



MTCMA

**Maine Town, City and County
Management Association**

A State Affiliate of **ICMA**

The 33rd Annual Statewide Manager Interchange

March 2, 2012

Hilton Garden Inn, Bangor

EDUCATION • LEADERSHIP • NETWORKING



**For more information visit the MTCMA website:
www.mtcma.org**

INTERCHANGE 2012

DATE: Friday, March 2, 2012

TIME: Registration 8:00 - 9:00 a.m.
Program 9:00 a.m. - 3:15 p.m.

PLACE: Hilton Garden Inn
250 Haskell Road, Bangor, ME 04401

FEE: \$60.00 pre-register and/or postmarked by
February 23, 2012
\$85.00 after February 23, 2012
\$30.00 MTCMA New Member
(since July 1, 2011)
\$30.00 1st Time Attendee

QUESTIONS: Call Denise Kolreg at MMA at
1-800-452-8786 (Ext. 2296).

CANCELLATIONS: To obtain a refund, notification must
be given at least 72 hours before the session (minus a \$10.00
administrative fee). All cancellations are subject to a \$10.00
administrative fee for processing.

CONFIRMATION: Confirmation of class registration will
be sent out via email one week prior to the start of the event.
If you do not receive an email confirmation, please call Denise
Kolreg at 1-800-452-8786 Ext. 2296.

TO REGISTER: Complete the registration form and mail
with check made payable to MTCMA, 60 Community Drive,
Augusta, ME 04330. You may also fax your registration
to 626-5947 or register online at www.mtcma.org or www.memun.org.

HOTEL RESERVATIONS: The MTCMA has blocked rooms
at the Hilton Garden Inn in Bangor. Be sure to identify that
you are with the MTCMA. The room rate is \$115.00 per night
single/double occupancy. Phone: 207-262-0099.

STORM POLICY: If there is inclement weather, a decision
to postpone will be made by 5:00 p.m. the day prior to the
workshop. MTCMA encourages attendees to check the MMA
website or call the training hotline at 207-624-0117 before
departing for any MTCMA events to ensure that the event
schedule has not changed.

AGENDA

8:00-9:00: Registration & Networking

9:00-10:15: From Small Towns to Large Cities – Doing More With Less (1.5 credits HR/FIN/Leadership)
Presenters: Mike Pardue – Westbrook, Dana Reed – Bar Harbor, Martin Puckett – Mapleton / Chapman / Castle Hill, Peter Crichton, Cumberland County

A panel discussion that will focus on streamlining and the coordination of efforts from municipalities of various populations. The discussion will include real-world examples and most importantly, lessons learned!

10:15-10:30: Morning Break

10:30-11:45: Providing Strategies to Achieve Human Resource Success (1.5 credits HR/Leadership)
Presenter: Rick Dacri

Rick will discuss good hiring practices, getting the most out of the candidate interview process, the performance evaluation process and strategies for creating the best team possible.

11:45-Noon: Muskie School Update on the MPA Program/MTCMA Professional Development Update

Noon-1:00: Luncheon Buffet & Networking

1:00-2:30: Cliff Notes for Municipal Managers: A Round Table Lab (1.5 Credits HR/FIN/Leadership/Ethics)
Facilitator: Dana Lee

This afternoon session will focus on information sharing of participants. Attendees will be asked to break out into working groups to discuss one of the following topics:

Community Relations – how to communicate effectively with the public, engage your citizens and establish a positive relationship and trust with your community.

Personnel Relations – best strategies for negotiating and working with unions & non-union employees, handling difficult personnel policy issues, motivating and communicating with employees and managing your own employment contract with the community.

AGENDA

Using Technologies – best strategies and techniques to use available technology to work with and engage the community as well as policies for staff.

Budgeting Issues – methods for controlling expenses, sharing resources and services, revenue options and getting budgets adopted through effective presentations.

Economic Development – how to promote economic development in your community including using TIFs, grants, bonding, friendly zoning, marketing and branding your community and economic development committees and non-profits.

Outsourcing / Bidding – strategies for project bidding and understanding the process of outsourcing.

The working groups will report back to the entire audience under facilitated leadership with the goal of this group being to author a working document to assist managers, new and seasoned, in the future.

As part of the registration, we are asking you to rank the topics by your level of interest. This is a working lab of attendees sharing important information and experiences; your input is valuable on all of these topics and the information you share will assist other managers.

2:30-2:45: Break

2:45-3:15: Legislative Update

Facilitator: Geoff Herman, Director, State and Federal Relations, MMA

Geoff will update attendees on legislative initiatives for the current legislative session affecting municipalities.

Registration Form – 33rd Annual Statewide Manager Interchange

Please fill out the registration form completely to ensure your full participation in the sessions.

FULL NAME : _____ PHONE: _____

TITLE : _____ MUNICIPALITY: _____

BILLING ADDRESS: _____

EMAIL*: _____

(*All correspondence will be sent to the email address provided above)

FEE (Check One):

- \$60.00 pre-register and/or postmarked by Feb. 23, 2012
- \$85.00 after Feb. 23, 2012
- \$30.00 MTCMA New Member (since July 1, 2011)
- \$30.00 1st Time Attendee

Register online at: www.memun.org or **mail this form to:** MTCMA, 60 Community Drive, Augusta, ME 04330 or **fax form to:** 207-626-5947

ADA MESSAGE: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

Special Registration: Cliff Notes for Municipal Management: A Round Table Lab

Please review the working group sessions under the Agenda rank your interest (1 being the highest and 6 being the least interesting) below in the box provided.

- Community Relations Personnel Relations Using Technologies
- Budgeting Issues Economic Development Outsourcing/Bidding

INTERCHANGE SPONSORS

Emerald Level



Ruby Level



You matter more.

Member FDIC

Key Partner

EST. 1890
MOORS & CABOT
INVESTMENTS

BERNSTEIN SHUR
COUNSELORS AT LAW

Supporter



Mark your calendar!

MTCMA is proud to announce their 67th New England Management Institute, **August 22-24, 2012** at Sunday River, Newry, Maine.