



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

TO: Mr. Barry Tibbetts, Town Manager, Town of Windham

FROM: James Gardner, Jr., President, Maine Municipal Association  
Town Manager, Town of Easton

DATE: January 6, 2021

RE: 2021 MMA Municipal Member Dues and Service Program

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On behalf of the MMA Executive Committee and staff, I want to thank you for your support and participation in the Maine Municipal Association. MMA is your organization and we are committed to providing quality services and programs to all of our members.

In adopting MMA's 2021 budget, the Executive Committee was mindful of the financial pressures facing our members during the unprecedented times. The Executive Committee and MMA management made a concerted effort to control costs while keeping intact the core services provided to our members and addressing some municipal challenges with new initiatives.

Over Maine Municipal Association's years of existence, our association has been very successful due to the combined efforts of the MMA Executive Committee, MMA Management Team and our municipal membership working together to achieve "Nothing but the best". One of my goals as President is to ensure that we continue this process through different avenues, such as, our outstanding outreach program. I am committed to go the extra mile to continue Maine Municipal's years of exceptional success.

The 2021 adopted budget calls for an **average** 0.00% dues increase in total municipal membership dues to be assessed using the adopted MMA Dues Formula. We thought it would be helpful to provide you with the enclosed **Membership Dues Notice** so that you may share this information with your municipal board/council members and treasurer. Please note that the actual invoice will be mailed directly to your municipality's billing office in late January for processing.

The "**2020 MMA Year in Review**" provides a summary of important services MMA provided during the past year, including highlights such as legislative advocacy and enhanced training for local officials. We encourage you to read the Year in Review report and to contact MMA if you have any questions regarding our services and programs. Municipalities interested in an individual Profile At-A-Glance for your municipality may contact Theresa Chavarie, Manager of Member Relations, at [тчаварие@memun.org](mailto:тчаварие@memun.org).

We are also pleased to include the **Important Dates to Remember in 2021** which provides dates for municipal officials to keep in mind throughout the year. Lastly, we have provided a list of **Who to Contact at MMA** and a list of municipal recipients for the **Maine Town & City and Legislative Bulletin**. Any updates to the list of recipients should be directed to Valarie Pomerleau at [vpomerleau@memun.org](mailto:vpomerleau@memun.org).

If you have any questions or would like to offer suggestions on other ways in which the Association might serve its members, please contact me at (207) 488-6652 or by email at [eastontownmanager@gmail.com](mailto:eastontownmanager@gmail.com) or MMA Executive Director Steve Gove at (800) 452-8786 or by e-mail at [sgove@memun.org](mailto:sgove@memun.org).

I look forward to serving as your President in 2021 and appreciate your support and participation in the Maine Municipal Association. Thank you and best wishes for the New Year.

Enclosures: 2021 MMA Membership Dues Notice  
2020 MMA Year In Review  
2021 Important Dates To Remember  
Who To Contact At MMA Listing  
Municipal Recipient Listing for *Maine Town & City* and *MMA Legislative Bulletin*



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**January 6, 2021**

## **NOTICE 2021 Membership Dues**

**MUNICIPALITY: Town of WINDHAM**

**MMA Membership Dues for Calendar Year 2021 are:**

**\$18,874.00**

The amount above represents your municipality's annual dues for membership in the Maine Municipal Association. The amount includes the cost of 19 annual subscriptions to MMA's monthly magazine, the Maine Town & City, and the MMA Legislative Bulletin published weekly during the Legislative Session. The attached listings provide a summary of municipal officials receiving those subscriptions. Please note that no adjustments to the dues amount will be made by reducing the number of subscriptions.

Please note that the actual Membership Dues Invoice will be mailed directly to your municipality's billing office in late January.

If you have any questions, please do not hesitate to contact Theresa Chavarie, Manager of the Executive Office & Member Relations, at 1-800-452-8786 or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org).

**\*\*\* Thank you for supporting your Association \*\*\***



# 2020

## THE YEAR IN REVIEW

### LOOKING AT 2020

The Maine Municipal Association (MMA) is pleased to present its 2020 edition of the "MMA Year in Review." What an unprecedented and challenging year it was.

This report covers the programs and services MMA provided its members during the past year. MMA focused on a number of emerging areas and member needs, not the least of which was the coronavirus pandemic. The pandemic put municipal officials on the front lines of protecting their citizens and delivering necessary municipal services with new approaches and requirements.

MMA started 2020 with a strategic plan that included: promoting municipal careers through our digital ad campaign; collecting data with our new web-based municipal fiscal survey; advocating for federal funding of important municipal programs; building a positive working relationship with state government; delivering timely training topics; and, administering member focused coverages and services through the Maine Municipal Employees Health Trust and MMA's Risk Management Services programs. While we remained focused on our strategic plan, in March, the Association pivoted quickly to meet the needs of its members due to coronavirus. This report outlines the many ways MMA focused on delivering COVID-19 related advocacy, guidance and training to our members as well as making headway on our 2020 priority areas.

We hope this "MMA Year in Review" is informative and demonstrates the value of our services and programs. Please contact MMA if you would like additional information or if you have any questions. We also invite you to visit MMA's website ([www.memun.org](http://www.memun.org)) to learn more about the Association and review helpful guidance on city and town issues, including up-to-date information on COVID-19.

On behalf of MMA's leadership and staff, thank you for your membership support of the Maine Municipal Association – a member and mission driven organization. It is a privilege to serve local elected and appointed municipal officials during these challenging times.

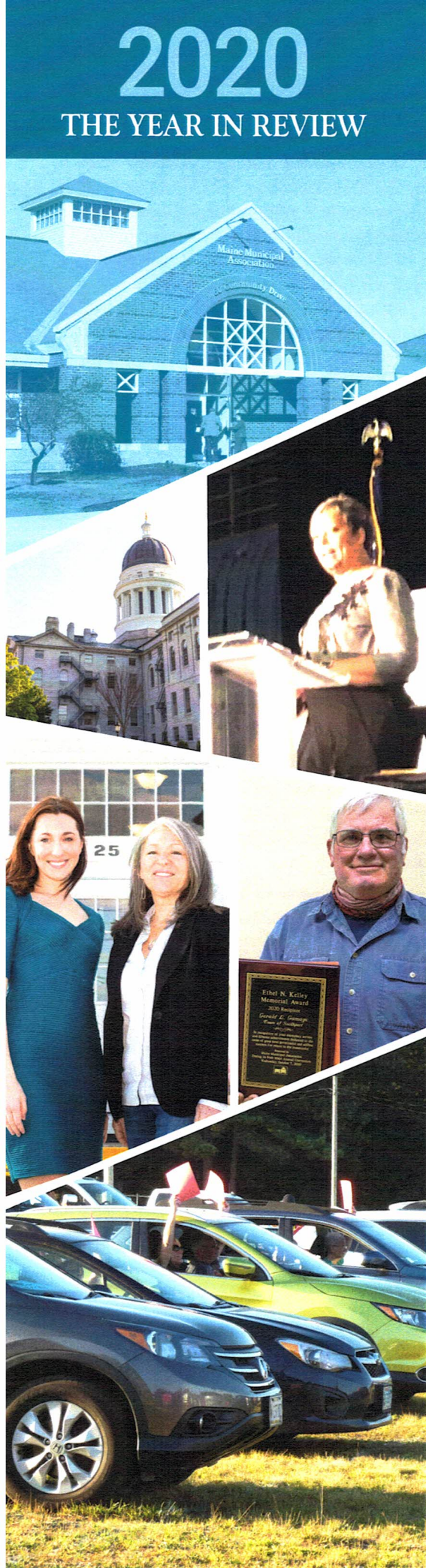
MMA applauds municipal officials' remarkable work over the past year and offers our best wishes and hopes for a better 2021.

Respectfully,

Stephen W. Gove  
Executive Director



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## ADVOCACY SERVICES

MMA's State & Federal Relations (SFR) Department provides advocacy services focused on ensuring that the municipal perspective is considered when state laws are enacted and state agency regulations are adopted. MMA's 70-member Legislative Policy Committee (LPC), which is made up of two municipal officials elected by the select boards and councils in each of the state's 35 Senate Districts, guides the Association's advocacy efforts.

### 2020 HIGHLIGHTS INCLUDE:

- Worked with the Legislature and Governor's Office to adopt laws, policies and executive orders necessary to ensure the ongoing provision of municipal services throughout the COVID-19 pandemic. **Advocated for in-person town meetings**, protocols for the July and November elections, and the use of technology to remotely conduct board and council meetings.
- Regularly **conferenced with municipal officials from across the state** to learn about the pandemic-related issues impacting communities and communicated those concerns to the Governor's Office and state agency officials.
- Met regularly with staff from the Governor's Office of Policy Innovation to **create an open line of communication between state and municipal officials**, signaling ongoing improvements in the state/municipal partnership.
- Worked with the Maine Department of Administrative and Financial Services and the Mayors' Coalition to collect data on municipal COVID-19 related expenses and revenue losses. **Between March 1 and the end of 2020, it is conservatively estimated that communities statewide will expend \$24 million and lose \$146 million in revenue due to the pandemic.**
- **Convened the newly elected LPC via Zoom to adopt MMA's 2021-2022 legislative platform**, which prioritizes protecting increases in revenue sharing distribution and homestead exemption reimbursement.
- Organized a meeting between state officials and municipal leaders from Bangor, Lewiston and Portland to **develop strategies to address an unprecedented increase in the number of homeless individuals** migrating to the state's largest service center communities.
- **Organized an inaugural summit assembling law enforcement officials, municipal leaders and members of the Legislature** to discuss local level efforts and programs to assist individuals struggling with drug use and mental health issues.
- **Implemented a new online fiscal survey** to collect municipal expenditure and revenue data to support our advocacy efforts and published a 2020 Federal Issues Paper for our Congressional delegation.

## COMMUNICATION & EDUCATIONAL SERVICES

The Communication & Educational Services (C&ES) staff has an array of responsibilities critical to MMA's mission of member service. The Department is responsible for developing and maintaining effective communication vehicles for MMA members, promoting MMA policy priorities and helping the public better understand the importance and value of municipal government. The Department oversees MMA training and professional development efforts, including many workshops and events held throughout the state, plus the annual MMA convention. It works closely with professional affiliate groups comprised of municipal employees.

### 2020 HIGHLIGHTS INCLUDE:

- **A fast online pivot** for training and events. Due to COVID-19, MMA's training last spring moved quickly from being primarily in-person events to live webinars that were held online. That included the 2020 MMA Convention, an eight-day training event that was viewed by 400 members.
- **A major expansion** of MMA's online video library. By year's end, we had produced 36 recorded training webinars and made them available at our website. They touch on topics ranging from Tips for Newly Elected Officials to Smart Culvert Replacement to Regulating Vacation Rentals. Many of the new offerings related to 2020 current events, such as the coronavirus pandemic and diversity concerns.
- **Affiliate Group addition.** We now serve 16 municipal affiliate groups, after adding the Maine Government Finance Officers Association, which in 2020 signed up for a broad array of MMA services.
- **The Maine Town & City magazine** keeps members informed about municipal and legislative developments. It also "breaks news." Last June, Dr. Nirav Shah of the Maine Center for Disease Control & Prevention gave one of his earliest print interviews to MMA's monthly magazine.
- **Workforce development:** In light of a changing economy, we retooled our Hometown Careers website to focus more on mid-career professionals. MMA also laid plans for a major statewide curriculum development study that will happen in 2021.

## INFORMATION TECHNOLOGY (IT) SERVICES

MMA's Information Technology (IT) department manages a vast array of services necessary for the successful operation of an IT environment within the organization. Fundamental needs include infrastructure, applications, security, remote access, and training. MMA recognizes the increasing need for IT support and education within the municipal community. This is driven in part by continued threats that jeopardize the safety and security of city and town information resources.

### 2020 HIGHLIGHTS INCLUDE:

- **Cyber Liability Requirements.** MMA's IT staff assisted



in the creation of a disability insurance product that is available to PLDs.

- **MMA Personnel Management.** We were faced, like all of our members, with relocating a sizable percentage of the workforce to remote work due to COVID. HR participated in all of that, as well as handling all the COVID leaves and related issues, conducted remote hiring processes and continued handling day to day internal HR issues.

## MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

The Maine Municipal Employees Health Trust (MMEHT or the Trust) provides cost-effective, quality employee benefit plans at competitive rates on a self-insured basis to local government and eligible quasi-governmental employees, retirees, and their dependents. The Trust, administered by MMA, allows participating employers to aggregate their purchasing power and take advantage of self-insurance, an efficient financial tool.

MMEHT provides health insurance benefits to nearly 20,000 participants in its medical plans, which are offered by more than 450 municipalities, counties, and special districts. The Trust also offers dental, life, vision, short term and long term disability plans.

### 2020 HIGHLIGHTS INCLUDE:

- **Meeting Employers' Needs.** Four new employers joined the Health Trust. In addition, 29 employers changed or added health plans, and 38 employers added new benefits in 2020.
- **Improving Health.** Many employees and dependents took advantage of the Health Trust's Employee Assistance Program (EAP) through Anthem in 2020, as well as the Telephonic Diabetes Education and Support (TDES) program. In addition, employers and employees were able to participate in a variety of programs through Wellness Works, the Health Trust's health education and promotion program. In 2020, Wellness Works staff expanded their reach to members regardless of whether they were in the office or at home, by developing a number of new online classes and webinars. And in place of the usual in-person Wellness Conference, staff developed the 2020 Wellness Conference In A Box, bringing new program ideas, tips, and words of encouragement directly to the worksite.
- **Providing Value.** Health Trust Member Services and Billing and Enrollment representatives answered thousands of telephone calls and emails from employers, employees, retirees, and their families. Member Services staff acted as a liaison between Health Trust members and the Trust's third party administrators (Anthem, Delta Dental, and Unum), and aided in the resolution of hundreds of claims questions. Even though Health Trust Field Services staff were unable to maintain their normal schedules on the road in 2020 due to the pandemic, they contacted each employer group by phone, to ensure that employers' and employees' needs were being met. Health Trust staff held online An-

nual Reporting Meetings, to provide Trust participants with updates on the Trust's financial condition and upcoming benefit changes; and worked with employers and their auditors, to provide reporting required under GASB 75.

- **Lowering Costs and Improving Quality.** The Health Trust continued to provide high quality benefits and superior service coupled with low administrative costs in 2020. As part of its mission to improve the quality of care offered in Maine, the Health Trust continued its membership in the Healthcare Purchaser Alliance of Maine, a purchaser-led partnership among multiple stakeholders, and maintained a seat on the Alliance's Board.

## RISK MANAGEMENT SERVICES

MMA's Risk Management Services (RMS) administers three major group, self-funded programs for MMA's municipal and associate members.

**Workers' Compensation Fund.** The Fund serves 571 members by administering their workers' compensation claims and provides Third Party Administrator services to the City of Portland and the City of Bangor, both of which are self-insured. The Workers' Compensation Fund proudly covers more than 40,000 employees throughout the State of Maine.

**Property & Casualty Pool.** The Pool specializes in municipal exposures and provides coverage to 471 municipalities and special districts throughout the state of Maine.

**Unemployment Compensation Fund.** The UC Fund has 245 members and provides services to over 8,000 employees. MMA approved an average contribution rate decrease of 5.1% and the distribution of \$400,000 in excess balances and dividends for the 2020 Fund Year.

### 2020 HIGHLIGHTS INCLUDE:

- RMS sponsored **stress management training** specific to law enforcement, firefighters and EMS. This course provided guidance on a wide range of crisis intervention services to support the health and wellness of those employees in public safety.
- Rolled out the **Workers' Compensation Safety Incentive Program.** This program is designed to work in partnership with Fund members to improve workplace safety and provide qualifying members an incentive credit up to 10%.
- **RMS upgraded to a new software system.** This program will allow our team to provide unique reporting tools that will assist with member loss analysis.
- **Unemployment Compensation Fund (UC):** Assisted with an unprecedented number of unemployment claims. During the pandemic, the UC Fund received over 2,000 reported claims, a 600% increase as compared to an average year.
- RMS awarded **189 Safety Grants** for a total of \$276,228 through the Ed MacDonald Safety Grants and Scholarship Program in an effort to reduce the frequency and severity of workers' compensation claims.



members in meeting requirements for cyber liability coverage through the MMA Property & Casualty Pool as well as infrastructure or network assessments performed by MMA's partner vendor at a reduced market rate.

- **Policy Development.** MMA assisted members in developing or updating Computer Use Policies, Privacy Policies, Vendor Confidentiality Agreements and other required or necessary documentation.
- **Internal Applications.** MMA successfully upgraded several applications, including its Risk Management Services application and provided project management as well as technical assistance.
- **Compliance Assistance.** MMA helped cities and towns meet various regulatory requirements.
- **On Site Training.** MMA offers on-site group training programs for municipal employees to strengthen computer security awareness. Programs are tailored to each community's needs.

## LEGAL SERVICES

MMA's Legal Services program provides legal opinions to municipal officials, produces manuals, information packets and other guidance, participates in the development and delivery of training programs, and advocates for municipal interests by filing "friend of the court" briefs.

### 2020 HIGHLIGHTS INCLUDE:

- **Legal Inquiry Service.** Our six attorneys responded to over 6,000 inquiries from municipal members during 2020. Most inquiries focused on the impact of the COVID-19 pandemic. We also advised on a wide variety of municipal legal issues, including regulation of marijuana, tax liens, poverty abatements, citizen petitions, land use and public records requests.
- **Legal Guidance Materials.** Legal Services guidance helped members navigate employment, budget, town meeting and other issues arising during the COVID-19 pandemic. We summarized and interpreted numerous Executive Orders issued by the Governor. We maintain 13 manuals and over 60 information packets providing detailed guidance on municipal legal issues. In 2020, we published a new edition of our Town Meetings & Elections Manual and supplements updating our Planning Board, Boards of Appeals and Municipal Liens manuals. A new edition of our Clerks Manual is imminent. We published updates to several information packets and created video guidance on the Maine FOAA and social media.
- **Legal Training.** Our staff participated in MMA and Affiliate Group training programs, mostly via Zoom, including workshops on Town Meetings & Elections, Law for Tax Collectors, Law for Treasurers, Managing FOAA Requests, Marijuana, Budgeting During the Pandemic, Adopting a Budget via Referendum in a Pandemic, and several workshops for Planning Boards/Boards of Appeals and Elected Officials. Legal Services staff also taught two sessions at

MMA's Annual Convention, and participated in outside training for harbormasters.

- **Advocacy.** Legal Services participated in an amicus curiae brief supporting the City of South Portland's home rule ordinance authority. In October 2020, the Maine Law Court ruled in the City's favor on those issues. In November, we filed an amicus curiae brief supporting the City of Old Town in an appeal involving a property tax abatement.
- **Legislative Support.** Legal Services staff is a resource to MMA's State & Federal Relations staff on municipal legal issues presented by pending legislation. In 2020, the Legal Services staff provided significant input on pandemic-related municipal needs, proposed Executive Orders and special legislation.

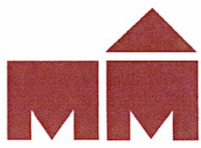
## PERSONNEL SERVICES & LABOR RELATIONS

The Personnel Services & Labor Relations department staff has two distinct functional areas: providing human resource management for the MMA organization; and providing personnel management and labor relations advice, training and consulting services to MMA's municipal and associate members.

### 2020 HIGHLIGHTS INCLUDE:

- **Labor Relations.** MMA Personnel Services & Labor Relations represented five municipalities as they negotiated with eight different collective bargaining units. Collective Bargaining was highly impacted by the COVID meeting restrictions and the related fiscal uncertainty. Most contracts were one-year contracts, pushing new negotiations into 2021.
- **Executive Searches.** MMA assisted seven municipalities in searches for new town or city managers. This service provides beginning-to-end assistance to the selectmen or council as they seek a new or replacement municipal manager. MMA maintains a list on our website of individuals available to be considered for interim town manager positions when the current manager resigns or retires.
- **General Personnel Management Assistance.** Staff responded to many inquiries from members regarding workplace issues arising from COVID-19 and all the related impacts on employment issues. Staff provided on-site entry level testing for a number of police and fire departments as they recruited new police officers or firefighters. Staff responded to several hundred general personnel inquiries from our members on issues as diverse as FMLA and the federal health care reform laws. Staff participated in training programs to assist our members in having proper HR practices.
- **Maine Public Employees Retirement System (MainePERS).** MMA has been actively involved as a member of the PLD (Participating Local Districts) Advisory Committee. The Advisory Committee continues to monitor system performance to continue their responsibility to protect the health of the PLD retirement plan, as well as participating





# Important Dates To Remember 2021

Maine Municipal Association | 60 Community Drive | Augusta, ME 04330 | 1-800-452-8786 207-623-8428 | [www.memun.org](http://www.memun.org)

**JANUARY 1** — New Year's Day 2021 is a legal holiday (4 M.R.S. §1051).

**ON OR BEFORE JANUARY 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**JANUARY 18** — Martin Luther King, Jr. Day, the third Monday in January, is a legal holiday (4 M.R.S. § 1051).

**BY JANUARY 20** — State Treasurer posts notice of maximum interest rate that municipalities can vote to charge on delinquent property taxes (36 M.R.S. § 505).

**JANUARY 31** — Deadline to submit quarterly withholding taxes to State Tax Assessor (36 M.R.S. § 5253).

**DURING JANUARY** — In towns with a March annual meeting, select board members should begin preparing the town meeting warrant and annual town report. Obtain reports from all departments: schools, roads, etc. Arrange to have annual audit completed before town meeting.

**BEFORE TOWN MEETING** — Unless otherwise provided by charter, select board members must have a warrant posted at least seven days before town meeting and have a constable or named resident post and make return (30-A M.R.S. § 2523). If adoption of an ordinance is proposed, make sure of compliance with 30-A M.R.S. § 3002.

- 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 M.R.S. § 122 unless changed by municipal officers.
- Deposit copies of annual report in the municipal office or a convenient place of business for distribution to voters at least three days before the annual meeting (30-A M.R.S. § 2801).
- Send copy of Annual Report to: State

Tax Assessor, State Librarian, UMO's Folger Library, and Maine Municipal Association.

- Deadline to approve referendum question wording is 60 days before election (30-A M.R.S. § 2528). Per Executive Order, this deadline shortened to 30 days during current COVID-19 state of civil emergency.
- Check 30-A M.R.S. § 5823 for audits, and § 2801 for annual reports.
- Calculate the municipality's "LD 1" levy limit. (30-A M.R.S. § 5271-A). Forms available from MMA.

**ON OR BEFORE JANUARY 31** — Written statements, as prescribed by State Tax Assessor, of wages withheld in the previous calendar year are to be furnished each employee (36 M.R.S. § 5251).

**FEBRUARY 15** — Presidents' Day, the third Monday in February, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE FEBRUARY 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**ON OR BEFORE MARCH 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

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

**ON OR BEFORE APRIL 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to

Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**APRIL 19** — Patriot's Day, the third Monday in April, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE APRIL 30** — Every employer required to deduct and withhold tax shall, for each calendar quarter, file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. § 5253).

**BY APRIL 30, 2021** — Biennial Solid Waste and Recycling Municipal Reporting forms are due to the Maine DEP covering calendar years 2019 and 2020. See DEP website for form (38 M.R.S. § 2133(7)).

**MAY** — Municipal officers shall meet as the "licensing board" to license innkeepers and tavernkeepers during the month of May or at a special meeting at other times they determine (30-A M.R.S. § 3812).

**MAY 1** - Any holder of life insurance, gift or stored-value property presumed abandoned under 33 M.R.S. § 2091 must file a report covering the 12 months preceding July 1 of the last year to the Administrator of Abandoned Property in the State Treasurer's Office by May 1. (33 M.R.S. § 2093). See State Treasurer website for forms.

**ON OR BEFORE MAY 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**MAY 31** — Memorial Day, the last Monday in May, (or May 30 if designated federally), is a legal holiday (4 M.R.S. §1051). Municipal officers shall direct the decoration of veterans' graves. (30-A M.R.S. § 2901).

**ON OR BEFORE JUNE 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services,



General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

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**JULY 5** — Independence Day, July 4 is a legal holiday, observed Monday, July 5 (4 M.R.S. § 1051).

**ON OR BEFORE JULY 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**ON OR BEFORE JULY 31** — Every employer required to deduct and withhold tax for each calendar quarter shall file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. § 5253).

**BETWEEN MAY 1 AND OCTOBER 1** — Municipal officers may conduct process to close certain town ways to maintenance during winter months (23 M.R.S. § 2953). For further information, see the MMA Municipal Roads Manual.

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**ON OR BEFORE AUGUST 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

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**ON OR BEFORE SEPTEMBER 1** — Clerks of organized plantations shall make return to the Secretary of State, on blanks furnished for that purpose, of the names of the assessors and clerks of their plantation and that the same have been sworn. Penalties apply for failure to make the return (30-A M.R.S. § 7005).

**SEPTEMBER 6** — Labor Day, the first Monday in September, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE SEPTEMBER 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**BY OCTOBER 1** — Assessors should receive the municipality's proposed current state valuation from the State Tax Assessor. (36 M.R.S. § 208).

**OCTOBER 1** — Junkyard, automobile graveyard, and automobile recycling business licenses expire. (30-A M.R.S. § 3753).

**OCTOBER 11** — Indigenous People's Day, the second Monday in October, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE OCTOBER 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**OCTOBER** — Registrars of voters shall accept registration prior to the November election (if held) according to the time schedule for their population group (21-A M.R.S. § 122(6)).

- The Registrar shall publish the schedule for accepting voter registrations in a newspaper having general circulation in the municipality at least 10-15 days before election day. In municipalities of 2,500 or less population, the schedule may be published by another means deemed sufficient by the registrar. (21-A M.R.S. § 125)

- The hourly schedule for voter registration established by 21-A M.R.S. § 122 may be changed by the municipal officers according to the needs of the municipality 21-A M.R.S. § 122(8)).

**ON OR BEFORE OCTOBER 31** — Every employer required to deduct and withhold tax for each calendar quarter shall file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. § 5253).

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**BY NOVEMBER 1** — Any holder of tangible or intangible property presumed abandoned under 33 M.R.S. § 2091 must file a report covering the 12 months preceding July 1 of the last year to the Administrator of Abandoned Property in the State Treasurer's Office, except that certain life insurance, gift and stored-value property must be reported by May 1. (33 M.R.S. § 2093). See State Treasurer's website for forms.

**BY NOVEMBER 1** — Or 30 days after the date of property tax commitment, whichever is later, the municipal assessors and assess-

sors of primary assessing areas must file a municipal valuation return with the State Tax Assessor on forms supplied by the State Tax Assessor (36 M.R.S. § 383).

**NOTE:** Failure to file this return in a timely manner could result in loss of tree growth reimbursement (36 M.R.S. § 578).

**BY NOVEMBER 1** — Local Roads Assistance Program (LRAP) certification forms providing information on how the previous fiscal year's LRAP funds were expended must be returned to Maine DOT Community Services Division prior to Nov 1. This annual certification must be completed in order for a municipality to receive LRAP funds. (23 M.R.S. § 1804).

**NOVEMBER 11** — Veteran's Day, is a legal holiday (4 M.R.S. § 1051).

**ON OR BEFORE NOVEMBER 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**NOVEMBER 25** — Thanksgiving Day, the last Thursday in November, is a legal holiday (4 M.R.S. § 1051).

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**ON OR BEFORE DECEMBER 15** — Monthly/quarterly/semi-annual expenditure statement and claim for General Assistance reimbursement to be filed via online portal or sent to Department of Health and Human Services, General Assistance Unit, #11 SHS, Augusta, ME 04333-0011 (22 M.R.S. § 4311; DHHS regulations).

**DECEMBER 25** — Christmas Day, is a legal holiday (4 M.R.S. § 1051).

**NOVEMBER-DECEMBER** — Towns that elect officials by secret ballot under 30-A M.R.S. § 2528 must make nomination papers available 40 days before the filing deadline, which is 60 days before the election date. For most towns with March elections, papers must be made available beginning sometime in November-December, depending on the date of the election.

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**BY JANUARY 1** — Each owner or keeper of a dog or wolf hybrid at the age of 6 months or more shall obtain a license for that animal from the municipal clerk (7 M.R.S. § 3922).