them it's only because I had such an amazing mentor."

## **Lisa Ronco and Barbara Moore**

Lisa Ronco measures the passing years in her role of town clerk of Dover-Foxcroft not in terms of "This is my fourth election as town clerk," but in terms of "this is my fourth election without Barbara."

The "Barbara" she means is Barbara Moore, Ronco's retired predecessor, who was Dover-Foxcroft's town clerk for about 30 years. Over the 11 years the two worked together, Ronco came to view Moore as a second mother. "She mentored me not only in my professional development, but in every other way a person develops and grows."

Working side-by-side, Moore not only taught her how to be a clerk and a resource for her community, but was there for her through the ups and downs of her personal life – such as when her mother died – and as a cheerleader, telling her what a great job she was doing and encouraging her to stretch herself professionally and personally. "She's given me the confidence to do this job," she said.

## **Gail Pelotte and Rhonda Stark**

Gail Pelotte had been working in municipal government for 14 years when she was elected town clerk of Skowhegan in 2009. Her first order of business was to call her former super-

## **HOMETOWN CAREERS**

**Maine Municipal Association's** Hometown Careers recruitment campaign, which began in 2018 to encourage people to consider careers in municipal government, is again being actively promoted across the state via social media and websites. To learn more about the project, please visit our special website at: <https://www.maine-hometowncareers.org/>

*Stephanie Bouchard is a freelance writer from Bath and regular contributor to Maine Town & City, [stephanie@stephaniebouchard.net](mailto:stephanie@stephaniebouchard.net).*



Jayne Farrin



Nancy MacDonald and Jeanette Jacques

visor and town clerk, Rhonda Stark, who had left Skowhegan to become the town manager of St. Albans. During the two years they worked together, Stark had taken the time to show Pelotte what a clerk needed to do. She also told Pelotte about and encouraged her to take courses that would help her in her career.

When Stark moved on to St. Albans, she left an index card file of all

the things the clerk needed to do on a weekly, monthly and annual basis. On that first Saturday after she was elected town clerk, Pelotte sat down with Stark on a summer day and Stark walked her through that index card file (which Pelotte uses to this day) – but their relationship didn't end with that tutorial.

“Even as busy as she was when she was town manager in St. Albans,” Pelotte said, “she always gave me the

time.” Even now that Stark has retired, the two stay in touch, keeping up with clerk-related stuff, certainly, but also with each other's lives and families.

### Sue Skidgell and Jayne Farrin

Sue Skidgell, deputy clerk for Mapleton, Castle Hill and Chapman, has Jayne Farrin, city clerk of Caribou, on speed dial and when they carpool to events, she spends the time picking Farrin's brain. “Jayne has been my rock for anything and everything in the clerk world that a new deputy would have a question about,” Skidgell said.

The two met through the Aroostook County Municipal Clerks Association. Sitting in a training together, Farrin said, “If you need anything, let me know.” Skidgell took her up on the offer. She turns to Farrin to get in-depth explanation on things she's learned when she's taken training classes, and for tips on how to practically apply what she's learned and as a sounding board. And, with Farrin's encouragement, she's taken on leadership roles in the clerk community and is now finding herself in a mentoring role.

“I couldn't be who I am today without her,” she said.

### Nancy MacDonald and Jeanette Jacques

When Nancy MacDonald added the role of town clerk of Bingham to her treasurer's job there, she took over for a woman – Jeanette Jacques – who had been clerk for more than 40 years.

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Carmen Morris



Claire Woolfolk and Joelle Nolan

“It was a little intimidating,” she said. “She was obviously highly competent and knew what she was doing. I was like uuuhhhh.”

But Jacques worked with Macdonald for six months before retiring, providing hints for dealing with all of the rules clerks have to deal with, and giving her “a lot of blunt advice,” especially for managing the constant churn of changing state laws. “In most (jobs) what I’ve seen happen is someone leaves and that’s it,” she said. “I felt very

fortunate to have had her show me so many things.” And because Jacques is just around the corner from MacDonal’s office, she’s still easily accessible.

### Claire Woolfolk and Joelle Nolan

When Joelle Nolan retired as town clerk of Mount Desert, her successor, Claire Woolfolk, put her desk next to hers. “(Nolan) said, ‘You can sit in the driver’s seat and I’ll copilot,’ ” said Woolfolk. Nolan then walked her through what she had to do and when she would have to do it. The pair made a “cookbook” detailing what Woolfolk could expect to come up each month and how she would have to prepare for whatever needed doing. Nolan also explained why things were set up the way they were and why things were done a certain way.

“To this day, I still troubleshoot with her,” Woolfolk said. Being able to call her up and ask her “Did you ever run into this?” or “Do you remember this?” is extremely helpful and often adds context. “There’s a lot of not just job knowledge, but also community knowledge and relationships that really come into play with this type of position,” she said. “It is very helpful to gain that perspective, especially since I’m not a long-time resident here.”

### Carmen Morris and Clairma Matherne

When Carmen Morris interviewed for a job in the clerk’s office in Biddeford, she was 23 years old, four months pregnant with her first child, and had never worked in municipal government. Then-city clerk Clairma Matherne hired her on the spot and she started working the next day. “I was like ‘Boy, this woman’s either really desperate or I made quite the impression,’ ” said Morris, who is now Biddeford’s city clerk. She never found out what made Matherne take a chance on her, but over the next 13 years, the two developed “the best working relationship,” she said.

Matherne took Morris under her wing and taught her “everything,” including how to behave. “She taught me the discipline I needed to work with the public and to work with our elected officials and to work with other depart-

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ments,” she said. “I feel like I definitely blossomed under her.” Matherne was also understanding about Morris’ need to be available to her young and grow-

ing family. “She basically allowed me to be able to be a decent mom while still working full-time and having all these responsibilities,” she said.

### Emily Scully and Susan Mooney

So much of the job of being a town or city clerk is knowing where to find information. Coming into the job as South Portland’s city clerk without any prior clerking – or municipal government – experience, Emily Scully faced a huge learning curve. She had two weeks of training with the outgoing clerk, Susan Mooney. “Sue was most focused on showing me how to find the information that I was going to need to be able to do what I had to do,” she said.

That two-week crash course gave Scully the foundation she needed, but she got lucky a year later when Mooney rejoined the office part-time working in the information booth. “It’s a really valuable thing to have somebody in the office who was not only the previous clerk right before you, but who has so many experiences in municipal government doing that role,” she said. While Mooney does her best to let Scully make her own way, she is quick to commiserate and offer support.

“There’s a lot of empathy from Sue,” Scully says. “She’s glad to say ‘not my job,’ but also is very sympathetic.” ■



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# The 2020 U.S. Census is set to begin, with big bucks at stake

*Federal officials encourage local leaders to make sure their communities take the Census seriously. Road and bridge projects, plus education funds, are on the line.*

By Glenn Adams

Caribou is starting to plan for a new city police station. As part of that process, planners must look at local population trends, as well as the number of calls for police services and other statistical data in order to gauge the proper size of the new facility, said City Manager Dennis Marker.

That's just one example of why it's important for cities and towns across the state to have complete and accurate census figures. And it's a big reason why the push is on for a complete counting of Maine's population in the 2020 U.S. Census. It comes at a notable time for Maine.

2020 marks the 200th anniversary of the birth of the state, and also the 200th anniversary of Maine's first census. Maine's population in 1820 was 298,000 people, about 22 percent of the state's most recent estimate.

As of July 2019, Maine's population was 1,344,212, a 1.2 percent increase from April 2010, according to the U.S. Census Bureau. The U.S. Constitution requires a national census every 10 years to determine the number of seats each state gets in the House of Representatives and to redraw legislative district lines.

But much more is at stake as the latest count awaits. Some towns and cities are putting out information in town reports, on social media sites and in their libraries in advance of the early spring outreach by the U.S. Census Bureau.

"Certainly," Caribou Town Manager Dennis Marker said, when asked if getting a complete count is important. "It causes us to look at our infra-



Dennis Marker

structure, programs, equipment and facilities."

The importance of gathering a complete census in Maine has prompted action by Gov. Janet Mills, who issued an order creating a Census 2020 Maine Complete Count Committee. Members include officials from eight departments and the chair is Secretary of State Matthew Dunlap.

"The formation of this committee reinforces why the census is so important to Maine," said Jeff Behler, director of the New York Regional Office for the U.S. Census Bureau, who attended the Maine committee's kick-off meeting in November 2019. "This group will also help reinforce that the census is safe and that all data cannot be shared with any local, state or federal law enforcement agency."

## An online first

More than a dozen nonprofit groups are helping to make sure ev-

eryone's counted, especially in places that have been difficult to count in the past, such as tribal groups and rural areas. The 2020 Census is unique because it's the first year the census will be available online, Dunlap says on his website. "You don't have to have someone come to your door! For those that do not have internet access, the traditional methods of Census-taking will still be available."

Internet-based census reporting has created some worries that it will work correctly following the breakdown of numbers gathering in Iowa's Democratic caucuses. The Census Bureau's inspector general, some lawmakers and a government watchdog group worry about cyber-attacks, heavy volumes of data overwhelming the system, and the reliability of the app used by census takers. The bureau is addressing those issues and said everything is ready for the count.

As in other states, counting everyone is important because it translates into money. In 2016, Maine received \$4.1 billion through 55 federal programs based on figures derived from the 2010 Census.

Maine's 2020 Census gets underway in March, two months later than the nation's earliest startup, in Alaska. Between March 12 and 20, every household will receive an invitation in the mail to complete the census. People can then either complete the census online, or via phone or email, said Kyle Hadyniak, communications director for the state Department of Administrative and Financial Services, which is a member of the Maine Complete Count Committee.

April 1 will be Census Day, and between April 12 and 19, paper questionnaires that can be mailed will be sent

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to all houses that have not responded. Then, between April 20 and July 31, enumerators will follow up with households that did not respond.

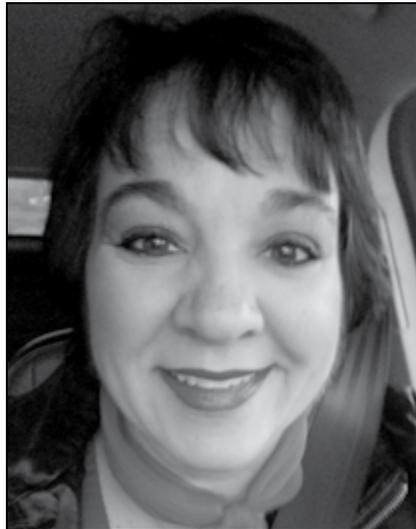
### Billions at stake

The Census Bureau says responding to the census is important because state, local and federal lawmakers use the census statistics to help them determine how more than \$675 billion in federal funds will be spent every year for the next 10 years.

“Funds influenced by census statistics are used for critical infrastructure and public services such as road and bridges, hospitals and health care clinics, emergency response, and schools and education,” the Census Bureau said.

Getting the latest and most accurate figures is especially important in places like Caribou, which has seen population fluctuations. The latest estimate in the Aroostook County city, from 2017, show a little over 7,800, down from about 8,200 in 2010 and 12,000 in the mid-1990s, said city Manager Marker. The decrease there and in many surrounding Aroostook County communities is due to younger people leaving, smaller families and other factors, said Marker.

Census figures help shed light on what burdens a smaller population might bear for the services needed. But new figures also will give a clearer



Lois Jones

picture if there's a population shift or even turnaround, said Marker.

“I'm starting to see more people from out of state moving into the region,” said Caribou's Marker. These include young professionals looking for a quieter life in a welcoming area. “We're hoping to see some of that reflected in the coming census.”

Accurate census figures also can also help pave the way to grants for cities and towns. “There are many great opportunities predicated on the population of your town,” said Marker.

Maine Revenue Sharing calculations are reliant on population, said Corinna Town Manager Lois Jones.

“If you have more people, then you receive more sharing,” Jones said. “For smaller towns and communities that struggle to prepare and implement a reasonable budget, a decrease in population means a decrease in funding. So, not only will there be fewer people to bear the brunt of supplying funds (through property taxes) to make the budget balance, that property tax will increase to provide the loss in revenue.”

It's not just state dollars that are dependent on population, but also federal dollars, Jones noted.

The Penobscot County town's population also saw a slight decline between the 2010 census, which showed 2,198 people, down to 2,140 in the 2018 estimate.

Data within the overall statistics, such as age, are also important. Elderly people live on fixed incomes, which can affect their ability to pay property taxes. Some grants are also based on economic factors, information that's also collected by the census, said Jones.

“If a community polls their residents for a grant, economic factors can



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play a part in the municipality receiving that grant,” said Jones.

Formulas influenced to a large degree by population, age and income commit federal dollars throughout the nation to states and municipalities. Towns and cities benefit directly from low-cost loans and grants, and also from federal funding to and through the state, said Jones.

The 2020 Census has barely caused a ripple in Athens, which had 979 people in the 2018 estimate, down from 1,019 in the 2010 census.

The main question in that Somerset County town is who's a full-time resident and who isn't, said Tracey Rotondi, town clerk and tax collector. Town officials help census workers through the local tax records.

Rural addresses often don't have typical mailing addresses, but instead use post office boxes in nearby towns. The Census Bureau does not mail to P.O. boxes, so census workers instead deliver paper questionnaires to each home in those areas.

### College factor

Then, there are college campuses throughout Maine where students

need to be counted. Students who live in those communities use critical public resources like roads, public transportation and health clinics, so getting money for those resources depends on making sure students are counted, the U.S. Census Bureau says. For census purposes, the right place to be counted is a student's "home" while they are attending college.

Students living in campus residency halls, including fraternities, will be counted in one of three ways, census officials say. Students can fill out paper questionnaires dropped off by census workers, who collect and submit them. A representative of the building can fill out a single questionnaire listing all students, using data from administra-

tive records. The third option – much less common – is allowing a census-taker to knock on doors and interview each resident.

How the University of Maine will manage the census is to be decided. A meeting will be held in early April to discuss the benefits and drawbacks of each of the three different means by which census information is taken, Andra Bowen, director of residence life at the Orono campus.

“When we help with the monthly community/economic census, we do not allow outside entities into the residence halls for the purpose of data collection,” Bowen said in an email. Typically, university officials meet with the census administrator to provide

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the demographic information needed and then the housing staff delivers or administers the survey to the students.

“We stay in close contact with the census representative to make sure they're meeting their deadlines while also limiting direct access to students and their living space,” said Bowen.

Under-counting people can deprive states of federal money, and Maine has been among the “losers” in the past. Maine was among the 37 states that forfeited funds in 2015 due to under-counting in the 2010 census, according to a study by George Washington University's Institute of Public Policy. Maine gave up \$1,642 per person, according to the report, while only Vermont (\$2,309) and Pennsylvania (\$1,746) lost more per person.

### 50 ways to count data

Maine's Complete Count Committee's website lists 50 ways in which

census data are used. In addition to the basics of drawing legislative districts and apportioning federal and state funds, it lists things like planning for transportation, housing and health care facilities, estimating the number of people displaced by natural disasters, developing assistance for Native Americans, establishing fair market rents and making business decisions.

Maine's Complete Count Committee has compiled an ambitious list of potential strategies to make sure everyone knows about the census and that they're counted. The key messaging, the committee says in an interim report in December, is that the census is safe, easy and important.

Some of the outreach ideas the committee has advanced involve social media, mass media, mailings and public speaking engagements. Public libraries were identified as participants in the educational effort, as were non-

profits, trade associations and industries through their newsletters.

Maine is a state of small towns and cities too, with only 11 in the 10,000-plus range, and 12 of the state's 23 cities with 10,000 or fewer residents. Overall, Maine is the ninth smallest state in the U.S. in terms of population.

Other rural states know the importance of counting everyone because it translates into money.

In Montana, for example, most of the state is defined by the Census Bureau as “rural” because most population centers have fewer than 2,500 people. If everyone in the state isn't counted, the state could miss out on thousands of dollars per person, said Mary Craige of Montana's Department of Commerce, a partner with the U.S. Census Bureau.

The Census Bureau estimates that Montana receives \$2,000 per person for each year for the next decade for every resident counted. That \$20,000 is used for medical assistance, education, need-based support and infrastructure to name a few.

“Census Bureau employees take extraordinary measures to reach homes that can be difficult to access in rural and remote areas, whether they are located at the top of a mountain or at the end of a mile-long gravel drive,” the bureau says.

The nation's Census 2020 effort was kicked off Jan. 21 in Toksook Bay on the western Alaska coast. The vast, sparsely populated areas of northern Alaska are where the census traditionally gets underway so workers can take advantage of the frozen ground, which allows easier access to remote areas. Another reason for the early start is that many of the native residents leave after the spring thaw to hunt, fish or attend to other jobs. The count gets underway in the rest of Alaska in March. ■

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# Kennebunk examines its past to celebrate the present, future

*Believe it or not, this York County community started planning for the Maine Bicentennial 16 years ago. Many public events will take place in late June.*

**By Janine Pineo**

On March 15, 1820, Maine became the nation's 23rd state.

Barely three months later, Maine incorporated its first town: Kennebunk. And, does Kennebunk have a party planned this summer.

"This is for our town," said Kathy Ostrander Roberts, chair of Kennebunk's Bicentennial Committee and the town's historian.

Town Clerk Merton Brown said the intent is to "not make this a touristy thing, but a gift to the town."

That gift includes events, activities and projects that bring the past and present together and preserve them for the future. From a map of important sites to a bicentennial quilt to time capsules, the town has built a commemoration and celebration for its residents that will be held over several days in late June, including the actual anniversary of June 24.

Kennebunk has its share of tourists, as well as about 12,000 year-round residents. Taken together with seasonal residents, the town's population will increase by about 35 percent in the summer, said Town Manager Mike Pardue.

"We embrace that. We embrace the economics the tourism brings us," he said.

But tourism is not what the Bicentennial Committee unanimously decided would be its focus for the party. That would be the community.

"It's just an opportunity to come together in celebration," Pardue said. "We have a really wonderful celebration that will culminate on June 27."

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*Janine Pineo is a freelance writer from Hudson and regular contributor to Maine Town & City, [jepineo@gmail.com](mailto:jepineo@gmail.com).*



*Kennebunk's Main Street will be transformed on June 27 when the town celebrates its bicentennial with a community dinner.*

## **Early planning – really early**

Ostrander Roberts said the town began planning for its 200th anniversary back in 2004. That committee met a couple of times a year and worked to digitize vital records and record oral histories of descendants of the town's original settlers. Work also was done to increase the recognition of the Larrabee Garrison, Kennebunk's first permanent settlement more than 300 years ago.

The first committee disbanded in 2010 after those initial projects were done. In 2017, a second Bicentennial

Committee was formed to fashion the 2020 celebration. "It's been a blink," Ostrander Roberts said.

In the run-up to the party, the committee decided on a couple of projects that needed time for completion: a map of historic sites and a town quilt.

The map has 20 places of interest and stemmed from work that Ostrander Roberts had done as the town's historian.

"I created something years ago called Museum in the Street, so people can walk and learn," she said.

That tour has 25 panels erected



## BICENTENNIAL SERIES

Throughout 2020, Maine Town & City will feature articles about municipal efforts to celebrate Maine's 200<sup>th</sup> birthday, written by freelancer Janine Pineo of Hudson. The Maine Municipal Association also wants to highlight your community events at the special Bicentennial area of our website: <https://memun.org/bicentennial>. Please email information about your happenings to me at: [conrad@memun.org](mailto:conrad@memun.org). We hope you enjoy our articles and featured website offerings. Let's party.

*Eric Conrad, Editor*

across the town to mark various sites of historic interest, and the committee drew from them for some of the bicentennial map.

Not that Ostrander Roberts is saying too much about the map yet, saving details for its reveal during the bicentennial celebration, which will include a trolley tour to view many of the sites and costumed interpreters in period dress. That event is scheduled for June 20, with interpreters returning for the main celebration the following weekend.

The sites for the map sparked ideas for the town's commemorative quilt, which is on its way to being pieced together by April 4.

Lori Parkinson coordinates the quilt project for the bicentennial committee. The early work involved deciding on the type of quilt to create, setting up an application process and coming up with several dozen ideas that quilters could use to create squares.

### Community quilt

All of that began more than a year ago. By mid-February, Parkinson reported that more than 30 squares were finished or close to it.



"This is a snapshot of who we are," Parkinson explained.

The town has crafted a quilt before, back in 1976 for the country's bicentennial. It is now part of the collection at the Brick Store Museum, which is where this year's quilt will be after its display during the bicentennial celebration.

The quilt is "potholder" style, a form that has its roots in the Civil War era and was popular in New England. It requires a number of equally sized squares that will be sewn together to form the quilt. Each square will be the design of its quilter. Parkinson said that about half of the people who volunteered to create a square came up with their own subject ideas.

The town clerk, Merton Brown, did a square despite there being some challenges in it.

"I really don't sew," he said.

What he does do, when he's not wearing his town clerk hat, is collect

and sell cotton kitchen linens from the 1930s, 1940s and 1950s. "I do have a passion for fabric," he said.

One of those patterns, circa 1950 and what he called the "Cadillac" of tablecloth designs, is of lobsters, clams and seaweed. He had a lobster bib that couldn't be repaired but that worked to create his square.

Brown needed to know how to do quilt stitching and found himself watching YouTube videos to learn what to do.

It took him about 12 hours to complete his square.

"My goal was not to embarrass the quilt, nor myself," he said.

Why did he do it? "I really think that the town clerk should have a bicentennial square," Brown said. Now, he does.

Parkinson also did a square for the quilt, which will have about 50 squares by the time it is pieced together. Hers is a portrait of Edith Cleaves Barry, founder of the Brick Store Museum.

The quilt will be displayed during





A quilt workshop was held in November 2019 for those who volunteered to make squares for Kennebunk's bicentennial project. (Submitted photo)

bicentennial activities at Town Hall before it is moved to the Brick Store Museum for a bicentennial art show that will run through the end of the year. After that, it will become a part of the museum's permanent collection.

"I'm having everybody give me a little bio and why they chose what they did," Parkinson said. Quilters also will "sign" the back of their squares for posterity. "It's been great, great fun."

### Mystery capsule

One of the planned events may not pan out but the town intends to give it its best shot.

Back in 1921 as the Town Hall was under construction, townsfolk placed a time capsule in one of the cornerstones. Fast-forward 99 years and nobody knows what is in the time capsule, nor if it's where they think it is.

"We're going to be doing a little advanced research," Town Manager Pardue said. "We don't want to have a

surprise moment."

The plan is to extract the time capsule if they can and see what's inside. Then, the town will place another time capsule in honor of the bicentennial.

"We thought we'd give it a whirl," Ostrander Roberts said.

The time capsule event is part of the official celebration day of June 27, which will include a children's wagon parade and family games, a bicentennial stamp cancel, an antique car show, a colonial militia re-enactment, live music and a dinner.

It won't be just any dinner. This will be a community dinner that can seat 800 people at 100 tables, stretching end to end along Main Street.

Ostrander Roberts said that several caterers and restaurants will provide boxed dinners that can be pre-ordered or people can purchase food from food trucks that will be available.

Pardue said the town is working to balance the needs of residents and businesses with the event, which will close a portion of Main Street for a number of hours. The bicentennial celebration is concentrated along Main Street all day, culminating with the dinner and closing events.

"It takes a lot of staff resources, a lot of volunteer resources," he said. The town is prepared with volunteers for the set up and break down of the tables and chairs for the dinner.

Coordinating staff for public safety is a priority, Pardue said. "All of those are wheels that are in motion."

For the Bicentennial Committee, a



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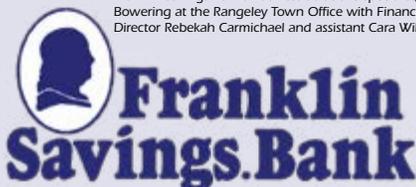
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vital component of the anniversary was to advance a legacy project, that of Kennebunk's Free Black Community.

In 1783, Massachusetts effectively abolished slavery, freeing enslaved people in communities including what is now Maine. A number of people in Kennebunk and Wells ended up living in a colony on a wooded ridge in Kennebunk, just outside of the current downtown, from 1800 to 1832.

Ostrander Roberts managed to pinpoint the settlement after a number of years of searching. When the Bicentennial Committee formed, the decision was made to have professional archeological surveys made in an effort to recognize the lives of these emancipated African Americans and designate the site as a Maine Historic District.

State archeologists wrote in a report from January 2019 that the site is among only a few known to exist in the state. "What makes it particularly unique is its early time period following emancipation," the report stated.

On June 24, the official bicentennial of the town, Ostrander Roberts and State Archeologist Leith Smith will present a program on the settlement.

Ostrander Roberts, who created a square commemorating the Free Black Community for the quilt, writes that the goal of this legacy project is to paint a more complete picture of Kennebunk's past.

"We hope to bring awareness to the greater picture of those who made up the fabric of our town and to honor these souls' lives. To bring them out of oblivion and recognize the part they

played in our community as a whole.

"We are the sum of all our parts. We are not just farmers, shipbuilders and sea captains. We are also slave owners, freed slaves, indentured servants, Europeans, Native Americans and many other nationalities. It's important to remember and honor all of the facets of our history which created our town, not just the parts that are romanticized for the tourist industry." ■

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## 2020 Keynote Speaker

Nick Battista, ConnectME Authority & the Island Institute

### The State of Broadband in Maine

The issue remains a high priority: The quality of broadband Internet service remains pivotal throughout the state, as Maine competes in the global economic development marketplace. So, how's it going? How are Mainers being served in cities like Augusta, Bangor and Portland, but also in rural areas and on island communities? What new idea and projects are out there to serve as educational examples?

# 2020 MUNICIPAL TECHNOLOGY & NEW ENERGY CONFERENCE **AGENDA**

**8:00 a.m. – 8:45 a.m.**

## **Registration & Continental Breakfast/Visit with Partners**

**8:45 a.m. – 9:00 a.m.**

**Welcome** - Stephen W. Gove, Executive Director  
Maine Municipal Association

**9:00 a.m. – 9:45 a.m.**

## **KEYNOTE ADDRESS – THE STATE OF BROADBAND IN MAINE**

The issue remains a high priority: The quality of broadband Internet service remains pivotal throughout the state, as Maine competes in the global economic development marketplace. So, how's it going? How are Mainers being served in cities like Augusta, Bangor and Portland, but also in rural areas and on island communities? What new idea and projects are out there to serve as educational examples?

**Presenter:** Nick Battista, Senior Policy Officer, Island Institute and ConnectME Authority Board Member

*MTCMA Certification – .75 points Leadership category*

**9:45 a.m. – 10:00 a.m.**

## **Morning Break/Visit with Partners**

**10:00 a.m. – 11:00 a.m.**

## **Concurrent Sessions**

### **WHY YOUR TOWN SHOULD CONSIDER STREAMING MEETINGS**

Attend and learn how technology can help provide one of the answers as towns and cities strive to improve citizen awareness of municipal meetings and issues, enhance government transparency and record and provide historic access to meetings and data.

**Presenter:** Eric Spenlinhauer, President, Town Hall Streams

*MTCMA Certification – 1 point Elected Relations and Leadership categories*

### **MAKING SOLAR WORK IN YOUR MUNICIPALITY**

As solar power advances and economies of scale trend downward, many small and midsized communities are looking into solar power as a way to generate electricity for municipal use, save taxpayer money and even make a few bucks.

**Presenters:** Danny Piper, Co-Owner, Sun Dog Solar;  
John Melrose, Selectman, Town of Vassalboro

*MTCMA Certification – 1 point Finance/Budget category  
1 CMA/CAT re-certification credit through Maine Revenue Services*

### **CONSIDERING ELECTRIC VEHICLES**

This workshop is aimed primarily at municipalities with city- and town-owned vehicles, including police and fire-rescue vehicles, but also fleet vehicles, buses and commercial vans. The marketplace for automobiles, trucks and vans is changing.

Electric-powered vehicles have become economical to operate and environmentally friendly, at the same time.

**Presenter:** Cornelius Willingham, Manager, Electric Vehicle Fleet Business Development, Nissan North America

*MTCMA Certification – 1 point Finance/Budget category*

### **GIS FOR SMALL TOWNS AND UTILITIES: IT'S MORE AFFORDABLE THAN YOU THINK!**

Never before has it been easier to get started with locational analytics. Bradford Folta will share projects he has gotten off the ground in less than three weeks and success stories where those customers saved money within the first month. Just because you're small doesn't mean you're forgotten nor should you have to settle for second rate maps or data collection. Own your data and make it work for you!

**Presenter:** Bradford Folta, Honey Badger Analytics

*1 CMA/CAT re-certification credit through Maine Revenue Services*

### **MANAGING A STATEWIDE DATASET OF DAMS, LEVEES, IMPOUNDMENTS, & BARRIERS**

(30-minute session)

Emergency managers, water quality biologists, engineers and fisheries staff, along with owners of dams and those impacted by water impoundments of all types, are all interested in a comprehensive database of Dams, Levees, Impoundments & Barriers for the State of Maine. At this time, no one group or agency has the platform, staff, or time to dedicate to establishing and maintaining a comprehensive dataset. Luckily, modern technologies and enterprise data systems can make managing a multi-manager dataset a reality, if agencies and organizations work together. This workshop will showcase the establishment of a comprehensive DLB dataset for Maine, and discuss ways its future design and management could benefit statewide programs for all stakeholders.

**Presenter:** Vicki Schmidt, Firefighter, Town of Buckfield

### **ONE STORYMAP, MANY TOOLS: INFRASTRUCTURE PLANNING FOR MUNICIPALITIES**

(30-minute session)

Multiple organizations and State Agencies have been working to create public decision support tools (many GIS based) to assist municipalities in making infrastructure planning decisions. However, these tools are hosted in different locations on the web, with different purposes. This session will explore the ArcGIS Storymap, developed by a working group from these various agencies and organizations, which can be used to collect and differentiate multiple tools related to culverts and stream crossings to guide municipalities to the information that is more useful and important to them.

**Presenters:** Judy C. Gates & Sarah E. Maloney, HNTB Corporation

**11:00 a.m. – 11:15 a.m.**

## **Morning Break/Visit with Partners**

# 2020 MUNICIPAL TECHNOLOGY & NEW ENERGY CONFERENCE **AGENDA**

11:15 a.m. – 12:15 p.m.

## Concurrent Sessions

### 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 session is designed to help TRIO users understand the tool better, know where to turn for help – and ask questions of the Harris experts themselves.

**Presenter: Ben Clairmont, Technical & Product Consultant, TRIO/Harris Local Government**

*MTCMA Certification – 1 point Finance/Budget category  
1 CMA/CAT re-certification credit through Maine Revenue Services*

### THE SMART CITY CONCEPT

This presenter, an entrepreneurial leader who previously worked for Honeywell, has overseen projects in communities of all sizes. He will provide the most up to date information on automation controls, enterprise software, lighting controls – and how the "Smart City" concept can benefit your community.

**Presenters: Mark Carter, Vice President, Smart Solutions, RealTerm Energy**

*MTCMA Certification – 1 point Leadership and Finance/Budget categories*

### HOW TO PERFORM AN IT AUDIT (WHY YOUR TOWN SHOULD)

We all know we need technology to do even basic municipal work in 2020. But have you taken the time to inventory your municipality's computer hardware and software? When was the last time you truly evaluated your communications platforms? Two of Maine's leading experts will walk attendees through the "IT audit" process and help you prepare for the years ahead.

**Presenters: Krystal Martin and Zachary Porter, Risk & Business Advisory Managers, Baker, Newman & Noyes**

*MTCMA Certification – 1 point Finance/Budget category*

### GEOLIBRARY PORTAL REVIEW AND Q&A

The Geolibrary board will gather feedback from users related to the GIS Data Portal.

**Presenters: Patrick Cunningham and Jon Giles, Maine Geolibrary Board Members**

12:15 p.m. – 1:30 p.m.

## Buffet Luncheon

12:45 p.m. – 1:30 p.m.

## Luncheon Address – TBA

1:30 p.m. – 1:45 p.m.

## Afternoon Break/Visit with Partners

1:45 p.m. – 2:45 p.m.

## Concurrent Sessions

### TIGHTENING YOUR FINANCIAL SECURITY

Fraud schemes can fly under the radar until it is too late, resulting in costly remediation for the organizations affected. Data from the Association of Certified Fraud Examiners shows that organizations lose approximately 5% of revenue due to fraud. This presentation will discuss fraud prevention from an organizational level down to individual employees, touching on risk assessment, internal control, and types of fraud, ending with a live demonstration of creating a realistic phishing email.

**Presenters: Nicole Pellenz, SVP, Deposit Relationships, Machias Savings Bank; TBD, Information Security Officer, Machias Savings Bank**

*MTCMA Certification – 1 point Finance/Budget category*

### LED LIGHT CONVERSION: THE MUNICIPAL EXPERIENCE

Municipalities now have options for how they manage, maintain and pay for street lights. Hear from two larger municipalities that have converted to LED street lights, using two different companies, on their experiences and the options available to you, which could help you save money and reduce energy consumption.

**Presenters: Brian Phinney, Chief Operating Officer/ Technology Director, City of Biddeford; Ralph St. Pierre, Assistant City Manager, City of Augusta**

*MTCMA Certification – 1 point Finance/Budget category*

### GOT A DRONE - NOW WHAT? MAPPING WITH YOUR UAV

(30-minute session)

The rapid emergence and proliferation of Unmanned Aerial Vehicles (UAVs) or drones promises to have a profound impact on our lives and, for those of us in the mapping industry, this eye-in-the-sky technology is heralding a seminal shift in how we conduct our business. No longer constrained by the limited availability or expense of up-to-date geospatial datasets, our GIS projects stand to benefit from the on-demand data collection capabilities of this versatile new technology. In this presentation, we will explore several GIS-based workflows that take advantage of UAV-collected data for visualization and analysis.

**Presenter: Mackenzie Mills, Blue Marble Geographics**

*1 CMA/CAT re-certification credit through Maine Revenue Services*

### VISIBILITY: UNDERSTANDING THE USE AND LIMITATIONS OF VIEWSHEDS AND PHOTOSIMULATIONS

(30-minute session)

Understanding how to interpret the output of viewshed analysis and photosimulations is important as more and more projects use these tools to help visualize future development. Understanding some of what goes into producing these visualizations and how they are best used helps us all be better consumers of information.

**Presenters: Judy Colby-George & Danielle Matkoskey, Terrence J. DeWan & Associates Landscape Architects & Planners**

# 2020 MUNICIPAL TECHNOLOGY & NEW ENERGY CONFERENCE **AGENDA**

## **MODERNIZING EXISTING WORKFLOWS WITH GIS**

(30-minute session)

This presentation will focus on leveraging current technology to modernize traditional paper-based workflows for Municipalities. Topics will include benefits of cloud-based GIS, the basics of ArcGIS Online applications, and extending capabilities through automation.

**Presenter:** Kristen Kelly, Tighe & Bond

## **SOLAR SITING: ENCOURAGING THOUGHTFULLY SITED RENEWABLE ENERGY DEVELOPMENT**

(30-minute session)

Maine Audubon, along with several partners, has developed a variety of tools to help municipalities realize the benefits of solar development while avoiding and minimizing impacts to Maine's most vulnerable natural resources. In addition to a model solar land use ordinance and low-impact best practice guidelines, Maine Audubon has created a mapping tool that brings together spatial information on electrical infrastructure, previously degraded sites, and natural resources to encourage thoughtfully sited solar projects across the state. We will share these tools and discuss solar siting strategy.

**Presenter:** Sara Hagerty, Maine Audubon

**2:45 p.m. – 3:00 p.m.**

**Afternoon Break/Visit with Partners**

**3:00 p.m. – 4:00 p.m.**

**Concurrent Sessions**

## **THE LEGAL ASPECTS OF SOLAR POWER**

This session will explore a variety of legal issues that municipalities may face when exploring the idea of municipal solar energy projects - from requests for proposals (RFPs) and power purchase agreements (PPAs) to land use issues and "solar ordinances." Two leading municipal attorneys will lead you through a discussion of these and other topics.

**Presenters:** Mark Bower and Ben McCall, Attorneys, Jensen, Baird, Gardner & Henry

*MTCMA Certification – 1 point Legal category*

## **WIND POWER'S PIONEER**

Oh, the lessons learned! The Town of Mars Hill became Maine's "granddaddy of 'em all" in 2006, when First Wind Holdings built 28 wind turbines in this Aroostook County town of 1,410 people – the first major wind project in our state. Come listen as the town manager who helped guide his community's historic foray into wind energy updates the project and explains the finances behind wind power in Mars Hill, then and now.

**Presenter:** David Cyr, Town Manager, Town of Mars Hill

*MTCMA Certification – 1 point Finance/Budget and Leadership categories*

## **NEW DATUMS IN 2022**

(30-minute session)

In 2022, NGS will be replacing the US horizontal and vertical datums (NAD 83 and NAVD 88). This session will highlight the major changes and impacts to the geospatial community, including the concept of time dependent coordinates and activities to include new State Plane Coordinates.

**Presenter:** Dan Martin, NOAA

## **USING GIS TO RETHINK ELECTRICAL GRID DESIGN**

(30-minute session)

With cities around the state of Maine committing to carbon-neutral goals by 2050, it has become crucial to create policies that consider economic, cultural, environmental, and electrical grid capacities in order to establish sustainable energy practices. As a result, GridSolar and Competitive Energy Services have developed a spatial and temporal GIS model of current and future energy consumption and production for each building on an hourly basis to analyze the effects these loads will have on the local and regional electrical grid as cities move towards their carbon-neutral goals.

**Presenter:** Anthony Viola, GridSolar

*.5 CMA/CAT re-certification credits through Maine Revenue Services*

**4:00 p.m. – 5:00 p.m.**

**Maine GIS User Group Board Meeting**

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## **CERTIFICATION**

MTCMA (Maine Town, City and County Management Association) is offering points toward MTCMA certification for attending select sessions. See session descriptions for more information. Certificate of attendance or proof of registration and payment required.

MMTCTA (Maine Municipal Tax Collectors' and Treasurers' Association) is offering 10 points for attending the full conference toward certification as treasurer. Certificate of attendance or proof of registration and payment required.

Maine Revenue Services is offering CMA/CAT re-certification credits for attending select sessions. See session descriptions for more information. Attendees must sign-in to receive credit.

The Maine Chapter  
American Public Works Association  
*presents...*  
The Twenty Ninth Annual  
Highway Congress  
**SKOWHEGAN FAIR GROUNDS**  
Thursday June 4, 2020 - 7:00 a.m. - 3:00 p.m.



**FREE ADMISSION** - Door Prizes  Skid Steer Loaders and  Backhoe Contests

**Complimentary LUNCHEON** Sponsored by Maine Chapter APWA



The Lions will serve breakfast from 7:00 - 9:00 a.m.



**Maine Local Roads Center - "Time Out for Training"**

**DEMOS**

**DEMOS**

**DEMOS**

**WHO SHOULD ATTEND?**

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- Solid Waste Departments
- Municipal Officials and Managers
- Water & Sewer Utility Departments
- Parks and Recreation Departments
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Championship and Award Presentation



Brochure and registration forms will be sent out in mid-April. Registration Deadline is May 18, 2020. For more information call the Affiliate Office - Maine Chapter APWA, 1-800-452-8786.

## WHAT'S THAT JOB?!

### WATER/WASTEWATER SYSTEM OPERATOR

**NATURE OF THE WORK:** If you like to be outside, and do meaningful work that directly affects a community's quality of life, this career may be for you. The employee in this field is a multi-tasker who is comfortable learning about the mechanics of water and wastewater systems, the science behind providing pure, safe drinking water and safeguarding public health.

**REPORTS TO:** Transmission/Distribution Supervisor, Chief Operator of a Water or Wastewater Treatment facility. Could report to others, depending on specific assignment.

**QUALIFICATIONS:** A high school diploma is required. Associate or relevant bachelor's college-level degree will help with advancement. An apprenticeship/internship is standard, with length up to six months.

**SKILLS REQUIRED:** Key attributes are the ability to work independently and in a team environment, comfort in using computer systems and a willingness to learn.

**PHYSICAL DEMANDS:** A level of good health and fitness is important. Employees may need to obtain a Class A or B (CDL) driver's license within six months, depending on assignment.

**BY THE NUMBERS:** These positions are in high demand. They generally center in midsized and larger communities, including at places like the Portland Water District, which serves many cities and towns in southern Maine.



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OR CITY ABOUT CURRENT JOB  
OPENINGS, TODAY!



# Maine Municipal Association

## NOTICE

### Seeking Nominations for MMA Executive Committee

#### Nominations

Nominations are being accepted for three seats on the MMA Executive Committee. The Vice President position is also open to municipal officials who have served at least 12 consecutive months on the MMA Executive Committee during the past five years. The Nominating Committee will interview candidates for the Vice President position and selected candidates for the Executive Committee positions during the 3<sup>rd</sup> meeting in May.

#### What Is Involved?

The Executive Committee is the Maine Municipal Association's corporate board, consisting of twelve elected and appointed municipal officials representing the interests of member municipalities throughout the state. The Committee has overall governance and fiduciary responsibility for the Association, its annual operating budget, and the development of policy and priority initiatives. The Executive Committee meets 10-12 times per year and has a required attendance policy in place. The Association reimburses municipal officials or their municipality for travel related expenses incurred for attending meetings or authorized activities to represent the Association's interests.

#### Who Should Apply?

- Town and/or city managers or chief appointed administrative officials in an active member municipality; or
- Municipal officers (mayor and aldermen or councilors of a city, the select persons or councilors of a town, and the assessors of a plantation)

#### What are the Qualifications?

- The ability to serve a three year-term;
- Basic knowledge and interest in corporate operations of the Maine Municipal Association;
- Although not necessary, it would be helpful to have prior experience on other governing boards/committees and/or involvement in the Maine Municipal Association.

#### Timetable

March 18, 2020	<b>1<sup>st</sup> Meeting of Nominating Committee –</b> <i>Review of Nominating Committee Process</i>
March/April 2020	<b>Notice in <i>Maine Town &amp; City</i> and e-newsletter <i>MMA This Month</i></b>
March 23, 2020	<b>1<sup>st</sup> Electronic Mailing to Municipal Officials –</b> <i>Seeking Interested Candidates</i>
Friday, May 1, 2020 – 12:00 noon	<b>Deadline for Receipt of Statements of Interest</b>
May 4, 2020	<b>2<sup>nd</sup> Meeting of Nominating Committee by Conference Call –</b> <i>Review Statements of Interest and preparation for Interviews</i>
TBD (May 12-15, 2020)	<b>Final Meeting of Nominating Committee –</b> <i>Interviews and put forth Proposed Slate of Nominations</i>
May 22, 2020	<b>2<sup>nd</sup> Mailing to Key Municipal Officials –</b> <i>Proposed Slate of Nominations and information on Petition Process</i>
July 10, 2020 – 4:30 p.m.	<b>Deadline for Receipt of Nominations by Petition Forms</b>
July 21, 2020	<b>3<sup>rd</sup> Mailing to Key Municipal Officials –</b> <i>MMA Voting Ballot for Election of Vice President and Executive Committee</i>
August 21, 2020 – 12:00 noon	<b>Deadline for Receipt of MMA Voting Ballots</b>
August 21, 2020	<b>MMA Election Day –</b> <i>MMA President oversees counting of MMA Voting Ballots</i>

**For Further Information:** Please visit the MMA Website at [www.memun.org](http://www.memun.org) for additional information on the MMA Nominating Committee process, timetable, overview of Executive Committee responsibilities and access to the Statement of Interest Forms. Please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org) if you have any questions.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

STATEMENT OF INTEREST FORM
SERVICE ON THE MMA EXECUTIVE COMMITTEE

Deadline for Receipt — 12:00 p.m. on Friday, May 1, 2020

Name of Candidate: \_\_\_\_\_

Municipal Position: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

Work or Office Phone \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile/Cell Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Previous involvement with the Maine Municipal Association — Please provide info on your past involvement on MMA Governance Boards, Legislative Policy Committee, Ad Hoc Committees, Convention and Workshop Speakers/Panelists, etc. (provide dates of service, if available):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Other information not included on your Resume — other activities of interest, awards, etc.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

What attributes do you believe you will Bring to the Maine Municipal Association?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

The MMA Executive Committee has an Attendance Policy that requires a member to miss no more than three meetings per year. Based on this, do you believe the time commitment meets your availability? YES / NO

Please provide a Municipal Reference that we may contact:

\_\_\_\_\_  
Name Municipal Position Telephone #

Please include your cover letter, updated Resume and up to five letter(s) of support.

I attest that the information contained above and in the attachments is true and accurate to be best of my knowledge.

\_\_\_\_\_  
Signed: Date:

Return to: MMA Nominating Committee c/o Executive Office
Maine Municipal Association, 60 Community Drive, Augusta, Maine 04330

FAX: (207) 626-3358
E-mail: tchavarie@memun.org

# Catching up with sustainability coordinator in southern Maine

*On the job for only a few weeks, Karina Graeter explains her vision for the shared position, and how her background and research in earth sciences are relevant.*

By Susan Cover

Six coastal towns are pooling their resources to pay for a regional sustainability coordinator who will help address sea level rise, greenhouse gases and other climate-related problems.

Karina Graeter, 28, started her job in early February with the Southern Maine Planning and Development Commission, a nonprofit that works with 39 towns in southern Maine. Graeter's work is funded by Kennebunk, Kennebunkport, Wells, York, Kittery and Ogunquit. Each town will contribute \$7,500 for the first six months and then \$15,000 a year for the first two years after that, according to Kennebunkport Town Manager Laurie Smith.

Graeter is a Bowdoin College graduate who has a Master's degree in earth sciences from Dartmouth College, and most recently worked as the sustainability coordinator for the University of Maine, according to the development commission. Maine Town & City checked in with Graeter, now a Kennebunk resident, shortly after she began work in her new position to find out more about her and what she hopes to accomplish.

*Q. With your educational background, you could have taken your career in many different directions. What led you to pursue a job working with six coastal Maine communities?*

A. Throughout my education and work experiences, my interests in climate change and sustainability have evolved. When I was in college, I was eager to understand why climate

change was happening. When I was in graduate school, I was driven to research how climate change was happening. Working in sustainability, I'm determined to help communities mitigate and adapt to climate change. I believe that local action and initiatives to prepare for a changing climate are our best opportunity to create a more sustainable and resilient future. It's a great opportunity to work with these towns, that are both at the forefront of climate change impacts in Maine and that are progressive in their sustainability efforts.

*Q. Before we get to your job, surprise us with a fact about yourself that not many people know.*

A. One thing is that I love to ride horses. I'm excited to be living in southern Maine, where there's a great equestrian community.

*Q. What types of actions can coastal towns take to become more resilient in the face of climate change?*

A. Resilience is the ability of a system or community to survive disruption and to anticipate, adapt and flourish in the face of change. In a coastal community, resiliency is often thought of in terms of coastal hazards, such as hurricanes, coastal storms, flooding, and sea level rise due to climate change. But resiliency in the face of climate change also means being prepared for other extreme participation events – heat waves, changes in snow/ice, and other hazards. The first step is for a town to characterize what



Karina Graeter

hazards it is facing and will face due to climate change. Next, it can identify the vulnerabilities and strengths of the town's infrastructure, community and environment. Then, it can create a plan to prioritize and implement actions that will make the town more climate resilient.

*Q. While you were a student at Dartmouth, you conducted field work in Greenland. What was the focus of your project there? What lessons can we learn in Maine from your work?*

A. For my graduate research, I studied changes in melting on the Greenland Ice Sheet. We spent two months traversing the Greenland Ice sheet on snowmobiles to collect ice cores. These came from a region in Western Greenland where melting occurs each summer, but it is high enough eleva-

Susan Cover is a freelance writer from Augusta and regular contributor to Maine Town & City, [mainefreelancer@yahoo.com](mailto:mainefreelancer@yahoo.com).

Collaboration Corner is a regular feature in Maine Town & City, highlighting ways that municipalities work together to become more efficient and better serve citizens.

tion that the water doesn't run off and end up in the sea. The meltwater instead trickles through the snow and refreezes in layers that are denser than the surrounding snow. I went through our cores and identified these re-frozen melt layers, counting them and analyzing their size to study how melting has occurred over time and how it has changed. We found that the current amount of summer melting is unprecedented in this region over the past several hundred years. We found that large melt events, recorded in the ice cores, tended to correlate with two phenomena: particularly warm ocean waters around Greenland; and, atmospheric "blocking" events, when high pressure systems in the atmosphere cause warm air to linger over the ice sheet.

What's interesting is that these large blocking highs over Greenland have a direct impact on weather in

Maine. Blocking highs over Greenland divert the jet stream over the Eastern U.S., causing it to dip southward. This southward dip allows cold, Arctic air to move southward into the U.S. during the winter, resulting in extremely cold days in Maine and sometimes leading to storms like Nor'easters. The lesson to take away from this is that the weather and climate we experience in Maine are connected to global phenomena. The extreme warming that's happening in the Arctic has direct consequences for Maine, so we need to consider a global picture when thinking about climate change within our towns.

*Q. What was the most surprising thing you learned about Greenland – anything at all?*

A. One thing I was surprised to learn was that most icebergs seen off Newfoundland and Labrador come

from glaciers in western Greenland. I was shocked to realize that icebergs the size of buildings could float hundreds of miles to end up somewhere so close to us here in Maine.

*Q. You'll be working with Abbie Sherwin, the Southern Maine Development Commission's Senior Coastal/Land Use Planner. How do you envision your work intersecting with her position?*

A. Within SMPDC's Sustainability and Coastal Resiliency Program, I will be the lead on sustainability efforts and Abbie will lead the coastal resiliency efforts. When we help towns with climate change resiliency planning, Abbie and I will work closely to have a comprehensive assessment of coastal hazards and vulnerabilities due to climate change, as well as realistic action steps towns can take. I will also assist Abbie on specific coastal resiliency projects she is working on with the various towns. Working together, we can ensure that any new projects both increase coastal resiliency and support the town's sustainability efforts.

*Q. Many municipalities across the state have properties in coastal flood plains. How should they prepare for sea level rise or the increased chance of frequent flooding?*

A. The first step a coastal town can do to become more resilient to sea level rise and coastal flooding is to complete a coastal vulnerability assessment such as the Maine Flood Resilience Checklist that Abbie developed for the Maine Coastal Program. Once a town understands what vulnerabilities exist, it can identify specific actions and strategies that it can undertake to improve resilience of their critical infrastructure and facilities. These action steps may be updating codes, design standards, and regulations to incorporate future coastal hazards, adopt new zoning and floodplain ordinances to account for future sea level rise, and upgrading, repairing or relocating critical infrastructure that is at risk from current and future flooding.

*Q. Part of your job will be to coordinate regional climate plans so they are consistent with the state's plans to significantly reduce greenhouse gas emissions by 2050. Does that seem like a realistic goal given that it's only 30 years away?*



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A. I believe the goal is to reduce Maine's greenhouse gas emissions 80% by 2050. It's a big goal, but it's a necessary one and a realistic one. The big tasks will be reducing emissions from three categories: heating, electricity and transportation. Maine is already doing quite well in reducing grid-wide electricity emissions. Maine produces about 75% of its electricity from renewable or green resources. Electricity in Maine will only get cleaner thanks to new solar legislation and the new renewable portfolio standard, which requires that renewable resources account for 80% of electricity sales by 2030 and 100% of electricity sales by 2050. Heating will be tackled through increased weatherization of homes to decrease their heating demand and the conversion of home heating from fossil fuels like fuel oil to efficient electric heating. Transportation will be the hardest sector to tackle, especially in Maine where transportation makes up over half of the state's greenhouse gas emissions. Supporting electric vehicle and public transit infrastructure will be vital. Besides reducing emissions, coastal communities can also offset some of our emissions by conserving and re-establishing coastal wetlands and sea-grass beds that are significant carbon sinks.

*Q. It's easy to feel overwhelmed by the scale of the problems that come with climate change. What are some things every town in Maine, regardless of where it is located, can do to address the problem?*

A. A huge thing that towns can do is begin integrating sustainability into the basic culture of town operations. Rather than being something that happens retroactively or as an add-on to a project already underway, carbon emissions and climate change hazards should be incorporated into the discussion of any town project. You want to renovate a town building? How can you make sure the building will be more energy efficient? Also, what are the future climate hazards to this building and how can we renovate it to make sure it will be less vulnerable? When people start to automatically think with a sustainability mindset, suddenly it becomes easier to see how operational decisions could be easily adjusted to decrease carbon emissions and account for future climate

change. Incorporating sustainability into regular town decision making would be a first step that would start to build community knowledge and support for larger initiatives.

*Q. In describing this position, Kennebunkport Town Manager Laurie Smith said it would include data collection, helping towns understand their carbon footprint, energy projects, water quality, sea level, recycling, infrastructure challenges and setting priorities for the next 5-10 years. That seems like a lot for one person. How will you juggle all of those areas, particularly since you've got to work for six towns?*

A. Sustainability work is always about juggling many different types

of projects at various stages, so I have a lot of experience switching gears quickly. And luckily, I won't be working alone on any of these projects, but I'll be working with the great committees and staff members of these towns who are passionate about sustainability issues. The things I learn about and work on in one town will be directly applicable to the others. In that way I view the regional aspect of this position as its strength. By having the towns communicating and working together on these efforts, we can share knowledge and experiences, we can set standards for data collection and performance indicators, and we can pool resources on regional initiatives. ■



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**Elected Officials Workshops**

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 FOAA training requirements.

- What are our rights and duties as officials?
- Can we hold multiple offices?
- Which of our meetings are open to the public?
- Must we have an agenda and take minutes?
- What ordinances can we enact?
- What are our liabilities and immunities?
- What is a disqualifying conflict of interest?

**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.

**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.

**Roles of Elected Officials & Municipal Managers**

**This workshop is geared for municipalities with Manager/Administrator form of government.** Councilors, selectmen, managers and administrators: this workshop will focus on the differing roles and responsibilities of elected officials (selectpersons/councilors) and appointed officials (managers and administrators), including key responsibilities, legal requirements, personnel issues, communication and goal setting. It will help elected and appointed officials run an effective hiring process and understand their respective roles, their differing needs and how to work smoothly together. It will provide insight and understanding as well as specific ideas and tools to bring back to your municipality.

**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.

**ELECTED OFFICIALS**

**WEDNESDAY, APRIL 15**

Portland - Clarion Hotel

**THURSDAY JUNE 11**

Machias - Lee Pellon Center

**WEDNESDAY AUGUST 19**

The Rangeley Inn & Tavern

**WEDNESDAY, OCTOBER 14**

Orono - Black Bear Inn

**TUESDAY, DECEMBER 8**

Augusta - Maine Municipal Association

*\*with live video conference to Caribou*

Caribou - Northern Maine Development Commission

**MANAGING FREEDOM OF ACCESS REQUESTS**

**TUESDAY, MARCH 31**

Orono - Black Bear Inn

**WEDNESDAY, AUGUST 26**

Augusta – Maine Municipal Association

**THURSDAY, NOVEMBER 5**

Portland - Clarion Hotel

**HOW TO LEAD EFFECTIVE MEETINGS**

**TUESDAY, APRIL 7**

Freeport - Hilton Garden Inn

**ROLES OF ELECTED OFFICIALS & MUNICIPAL MANAGERS**

**TUESDAY, OCTOBER 20**

Augusta - Maine Municipal Association

**SPURRING CIVIC ENGAGEMENT (NEW!)**

**MONDAY, NOVEMBER 16**

Freeport - Hilton Garden Inn



**ONLINE REGISTRATION IS EASY! <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>**

# 2020 MMA & AFFILIATE TRAINING SCHEDULE

## KEY TO GROUPS/WORKSHOP SPONSOR

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

## MARCH

3/11	WED	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
3/12	THU	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
3/16	MON	🔍 TRIO Toolbox (NEW!)	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

## APRIL

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

## ONLINE RESOURCES

Perhaps the best website for help with recruiting and other personnel-related questions is the one run by the Society for Human Resource Management (SHRM): [www.shrm.org](http://www.shrm.org)

That website offers resource materials on hundreds of topics, including "external recruitment" and "talent acquisition."

The **Maine Local Government Human Resources Association** is another resource. You can see who

leads that group – and get contact information – through its website: [www.mlghra.org](http://www.mlghra.org)

**Maine Municipal Association** runs a campaign called Hometown Careers, aimed at increasing awareness about municipal employment. Video and handout tools are available for members to use when talking to high school and college students, and other job candidates. ([www.memun.org](http://www.memun.org) or [www.mainehometowncareers.org](http://www.mainehometowncareers.org))

All of the upcoming workshops can be found on the MMA website.

Use the following link:

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

# 2020 MMA & AFFILIATE TRAINING SCHEDULE

APRIL (cont.)				
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>	<b>Augusta - Augusta Civic Center</b>	<b>MMA</b>
4/28-29	TUE-WED	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - City Center Plaza	MCAPWA
MAY				
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
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

# 2020 MMA & AFFILIATE TRAINING SCHEDULE

## 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
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	84th Annual MMA Convention	Augusta - Augusta Civic Center	MMA
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	 Women in Leadership Symposium (NEW!)	Augusta - Maine Municipal Association	MMA
11/16	MON	 Spurring Civic Engagement (NEW!)	Freeport - Hilton Garden Inn	MMA
11/18	WED	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	MMA

## DECEMBER

12/2	WED	 Workplace Active Threat Defense (NEW!)	Saco - Ramada Inn & Conference Center	MMA
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 - Snow date 12/17	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!

# PEOPLE



Joe Bruns

Lt. **Joe Bruns** of the Mexico Fire Department was named the 2019 George Downs Memorial Firefighter of the Year, the third time he received the award since 2010. The award was inaugurated in 1991 by former Fire Chief Gary Wentzell in memory of his father-in-law, a longtime Mexico firefighter. The award is presented to the department member whose accomplishments exceed what is expected and is selected by the members. Bruns joined in the department as a junior firefighter in March 2005. After turning 18 in 2007, Bruns became a regular member of the crew. He was promoted to lieutenant in May 2016. Bruns was the award recipient in 2010 and 2014. The 2019 award was presented to him last month during the department's annual meeting.



Rachel Davis

**Rachel Davis** was named librarian of the Cape Elizabeth Thomas Memorial Library in February, moving up from acting director when **Kyle Neugebauer** resigned to pursue a business opportunity. Davis has worked for the library for 27 years and was among four finalists from 13 for the position. Davis is highly regarded by town leaders; the council was expected to finalize the decision earlier this month. Davis started her career at the library as the children's librarian and later to the combined role of assistant director and youth services librarian. Davis is known for her ingenuity and modern programs that integrated multiple senses for children. The library was founded 101 years ago and presently includes 4,500 cardholders.

**Claude Dumond**, former town manager of Fort Kent and New Canada, died Feb. 2 at the age of 95. Dumond retired in 1986, but continued visiting town employees and officials years after he left. Dumond was a recipient of the prestigious Linc Stackpole award during his retirement year. The Maine Town, City and County Management Association award recognizes members who have provided distinguished service in their communities. He was seen as larger than life to his peers and a role model for both aspiring and new town managers.

Skowhegan police Det. **Kelly Hooper** said she was humbled and excited after being chosen by the U.S. Secret Service for training in digital extrapolation investigations. Hooper began her career 30 years ago as a member of the Fairfield Police Department. She was promoted in 1999 to detective, serving until she sought a position with the Skowhegan force in 2005. Hooper was promoted to detective in 2008 and in late 2011 was assigned as a full-time member of the Maine Drug Enforcement Agency. She is one of only 25 officers nationwide chosen for the Secret Service training. She will attend classes from March 30 through April 3 in Birmingham, Alabama. She intends to return to Maine to share her training knowledge with other law enforcement officers.

Gardiner Public Works Director **Tony LaPlante** was named assistant public works director for the city of Augusta, effective March 23. LaPlante grew up in Augusta and has lived there for 50 years. His municipal career began in 2006, when he joined the Hallowell Public Works Department as a foreman and supervisor. He was hired as Gardiner director in 2013. During his tenure in Gardiner, LaPlante has supervised various infrastructure projects, including roads, sidewalks, storm water system upgrades and parks and cemeteries. He also worked as a partner with the Maine Department of

Transportation under the state's Mutual Partnerships Initiatives program. Over the past few years, LaPlante has served as the city's liaison to MDOT's bridge replacement project, including both the Bridge Street and Maine Avenue bridge replacements and redesigning two main intersections. City leaders hope to find LaPlante's successor by the end of April.



Eric Nason

Hallowell Police Chief **Eric Nason** will retire next month after serving the city for more than three decades. Nason, 54, grew up in Hallowell, moving to Maine from Massachusetts at the age of six. He tried his hand at construction after graduating high school, but soon knew it was not a good fit for him. His law enforcement career started as a corrections officer at the Kennebec County Jail in Augusta. He studied criminal justice at the University of Maine at Augusta during his tenure at the jail. He was promoted to sergeant at the county facility, but accepted a part-time job with the Hallowell police force in 1987. He was hired as a full-time patrolman in 1989, a supervisor in 1995 and chief in 2005. City officials hope to hire a new chief by April 1.

Oakland Deputy Fire Chief **Hardy Taylor**, 82, retired in January, ending a 60-year career with the department. A community retirement party was held in his honor, attended by **Ally Pow**, who Taylor rescued a dozen years ago from a snowblower incident that might have cut off several of her fingers. Pow joined the Oakland Fire and Rescue service as an EMT in 2008 and is considered part of Taylor's legacy. Taylor tried to join the fire department at the age of 14, but then Chief **Ed Pullen** would only allow his to tag along on calls until he turned 18 in 1960. He was named assistant chief in the 1980s and named deputy chief in 2000. Taylor and Pow worked together one weekend a month and she covered his overnight duties as he grew older.

If your municipality submits a news item for the Maine Town & City, consider sending a corresponding photo to:

Eric Conrad: econrad@memun.org  
Sue Bourdon: sbourdon@memun.org

## STATEWIDE

Efficiency Maine and the Maine chapter of The Nature Conservancy will offer grants to towns with fewer than 4,000 residents to help finance the conversion from incandescent lights to LED fixtures on municipal buildings such as public works garages, fire stations and wastewater treatment facilities. By the end of 2019, 16 municipalities had accepted grants, including: Belfast, Calais, Carthage, Columbia, Easton, Fryeburg, Island Falls, Isle au Haut, Machiasport, Mattawamkeag, Searsport, Stockholm, Surry, Washburn, West Bath and Westfield. Another 20 towns were considering applying for a grant. The trend to convert incandescent lights to LED has been growing across Maine in recent years to save municipalities money, as well as reducing emissions linked to climate change. The grants are expected to cover 75 percent of the cost of the LED conversion projects in each community.

## STATEWIDE

The Maine Community Foundation's land conservation grant program awarded nearly \$180,000 to 23 organizations for projects throughout the state. Among the grant recipients is the town of Grand Isle in Aroostook County for planning work for a community nature conservation and recreation program. Another grant will be awarded to the Frenchman Bay Conservancy for a project in Ellsworth. The expansive Southern Maine Conservation Collaborative also will receive grant money. The collaborative includes municipalities from Kittery to far southern Oxford County. Projects include recreation, water protection, land restoration and landscaping, among many other efforts.

## AUBURN

An emergency grant of \$10,000 from a charitable fund operated by the Maine Community Foundation will ensure continued public transportation to Farmington. Western Maine Transportation Services (WMTS) provides rides to work, school, stores and pharmacies throughout Androscoggin, Franklin and Oxford counties. Trips to Rangeley are monthly. WMTS receives funding from federal, state, county and municipal governments, but higher demand and

## NEW ON THE WEB [www.memun.org](http://www.memun.org)

Highlights of what's been added and updated at [www.memun.org](http://www.memun.org) since the last edition of Maine Town & City.

**Coronavirus.** The Maine Municipal Association is posting timely, official advisories and information pieces about this major, new public health concern, which affects cities and towns in a number of ways.

**Social Media Guidance.** MMA continues to build its online video training library. The latest is a 21-minute video offering legal and practical advice for towns and cities that use – or want to use – social media platforms to keep citizens informed.

**2020 Federal Issues Paper.** MMA's State & Federal Relations staff has produced this eight-page document showing how federal actions affect towns and cities. This year's paper focuses on infrastructure and broadband funding, and immigration.

rising costs left the agency with a budget deficit for the upcoming year.

## BANGOR

The Penobscot County Commission has decided to redesign a new jail after its proposed eight-story downtown facility caused concern for municipal officials and residents alike. Many people thought the proposed structure would not fit into the downtown, which is undergoing a revitalization by public and private entities. The eight-story building would have sat on a hill, possibly making it appear larger in an otherwise retail, entertainment and professional district. The jail was designed to house 250 beds to alleviate chronic overcrowding, with a projected cost of \$65 million to \$70 million.

## OAKLAND

Town firefighters moved into a gleaming new fire station in February after working out of the former station for 60 years. The new facility cost \$2.6 million and was approved by voters in November 2018. Construction began last April as part of a progressive, three-stage effort to replace the town's fire and police stations and the town office. A new police station opened in 2016. The new 12,000-square-foot fire station will house a force of 28 call firefighters. The old fire station, filled with decades of memories, was expected to be razed this month and converted to parking for all three municipal buildings. Fire Chief David Coughlin told the Morning Sentinel that the new building will be safer and more

efficient, with wider garage doors and a new exhaust system for truck fumes. He said some firefighters worked in the old station for 50 years. To remember and honor the past, the new station includes various equipment, including pieces dating back to the 1880s. The chief said his crew was excited to settle into the new digs. Local businesses donated manpower and offered discounted rental rates for construction equipment. Coughlin said the contributions saved the town \$64,000.

## PORTLAND

The city council in February rejected a rule change that would have moved the public's comment period on non-agenda items from the beginning of the meeting to the end. The proposal also would have limited public comment time to once a month. The vote was 8-0. Four years ago, the council moved time for public comment to the top of the council agendas under the leadership of former Mayor Ethan Strimling. But some officials were concerned that the comment period could eat up an hour of the council's time before beginning regular agenda items. New Mayor Kate Snyder said keeping the comment period first on the agenda gives residents a predictable time to reach out to elected officials, rather than waiting sometimes for hours while the council worked its way through its agendas. Snyder said keeping the comment time at the beginning of meetings allows councilors to hear from residents before making decisions.

# MUNICIPAL BULLETIN BOARD

## **SPECIAL SESSION!**

**MARCH 27**

### **Verbal Judo: Augusta**

One of MMA's most popular programs – Verbal Judo: Tactical Communications for the Contact Professional – returns on March 27. The all-day workshop will be led by Joel Francis, National Director/Trainer for the Verbal Judo Institute. It begins with registration at 8 a.m. and will be held at the Maine Municipal Association's Christopher G. Lockwood Conference Center in Augusta. It is scheduled to conclude at 4:30 p.m.

Boiled down, Verbal Judo teaches employees who have contact with the public how to calm difficult people who may be acting out of emotional stress or other influences. Cost is \$120 for MMA members and \$240 for non-members.

**MARCH 31**

### **Managing Freedom of Access Requests: Orono**

Sometimes FOA requests come in slowly. Sometimes they come from serial requesters, and they keep coming for a while. Either way, Maine law requires that all FOA requests be handled properly, fairly and in a timely manner. That's what this March 31 workshop – to be held at the Black Bear Inn and Conference Center in Orono – will address.

The program will be led by MMA Legal Services Attorneys Richard Flewelling and Michael Lichtenstein; Union Town Manager Jay Feyler; and, Eric Conrad, MMA's Director of Communication &

Educational Services. The afternoon workshop begins with registration at 1:30 p.m. The program runs from 2 p.m. to 4:30 p.m. Cost is \$45 for MMA members and \$90 for non-members.

## **SPECIAL SESSION!**

**APRIL 7**

### **How to Lead Effective Meetings: Freeport**

Portland meeting facilitator Nancy Ansheles returns to lead this highly regarded workshop on preparing for, organizing and running effective meetings. The session is designed for many people in municipal government, from elected officials who handle large and sometimes boisterous groups to deputy department heads who lead small staff meetings, and want them to be as effective as possible.

The day-long meeting will be held at the Hilton Garden Inn in Freeport. It starts with registration at 8:30 a.m. and will conclude at 4 p.m. Cost is \$85 for MMA members and \$170 for non-members. MTCMA (managers) members who attend can receive six credits in the Leadership Category.

**APRIL 7**

### **Tax Lien Procedures: Orono**

The Maine Municipal Tax Collectors' and Treasurers' Association will hold a timely workshop on Tax Lien Procedures on April 7 at the Black Bear Inn in Orono. The program focuses on the tax lien process, form completion and the "how to" of implementing liens, rather than the legalities involved.

Stu Marckoon, treasurer in the Town of Lamoine, is the instructor. Participants will receive up to date information and forms. Registration begins at 8:30 a.m. and the course will end at 4 p.m. Cost is \$55 for MMTCTA members and \$85 for non-members.

(Note: This workshop also will be held on April 14 at the Fireside Inn & Suites in Portland.)

**APRIL 15**

### **Elected Officials Workshop: Portland**

Attorneys and staff from MMA's Legal Services and Communication & Educational Services departments will lead a workshop for Elected Officials on April

15 at the Clarion Hotel in Portland. The evening workshop begins with registration at 4 p.m. and ends at 8:30 p.m., including a light dinner. Officials who attend will receive a certificate showing they have met the state's Freedom of Access training requirement.

The workshop is designed for newly elected officials, but veteran councilors and select board members will benefit from the refresher and legal updates as well. Topics include: open meeting and records; roles and responsibilities; effective communication; media relations; and, conflicts of interest, among others. Cost for the workshop is \$65 for MMA members and \$130 for non-members.

**MAY 5**

### **Personnel Practices: Bangor**

Several attorneys from the law firm Bernstein Shur will be on hand to lead a "must attend" workshop on Personnel Practices, at Bangor's Hilton Garden Inn, on May 5. The workshop is important if you are an elected or appointed municipal official who supervises employees. It will address employee conduct issues, conflict resolution, ADA requirements and performance management in general.

Registration will begin at 8:30 a.m. The workshop will run through 3:30 p.m. Cost is \$85 for MMA members and \$170 for non-members.

**MAY 13**

### **Regulating Vacation Rentals: Portland**

Websites that advertise the availability of short-term, non-hotel vacation rentals have had great success attracting visitors and tourists. They've also created new "issues" for municipal leaders to consider. This workshop is designed to address the growing trend and help any local official, elected or appointed, make good decisions about short-term rentals.

The half-day workshop will be led by Kristin Collins, an attorney with Preti Flaherty, and Werner Gilliam, Director of Planning & Development with the Town of Kennebunkport. Registration begins at 1 p.m. The workshop concludes at 4:30 p.m. It will be held at Holiday Inn by the Bay in downtown Portland. Cost is \$55 for MMA members and \$110 for non-members.



**All of the upcoming workshops can be found on the MMA website.**

**Use the following link:**

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

# LEGAL NOTES

## Must Municipal Officers Attend Town Meetings?

**Question:** Are the municipal officers (selectmen or councilors), or at least a majority of them, legally required to attend town meetings?

**Answer:** No, not by State law at any rate (a municipal charter or ordinance could require them to do so, although we don't recall ever seeing one that does).

The only officials legally required to be in attendance at a town meeting are the clerk and, of course, the moderator. The clerk, or in the clerk's absence a selectman or constable, must open the meeting by calling for the election of a moderator by written ballot, counting the votes, and swearing in the moderator (see 30-A M.R.S. § 2524(2)). Once elected and sworn, the moderator presides over and supervises the voting at the meeting and serves until the meeting is adjourned (see 30-A M.R.S. § 2524(3)). The clerk must also make a record of all votes at the meeting (see 30-A M.R.S. § 2524(4)).

While the municipal officers may not be required to attend town meetings, their presence is nonetheless customary and expected, and for good reason. It is the municipal officers after all who propose the articles of business and approve the warrant for calling the meeting, so they are typically in the best position to explain their intentions and to answer voters' questions. This doesn't necessarily mean that a quorum or majority of the municipal officers should attend, but those who are the most knowledgeable and articulate about the meeting's business should probably plan to be there.

We should note that if any of the voting at a town meeting will be by secret ballot (i.e., by preprinted ballot, with absentee voting, polling hours, and voting booths, as in a state election), then in addition to the clerk and the moderator, ballot clerks are also legally required (see 30-A M.R.S. § 2528(8)). Ballot clerks must be appointed by the municipal officers as provided in 21-A M.R.S. § 503-A, except that if the ballot clerks appointed by the municipal officers are insufficient in number or are otherwise unavailable on election day, the clerk may appoint more. All ballot clerks must be sworn before assuming their duties.

For any town meeting with secret ballot voting, the municipal officers also

## MUNICIPAL CALENDAR

**APRIL 1** — Municipal property tax assessments are controlled by this date (36 M.R.S. § 502).

- Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 M.R.S. § 4311).

**APRIL 20** — **Patriot's Day** — third Monday in April, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE APRIL 21** — Every employer required to deduct and withhold tax shall, for each calendar quarter, file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. § 5253).

**BY APRIL 30** — Solid Waste and Recycling Municipal Reporting forms are due to the Maine DEP (38 M.R.S. § 2133(7)).

have other important responsibilities. They must, by written order filed with the clerk at least 60 days prior to the meeting, specify the question(s) to be placed on the ballot (see 30-A M.R.S. § 2528(5)). They must also hold a public hearing on the ballot question(s) at least 10 days before the voting, with notice of the hearing, including the ballot question(s), posted at least seven days before the hearing in the same manner as town meeting warrants, including the municipal officers' return.

For a sample order for a ballot question and a sample public hearing notice, see the Appendices to MMA's *Town Meeting & Elections Manual*.

For much more on the conduct of town meetings generally, see Chapter 7 of the same manual. All of MMA's manuals are available free to members at [www.memeun.org](http://www.memeun.org). (By R.P.F.)

## Dealing with Difficult People

While searching for something else entirely a while ago, we ran across something on the Maine Revenue Services website that we think is both good advice and of broader applicability. In a training publication titled "The Assessor's Practice" is a chapter on public relations, with a chart captioned "Tips for Dealing with a Taxpayer." These tips struck us as valuable for dealing with a wide variety of municipal customers, so with a big "Thanks!" to Maine Revenue Services and some small modifications, we reprise them here.

**DO:** Greet them courteously. Maintain eye contact. Listen carefully. Respond briefly. Remain calm. Be patient and let them respond. Speak respectfully. Keep an open mind. Be honest. Follow through. Get the facts. Pay close attention to them. Ac-

knowledge their position. Be professional. Repeat what they said. Say, if possible, "Here's what we can do." And thank them for coming.

**DON'T:** Just sit there. Avoid eye contact. Sound superior. Pretend to know how they feel. Match their voice level. Spit out stock answers. Be sarcastic. Just cave in. Pre-judge. Try to cover up mistakes. Interrupt or allow interruptions. Try to intimidate. Take it personally. Act too busy. Contradict just for argument's sake. Unnecessarily tell them they're wrong. Or make fun of their concerns.

We offered some similar advice a while back for dealing with self-described "sovereign citizens," who, because they believe no government is legitimate and all laws are advisory, can be especially difficult (see "Sovereign Citizens," *Maine Town & City*, Legal Notes, May 2018).

We also gave some tips a few years ago for maintaining fair but orderly public hearings (see "Public Comment Period," *Maine Townsman*, December 2013).

And we've given detailed information on how to obtain court-ordered protection from harassment in those cases that legally qualify (see "Harassment Protection," *Maine Townsman*, November 2013). (By R.P.F.)

## Homestead Property Tax Exemption Now \$25,000

For property tax years beginning on or after April 1, 2020, the Maine resident homestead property tax exemption reduces the taxable value of a home by up to \$25,000 if (1) the owner is a permanent resident of Maine, (2) the home is the owner's permanent residence, (3) the owner has owned a permanent residence in Maine

# LEGAL NOTES

for the 12 months preceding application, and (4) an application has been filed with the municipal assessor(s) on or before April 1 of the first year of exemption (see 36 M.R.S. §§ 681-689). The State is obliged to reimburse municipalities for 70% of the exemption.

The homestead exemption provides significant property tax relief for many Mainers. For complete details, including application forms, tax rate calculation forms, and FAQs, see MMA's "Information Packet" on the subject, available free to members at [www.memun.org](http://www.memun.org). (By R.P.F.)

## Performance Bonds & Letters of Credit

With a robust economy fueling renewed real estate development in many parts of Maine, we thought it time to revisit the subject of performance guarantees – to ensure that infrastructure improvements such as streets and sewers are completed by developers on time and as specified in municipal permits and approvals.

Performance guarantees usually take the form of either a performance bond issued by an insurance company or other surety or an irrevocable letter of credit issued by a bank. A cash or escrow account is also a possibility (and probably the very best form of guarantee, because of its simplicity), although because of the capital requirements, it may not be a realistic expectation in most instances.

Performance guarantees arguably can be required on a case-by-case basis as a

condition of municipal approval, but it is far better to require them by ordinance in all cases, with a limited waiver at the discretion of the municipality in rare and exceptional cases. Such requirements are often incorporated in subdivision, site plan, and similar land use ordinances, and there are many good examples, including the model subdivision and site plan ordinances featured on the State's Municipal Planning Assistance Program's website here: <https://www.maine.gov/dacf/municipalplanning/publications.shtml>

For a detailed description of the three most common forms of performance guarantees and some related advice, see this March 2002 *Maine Townsman* feature article by former MMA staff attorney James Katsiaficas: <https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=4891&Command=CoreDownload&Language=en-US&PortalId=0&TabId=119>

For a succinct description of letters of credit and their advantages, plus a sample, see this article from the Maine Association of Planners' December 1990 newsletter by Peter Morelli, a longtime municipal planner: <https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=4022&Command=CoreDownload&Language=en-US&PortalId=0&TabId=296>

While both of these articles were published a number of years ago, the information they contain is still current, and the advice they give is still sound. (By R.P.F.)

## Waiving Interest on Taxes

**Question:** Can any local official, board, or body waive interest accrued on delinquent property taxes, and if so, under what circumstances?

**Answer:** No, there is no statutory authority to waive interest *per se* on property taxes, under any circumstances. And because there is no municipal "home rule" authority with respect to taxation (see Me. Const. art. IX, § 9), no local official, board, or body has any legal authority or discretion to do so.

The simple and unalterable fact is that, by law, accrued interest is added to and becomes part of the tax itself (see 36 M.R.S. § 505(4)). Thus, the only way to "waive" any portion of the tax, including interest that is a part of it, is by way of the statutory tax abatement process.

There are a limited number of grounds under law for abating property taxes, namely, error or mistake, hardship or poverty, and inability to pay after two years (see 36 M.R.S. § 841). It is inconceivable that any lawful abatement could segregate and abate only accrued interest inasmuch as accrued interest and the assessed tax are legally one and the same. An abatement is either legally justified or not, depending on whether it qualifies under the statute and based on the whole tax, accrued interest included. There is no defensible way to focus on or forgive only interest accrued.

For more on setting and calculating interest on delinquent property taxes, see MMA's *Tax Collectors & Treasurers Manual*. For more on abatement of property taxes, see MMA's *Municipal Assessment Manual*. Both are available free online to members at [www.memun.org](http://www.memun.org). (By R.P.F.)

## Seven Valuable Training Videos ▶▶

THE MAINE MUNICIPAL ASSOCIATION is steadily building its general-interest video training library. We now offer seven videos, from topics that range from tips for newly elected officials to moderating town meetings.

1. Ten Tips for Newly Elected Officials
2. Maine's Marijuana Laws: Municipal Opt-in
3. Social Media Guidance for Municipalities
4. Writing Effective Media Releases
5. Moderating Town Meetings
6. Your Vote Counts
7. The Challenge of Municipal Leadership

To watch any of these videos, go to <https://memun.org/Training-Resources>

Some of the videos require Member Area passwords. If you need a password to access the Member Area of MMA's website, please call the Resource Center at: 1-800-452-8786



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