

EDUCATIONAL OFFERINGS

2019



Maine Municipal Association | 60 Community Drive, Augusta, Maine 04330

(207) 623-8428 | 1-800-452-8786 | www.memun.org

Revised 7/16/19

Maine Municipal Association is pleased to announce available training offerings for 2019. Including those offered with our Affiliate Associations, MMA members can choose from over 90 live sessions this year in addition to distance learning courses.

In this catalog, you will find:

- **2019 At-a-Glance Calendar**—A quick listing of courses by month offered in 2019 organized by date, name and location.
- **Catalog of Available Courses**—A summary description of each course sorted alphabetically by course name.
- **Catalog of Available Courses by Association**—A quick listing of the 2019 courses sorted by the sponsoring Association.

Course Information: All event information can be found at <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx> where course dates, locations, descriptions and directions to venues are provided.

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

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

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

Storm Policy: If there is inclement weather, a decision to postpone will be made the day prior to the event and this information is posted on the MMA website at www.memun.org and is updated on our training hotline (207) 624-0117 by 5 p.m. We encourage ALL event participants to check the MMA website or the hotline before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.

Training Hotline: MMA is pleased to offer a quick phone reference for upcoming events, special events, cancellations and to speak to staff in the Training & Affiliate Office. The hotline number is (207) 624-0117.

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

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

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

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

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

WHO TO CONTACT:

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

MMA Educational Events & Affiliate Training:

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

KEY TO GROUPS/WORKSHOP SPONSOR

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

SMOKE FREE

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

FRAGRANCE FREE

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

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

Date:	Day:	Course Name:	Location:	Sponsored By:
FEBRUARY				
2/5	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Orono - Black Bear Inn	MTCCA
2/5-6	Tues.-Wed.	MeWEA/MWUA Joint Conference	Portland - Holiday Inn by the Bay	MeWEA
2/7	Thurs.	MWDA GA Basics	Westbrook - Westbrook Community Center	MWDA
2/11	Mon.	Elected Officials Workshop	Augusta - Maine Municipal Association	MMA
2/14	Thurs.	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
2/20	Wed.	NMBOIA Internal Plumbing	Brewer - Brewer Auditorium	NMBOIA
2/26	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Portland - Fireside Inn & Suites	MTCCA
2/28	Thurs.	🔍 Drones: Legal Update (NEW!)	Lewiston - Ramada Inn	MMA
2/28	Thurs.	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
MARCH				
3/5	Tues.	Moderating Town Meetings	Augusta - Maine Municipal Association	MMA
3/6	Wed.	🔍 Spurring Civic Engagement (NEW!)	Augusta - Maine Municipal Association	MMA
3/7	Thurs.	MTCCA Notary Public 101	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
3/11	Mon.	Managing Freedom of Access Requests Managing Freedom of Access Requests - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
3/13	Wed.	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
3/20	Wed.	Planning Board/Boards of Appeal	Portland - Fireside Inn & Suites	MMA
3/22	Fri.	MTCMA 40th Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
3/22	Fri.	MeWEA Ski Day with NHWPCA	Gorham, NH - Wildcat Mountain Ski Resort	MeWEA
3/27	Wed.	How to Lead Effective Meetings	Augusta - Maine Municipal Association	MMA
3/27	Wed.	MFCA Membership Meeting	Newry - Sunday River	MFCA
3/28	Thurs.	MBOIA March Membership Meeting & Training	Newry - Sunday River	MBOIA
3/28 -29	Thurs.-Fri.	MFCA Professional Development Conference	Newry - Sunday River	MFCA
APRIL				
4/4	Thurs.	MCAPWA Annual Spring Meeting	Waterville - Waterville Elks Banquet & Conference Center	MCAPWA
4/5-6	Fri.-Sat.	MACA Annual Business Meeting & Training	Newry - Sunday River	MACA
4/11	Thurs.	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/11	Thurs.	MLGHRA Wage & Hour Workshop	Augusta - Maine Municipal Association	MLGHRA
4/11-12	Thurs.-Fri.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - Buker Community Center	MCAPWA
4/17	Wed.	Elected Officials Workshop	Saco - Ramada Inn & Conference Center	MMA
4/17	Wed.	NMBOIA Gravel Pits - Compliance with State Laws/Rulings	Brewer - Brewer Auditorium	NMBOIA
4/18	Thurs.	MMTCTA Tax Liens Workshop	Portland - Fireside Inn	MMTCTA
4/22-23	Mon.-Tues.	MWDA Spring Training Seminar	Bangor - Hollywood Hotel & Casino	MWDA
4/24	Wed.	🔍 Regulating Vacation Rentals (NEW!)	Belfast - Hutchinson Center	MMA
4/24-25	Wed.-Thurs.	JETCC North Country	Presque Isle - TBD	MeWEA
4/26	Fri.	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
4/30	Tues.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA

Date:	Day:	Course Name:	Location:	Sponsored By:
MAY				
5/2	Thurs.	Personnel Practices	Augusta - Maine Municipal Association	MMA
5/2	Thurs.	MTCCA New Clerks	Portland - Fireside Inn & Suites	MTCCA
5/10	Fri.	Municipal Technology Conference	Bangor - Cross Insurance Center	MMA
5/13-15	Mon.-Wed.	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - Buker Community Center	MCAPWA
5/15	Wed.	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
5/15	Wed.	NMBOIA Advanced Structures & Composites	Brewer - Brewer Auditorium	NMBOIA
5/16	Thurs.	MMTCTA Annual Conference	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
5/20-21	Mon.-Tues.	MBOIA 10th Annual Maine Code Conference	Northport - Point Lookout Resort and Conference Center	MBOIA
5/22	Wed.	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
JUNE				
6/5	Wed.	NMBOIA SSWD/Internal Plumbing	Brewer - Brewer Public Works	NMBOIA
6/6	Thurs.	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
6/13	Thurs.	MMTCTA Cash Management	Augusta - Maine Municipal Association	MMTCTA
6/18	Tues.	New Managers Workshop	Augusta - Maine Municipal Association	MMA
6/20	Thurs.	Elected Officials Workshop	Fort Kent - Fort Kent Outdoor Center	MMA
6/25	Tues.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	MTCCA
6/27	Thurs.	Municipal Human Resources & Management Conference	Waterville - Thomas College	MMA
JULY				
7/11	Thurs.	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
7/11	Thurs.	MMTCTA I've Got The Job - What Now? Workshop	Augusta - Maine Municipal Association	MMTCTA
7/18	Thurs.	MBOIA July Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
7/22	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Saco - Ramada Inn & Conference Center	MMA
7/25	Thurs.	MMTCTA Basic Excise Workshop	Augusta - Maine Municipal Association	MMTCTA
7/30	Tues.	Planning Board/Boards of Appeal	Bethel - The Bethel Inn	MMA
7/30	Tues.	MTCCA New Clerks	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
AUGUST				
8/7-9	Wed.-Fri.	MTCMA 74th New England Management Institute	Carrabassett Valley - Sugarloaf Mountain	MTCMA
8/15	Thurs.	MTCCA Vital Records	Orono - Black Bear Inn	MTCCA
8/21	Wed.	Legal Update on Recreational Marijuana	Saco - Ramada Inn & Conference Center	MMA
8/22-23	Thur.-Fri.	MMTCTA Basic Accounting I	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
8/28	Wed.	Elected Officials Workshop	Jay - LaFleur's Restaurant	MMA
SEPTEMBER				
9/3	Tues.	MTCCA Voter Registration	Presque Isle - Northern Maine Community College	MTCCA
9/4	Wed.	MTCCA Title 21A - State Election Law	Presque Isle - Northern Maine Community College	MTCCA
9/5	Thurs.	MMTCTA Payroll Law	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
9/6	Fri.	MCAPWA Golf Tournament	Cumberland - Val Halla	MCAPWA

Date:	Day:	Course Name:	Location:	Sponsored By:
9/10	Tues.	MTCCA 24th Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
9/11	Wed.	MeWEA Golf Tournament	Rockland - Rockland Golf Club	MeWEA
9/12	Thurs.	Planning Board/Boards of Appeal	Orono - Black Bear Inn	MMA
9/12-13	Thurs.-Fri.	MeWEA Fall Convention	Northport - Point Lookout Resort & Conference Center	MeWEA
9/13-15	Fri.-Sun.	MSFFF Annual Convention/Meeting	Fryeburg Fairgrounds	MSFFF
9/17	Tues.	Labor & Employment Law	Portland - Clarion Hotel	MMA
9/18-20	Wed.-Fri.	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO
9/26	Thurs.	MBOIA September Membership Meeting & Training	Gray - Spring Meadows Country Club	MBOIA

OCTOBER

10/2-10/3	Wed.-Thurs.	83rd Annual MMA Convention	Bangor - Cross Insurance Center	MMA
10/3	Thur.	MFCA Annual Membership Meeting	Bangor - Hollywood Casino	MFCA
10/5	Sat.	MSFFF Firefighters Memorial Service	Augusta	MSFFF
10/8	Tues.	MTCCA Voter Registration	Augusta - Augusta Civic Center	MTCCA
10/9	Wed.	MTCCA Title 21A - State Election Law	Augusta - Augusta Civic Center	MTCCA
10/15	Tues.	Roles of Elected Officials & Municipal Managers	Bridgton - Bridgton Town Hall	MMA
10/16	Wed.	NMBOIA Subdivision Laws	Brewer - Brewer Auditorium	NMBOIA
10/24	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
10/24-25	Thurs.-Fri.	MWDA GA Basics/Advanced GA	Freeport - Library	MWDA
10/29	Tues.	Elected Officials Workshop	Belfast - Hutchinson Center	MMA
10/29	Tues.	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/30	Wed.	MBOIA DECD & Fire Marshal's Office Training	Brewer - Jeff's Catering	MBOIA
10/31	Thurs.	MBOIA DECD & Fire Marshal's Office Training	Waterville - Waterville Elks Banquet & Conference Center	MBOIA

NOVEMBER

11/1	Fri.	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA
11/7	Thurs.	Legal Advice: Sexual Harassment (NEW!)	Orono - Black Bear Inn	MMA
11/8	Fri.	MLGHRA Conducting Effective Investigations	Augusta - Maine Municipal Association	MLGHRA
11/13	Wed.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta - Maine Municipal Association	MMTCTA
11/14	Thurs.	Basic Municipal Budgeting	Union - Union Town Hall	MMA
11/20	Wed.	NMBOIA ADA Compliance	Brewer - Brewer Auditorium	NMBOIA
11/21	Thurs.	Elected Officials Workshop	Dover-Foxcroft - Mayo Regional Hospital	MMA

DECEMBER

12/3	Tues.	Workplace Active Threat Defense (NEW!)	Augusta - Maine Municipal Association	MMA
12/5	Thurs.	Planning Board/Boards of Appeal Planning Board/Boards of Appeal - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
12/6	Fri.	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA
12/9	Mon.	Diversity Immersion (NEW!)	Lewiston - Ramada Inn	MMA
12/12	Thurs.	Managing Freedom of Access Requests	Freeport - Hilton Garden Inn	MMA
12/12	Thurs.	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA
12/17	Tues.	MMTCTA Small Claims - Snow date 12/18	Augusta - Maine Municipal Association	MMTCTA
12/19	Thurs.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA

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

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

Basic Accounting – This two day workshop is designed to focus on: Accounting terms/Accounting Cycle, Understanding types of Accounts, My Computer is Posting-Is this correct? And Reconciliation of control accounts.

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

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

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

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

Diversity Immersion – This new MMA workshop is designed to help participants jump-start inclusion efforts, lead positive change and build an inclusive workplace culture. Participants will be introduced to a framework that has several practical uses; learn why and how we develop bias; and in tandem practice a few essential skills needed to live, work, lead, and play in a diverse community. It's experiential with activities and exercises sprinkled throughout.

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

Elected Officials Workshop – This four-hour course is presented by MMA and is a must for newly elected and veteran officials - councilors & selectpersons. Topics include Understanding Your Role in the Community as an Elected Official, Public Meetings, Freedom of Access and Freedom of Information, Liabilities and Immunities, Media Relations and Conflicts of Interest. This course meets state FOAA training requirements.

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

How to Lead Effective Meetings – Democracy is a beautiful thing, but sometimes even the best-planned meetings get derailed. Join expert facilitator Nancy Ansheles as she tells you how to prepare for, run and conclude effective meetings. She will advise attendees on dealing with complicated subjects, troublesome interrupters – and more. This course applies to the Maine Town, City and County Management Association Certification Program as 6 credits in the Leadership category.

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

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

Legal Advice: Sexual Harassment – The prevalence of sexual harassment in the workplace has taken on new proportions, toppling leaders in business, the entertainment industry and government. This new workshop examines how local leaders and managers can minimize the chances of this happening in their municipal offices without infringing on employees' legal rights.

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

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

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

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

Moderating Town Meetings – This evening course shares practical experience and strategies for running a town meeting. Topics include the Maine Moderator's Manual, moderator fundamentals, an outline of a town meeting, state laws on meeting procedure, motions, rules of debate, voting methods, handling disagreements plus helpful hints.

Municipal Law for Clerks – This workshop will strengthen clerks' knowledge of major subject areas. For veteran clerks it will provide a refresher on the basics as well as some in-depth discussion of the office of clerk, its duties, obligations and admin-

istration. Both will gain insights from an examination of statutory changes and modifications to state agency rules that affect the office of clerk. This program is a mandatory course for the Maine Town & City Clerks' Association's certification program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



MAINE MUNICIPAL ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/11	Mon.	Elected Officials Workshop	Augusta - Maine Municipal Association	MMA
2/28	Thurs.	Drones: Legal Update (NEW!)	Lewiston - Ramada Inn	MMA
3/5	Tues.	Moderating Town Meetings	Augusta - Maine Municipal Association	MMA
3/6	Wed.	Spurring Civic Engagement (NEW!)	Augusta - Maine Municipal Association	MMA
3/11	Mon.	Managing Freedom of Access Requests Managing Freedom of Access Requests - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission"	MMA
3/20	Wed.	Planning Board/Boards of Appeal	Portland - Fireside Inn	MMA
3/27	Wed.	How to Lead Effective Meetings	Augusta - Maine Municipal Association	MMA
4/17	Wed.	Elected Officials Workshop	Saco - Ramada Inn & Conference Center	MMA
4/24	Wed.	Regulating Vacation Rentals (NEW!)	Belfast - Hutchinson Center	MMA
5/2	Thurs.	Personnel Practices	Augusta - Maine Municipal Association	MMA
5/10	Fri.	Municipal Technology Conference	Bangor - Cross Insurance Center	MMA
6/18	Tues.	New Managers Workshop	Augusta - Maine Municipal Association	MMA
6/20	Thurs.	Elected Officials Workshop	Fort Kent - Fort Kent Outdoor Center	MMA
6/27	Thurs.	Municipal Human Resources & Management Conference	Waterville - Thomas College	MMA
7/22	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Saco - Ramada Inn & Conference Center	MMA
7/30	Tues.	Planning Board/Boards of Appeal	Bethel - The Bethel Inn	MMA
8/21	Wed.	Legal Update on Recreational Marijuana	Saco - Ramada Inn & Conference Center	MMA
8/28	Wed.	Elected Officials Workshop	Jay - LaFleur's Restaurant	MMA
9/12	Thurs.	Planning Board/Boards of Appeal	Orono - Black Bear Inn	MMA
9/17	Tues.	Labor & Employment Law	Portland - Clarion Hotel	MMA
10/2-10/3	Wed.-Thurs.	83rd Annual MMA Convention	Bangor - Cross Insurance Center	MMA
10/15	Tues.	Roles of Elected Officials & Municipal Managers	Bridgton - Bridgton Town Hall	MMA
10/29	Tues.	Elected Officials Workshop	Belfast - Hutchinson Center	MMA
11/7	Thurs.	Legal Advice: Sexual Harassment (NEW!)	Orono - Black Bear Inn	MMA
11/14	Thurs.	Basic Municipal Budgeting	Union - Union Town Hall	MMA
11/21	Thurs.	Elected Officials Workshop	Dover-Foxcroft - Mayo Regional Hospital	MMA
12/3	Tues.	Workplace Active Threat Defense (NEW!)	Augusta - Maine Municipal Association	MMA
12/5	Thurs.	Planning Board/Boards of Appeal Planning Board/Boards of Appeal - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
12/9	Mon.	Diversity Immersion (NEW!)	Lewiston - Ramada Inn	MMA
12/12	Thurs.	Managing Freedom of Access Requests	Freeport - Hilton Garden Inn	MMA
12/19	Thurs.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA

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

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

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



MAINE ANIMAL CONTROL ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/5-6	Fri.-Sat.	MACA Annual Business Meeting & Training	Newry - Sunday River	MACA

The Maine Animal Control Association (MACA) strives to protect the well being of all animals, domestic or wild, to enforce without prejudice, all state and local laws relevant to all animals and to enforce and educate the community, legislative and administrative personnel on the significance and diversities of the Animal Control Officer, to promote and encourage the opportunities for educational standards and requirements by which the performance of our profession may be measured and to participate in the active development of resolutions on the state and federal level concerning Animal Welfare and Animal Control. MACA is committed to keeping a high emphasis on education and training.

For more information about MACA or to become a member, please visit their website at: www.macamaine.com.



MAINE ASSOCIATION OF ASSESSING OFFICERS

Date:	Day:	Course Name:	Location:	Sponsored By:
4/26	Fri.	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
5/15	Wed.	MAAO Board of Assessment Review	Augusta - Maine Municipal Association	MAAO
		MAAO Board of Assessment Review - Video Conference	Caribou - Northern Maine Development Commission	
9/18-20	Wed.-Fri.	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO

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

For more information about MAAO or to become a member, please visit their website at: www.maineassessors.org.

Online registration is easy!

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



MAINE BUILDING OFFICIALS AND INSPECTORS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/20	Wed.	NMBOIA Internal Plumbing	Brewer - Brewer Auditorium	NMBOIA
3/28	Thurs.	MBOIA March Membership Meeting & Training	Newry - Sunday River	MBOIA
4/17	Wed.	NMBOIA Gravel Pits - Compliance with State Laws/Rulings	Brewer - Brewer Auditorium	NMBOIA
5/15	Wed.	NMBOIA Advanced Structures & Composites	Brewer - Brewer Auditorium	NMBOIA
5/20-21	Mon.-Tue.	MBOIA 10th Annual Maine Code Conference	Northport - Point Lookout Resort and Conference Center	MBOIA
6/5	Wed.	NMBOIA SSWD/Internal Plumbing	Brewer - Brewer Public Works	NMBOIA
7/18	Thurs.	MBOIA July Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
9/26	Thurs.	MBOIA September Membership Meeting & Training	Gray - Spring Meadows Country Club	MBOIA
10/16	Wed.	NMBOIA Subdivision Laws	Brewer - Brewer Auditorium	NMBOIA
10/29	Tues.	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/30	Wed.	MBOIA DECD & Fire Marshal's Office Training	Brewer - Jeff's Catering	MBOIA
10/31	Thurs.	MBOIA DECD & Fire Marshal's Office Training	Waterville - Waterville Elks Banquet & Conference Center	MBOIA
11/1	Fri.	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA
11/20	Wed.	NMBOIA ADA Compliance	Brewer - Brewer Auditorium	NMBOIA
12/12	Thurs.	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA

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

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

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

For more information about MBOIA or to become a member, please visit their website at www.mboia.org.



MAINE CHAPTER OF AMERICAN PUBLIC WORKS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/4	Thurs.	MCAPWA Annual Spring Meeting	Waterville - Waterville Elks Banquet & Conference Center	MCAPWA
4/11-12	Thur.-Fri.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - Buker Community Center	MCAPWA
5/13-15	Mon.-Wed.	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - Buker Community Center	MCAPWA
6/6	Thurs.	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
9/6	Fri.	MCAPWA Golf Tournament	Cumberland - Val Halla	MCAPWA

The American Public Works Association is an international educational and professional association of public agencies, private sector companies and individuals dedicated to providing high quality public works goods and services. Chartered in 1937, APWA is the largest and oldest organization of its kind in the world with over 29,000

members. The association's headquarters is in Kansas City, Missouri with an office in Washington, D.C. and 64 chapters throughout North America.

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

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

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

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



MAINE FIRE CHIEFS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/14	Thurs.	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
3/27	Wed.	MFCA Membership Meeting	Newry - Sunday River	MFCA
3/28-29	Thurs.-Fri.	MFCA Professional Development Conference	Newry - Sunday River	MFCA
7/11	Thurs.	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
10/3	Thurs.	MFCA Annual Membership Meeting	Bangor - Hollywood Casino	MFCA

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

For more information about MFCA or to become a member, please visit their website at: www.mainechief.com.



MAINE LOCAL GOVERNMENT HUMAN RESOURCES ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/11	Thurs.	MLGHRA Wage & Hour Workshop	Augusta - Maine Municipal Association	MLGHRA
11/8	Fri.	MLGHRA Conducting Effective Investigations	Augusta - Maine Municipal Association	MLGHRA

The Maine Local Government Human Resource Association (MLGHRA) is a membership organization whose mission is to provide employees who are responsible for the delivery of human resource services in their local public sector organizations with a resource for professional development, sharing of knowledge, mutual cooperation, and the advancement of the human resources field in public sector employers around the state.

For more information about MLGHRA or to become a member, please visit their website at: www.mlghra.org.



MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/11	Thurs.	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/18	Thurs.	MMTCTA Tax Liens Workshop	Portland - Fireside Inn & Suites	MMTCTA
5/16	Thurs.	MMTCTA Annual Conference	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
6/13	Thurs.	MMTCTA Cash Management	Augusta -Maine Municipal Association	MMTCTA
7/11	Thurs.	MMTCTA I've Got The Job - What Now? Workshop	Augusta -Maine Municipal Association	MMTCTA
7/25	Thurs.	MMTCTA Basic Excise Workshop	Augusta -Maine Municipal Association	MMTCTA
8/22-23	Thur.-Fri.	MMTCTA Basic Accounting I	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
9/5	Thurs.	MMTCTA Payroll Law	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
10/24	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
11/13	Wed.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta -Maine Municipal Association	MMTCTA
12/17	Tues.	MMTCTA Small Claims - Snow date 12/18	Augusta -Maine Municipal Association	MMTCTA

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

For more information about MMTCTA or to become a member, please visit their website at: www.mmtcta.org.



MAINE STATE FEDERATION OF FIREFIGHTERS

Date:	Day:	Course Name:	Location:	Sponsored By:
9/13-15	Fri.-Sun.	MSFFF Annual Convention/Meeting	Fryeburg Fairgrounds	MSFFF
10/5	Sat.	MSFFF Firefighters Memorial Service	Augusta	MSFFF

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

For more information about MSFFF or to become a member, please visit their website at www.msfff.org.



MAINE TOWN & CITY CLERKS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/5	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Orono - Black Bear Inn	MTCCA
2/26	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Portland - Fireside Inn & Suites	MTCCA
3/7	Thurs.	MTCCA Notary Public 101	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
4/30	Tues.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
5/2	Thurs.	MTCCA New Clerks	Portland - Fireside Inn & Suites	MTCCA
5/22	Wed.	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
6/25	Tues.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	MTCCA
7/30	Tues.	MTCCA New Clerks	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
8/15	Thurs.	MTCCA Vital Records	Orono - Black Bear Inn	MTCCA
9/3	Tues.	MTCCA Voter Registration	Presque Isle - Northern Maine Community College	MTCCA
9/4	Wed.	MTCCA Title 21A - State Election Law	Presque Isle - Northern Maine Community College	MTCCA
9/10	Tues.	MTCCA 24th Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
10/8	Tues.	MTCCA Voter Registration	Augusta - Augusta Civic Center	MTCCA
10/9	Wed.	MTCCA Title 21A - State Election Law	Augusta - Augusta Civic Center	MTCCA

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

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

For more information about MTCCA or to become a member, please visit their website at www.mtcca.org.



MTCMA
Maine Town, City and County
Management Association
A State Affiliate of ICMA

MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
3/22	Fri.	MTCMA 40th Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
8/7-9	Wed.-Fri.	MTCMA 74th New England Management Institute	Carrabassett Valley - Sugarloaf Mountain	MTCMA

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

For more information about MTCMA or to become a member, please visit their website at www.mtcma.org.



MAINE WATER ENVIRONMENT ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/5-6	Tues.-Wed.	MeWEA/MWUA Joint Conference	Portland - Holiday Inn by the Bay	MeWEA
2/28	Thurs.	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
3/22	Fri.	MeWEA Ski Day with NHWPCA	Gorham, NH - Wildcat Mountain Ski Resort	MeWEA
4/24-25	Wed.-Thurs.	JETCC North Country	Presque Isle - TBD	MeWEA
9/11	Wed.	MeWEA Golf Tournament	Rockland - Rockland Golf Club	MeWEA
9/12-13	Thurs.-Fri.	MeWEA Fall Convention	Northport - Point Lookout Resort and Conference Center	MeWEA

The Maine Water Environment Association (MeWEA) is an association of over 650 members consisting of municipal and industrial operators, consultants, students, and regulatory officials. The MeWEA represents over 95 wastewater treatment plants serving over 125 communities throughout the state.

For more information about MeWEA or to become a member, please visit their website at www.mewe.org.



MAINE WELFARE DIRECTORS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/7	Thurs.	MWDA GA Basics	Westbrook - Westbrook Community Center	MWDA
3/13	Wed.	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
4/22-23	Mon.-Tues.	MWDA Spring Training Seminar	Bangor- Hollywood Hotel & Casino	MWDA
10/24-25	Thurs.-Fri.	MWDA GA Basics/Advanced GA	Freeport - Library	MWDA
12/6	Fri.	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA

The Maine Welfare Directors Association (MWDA) is a membership organization whose mission is to establish and promote equitable, efficient and standardized administration of General Assistance, encourage the professional development, growth, and knowledge base of those who administer General Assistance, advocate for the municipalities and the people that we serve and actively promote and present our program needs to the Legislature and public by creating a greater awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

For more information about MWDA or to become a member, please visit their website at www.mainewelfaredirectors.org.

VIDEO CONFERENCES

The following workshops will be available by live video conference.

Date:	Day:	Course Name:	Location:	Sponsored By:
3/11	Mon.	Managing Freedom of Access Requests Managing Freedom of Access Requests - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
4/30	Tues.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
5/15	Wed.	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
6/25	Tues.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	
12/5	Thur.	Planning Board/Boards of Appeal Planning Board/Boards of Appeal - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
12/19	Thurs.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA

Online registration is easy!

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