

Maine Townsgman

The Magazine
of the Maine Municipal Association

FEBRUARY 2016

Communication in the Modern Age

Facebook, Twitter,
websites and email:
Proceed with caution



The image shows a person's hand pointing at a tablet. The tablet screen displays the words 'SOCIAL MEDIA' in a large, stylized font. Surrounding the text are various icons representing communication and technology, such as speech bubbles, gears, a lightbulb, a magnifying glass, and people icons. The background of the tablet screen is a textured, light-colored surface.

ALSO IN THIS ISSUE

Conflict resolution, the Wabanaki way
Tips for Town Meeting moderators
Major elections coming right up
Best wishes, Bill Livengood



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Maine Townsman

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Votin' in the Free World



It's taken for granted, it really is. Every four years, municipal clerks gear up for and oversee high-turnout, Presidential elections, which is no easy feat. Absentee-voting trends don't make things easier.

Dusting off his sea kayaks. *Bill Livengood, who since 1987 has led Maine Municipal Association's Legal Services Department, will retire on March 4.* [Page 5](#)

MMA Training Calendar. *From drones to firearms laws, and budgeting to elections, our 2016 events and workshops offer something for everyone.* [Page 27](#)

Fast, Helpful – and Perilous

It's generally agreed that electronic communication and social media can be valuable tools in running a community. Managers and leaders discuss the pros and cons. [Page 7](#)

'Productive and Understandable'

As Town Meeting season approaches, veteran moderators and participants examine what interests voters the most and how to keep citizens engaged and positive. [Page 15](#)

Ash Borer Revelations

The Wabanaki tribe's approach to community conflict resolution was not what this author imagined he'd discern, when he started on a project about a dangerous insect. [Page 24](#)

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A MESSAGE FROM MMA

BY STEPHEN W. GOVE / EXECUTIVE DIRECTOR

Bill Livengood moves on, fish tales and all

For 39 years, the huge mounted northern pike has hung on an MMA office wall. Hanging from its open mouth are several around-the-neck name badges from past Maine Municipal Association conventions, dangling like lines and lures the fish shook out. The trophy's owner, Bill Livengood, MMA's Director of Legal Services, brought the fish with him to MMA when he joined the Legal Services staff in 1976. According to Bill, he caught the pike in Big Sand Lake, Minn. while on vacation with his family in 1961. It was the second biggest pike caught that year at 34 pounds, says Bill, who was 11 at the time. When Bill left for college, his mother told him to take the fish with him. Years later, Bill's wife, Debbie, told him to take the fish with him to his new job at MMA. The fish will be leaving MMA on March 4 with Bill Livengood. Bill is retiring.

William Livengood started his MMA career as a staff attorney not long after graduating from the Maine School of Law. He became assistant director of Legal Services in 1979 and director in 1987. Bill has responded to thousands of legal inquiries from municipal officials over the years – the day in, day out core function of MMA's Legal Services Department. Back in 1976, and until the advent of email, 95 percent of the inquiries were phoned in, with 5 percent arriving by mail. Today, the majority of legal inquiries to our staff of six attorneys are emailed. Bill will tell you that he really liked the phone calls because he had the opportunity to speak with local officials and better dig into the issues they needed assistance with.

That personal contact was also the reason Bill has enjoyed presenting at MMA's Elected Officials workshops, traveling throughout the state explaining the duties and responsibilities of local elected officials. Bill was also instrumental in broadening the scope of MMA's legal training programs, publishing 17 legal manuals and producing 50 legal information packets on a variety of municipal government topics available today.

Bill is proud of the work he and his staff have done over the years filing amicus briefs with the Law Court on cases of statewide municipal significance. He prepared his first brief in 1977 at a time when the court tended to dismiss home rule au-



Then...



...and now.

thority. Bill's brief provided a comparison of the types of home rule and a history of the evolution of the principle in Maine. Although the court ruled against municipal interests in that case, Bill's work stuck with the court in its next case when it issued a ruling which finally acknowledged home rule. In 1986, Bill worked with state officials to recodify Title 30 into Title 30-A, removing redundant laws and highlighting others that allow municipal officials greater flexibility to govern under home rule.

Bill is most proud of hiring and retaining a talented staff of municipal attorneys who have served MMA's members for many years. He focused on hiring attorneys who have a commitment to public service and respect for municipal officials. His success in this area speaks for itself.

Bill's interests and accomplishments go beyond his work at MMA. He has restored a 1763 farm house in Windham, from which he has commuted to Augusta all these years. He has been a swimmer since high school, competing into his 40s. Bill coached youth soccer and produced a state championship team. He enjoys kayaking, playing squash and skiing, particularly with his three adult children – activities he looks forward to doing more of in retirement. His sweet corn, pumpkins and other garden crops are coveted in the office. Bill is noted for regaling staff with stories of growing up in the Midwest, college at Bucknell University and

working at MMA. These stories are always delivered with a twinkle in his eye. He recently told me the story of receiving a draft ordinance for legal review from a municipality years ago. The member asked for a legal interpretation of a provision which stated "all utility poles shall be located on the left side of the road." Think about it.

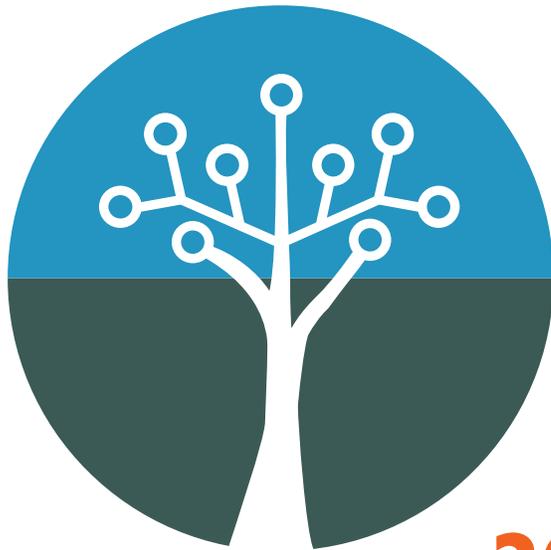
We will miss Bill. We will miss his collegial spirit, his thoughtfulness, his ease of laughter and his extensive municipal legal knowledge and experience. Bill's contributions to MMA will always be remembered.

Thank you, Bill, for a remarkable legal career and nearly 40 years of service. MMA and its members wish you all the best as you enjoy an active, well deserved retirement.

And, please – take the fish with you. ■

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Are social media unavoidable or intolerable? Here are pros, cons

Although municipal viewpoints vary, one thing is clear: People love Facebook and Twitter, the former of which has 1.5 billion users worldwide.

By Douglas Rooks

In just the last few years, social media have become a pervasive presence in American life. The most popular site, Facebook, founded in 2004, says it grew from 130 million U.S. users in 2010 to 217 million today – among 1.5 billion worldwide. Twitter, launched in 2006, now has 53 million American users.

Maine's towns and cities have joined the trend, though at a slower pace. MMA estimates suggest that 40 percent of the state's 491 municipalities have an active website, and about 50 of them make active use of social media sites. However, some individual municipal departments also use social media, thus adding to the total.

Municipal officials' reviews of the value of social media such as Facebook and Twitter run the gamut from "terrific tool" to "cesspool" – sometimes during the same conversation.

Biddeford experienced an example of the latter tendency, according to Jim Bennett, who took over as city manager from his one-time mentor, John Bubier, in August 2015, after spending five years as Presque Isle's manager. Several months earlier, a retired police officer had been accused of sexual assault, by a now-adult male, in an incident allegedly dating 15 years earlier.

The accusation became a major cause in local and statewide media, with the accuser eventually meeting with Gov. Paul LePage. Many news stories featured allegations of a cover-up, with demands for the resignation of the police chief and even the mayor. But in August, Attorney General Janet Mills, whose office investigated

Douglas Rooks is a freelance writer from West Gardiner and regular contributor to the Townsman, drooks@tds.net

MMA POLICY & GUIDELINES

Maine Municipal Association began using Facebook and Twitter as communication tools in June 2012. Two months prior to that, MMA adopted its Communication and Social Media Policy & Guidelines to help the organization and its employees navigate this brave "new" world.

Roughly 30 MMA member municipalities have contacted MMA for copies of these guidelines. Many modified it and used it as a basis for their guidelines. The MMA policy appears in its entirety on Page 11-12.

MMA strongly encourages members to adopt written guidelines before launching social media sites.

at the request of Biddeford police, announced that no charges would be brought.

Social amplification

Bennett said that much of the criticism, and lot of the misinformation about the case, was transmitted and amplified by social media sites – adding that the city was at a disadvantage because it had no presence on Facebook or Twitter, and thus no way to communicate with those who were discussing the case online.

Presque Isle has been using social media for at least three years to make announcements and communicate with residents, Bennett said, "but it's a very different place, since everybody knows everybody else."

Since coming to Biddeford, Bennett has encouraged department

heads to establish a social media presence, and designated Twitter as the preferred means of communication. "It's a lot easier to control," he said. "With Facebook, things can sometimes get out of hand."

The police department controversy has died down since the November election, which saw the re-election, by a comfortable margin, of Mayor Alan Casavant. None of the city council critics who ran for offices won election.

Bennett acknowledges that it can be challenging for city officials to work within the standard "tweet," which is just 140 characters, but it's sensible if seen as a signpost or directory, a way to direct attention rather than tell the whole story. In the ever-expanding online world, one of the most difficult tasks can be focusing attention on useful information, he said, and the tweets can serve that purpose.

"It may already be on your municipal website, but that doesn't help if people don't know where to find it," Bennett said.

In many ways, social media are a natural for departments which frequently interact with the public – libraries and recreation departments, for instance, with their numerous announcements, classes, workshops and meetings.

"It can be more difficult for, say, the public works department, which is used to doing a job, but not necessarily communicating regularly with the public," Bennett said.

South Portland teamwork

That's where teamwork among staff can be helpful, said South Portland City Manager Jim Gailey, who has been tweeting for five years, and encourages department heads to do



Jim Bennett



Jim Gailey



Det. Dorothy Small



Bill Bridgeo

so as well. His entrance to social media came in response to a city council directive to create more transparency for the city and its programs.

Gailey is not a big Twitter user – he estimates he might send eight to 10 tweets a month – but he often “retweets” messages sent out by other departments, expanding the number of users who can be informed that way. The “bulletin board” aspect of Facebook and Twitter, and other sites, is relatively uncontroversial, as are alerts for water main breaks, traffic disruptions and power outages.

Difficulties sometime emerge from the response and rebuttals multiply on many pages where anonymity sometimes bring out the worst in people.

Fred Kahl, IT director for Augusta, said the city controls the interchanges by not allowing responses to go directly to the public portion of the city’s Facebook page. In 2012, Augusta began with only one-way communication – postings by city staff – but has since cautiously expanded to allow interactive discussions. Comments are read by the responsible departments and, if suitable, re-posted so everyone

can read them.

“We don’t allow any profanity, or any baseless accusations,” Kahl said.

Monitoring and posting can become time-consuming endeavors, however, a particular concern at a time municipal offices are already short-staffed, with little prospect for relief. Biddeford’s Bennett points out that social media sites are most active in the evenings, but doubts many cities or towns will want to staff those hours just to respond immediately to public comments.

Still, many users expect a quick turnaround. “It’s seen as a problem when someone sends a message at 10 p.m. and there isn’t an immediate response,” Kahl said.

Augusta has a written set of policies for social media use by staff, and Kahl recommends the practice. While there are First Amendments concerns about limiting anyone’s use of social media, if a page is presented as an official communication, the municipality has a clear responsibility to control and monitor it, he said.

“It can all start pretty innocently,” Kahl said, using as an example a page put up by an employee who wanted to communicate with parents at an elementary school. Since Facebook pages don’t expire, such an official-looking page can remain up long after an employee may have moved on, and the page becomes dormant.

Then there are “clone” pages, which look like an official communication, but aren’t. Kahl doesn’t have any effective advice for those. While, theoretically, a municipality could petition Facebook to take down a clone page, Kahl’s reaction was: “Good luck with that.”

Popular police departments

One of the most popular venues

for municipal communications is undoubtedly the police department, reflecting Americans’, and Mainers’, fascination with crime and punishment.

One social media sensation, garnering stories in New York and even London newspapers, has been the Bangor Police Department’s Facebook postings, the work of Sgt. Tim Cotton, a former radio personality who was assigned to public communications and uses humor in many postings, including the “Duck of Justice” – a wood decoy he rescued when the Penobscot district attorney was cleaning out his office.

The duck began appearing in video episodes, first subtly and then more prominently. The resulting publicity has produced about 40,000 “likes” for the department’s Facebook page, and includes followers worldwide.

Many Maine police departments use Facebook, though few with Bangor’s extroverted flair. In Ellsworth, Detective Dorothy Small said the department has built its Facebook page

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into one of the most popular in the state – without Bangor’s trademark humor, “though I do appreciate it myself,” she said.

Ellsworth uses its page as a crime-solving tool, and as a basic communications medium. In the latter aspect, social media has largely replaced the radio alerts police once relied on to spread the word, Small said.

“If you have an emergency situation, radio doesn’t work anymore because they’ve mostly gone to automated programs.” Even with the few stations still using local announcers, Small said, “As far as I can tell, they’re not answering the phones.”

Getting results

The Facebook page has produced results for Ellsworth. “If there’s been a convenience store robbery, we might have the name of a suspect inside of 20 minutes,” she said. But like all tips from the public, an ID from Facebook has to be treated with caution. “What’s there, and what people think they see, are sometimes very different things,” she said.

Small says social media can be a

powerful force, sometimes with unintended consequences. Ellsworth has learned to be careful, for instance, in using surveillance videos from a crime scene.

“There might be another, and innocent, person in the photo or video,” she said. “Even though the text might say they weren’t involved, that’s not always what people perceive.”

The department now has a policy against including anyone but the suspect in postings; in some instances,

images of bystanders are blurred or edited out.

Small also shared her observations as a presenter during a Nov. 17 Maine Municipal Association training session called “Social Media Dos and Don’ts.” Small is a regular participant in this MMA workshop, which began in 2013.

Despite its popularity, social media may always be a hard sell for some municipal officials, who prefer to focus other aspects of providing public ser-

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vice. Augusta City Manager Bill Bridgeo cheerfully pronounces himself “a Luddite” where social media are concerned, and said his own involvement came about as a result of “persistence by a couple of city councilors.” Bridgeo recognizes the value of Facebook as a public communications tool, but he said he doubts he’ll ever “be posting videos of dogs kissing cats.”

Finally, municipal officials should be aware the content of social media pages can be subject to Freedom of Access requests, posing a potential problem.

“In general, Facebook pages aren’t archived, so they can be deleted at any time,” Fred Kahl said. Bennett, in Biddeford, pointed out that one advantage of using Twitter is that the hashtags can provide a filing system not available with Facebook.

Kahl said that there are software systems that can automatically archive content, but they’re expensive, and not something likely to be included in Augusta’s budget.

Bennett also said that social media sites are now part of the landscape, and municipalities can’t ignore them. But he deplores the misuse that also goes

with them.

“There are many things people would never say or do in public that, once they get online, just come out,” he said. The very features that so

quickly aggregate and redistribute posts can spread misinformation far and wide. When controversy arises, he said, it’s smart to be able to respond quickly. ■



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MAINE MUNICIPAL ASSOCIATION

Communication and Social Media Policy & Guidelines

Maine Municipal Association strives to provide members and the public with accurate and timely information, communicated in a professional manner and in accordance with the laws regarding public access. MMA has several objectives when doing so:

- To effectively inform municipal officials and citizens about MMA.
- To demonstrate, underscore and clarify the role of municipalities and municipal officials and their profound importance in the inter-governmental system.
- To demonstrate the vital services that municipalities provide.

This policy provides guidelines for all external communications from MMA using various media including:

- Printed materials such as the Maine Townsman, Legislative Bulletin, newsletters, articles,
- brochures and documents produced as part of MMA's Citizen Education effort.
- Electronic information tools such as the MMA website, 'MMA This Month' e-newsletter,
- email, postings to municipally related web sites or social media sites.
- Media relations such as requests for interviews, news releases and media inquiries.
- Direct contact with MMA members and municipal officials.

GENERAL GUIDELINES FOR ALL COMMUNICATION (OFFICIAL AND PERSONAL)

MMA employees have a responsibility to help communicate accurate and timely information to members and to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the Director of Communication & Educational Services or other appropriate staff. Regardless of whether the communication is in the employee's official role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

ADDITIONAL GUIDELINES FOR MMA COMMUNICATION

Handling General Requests:

Staff is responsible for communicating basic and routine information to members and customers in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the employee's supervisor.

Handling Media Requests:

With the exception of routine events and basic information that is readily available to the public, requests for interviews or information from the media are to be routed through the Director of Communication & Educational Services, State & Federal Relations staff (legislative matters) or Executive Director or Deputy Director. Media requests include contact from people who say they represent: print publications, such as weekly and daily newspapers and magazines; electronic media such as television and radio stations; and, informational websites.

Electronic and Social Media Communication on Behalf of MMA:

MMA communicates to members and the public via its website (www.memun.org). The MMA website is our primary internet presence and is the electronic "face" of MMA. Social media include sites such as Facebook, Twitter, YouTube and others. MMA recognizes that members and the public increasingly gather information through these and other electronic sites, sometimes to the exclusion of traditional media. It is necessary to use these tools to communicate effectively and fully.

The best, most appropriate uses of social media generally fall into three categories:

- To disseminate time-sensitive material quickly.
- To enhance MMA's ability to put its messages before the widest audience possible.
- And, to initiate transparent conversations among MMA, our members, the media and citizens.

MMA recognizes that the instantaneous, yet permanent, nature of these electronic tools can pose risk without effective controls. A starting point for discussion is that information and statements posted on websites and through social media reflect directly on MMA and municipal government. Great care should be used when doing so. MMA will post its Facebook page as a non-interactive, business/non-profit page on which we can limit and largely control outside posts.

Communication via electronic and social media on behalf of MMA can be done only by the following employees: Executive Director; Deputy Director; Director of Communication & Educational Services (and designated staff); Director of State & Federal Relations (and designated staff).

– continued on pg. 12

MAINE MUNICIPAL ASSOCIATION

Communication and Social Media Policy & Guidelines

'Personal' Communication That Can Become 'Public':

It is important for employees to remember that some personal communication of employees may reflect on MMA, especially if employees are commenting on: anything political in nature; federal, state or local government activities; or, MMA business. The following guidelines apply to personal communication including various forms of social media (Facebook, Twitter, blogs, YouTube, etc), letters to the editor of newspapers and personal endorsements.

- Remember that what you write is public and may be so for a long time. It may be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your supervisor or other employees to read, or that you would be embarrassed to see in a newspaper or on a prominent website.
- MMA expects its employees to be truthful, courteous and respectful toward supervisors, coworkers, members, citizens, customers and other persons associated with MMA. Do not engage in name-calling or personal attacks.
- In the workplace, MMA employees should always identify themselves as such during official communication.
- MMA resources and working time should not be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account names or email names should not be tied to the association (e.g., MMADirectorGuy)

Other MMA Policies and Guidelines:

This guideline does not usurp or replace MMA guidelines on computer usage and other HR policies already in place.

QUESTIONS

Questions related to this policy should be directed to your supervisor or the Director of Communication & Educational Services.



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The art of town meeting: Prepare, be firm and show respect

Sure enough, the \$500 public restroom will spark the most debate. Expect that, experts say, because people care about the things they know.

By **Stephanie Bouchard**

Does this sound familiar? The six-figure items in your town budget passed in the blink of an eye at town meeting, but the debate over \$500 to improve the public restrooms at the community center went on for 45 minutes.

“It’s just amazing how that happens,” said Christian Barner, Kennebunkport’s town meeting moderator and an attorney with Bergen & Parkinson in Kennebunk. “I think that’s human nature. It doesn’t matter necessarily what the number is, it’s the issue. If the issue is burning everybody up – even though it’s a \$2,000 issue or a \$5,000 issue – they want to talk about it. And they do.”

Love it or hate it, that’s the nature of the beast that is annual town meeting. Public debate – no matter how seemingly inconsequential the issue – is the backbone of a form of government that has been in existence in the United States since colonial times.

However, public debate doesn’t – or shouldn’t – run the meeting.

Runaway debate can be the death of town meetings, experts say. Out-of-control meetings turn people off and keep them from participating or even from attending, so it is critical that town leadership creates an environment in which town meeting can flourish.

“The environment needs to be productive and easy to participate in and understandable,” said Richard Thompson, chief information officer of the University of Maine System and moderator of town meetings in several towns, including Vassalboro and China.

Stephanie Bouchard is a freelance writer from Bath and a new contributor to the Maine Townsman, stephanie_bouchard@myfairpoint.net.



A scene from the China town meeting. (Submitted photo)

Making the environment of town meeting one that is effective and welcoming is no small feat but every town can achieve it. Here’s how.

Prepare, prepare, prepare

“I prepare for everything,” said April Dufoe, Kennebunkport’s town clerk, who trains town clerks and others in town meeting procedure through a course offered by the Maine Town & City Clerks’ Association.

“You never know what to expect at town meeting. Anything can happen. You can have a large turnout. You can have a small turnout. You never know what motions people are going to make. What’s going to get passed, what’s not? You have to be prepared for anything.”

Dufoe has run 17 town meetings in Kennebunkport, so she’s had time to perfect her methods. She uses a playbook that literally spells out who is going to say what to keep things mov-

ing along.

“We don’t just kind of leave it in the air to let it happen,” she said. “Otherwise, it might take you a lot longer to get through that budget than it should.”

Dufoe also arranges all the things needed for the town meeting beforehand. Kennebunkport holds its town meeting in a school gymnasium rather than at town hall, so Dufoe makes sure to reserve the space for the days she needs for the meeting, which is bifurcated with polling taking place one day and the town meeting on another.

Since the meeting is at a remote location, she ensures that all the needed equipment – microphones, the PA system, ballots, pens and pencils, colored cards for show of hands voting, tables and chairs for speakers and voters, ballot boxes – are at the school in advance.

She lines up and talks to all the people needed for the meeting, in-

cluding town leaders and people to register voters and count ballots.

“You can’t leave anything to chance,” she said. “You have to have all of it lined up. Every ‘I’ dotted and ‘T’ crossed.”

That includes getting a moderator who can run the meeting. Dufoe makes sure they have a person to nominate the moderator and people to make the nomination.

Select a good moderator

The moderator is in charge at town meeting. Having the right person running the meeting is crucial to the meeting’s tone and effectiveness.

“(The moderator) has a lot of authority,” Dufoe said. “He can do what he wants so people behave and he controls the crowd and that’s why you need a good moderator. He has to be approachable, yet firm. He has to be able to listen to what people are saying, but he can’t let people abuse the system. He can’t let people abuse each other.”

Moderators can be anyone but they need to have some understanding of how town meeting works or are comfortable with learning the process. The moderator doesn’t have to be a resident of the town, but it’s helpful because then he or she knows the issues and the people, said Christian Barner, Kennebunkport’s moderator.

Many towns use the same moderator year after year. Barner has been Kennebunkport’s since 1998. If the moderator is a good one, then having that person in such a crucial role year after year is a big benefit, said Richard Thompson.

“I think there is some value to consistency,” he said. In the towns where he has been moderator for over a decade, he knows the townspeople and they know him. Over the years, they have built a relationship of trust, he said. They are comfortable and confident in how he will run the meeting.

Successful moderators take the time to understand the issues that will be up for vote during town meeting. They read the warrant articles thoroughly and talk to town leaders and residents for a better understanding of the issues and to identify possible hot-button issues. For example, for each warrant article, Barner, of Kennebunkport, makes notes that include identifying the person making the motion

TOWN MEETING TIPS

- If you don’t have a playbook, then have a complete checklist of everything you’ll need at the meeting, and the things you need to do before the meeting.
- If expecting controversy, have more of everything and make sure to have police there to help direct traffic and/or be present during the meeting.
- Familiarize yourself with the Maine Municipal Association’s Maine Moderator’s Guide and Citizen’s Guide to Town Meeting publications. Have copies with you.
- Attend the Town Meeting and Elections (Title 30-A) course offered by the Maine Town & City Clerks’ Association.
- Encourage people to identify themselves when speaking, to use microphones so everyone can hear, and not to repeat arguments that have been made by others or themselves.
- If there’s some uncertainty about whether a vote was appropriately called, don’t hesitate to take it to the next level of voting.
- Invite a child to help open the meeting by reciting the Pledge of Allegiance or a selected invocation.
- Have a pot luck lunch or dinner. Food diffuses tension.
- Spice up your town report to make it more interesting to read. Call attention to things that people will have particular interest in. Have a photo contest for the cover or insert puzzles for children.
- In advance of the meeting, send out a welcome letter to new voters explaining what town meeting is and how it works.
- A little humor goes a long way. It relaxes people who may be nervous about speaking in public and it can diffuse tense situations. But tread carefully. You want to be respectful of people and the issue at hand.

and who is trying to pass it and which will likely take more debate.

Be transparent

“One of the things that frustrates people the most is any hint of a lack of transparency,” said Susan Clark, a town moderator in her home state of Vermont and author with town meeting expert Frank Bryan of “All in Favor: Rediscovering the Secrets of Town Meeting and Community.”

“The more information and the clearer the air is going into the meeting, the less likely you’re going to need that sheriff,” she said.

There are many ways to keep townspeople informed so that they are ready for town meeting. For example, in many towns, including Kennebunkport, all public meetings are televised on the local broadcast station.

“I think the fact that all of our selectmen and budget meetings are televised makes a big difference because people can watch the entire process unfold from the comfort of their living room,” said April Dufoe, Kennebunkport’s town clerk. “They know why

we’re proposing a certain amount of money for a certain department and what that money is going to be spent on so when it comes to the actual meeting itself all of that’s been vetted out already.”

Public hearings on the issues also give people a chance to hash out concerns and ask questions. But a more informal approach is for town leaders to make themselves available in the places where people usually are, said Clark. Especially in the weeks before town meeting, she said, be at the local coffee shop or set up a table at the high school basketball game.

In addition to the legal notifications that are required, Merton Brown, Kennebunk’s town clerk, who has been organizing town meetings for 41 years, puts together a booklet that he prints in-house. “It’s not the most beautiful thing, but it’s full of great information.”

In Brown’s booklet, he puts a copy of the warrant articles, sample ballots and background information on the issues. He has the booklet ready about 40 days in advance and he distributes

it to local newspapers, nursing homes (where he encourages the activities' directors to review the booklets with residents) and to news reporters who he knows. He also has them available at the town office and at the polling location.

"It's burdensome to read but a majority of people want to know what they're voting for or they're not going to vote," he said.

Be inviting

On the day of town meeting, welcome people to the meeting and thank them for coming, said Clark. Have child care available – for free or for a small fee as a fundraiser. Studies have shown that having child care available measurably increases participation. And it tells people, said Clark, that "We know you're not just a voter. You're a mom, you're a dad. We care. We get it."

Don't assume that everyone attending town meeting knows how it works, said Christian Barner. A certain number of attendees will be new voters having just turned 18 or new residents coming from a location without the tradition of town meeting. It never



Swearing in at the Vassalboro town meeting. (Photo by Mary Sabins)

hurts to remind people what happens in a town meeting or how to make an amendment or a motion. Have those basics printed on a sheet and placed on seats or handed out at registration.

And remind them that they can and do make a difference even when there's nothing controversial on the warrant.

"One person has so much power at town meeting," said April Dufoe. "If you can make a good pitch... you can change what the selectmen and the budget board, the town manager and the department heads proposed. That's why I love, love, love town meetings." ■

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Of presidents and petitions: Clerks again prep for major election

As part of a continuing trend, voters increasingly gravitate toward absentee election ballots. Poll workers are aging, another issue that needs to be addressed.

By Janine Pineo

2016 is not only a presidential election year, it also marks a yearlong race for municipal clerks.

"It's a tremendous amount of work. It's mind-boggling," said Lisa Goodwin, Bangor's city clerk. "There are so many checks and balances."

The run-up to Election Day 2016 started last November, when petitions began to circulate for possible referendums. That deadline in late January was the first of many clerks must meet according to the law. In the last days to submit petitions, some municipalities were swamped with more than 1,000 petitions, with either 30 or 60 signatures per page that had to be certified in a matter of days to meet the deadline.

"The number of requirements prior to an election is mounting up," said Twila Lycette, Lisbon's town clerk and president of the Maine Town and City Clerks Association. "It feels like we have more and more to do."

Clerks still have their daily work to complete. "You need to prioritize," Lycette said. "You are probably not going to clean out the vault."

"People think that elections just happen," Goodwin said. About three-quarters of her time in a presidential year is on election work. As for her other responsibilities, she said, "I try to fit that in."

Town of Lisbon

With a population of about 9,000, this Androscoggin town has one major change it expects to have in place this year: Consolidating from two polling places to one.

Lycette said the wheels are in mo-

tion to move to the new gymnasium at Lisbon High School, which has a new parking lot with more space and better access. "It will save money and it is a lot easier to process everything at one place," she said.

The town is aiming to complete the move, which includes submitting the plan to the state and holding a public hearing, in time for the June primary.

Lisbon's voter participation in a presidential year is roughly 5,500, out of 6,500 registered voters. Those numbers drop sharply in a gubernatorial year to 3,000 and are only half that at 1,500 in a referendum year.

With same-day voter registration in Maine, another factor is added to the clerk's slate. Lycette said Lisbon processes about 800 new voter registration cards on Election Day in a presidential year, either updating information for some residents or registering new voters in town.

Leading up to that day, however, are a number of other key events. Lycette noted some of the key ones, including: the January petition deadline, February and March caucuses, candidate petitions, the June primary



Twila Lycette



Patti Dubois

and absentee voting deadlines.

"Absentees are so much easier to get today," she said. "For any reason, you can come in to vote."

Absentee voting work in Lisbon begins in August for the military. Lycette said her office creates labels and prepares envelopes to send the ballots out as soon as possible.

Lisbon had 1,000 absentee ballots in 2012, highlighting another hurdle for clerks given that the law has been those ballots can be processed only on the day before the election or the day of the election.

Lycette said it took 10 people working eight hours each to process that many ballots the day before the vote in 2012. A proposed change is working its way through the Legislature that would allow clerks to begin processing those ballots the Friday and Saturday before Election Day, if it becomes law.

Work remains after the ballots are counted initially. Municipalities have three days to return final numbers to the state.

Even then, there is yet another deadline that requires Lisbon to hire one or two more people to assist in entering voter history information for each voter to show that they voted.

Town of Bristol

"We're not making any changes," said Kristine Poland, Bristol's clerk.

Janine Pineo is a freelance writer from Hudson and relatively new Maine Townsman contributor, jepineo@gmail.com.

“We’re just really approaching this year like any other year.”

Tripling in population during the tourist season, this Lincoln County town of about 2,800 year-round residents has 2,200 registered voters.

Poland expects normal voter registration along with a substantial number of voters choosing to cast absentee ballots. Bristol sees about 30 percent of its voters use the absentee choice in a presidential year. “People like the convenience,” Poland said.

Poland said the ballot scanner makes the counting process easier on Election Day. She added, “I wouldn’t want to do this job in the city.”

City of Bangor

The state’s third largest city has processed 1,900 petitions since November. In the last two days of the petition deadline in January, another 1,400 were submitted to process in a week.

“We have been swamped with the election,” said Lisa Goodwin, Bangor’s clerk. Her office has three full-time and three part-time staff for the Penobscot County city of 33,000 people.

She pointed to the proposed York casino referendum for the influx, saying her office had registered 80 to 100 new voters who seemed to be mostly involved in the petition drive since a circulator must be a registered voter. Of the 1,400 petitions submitted by the Jan. 22 deadline, about 1,100 were for the casino referendum.

Bangor processed 2,500 new voter registration cards in 2012. Goodwin said despite having 12 election workers doing that, “we did not have enough.” When the polls closed at 8 p.m., 200 people were waiting to register. She said workers managed to get the 200 through the process and finish voting by 8:30 p.m.

With 22,000 registered voters in Bangor, Goodwin expects 17,000 to vote this year. Roughly 7,500 absentee ballots are expected, fueled by the city’s early voting drive where residents can show up to vote the week before Election Day. Goodwin also visits nursing homes during the two weeks prior to the vote.

Bangor has one polling place, requiring about 80 election workers, although Goodwin says she could use 100. She noted that the majority of her election workers are over the age



Election workers in Bangor, just before the polls open. (Submitted photo)



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Voting under way in the Town of Lisbon. (Submitted photo)

of 65, a trend that shows no signs of changing.

City of Waterville

The age of election workers is similar in the Kennebec County city of Waterville. “We have a pretty aged

workforce,” said City Clerk Patti Dubois. “We are struggling to find younger people.”

Dubois said she loses about 10 percent of her workers every election. “I’ve reached out to people who serve on committees to see if they’re will-

ing to help.” She also plans to contact civic organizations to seek people. Waterville needs about 50 people to staff its lone polling place on Election Day.

Of 11,000 registered voters, Dubois expects 25 to 30 percent to vote via absentee. She said there likely will be about 500 new voter-registration cards to process, requiring six people for that alone.

Dubois expects a fairly routine election, although she plans to be prepared. “Everything that you trained for – those rare scenarios – will occur.”

City of Lewiston

The state’s second largest city faces similar situations as other municipalities this election year, although it has its own challenges.

City Clerk Kathy Montejo said Lewiston had a last-minute influx of 1,400 petitions to certify, more than 1,100 of which were related to the casino initiative.

This was “very, very out of the ordinary,” she said. With a staff of four that includes herself, she had to hire

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two part-time temporary workers to help meet the deadline. "We're definitely looking at overtime overnight," she said.

The city has 25,000 registered voters and experienced absentee voter numbers of about 5,000 at the last presidential election. Those ballots are processed on Election Day at what Montejo calls their eighth polling place at City Hall.

"We've never done early processing," she said, citing the need to use staff to set up the city's seven polling places on the day before the election. The city does, however, offer early voting for two weeks prior to the election.

Montejo predicts between 2,000 and 3,000 in new voter registrations on Election Day.

Lewiston hires about 135 election workers, mostly senior citizens. "We recruit for election workers 365 days a year," Montejo said.

This year may be one for the record books in Lewiston. A joint commission is expected to recommend a merger of Lewiston and Auburn, putting it to a vote this November.

"Pretty much every single person you would stop on the sidewalk has an opinion. We are expecting an unprecedented turnout," Montejo said. "We say Election Day is the No. 1 day for customer service. We are coordinating a day for 25,000."

Proposed changes

Julie Flynn, deputy secretary of state in the Bureau of Corporations, Elections and Commissions, said various legislative proposals are pending that could change deadlines and make other adjustments, if they become law. "Most of it doesn't change the process for clerks," she said.

High on the priority list are deadlines for candidate filing and candidate withdrawal. Both affect the printing of the ballots that have to be distributed to each municipality. That also affects the distribution timetable for military and overseas absentee voting. "That is huge in making sure the ballots are ready," Flynn said.

"Maine has made a determination that we want to have paper ballots for an audit trail," she said.

Another change proposed is to extend the time prior to Election Day for early processing of absentee bal-

lots, allowing clerks to work on them Friday, Saturday and Monday, not just the Monday. "It's a very manual, labor-intensive process," Flynn said. "A lot of towns are setting up their polling places. They don't have the staff to process. That's one the clerks really wanted."

When asked about the aging of election workers, Flynn remarked that this is not exclusive to Maine.

"I think it's something that's becoming a bit of a crisis nationally," she said, mentioning that some western

states have gone to voting only by mail. "They don't have the election officials" available, she said.

Flynn pointed to another wrinkle that complicates matters, how the U.S. Postal Service now sorts mail in Maine. The turnaround time is not what it used to be, meaning municipalities should not use the USPS to get results to the state to meet the three-day post-election deadline.

Flynn said her office accepts results by email or fax. "Do not mail it," she said. ■

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As part of our ongoing efforts to bring training to our members, MMA is pleased to announce that this course will be offered in two formats: In classroom and remotely at the Northern Maine Development Commission in Caribou. Attendees can participate via ITV Technology by viewing the presentation remotely. ITV broadcasting allows for live viewing as well as interactive participation with the attendees. A facilitator will be onsite to assist. Should you wish to attend this session at NMDC, simply fill out the registration form and select the Caribou live broadcast.

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Black Bear Inn – 4 Godfrey Dr., Orono, ME 04473

Bridgton – 7/14/2016

Bridgton Town Hall – 3 Chase St., Ste. 1
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Wabanaki tribes have special way of dealing with challenges

Threats posed by the emerald ash borer brought this researcher to gain new appreciation for the Wabanakis' approach, which includes a deep respect for all values and experiences.

By **Darren J. Ranco**
University of Maine

Much can be learned from the way Wabanaki tribes deal with complex community challenges.

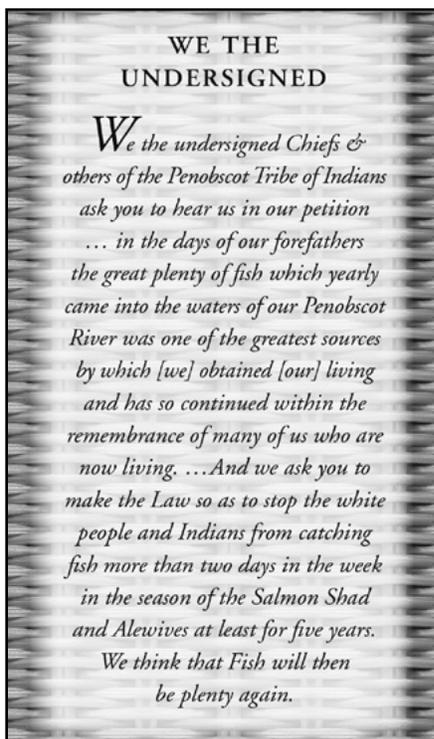
For the last six years, I have been one of the leaders of a project to protect Wabanaki basket-making traditions, under threat from an invasive species called emerald ash borer. Our project studies and facilitates the ways that Wabanaki basket makers, tribes, state and federal foresters, university researchers, landowners and others work together to prevent, detect and respond to the potentially devastating emerald ash borer as it moves east toward Maine, devouring trees. Central to the process is the use of Wabanaki diplomacy, a multinational, multicultural, indigenous form of diplomacy that emphasizes relationships to solve potential disputes.

History

Wabanaki basket making – and economic, cultural, and spiritual tradition – uses brown or black ash trees (*fraxinus nigra*) as the primary source material. That is why the emerald ash borer's appearance in 2013 in New Hampshire, Maine's next-door neighbor, raised alarms.

As with other ecological threats, multiple ways of comprehending the problem had to be brought to the table. Regulators use purely economic measurements when a resource is being impacted by an invasive species and tend to work with industry on quarantines and certification for enforcement.

Darren J. Ranco is an associate professor of anthropology and chair of Native American Programs at the University of Maine in Orono. Contact him at darren.ranco@maine.edu. (Note: Wabanaki means "people of the dawn.")



Basket makers, although also concerned about the economic impacts, consistently raise cultural and historical concerns, reminding scientists and regulators about the trouble tribe members already have with access to basket making materials and reminding them of indigenous rights. At the same time, they use Wabanaki diplomacy to call attention to the sovereignty of everyone involved and work to fashion a cooperative approach to problem solving.

Wabanaki diplomacy is multifaceted and calls upon a system of meanings that have arisen over centuries. The Wabanaki Confederacy – a multinational cultural and political alliance between the Penobscots, Passa-

maquoddies, Abenakis, Maliseets and Micmacs of Maine and the Canadian Maritime provinces – was first organized to affirm common ideals and respond to pressures introduced by the arrival of Europeans.

When I first started to consider how modern Wabanaki diplomacy functions, I was struck by how similar the issues and tone of 18th and 19th century diplomatic speeches and petitions were to contemporary Native American claims for rights, especially in regard to natural resources. The themes of current diplomatic articulations are like the strategies Native Americans employed to respond to colonization. They involve control over and knowledge of resources, the importance of treaty rights, and the necessity of honoring past promises.

Throughout the 18th Century, many of the agreements of peace were clear attempts by Wabanaki people to stop incursion of Europeans into their lands and resources. By the 19th Century, the ability to use natural resources, guaranteed in treaties, was the main focus of Wabanaki diplomacy. The Petition from the Chiefs of the Penobscot Tribe to the Governor of Maine and the Executive Council, January 26, 1821, is an example. (See "We the Undersigned" on Page xx)

The idea was not to regulate Indians and non-Indians differently, but to suggest that people who know the resources best might be best at implementing a management program.

A modern example

Over the last two years, as I have helped to coordinate a series of memoranda of understanding (MOUs) between the Wabanaki Nations in

Maine and federal and state agencies regulating forest pests, I have seen the importance of respect for differing values and knowledge again and again.

In our work to prevent the emerald ash borer from passing through New Hampshire into Maine, Wabanaki diplomacy has been central to understanding how different cultural groups come together to solve an issue involving land, power, and natural resources.

The approach involves respecting the different values and kinds of knowledge that each group brings to the situation. Going into this process, we understood that different approaches and forms of knowledge might be a challenge, so we made sure that the overarching questions for our meetings could be answered from a variety of perspectives. For example, in the early stages of meeting in 2009 and 2010, we asked all of the constituents, which included scientists, regulators, basket makers and resource gatherers, what they wanted to know more about and what was their highest priority.

Together the group came up with four key areas: mapping ash resources, developing policy guidance, educating the public, and collecting seeds.

Researchers and regulators could rely on mapping and other forms of spatial and statistical data. But the level of detail they could offer was small compared with the specific knowledge that resource gatherers possessed, particularly how they used the context of other trees in the forest to help determine site location for basket-quality ash.

Because the goals were initially defined by everyone, potentially conflicting viewpoints were addressed in a way that left a space open for recognition of Wabanaki points of view and the legitimacy of their knowledge and engagement with the resources.

Being prepared

A primary issue in Maine is what will happen if the emerald ash borer is discovered on or adjacent to tribal lands, and how the different parties will work together to study, regulate and address the pest's impact on tribal and nontribal resources.

In our research, other states have done very little to include tribal lands, peoples, and governments in the process of responding to the ash borer. In Maine, we were determined to make sure they would be included from the beginning.

The ongoing negotiations for agreements have revealed what we would already expect from the recognition and legitimacy of Wabanaki

knowledge, experience, and diplomacy: Differences are being worked out. Tribal governments' and basket makers' initial concerns that they would not be consulted if a discovery happened near tribal lands – and that they would not be included in studying the impact and the extent of the infestation – are being addressed. The same is true for federal regulators' concerns that an infestation on or near tribal lands needed to be quickly studied and dealt with.

Embedded in the MOUs is a recognition of Wabanaki knowledge regard-

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ing the harvesting and protection of brown ash resources as well as a proper process to include the different parties in a thoughtful and respectful way in a potentially tense situation. For those of us involved in the process, Wabanaki diplomacy, with its emphasis on participation and multiple forms of knowledge, guided the way to an open and easy exchange between people with different levels of formal and informal education and different cultural, practical, and scientific knowledge.

It seems obvious that being able to define and articulate your own understanding of a sustainable world, or the public good, is a critical aspect of self-determination – and that this is what most indigenous peoples and other cultural minorities are seeking. It is often difficult, however, for Native people to articulate their slightly different conception of the good under the current U.S. arrangements for tribal sovereignty. The loss is not theirs alone, as the old ways of engaging through diplomacy and cultural knowledge could benefit the dominant culture as well.

In our preparation to take on the ash borer, recognition of tribal and basket-maker commitment to the resource was remarked upon by a number of scientists and regulators. This is not to say that the scientists and regulators were surprised. It was more that they felt they were finally in what they considered to be the right room, talk-

ing to the right people. The values and commitments of indigenous people were recognized, and the experts were able to let go of the idea that they were the only ones with good processes and knowledge to address a problem.

The successful collaboration on the ash borer issue suggests that an understanding of Native notions of the good can benefit the wider community, especially in terms of creating partnerships to promote sustainability. ■

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2016 MMA & Affiliate Training Calendar

KEY TO GROUPS

MMA	Maine Municipal Association	MLGHRA	Maine Local Government Human Resources Association
MACA	Maine Animal Control Association	MMTCTA	Maine Municipal Tax Collectors' and Treasurers' Association
MAAO	Maine Association of Assessing Officers	MRRA	Maine Resource Recovery 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
MFCA	Maine Fire Chiefs' Association		

*Please note that the listings in "Cyan" with a 🔍 symbol are new courses!

JANUARY

Date:	Course Name:	Location:	Sponsored By:
1/21	MBOIA Annual Membership Meeting/Training	Lewiston – Green Ladle	MBOIA
1/28	Elected Officials Workshop	Augusta – Maine Municipal Association	MMA
1/28	Elected Officials Workshop	Caribou – Northern Maine Development Commission	MMA

FEBRUARY

2/3	Moderating Town Meetings	Augusta – Maine Municipal Association	MMA
2/4	MFCA Legislative Breakfast	Augusta – Senator Inn	MFCA
2/5	MWDA GA Basics	Farmington – University of Farmington	MWDA
2/8	MTCCA Title 30A	Caribou – Caribou Inn & Conference Center	MTCCA
2/9	 Effective Time Management	Augusta – Maine Municipal Association	MMA
2/12	MTCCA Title 30A	Augusta – Maine Municipal Association	MTCCA
2/12	 MTCCA Title 30A- Video Conference	Machias – Sunrise County Economic Council	MTCCA
2/23	Planning Board/Boards of Appeal	Saco – Ramada Inn	MMA

MARCH

3/1	Managing Freedom of Access Requests	Augusta – Maine Municipal Association	MMA
3/2	MMTCTA Tax Liens	Orono – Black Bear Inn	MMTCTA
3/3	MeWEA Legislative Breakfast	Augusta – Senator Inn	MeWEA
3/9	MBOIA Advanced IEBC Training	Augusta – Maine Department of Public Safety - Florian Hall	MBOIA
3/17	 Aerial Drones and the Current Legal Landscape	South Portland – DoubleTree by Hilton	MMA
3/18	MWDA Advanced GA	Houlton – Houlton Town Office	MWDA
3/23-3/25	MFCA Joint Conference	Newry – Sunday River	MFCA
3/25	MTCMA 37 th Annual Statewide Manager Interchange	Bangor – Hilton Garden Inn	MTCMA
3/25	MeWEA Ski Day	Newry – Sunday River	MeWEA
3/29	MTCCA Records Management	Portland – Fireside Inn & Suites	MTCCA
3/30	MMTCTA Tax Lien Procedures	Portland – Keeley's Banquet Center	MMTCTA
3/31	Planning Board/Boards of Appeal	Orono – Black Bear Inn	MMA

APRIL

4/1-4/2	MACA Annual Meeting/Training	Bangor - Hollywood Casino	MACA
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4/5	 MTCCA New Clerks	Augusta – Maine Municipal Association	MTCCA
4/5	MTCCA New Clerks- Video Conference	Caribou – Northern Maine Development Commission	MTCCA
4/7	Roles of Elected Officials and Municipal Managers	Presque Isle – Convention Center	MMA
4/7	MCAPWA Annual Spring Meeting	Waterville – T & B Celebration Center	MCAPWA
4/11	Customer Service Excellence	Augusta – Maine Municipal Association	MMA
4/12	Elected Officials Workshop	Saco – Ramada Inn	MMA
4/12-4/13	MCAPWA Supervisory Leadership Part I	Augusta Learning Center	MCAPWA
4/12	MTCCA Vital Records	Bangor – Spectacular Event Center	MTCCA
4/15	MeWEA Spring Conference	Bangor – Hilton Garden Inn	MeWEA
4/20	 MTCCA Licensing	Augusta – Maine Municipal Association	MTCCA
4/20	MTCCA Licensing- Video Conference	Machias – Sunrise County Economic Council	MTCCA
4/25-4/26	MWDA Spring Conference	TBD	MWDA
4/27	Labor and Employment Law	Augusta – Maine Municipal Association	MMA

MAY

5/2-5/4	MRRA Spring Conference	Rockport – Samoset	MRRA
5/4	MTCCA Voter Registration	Augusta – Maine Municipal Association	MTCCA
5/3	MTCCA Title 21A	Augusta – Maine Municipal Association	MTCCA
5/5	Municipal Technology Conference	Augusta – Augusta Civic Center	MMA
5/17-5/19	MCAPWA Supervisory Leadership Part II	Augusta – TBD	MCAPWA
5/13	MAAO Northern Maine Spring Workshop	Caribou – Northern Maine Development Commission	MAAO
5/16-5/17	MBOIA Code Conference	Sebasco – Sebasco Harbor Resort	MBOIA
5/19-5/20	MMTCTA Annual Conference	Auburn – Hilton Garden Inn	MMTCTA
5/23	Elected Officials Workshop	Union – Union Town Hall	MMA
5/24	MAAO Board of Assessment Review	Augusta – Maine Municipal Association	MAAO

JUNE

6/2	 Planning Board/Boards of Appeal	Augusta – Maine Municipal Association	MMA
6/2	Planning Board/Boards of Appeal- Video Conference	Caribou – Northern Maine Development Commission	MMA
6/2	MCAPWA Highway Congress	Skowhegan – Skowhegan Fairgrounds	MCAPWA
6/7	Municipal HR & Management Conference	Waterville – Thomas College	MMA
6/9	Elected Officials Workshop	Orono – Black Bear Inn	MMA
6/17	MWDA Advanced GA	Augusta – Maine Municipal Association	MWDA
6/21	New Managers Workshop	Augusta – Maine Municipal Association	MMA
6/23	MMTCTA Cash Management	Augusta – Maine Municipal Association	MMTCTA
6/27	Basic Municipal Budgeting	Saco – Ramada Inn	MMA

JULY

7/12	MMTCTA Basic Excise Tax	TBD	MMTCTA
7/14	Elected Officials Workshop	Bridgton – Bridgton Town Hall	MMA
7/18	 Firearms Laws including Concealed Handgun Permitting	Augusta – Maine Municipal Association	MMA
7/19	MTCCA Municipal Law	Waterville – Elks Banquet and Conference Center	MTCCA
7/21	Planning Board/Boards of Appeal	Farmington – Franklin Memorial Hospital	MMA
7/21	MBOIA Membership Training	Augusta – Maine Municipal Association	MBOIA
7/28	MFCA Membership Meeting	Hope – Hope Fire Station	MFCA

AUGUST

8/10-8/12	MTCMA 71 st New England Management Institute	Newry – Sunday River	MTCMA
8/9	MTCCA New Clerks	Bangor – Spectacular Event Center	MTCCA
8/15	Elected Officials Workshop	Augusta – Maine Municipal Association	MMA
8/15	Elected Officials Workshop- Video Conference	Caribou – Northern Maine Development Commission	MMA
8/16	MTCCA Vital Records	Portland – Fireside Inn	MTCCA
8/17	MMTCTA I've Got the Job – What Now?	Augusta – Maine Municipal Association	MMTCTA

SEPTEMBER

9/7-9/9	MAAO Fall Conference	Sebasco – Sebasco Harbor Resort	MAAO
9/7-9/8	MTCCA Voter Registration	Augusta – Maine Municipal Association	MTCCA
9/6	MTCCA Title 21A	Augusta – Maine Municipal Association	MTCCA
9/9	MCAPWA Golf Tournament	Cumberland – Val Halla Golf Course	MCAPWA
9/9	MSFFF Annual Meeting	York – York Village	MSFFF
9/13	MTCCA Networking Day	Waterville – Elks Banquet and Conference Center	MTCCA
9/14-9/16	MeWEA Fall Conference	Carrabassett Valley – Sugarloaf	MeWEA
9/16	MWDA GA Basics	Augusta – Maine Municipal Association	MWDA
9/22	MBOIA Membership Training	Gray – Spring Meadows	MBOIA

OCTOBER

10/5-10/6	80th MMA Convention	Bangor – Cross Insurance Center	MMA
10/24	Verbal Judo-Tactical Communication for the Public Employee	Augusta – Maine Municipal Association	MMA
10/31	MBOIA DECD & Fire Marshal's Office Training	Portland – Keeley's Banquet Center	MBOIA

NOVEMBER

11/1	MBOIA DECD & Fire Marshal's Office Training	Portland – Keeley's Banquet Center	MBOIA
11/1	Planning Board/Boards of Appeal	Calais – Washington County Community College	MMA
11/2	MBOIA DECD & Fire Marshal's Office Training	Brewer – Jeff's Catering	MBOIA
11/3	MMTCTA Municipal Law for Tax Collectors and Treasurers	Orono – Black Bear Inn	MMTCTA
11/3	MBOIA DECD & Fire Marshal's Office Training	Brewer – Jeff's Catering	MBOIA
11/4	MBOIA DECD & Fire Marshal's Office Training	Augusta – Maine Department of Public Safety - Florian Hall	MBOIA
11/15	Personnel Practices	Portland – Fireside Inn	MMA
11/16	MMTCTA Municipal Law	Augusta – Maine Municipal Association	MMTCTA
11/29	Grant Writing for Municipal Programs and Projects	Augusta – Maine Municipal Association	MMA

DECEMBER

12/2	MTCMA Joint Workshop with NHMMA	New Hampshire	MTCMA
12/6	Elected Officials Workshop	Lewiston – Ramada Inn	MMA
12/8	Planning Board/Boards of Appeal	Portland – Fireside Inn & Suites	MMA
12/8	MBOIA Membership Training	Lewiston – Green Ladle	MBOIA
12/9	MWDA Winter Issues Training	Augusta – Maine Municipal Association	MWDA

PEOPLE



Edward MacDonald

Edward MacDonald of Woolwich, who as the Loss Control Manager in Maine Municipal Association's Risk Management Services Department and planned to retire this month, was killed in a single-vehicle crash

while driving home on Friday, Jan. 29. Police said MacDonald was alone at the time of the accident and that he was wearing his seatbelt. The road was slick with a small coating of fresh snow, which police said caused MacDonald to lose control of his vehicle as he began to climb a hill. MacDonald, 67, started working at MMA on Sept. 4, 2001. He previously worked for Northern General Services, the Pejepscot Paper Division of the Hearst Corp. and for Wright-Pierce Engineering.

The City of Auburn hired **Michael Chamings** as economic and community development director, and **Sabrina Best** as recreation director, effective last month. Chamings, who most recently served as Oxford town manager, replaces Roland Miller. Chamings was pivotal in shepherding a casino proposal to reality in the small town 20 minutes west of Lewiston-Auburn. Meanwhile, Best worked for the City of South Portland's Department of Recreation, Parks and Waterfront in various jobs since 2006, including planning, organizing and implementing both youth and adult sports programs.

Retired Portland firefighter **Vincent "Vinny" DiFillipo** died Dec. 22 at the age of 63. DiFillipo, who served the department for 30 years, retired in 2010 with the rank of deputy fire chief. DiFillipo grew up in Portland and held a degree in fire science. When not working as a firefighter, DiFillipo served as a high school and college football official, winning a 2015 state football officials' award for 42 years of service and leadership.



Michael Lyman

Farmington police Officer **Michael Lyman** has been chosen as the department's 2015 employee of the year for his dedication to the town and his job, his work ethic and professionalism. Lyman, who joined the department in September 2013, also was recognized for his effective traffic enforcement and for writing and administering an OUI grant.

Russell French was named Rangeley police chief in late January. He assumed his duties full-time on Feb. 1. French worked for the Kittery Police Department for 25 years, leaving with the rank of lieutenant. He replaces **Dennis Leahy**, who retired last November. In Kittery, French served as community policing coordinator and led the DARE program for 12 years. He is a graduate of the FBI Academy and an Augusta native. Rangeley Sgt. **Jared Austin** served as acting chief until French was hired.

Portland Assistant Fire Chief **David Jackson** has been promoted to chief, replacing **Jerome LaMoria**, who resigned last October. Jackson was quickly named interim fire chief last fall. He has worked for the Portland fire squad for 25 years, beginning in 1990 as a front-line firefighter, and has a total of 40 years of firefighting experience. In 2000, he was promoted to lieutenant and to captain four years later. He was named deputy chief in 2010 and assistant chief in June 2014.

Orono firefighter and paramedic **Josh McNally** was named Howland fire chief, beginning in early January. McNally has 16 years of experience, including training

other firefighters and working for Life-Flight of Maine. McNally will continue his work for Orono while leading the Howland volunteer department. He replaces interim Fire Chief **Robert Thomas**, who will remain with the department and who took over for **Phil Dawson** last June.



Elisa Trepanier

Elisa Trepanier was promoted to tax assessor for the Town of Windham. She replaces **David Sawyer**, who retired in December. Trepanier worked as assistant assessor for 10 years. Her position also includes the job of Geographic Information Systems (GIS) coordinator. She recently earned a certificate in applied GIS from the University of Southern Maine.

Wilton voters elected former Selectman **Jeffrey Rowe** in a special election Jan. 5 to fill the vacated seat of **Paul Berkey Jr.**, who resigned when he moved out of state last fall. Rowe defeated former selectman **Irving Faunce** by a vote of 177-100. A third candidate received 38 votes. Rowe, a log truck driver and businessman, will serve through June 2017. Rowe served four terms as selectman from 1993 to 2005. He will resign from the town finance committee and board of appeals in order to serve as selectman.

Southport officials named **Gail Sprague** as the town's new part-time treasurer, effective Jan. 1. She replaces **Anita Sherman**, who was elected in 2014 to a three-year term but resigned early. Sprague was recruited by the town and will serve through March 2017. She works as manager of a greenhouse business in Boothbay Harbor. ■

If your municipality submits a news item for the Townsman, consider sending a corresponding photo to: **Eric Conrad** or **Jaime Clark** (econrad@memun.org or jclark@memun.org)

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AUBURN

The city police department may be reorganized to create a special unit dedicated to issues and problems in the poorest downtown neighborhoods. Police officials told the city council in a January workshop that one-third of the 35,192 police calls from the summer of 2014 to 2015 came from three neighborhoods. The council was scheduled to take up the matter in a Feb. 8 workshop. The new effort, as proposed, would be funded initially with \$84,000 from the department budget and \$61,500 from drug forfeitures, with some amount coming from the city's future Community Development Block Grant funds. The proposed Neighborhood Revitalization Unit calls for police to collaborate with city departments such as fire and code enforcement, and social services, to resolve problems as a team.

BOOTHBAY HARBOR

Selectman Bill Hamblen will serve on the town sewer district's steering committee to study the consequences of rising sea levels. Hamblen holds a degree in ocean engineering and will help the committee research and understand the possible impact of rising water on sewer facilities. The district won a \$20,000 federal grant for the study, matched by \$5,000 from the district. Town officials also are considering a separate study to identify municipal areas and buildings that could be under water in as soon as 50 years.

CUMBERLAND

Town council in late December voted unanimously to partner with the Town of Gray for assessing services rather than continuing an agreement with Cumberland County government. The county has completed Cumberland's revaluations for the past two years at an annual cost of about \$65,000. The cost of both options is expected to cost \$75,000 this year. The two towns are working to develop other collaborative efforts and plan to create an assistant/administrative position to help Gray Assessor John Brushwein, who will work for both towns under the plan.

DIXFIELD

The planning board voted unanimously in January to convey to selectmen the urgent need to establish a board of ap-

NEW ON THE WEB www.memun.org

Highlights of what's been added at www.memun.org since the last edition of the *Maine Townsman*.

Stream Smart Culverts. The Maine Department of Inland Fisheries & Wildlife, Department of Environmental Protection, Audubon Society and other organizations host training on best practices in replacing road culverts.

Innovation in Government. The John F. Kennedy School of Government at Harvard University encourages municipalities to apply for innovation awards. The deadline is April 15, and the top prize is \$100,000.

MMA's 2016 Training Calendar. It will be a busy year! Maine Municipal Association and its related municipal affiliate groups will hold 95 workshops and training events throughout Maine this year. There will be new offerings, too, on Firearms Laws and Regulating Aerial Drones.

peals. A past effort failed for lack of public interest, but planners now cite the town comprehensive plan, which mandates an appeals board. Some planners were concerned that in the event a controversy emerges in the future, the town would not have a legal process in place and therefore more exposed to possible legal action.

HOULTON

The Band of Maliseet Indians and the Penobscot Indian Nation have won \$400,000 in federal housing grants. The Maliseets will receive \$139,000 for operational expenses and to aid the tribe in finishing its housing goals and initiatives. The Penobscot Nation will receive \$249,500 to promote and support affordable and safe housing options.

LINCOLN

Residents now can send anonymous tips to police using software called TipSoft. Tips will be texted to police by calling its special number and finding the department's keyword on the TipSoft website. Users can also download an app on their smart phones. The software is being used in other Maine communities and across the country, according to officials. Lincoln police hope the new program will reduce crime, saying help from the public is essential to solving crimes.

LINCOLNVILLE

Selectmen from Lincolnville and Camden agreed in an early January meeting to continue studying the state's proposed 1.5-mile reconstruction of coastal Route 1

and submit their recommendations and formal position to state transportation officials. Ten councilors from both towns met in January, along with Lincolnville's Route 1 Advisory Committee, with a special eye on plans to elevate a bridge by seven feet and other significant changes in the \$7 million project. State officials unveiled their plans in March 2015, and expect to start the work this summer, but local officials are still studying specifics of the proposal. They are especially concerned that the project does not spoil the rural character of the towns.

WOODSTOCK

Selectmen authorized the town manager in January to seek grant funding for the property revaluation of Woodstock, abutting Greenwood and nearby Andover – all towns in western Oxford County. The towns will seek a state Efficient Delivery of Local and Regional Services grant, which requires the money benefits two or more municipalities and reduces property taxes over a five-year span. The grant will ask for \$80,000 for Woodstock, \$70,000 for Greenwood and the balance for Andover. ■

CORRECTIONS

The name of Cape Elizabeth's new public librarian, Kyle Neugebauer, was misspelled in the January issue of the *Maine Townsman*. Also, an article about civics curriculum should have named James "Jim" Handy of the Lewiston School Committee. We apologize for the errors.

MUNICIPAL BULLETIN BOARD

FEB. 23

Planning Boards/BOA: Saco

MMA's Legal Services Department will host a session for local Planning Board and land use Boards of Appeal members from 4 p.m. to 8:30 p.m. on Feb. 23 at the Ramada Inn and Conference Center, just off Interstate 95 in Saco.

The workshop is designed as an introduction for new or less experienced members, but veterans may find an update useful as well. Among the topics to be covered: jurisdictional issues; conflicts of interest and bias; public notice requirements; site visits; procedure for decisions; and, variances. The cost is \$55 for MMA members and \$110 for non-members.

MARCH 1

Managing Freedom of Access Requests: Augusta, Caribou (via video)

This timely workshop is aimed at helping municipal staffs, designated "Public Access Officers," elected and appointed officials understand Maine's FOA law, why requests are filed and how to deal with them appropriately.

The afternoon workshop will be held on March 1 at MMA's Christopher G. Lockwood Conference Center in Augusta. Registration begins at 1:30 p.m. and the workshop will conclude at 4:30 p.m. It also will be offered live via video-conference at the Northern Maine Development Commission office in Caribou. Presenters include: Amanda Meader, attorney with MMA's Legal Services Department; Jay Feyler, Manager in the Town of Union; and, Eric Conrad, MMA's Director of Communication & Educational Services. Cost for the workshop is \$35 to MMA members.

MARCH 2

Tax Lien Procedures: Orono

The Maine Municipal Tax Collectors' and Treasurers' Association will hold a one-day workshop on the proper procedures and forms to be used during the tax lien process on March 2 at the Black Bear Inn in Orono. Stu Marckoon, treasurer in the Town of Lamaine, is the instructor.

Attendees will be given up to date information and forms. The course serves as credit toward certification, and is designed for municipal officials with direct

responsibility in the tax lien process. It begins with registration at 8:30 a.m. and concludes at 3:30 p.m. Cost is \$55 for MMTCTA members and \$75 for non-members.

MARCH 17

Aerial Drones / Legal Landscape: South Portland

This new workshop is devoted to legal issues involving unmanned aerial vehicles, or drones, which are surging in popularity and creating a host of legal issues. This afternoon workshop, presented by a drone consultant and attorneys with the law firm of Bernstein Shur, will tell municipal leaders what they can and cannot do about drones, even in their own backyards.

The class will be held at the Double-Tree by Hilton Hotel near the Maine Mall in South Portland. Registration begins at 2 p.m. The workshop will conclude at 4:30 p.m. Cost is \$35 for MMA members and \$70 for non-members.

MARCH 18

Advanced General Assistance: Houlton

The Maine Welfare Directors Association will hold a workshop offering advanced general assistance training, which serves as certification for MWDA members. The training is designed for people who have completed the GA Basics course. This is the second of two courses required in order to receive GA certification.

It will be held on March 18 at the Houlton Town Office, starting with registration at 8:15 a.m. and ending at 3 p.m.

Cost is \$35 for MWDA members and \$60 for non-members.

MARCH 31

Planning Boards/BOA: Orono

MMA's Legal Services Department will host a session for local Planning Board and land use Boards of Appeal members from 4 p.m. to 8:30 p.m. on March 31 at the Black Bear Inn and Conference Center in Orono.

The workshop is designed as an introduction for new or less experienced members, but veterans may find an update useful as well. Among the topics to be covered: jurisdictional issues; conflicts of interest and bias; public notice requirements; site visits; procedure for decisions; and, variances. The cost is \$55 for MMA members and \$110 for non-members.

APRIL 11

Customer Service Excellence: Augusta

Margaret Noel, Assistant Director of the Augusta Civic Center, will lead a workshop on Customer Service at MMA's Christopher G. Lockwood Conference Center in Augusta on April 11. The interactive workshop walks participants through the customer-service cycle and targets key strategies for implementing and maintaining an excellent customer-service plan.

Registration will begin at 8:30 a.m. and the workshop will end at 4 p.m. Cost is \$75 for MMA members and \$150 for non-members, including workshop materials and a light lunch. ■

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs. For more information visit the MMA website: www.memun.org

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

MMA Legal Services Director to Retire

William ("Bill") Livengood, longtime Director of MMA Legal Services, has announced his retirement. His last day is March 4, 2016.

Bill has been in charge of MMA's Legal Services program for nearly 30 years. All told, he has been an attorney with MMA for almost 40, or virtually his entire legal career. Bill's able and patient leadership, along with his superb judgment of both people and the law, have been an invaluable service to MMA members and staff alike. We will all miss him greatly.

We suspect Bill was a faithful fan of Roy Rogers as a youngster (there are incriminating photos), and we know he means to spend a lot more time now playing outdoors, so we wish him many "Happy Trails," wherever they may go!

Spending from Reserves

Question: Do the municipal officers (selectmen or councilors) need voter approval in order to spend money from a reserve fund such as a capital equipment account?

Answer: As a rule, no, but there is one exception.

As we've noted here before, Maine law authorizes municipalities to establish reserve or non-lapsing funds for a variety of purposes, including capital improvements, capital equipment, credit reserves for financial emergencies, and sinking funds for paying down debt (see "Reserve Funds," *Maine Townsman*, Legal Notes, December 2004). These funds are established by the municipal legislative body (town meeting or town or city council), but they are managed by the municipal officers (selectmen or councilors).

As the trustees of reserve funds, the municipal officers may authorize expenditures from them without a further vote of the legislative body, except for withdrawals from a credit reserve account, which require a determination by the legislative body that a financial emergency exists (see 30-A M.R.S.A. §§ 5802 and 5801(3)(B), respectively). It is imperative, however, that any expenditure from a reserve fund be solely for the purpose for which the account was established. The unauthorized use of reserve funds is a Class C crime.

Even though voter approval is generally not required for an expenditure from

MUNICIPAL CALENDAR

ON OR BEFORE FEBRUARY 15 — Written statements, as prescribed by State Tax Assessor, of wages withheld in the previous calendar year is to be furnished each employee (36 MRSA § 5251).

■ Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333-0011 [22 MRSA §4311].

FEBRUARY 15 — Presidents' Day, the third Monday in February, is a legal holiday (4 MRSA § 1051); and shall be observed as a school holiday in the absence of any vote of the superintending school committee designating how the day shall be observed (20-A MRSA § 4802).

BEFORE TOWN MEETING — Selectmen must have a warrant posted at least 7 days before town meeting and have a constable or named resident make return (30-A MRSA §2523). If adoption of an ordinance is proposed, make sure of compliance with 30-A MRSA §3002. Send copy of town report to the following: MAINE MUNICIPAL ASSOCIATION, State Tax Assessor, State Auditor and State Librarian.

■ Town Meeting voter registration and voting list requirements. The registrar shall accept the registration and enrollment of voters prior to the municipal election according to the time schedule prescribed by 21-A MRSA § 122 unless changed by municipal officers.

■ Copies of annual report are to be deposited in the municipal office or a convenient place of business for distribution to voters at least 3 days prior to the annual meeting (30-A MRSA § 2801)

■ Check 30-A MRSA § 5823 for audits, and § 2801 for town reports.

BY MARCH 1 — Solid Waste Municipal Reporting forms are due back to the State Planning Office, 38 State House Station, Augusta Me 04333 [38 MRSA §2125(1)].

a reserve fund, in some municipalities it is routinely requested anyway, presumably in deference to the voters' wishes. We have no particular quarrel with this practice provided the municipal officers and the voters both understand that it is not *legally* required except in the case of credit reserves.

For the record, the municipal officers have no authority to "borrow," even temporarily, from reserve funds to fund some other purpose without approval from the legislative body (see "Borrowing from Reserves," *Maine Townsman*, Legal Notes, March 2015).

Nor do the municipal officers have any authority to spend from unappropriated surplus (which of course is very different from a reserve fund) without the legislative body's approval (see "Unappropriated Surplus," *Maine Townsman*, Legal Notes, February 2008).

For more on these topics, see our *Municipal Officers Manual*, available free to members at www.memun.org. (By R.P.F.)

Nepotism

Question: What is nepotism, and does State law prohibit it?

Answer: Nepotism is the use (or abuse) of a person's office or position to favor or benefit family members, especially by giving them jobs or contracts. Cronyism is the same thing, except it applies to friends and associates rather than family. Both are generally considered unethical if not illegal.

Surprisingly, however, Maine has no "anti-nepotism" law prohibiting favoritism toward relatives or friends in the making of appointments, hiring decisions, contract awards and the like. This is no doubt due to the fact that we are a state of mostly small towns, and in many instances those most active in municipal government are apt to be related to each other in some way. A strict prohibition against hiring or contracting with friends or relatives could seriously hobble a close-knit community's ability to get things done.

Nevertheless, where a decision involv-

LEGAL NOTES

ing a friend or relative will financially benefit an official, that official will be disqualified from participating based on Maine's conflict of interest law (which applies regardless of whether a friend or relative is involved).

Also, in quasi-judicial proceedings such as license or permit applications, zoning appeals, and personnel grievances, Maine law will disqualify an official related to any party by blood or marriage within the 6th degree (see "Familial Bias," *Maine Townsman*, Legal Notes, December 2015).

Finally, note that some municipalities have adopted "anti-nepotism" rules by charter or by code of ethics, either of which is a local option.

For more on these topics, see our "Information Packet" on ethics and conflicts of interest, available free to members at www.memun.org. (By R.P.F.)

Maximum Interest Rate for 2016 Delinquent Taxes: 7%

The State Treasurer has established 7% as the maximum interest rate that municipalities may set for delinquent property taxes committed during calendar year 2016.

However, as anyone familiar with delinquent taxes knows, interest does not accrue on unpaid taxes unless a municipality, by vote of its legislative body, establishes the rate of interest and the date or dates after which interest will accrue. This must be done at the meeting at which the body votes to raise a tax or at any subsequent meeting prior to commitment of the tax (see 36 M.R.S.A. § 505(4)). This rate then applies to all delinquent taxes committed that year until they are paid in full.

For details on how to calculate interest on delinquent taxes, see MMA's *Municipal Liens Manual*, available free to members at www.memun.org. (By R.P.F.)

Assessing Unknown Owners

Question: Is there a legal way to tax real estate even if we don't know who owns it?

Answer: Yes, there is. Title 36 M.R.S.A. § 557-A authorizes property to be assessed to an "owner unknown" if no owner has been known to the assessors for at least the preceding 20 years, and the assessors have been unable, with reasonable diligence, to determine ownership. ("Reasonable diligence" probably means a title

search in the registry of deeds.)

An assessment to owner unknown must be advertised once a week for three consecutive weeks in a newspaper of general circulation in the county in which the property is located. The newspaper must also be printed in English, must be entered as 2nd class postal matter in the U.S. mails, and must include the notice in all editions and on any publicly accessible website that the newspaper maintains (see 1 M.R.S.A. § 601).

The newspaper notice must describe the real estate being assessed so that a reasonable person may know, with probable certainty, what property is being taxed. The notice must also state that the property is assessed to an owner unknown due to the failure of a reasonable search to ascertain an owner of record. This notice is sufficient legal notice of the assessment. At the time of this publication, a copy of the notice must also be sent by certified mail, return receipt requested, to each abutting property owner.

If taxes assessed to an owner unknown "go to lien," the tax collector and treasurer must use the same notice procedures as above for the notices required for tax liens under 36 M.R.S.A. §§ 942, 943.

If notice of the assessment, in the newspaper and by mail to abutters, produces an owner with a bona fide, verifiable legal claim to the property, such as an unrecorded deed, the original assessment should be abated as erroneous (see 36 M.R.S.A. § 841(1)), and then a supplemental assessment should be made against

the known owner (see 36 M.R.S.A. § 713).

For the record, someone with no legal claim to a property cannot establish one simply by paying the taxes. Nor is paying taxes generally considered evidence of adverse possession (see "Paying Taxes Not Proof in Adverse Possession Claim," *Maine Townsman*, Legal Notes, August 2008).

If property assessed to an owner unknown becomes tax-acquired, the buyer *might* acquire title, but this is far from certain as a municipal quitclaim deed conveys only whatever interest, if any, the municipality may have acquired, and the assessment of owners unknown has never been court-tested. Even if such assessments are lawful, however, and the foreclosure is valid, the title conveyed would not be "marketable" (free from any reasonable doubt), nor does a municipality have any obligation to make it so (see "Tax-Acquired Property: No Warranties Required," *Maine Townsman*, Legal Notes, April 2009). (By R.P.F.) ■

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Maine Municipal Bond Bank

2016 SPRING BOND ISSUE SCHEDULE

Capital financing through the Bond Bank's General Bond Resolution Program allows borrowers to take advantage of the Bond Bank's high investment grade rating, low interest rates and reduced issuance and post issuance costs. Traditionally twice a year, in the spring and fall, the Bond Bank will consolidate eligible applicants and engage in a bond sale. From application to receipt of funds the bond issuance process usually lasts three to four months. Below is the schedule for the Bond Bank's Spring Issue.

FEBRUARY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Wednesday, February 17th

Application Deadline.

Wednesday, March 23rd

Application approval (Board Meeting).

Monday, April 11th

Preliminary opinions and loan agreements due from bond counsel of each borrower.

MARCH						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Wednesday, April 13th

Last date for signing school contracts and rates in place for water districts. PUC Approvals due.

Monday, April 25th & Tuesday, April 26th

Maine Municipal Bond Bank Pricing.

APRIL						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Wednesday, April 27th

Maine Municipal Bond Bank Sale Meeting (Board Meeting).

Tuesday, May 17th

Final documents due from bond counsel.

Wednesday, May 25th

Pre-Closing.

MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Thursday, May 26th

Closing - Bond Proceeds Available (1:00 PM)

If you would like to participate in or have any questions regarding the 2016 Spring Bond Issue, please contact Toni Reed at 1-800-821-1113, (207)622-9386 or tir@mmbb.com.



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