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129TH MAINE STATE LEGISLATURE
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TO: Members-Elect of the 130th Maine Legislature

FROM: President Troy Jackson, Chair
Speaker Sara Gideon, Vice-Chair
129th Legislative Council

DATE: November 4, 2020

SUBJECT: **Legislative Orientation Schedule: 130th Maine Legislature**

Congratulations on your election to the Maine Legislature! As a newly-elected or returning Legislator, you will have a challenging and rewarding opportunity to serve your constituents and the people of Maine. To assist you in acclimating to your role as Legislator, the Legislative Council has developed various legislator orientation programs for members of the 130th Legislature that will be held over the next several months.

The legislator orientation programs, sponsored by the Legislative Council, are designed to provide incoming legislators with important information regarding their responsibilities, key issues, legislative procedures and staff services. Some of the programs are designed for those of you who have been elected to the Legislature for the first time, and others are intended for all members of the legislature regardless of length of prior legislative service. Enclosed with this memo is a calendar that shows the orientation dates.

1. NEW MEMBER ORIENTATION

For all newly-elected members and returning members who did not serve in the 129th Legislature.

Tuesday, November 17, 2020 – Virtual Presentations

Wednesday, November 18, 2020 - State House, Augusta
Group A Only (see attached list)

Thursday, November 19, 2020 - State House, Augusta
Group B Only (see attached list)

This orientation program covers general information regarding your duties as a legislator, legislative procedures and staff services. It is also an opportunity for you to meet other newly-elected members and to begin to develop working relationships that are the foundation of an effective legislative process. All of these topics are relevant to your effectiveness as a legislator, and **it is essential that you participate in this orientation**. A preliminary copy of the New Member Orientation agenda is enclosed. Please contact the Office of the Executive Director at (207) 287-1615 if you are not able to attend.

2. STATE HOUSE PARKING

Parking on the State House campus for New Member Orientation is limited, but parking lots A, B and part of C have been reserved exclusively for Legislators. Signs indicate designated legislator parking areas (see the campus map). Enclosed please find a temporary parking permit for your use until your legislative license plates are issued to you. **Please use the legislative parking areas and display the enclosed green, temporary parking permit in the windshield of your car.** You will receive special legislative plates for your vehicle during the week of November 30th.

3. MEMBERS' PAYROLL INFORMATION & OTHER FORMS

NEWLY Elected Legislators: Payroll and benefit forms must be completed in our online system by Thursday, November 12 in order for you to receive your legislative salary and expenses. A link was sent to your personal email address this week. Paper forms are available upon request. In addition, you must complete the enclosed Constituent Services Allowance form and either bring it with you to New Member Orientation or e-mail a signed and scanned copy to dawna.lopatosky@legislature.maine.gov no later than Friday, December 11, 2020.

RETURNING Legislators: You must complete the enclosed Constituent Services Allowance form and either bring it with you to Pre-Legislative Conference or e-mail a signed and scanned copy to dawna.lopatosky@legislature.maine.gov no later than Friday, December 11, 2020. If you have a new primary residence, or if you want to make changes to direct deposit, payroll tax withholding or benefits, please contact Sherry Davis at (207) 287-1617.

4. SECURITY BADGES/PHOTOS

All newly-elected legislators and returning members who did not serve in the 129th Legislature will have their photos taken for their security ID badges on their assigned day for New Member Orientation.

5. PRE-LEGISLATIVE CONFERENCE & SWEARING-IN OF MEMBERS-ELECT

Following the election of a new Legislature, a Pre-Legislative Conference designed for both newly-elected and returning Legislators is generally held during on the several days leading up to the convening of the new Legislature. This year, it is expected that these events will take place from **Monday-Wednesday, November 30 – December 2, 2020.**

Additional detailed information regarding the Pre-Legislative Conference and the convening of the 130th Legislature will follow in the very near future. Please reserve these days on your schedule so you are available to participate.

5. TRAVEL/LODGING

For New Member Orientation: we will reimburse you for one round trip mileage between your home and the State House in Augusta at the State-authorized rate of \$0.44/mile. Actual toll expenses are also reimbursed. The maximum lodging reimbursement allowed is \$55. Receipts are required.

For Pre-Legislative Conference: we will reimburse you for one round trip mileage between your home and the State House, at the State-authorized rate of \$0.44/mile. For all other travel during the week of Pre-Legislative Conference, mileage reimbursement is based on actual cost or a maximum of \$38 per day, whichever is less. Actual toll expenses are also reimbursed. The maximum lodging reimbursement allowed is \$38 and receipts are not required.

For those of you who reside a great distance from the State House and need to stay overnight in Augusta while attending these events, we have provided a list of several area hotels. Please make your own reservations as soon as possible to assure a room. When reserving a room, you will need to request the special rate listed on the hotel page enclosed in this packet to receive the hotel's discounted rate.

Once you have been sworn into office on Wednesday, December 2nd, we will begin processing payments for your travel and lodging expenses to attend the New Member Orientation and the Pre-Legislative Conference. Please keep your lodging and toll receipts for New Member Orientation as you must attach them to the travel and expense voucher form that you will complete and submit for your attendance at the orientation session. The appropriate form(s) will be provided to you at the orientation session or at the conference.

Please call the Office of the Executive Director at (207) 287-1615 if you have any questions about arrangements for the orientation programs, the forms and other materials enclosed or if you would like additional information.

Once again, we congratulate you on your election to the Maine Legislature.

Attachments

130th Maine Legislature Orientation for Newly Elected Members



Agenda & Schedule

DAY 1:

Tuesday, November 17, 2020
10:00 AM - 11:30 AM
Presented virtually via ZOOM

- 10:00 AM – 10:45 AM Staffing Resources, the Committee Process, and Information Resources via ZOOM
Presenters: Suzanne Gresser, Office of the Executive Director
Danielle Fox, Office of Policy and Legal Analysis
Christopher Nolan, Office of Fiscal and Program Review
Casey Milligan, Legislative Information Office
- 10:45 AM – 11:30 AM Email & IT Matters, and State House Parking & Security via ZOOM
Presenters: Nik Rende, Legislative Information Technology
Russell Gauvin, Chief, Capitol Police

DAY 2:

Group A: Wednesday, November 18, 2020, 9:00 AM - 11:30 AM

Group B: Thursday, November 19, 2020, 9:00 AM - 11:30 AM
Presented live at the State House

- 9:00 AM – 9:15 AM Registration Hall of Flags**
- 9:15 AM – 9:30 AM Welcome & Opening Remarks House Chamber
Troy Jackson, President of the Senate
Sara Gideon, Speaker of the House
- 9:30 AM – 9:45 AM Chamber Document Systems House Chamber
Presenters: Darek Grant, Secretary of the Senate
Robert Hunt, Clerk of the House
- 9:45 AM – 10:30 AM Basics on Bills: Filing Legislation & Deadlines House Chamber
Presenter: Ed Charbonneau, Office of the Revisor of Statutes
Suzanne Gresser, Office of the Executive Director
- 10:30 AM – 11:30 AM Q & A: Compensation & Benefits House Chamber
Presenters: Jackie Little, Human Resources Director
Sherry Davis, Senior HR Generalist
Dawna Lopatosky, Legislative Finance Director

*The New Member Orientation is sponsored by
the Legislative Council of the 129th Legislature*



*President Troy Jackson, Council Chair
Senator Nathan Libby
Senator Eloise Vitelli
Senator Dana Dow
Senator Jeff Timberlake*

*Speaker Sara Gideon, Council Vice-Chair
Representative Matthew Moonen
Representative Ryan Fecteau
Representative Kathleen Dillingham
Representative Trey Stewart*

130th Maine Legislature
Orientation for Newly Elected Members

Group A
Wednesday, November 18, 2020
9:00 AM - 11:30 AM

| | |
|---|---------------------------------------|
| Poppy Arford, Representative-elect | Glenn Curry, Senator-elect |
| Kyle Bailey, Representative-elect | Kathy Downes, Representative-elect |
| Joseph Baldacci, Senator-elect | John Ducharme, Representative-elect |
| Arthur Bell, Representative-elect | Richard Evans, Representative-elect |
| Susan Bernard, Representative-elect | Valli Geiger, Representative-elect |
| Stacy Brenner, Senator-elect | Traci Gere, Representative-elect |
| Nathan Carlow, Representative-elect | Tavis Hasenfus, Representative-elect |
| Meldon Carmichael, Representative-elect | Michael Lemelin, Representative-elect |
| Amanda Collamore, Representative-elect | Laurel Libby, Representative-elect |
| Jonathan Connor, Representative-elect | Grayson Lookner, Representative-elect |
| Lynn Copeland, Representative-elect | Sheila Lyman, Representative-elect |
| Lydia Crafts, Representative-elect | |

Group B
Thursday, November 19, 2020
9:00 AM - 11:30 AM

| | |
|--|---|
| Kristi Mathieson, Representative-elect | Suzanne Salisbury, Representative-elect |
| Cathy Nadeau, Representative-elect | Erin Sheehan, Representative-elect |
| Daniel Newman, Representative-elect | Peggy Stanley, Representative-elect |
| Laurie Osher, Representative-elect | Laura Supica, Representative-elect |
| Jennifer Poirier, Representative-elect | James Thorne, Representative-elect |
| Tracy Quint, Representative-elect | Joseph Underwood, Representative-elect |
| Joseph Rafferty, Senator-elect | Sophia Warren, Representative-elect |
| Morgan Rielly, Representative-elect | Lynne Williams, Representative-elect |
| Timothy Roche, Representative-elect | Barbara Wood, Representative-elect |
| Amy Roeder, Representative-elect | Samuel Zager, Representative-elect |
| Melanie Sachs, Representative-elect | |

DIRECTIONS TO THE MAINE STATE HOUSE

From the North:

Travel south on I-95. Take Exit 109A onto Route 202 East (Western Avenue). Travel approximately 1.4 miles to Memorial Circle (traffic circle). Bear right onto State Street. Proceed through traffic signal. You will pass in front of the State House. Turn right at the next traffic signal. Proceed into parking lot. Signs denote Legislator parking areas. Enter State House through the public entrance (across the plaza and up the wide walkway).

From the South:

Travel north on I-95. Take Exit 109 onto Route 202 East (Western Avenue). Travel approximately 1.4 miles to Memorial Circle (traffic circle). Bear right onto State Street. Proceed through traffic signal. You will pass in front of the State House. Turn right at the next traffic signal. Proceed into parking lot. Signs denote Legislator parking areas. Enter State House through the public entrance (across the plaza and up the wide walkway).

From the West:

Travel east on Route 202 from Winthrop/Manchester into Augusta. Rt. 202 becomes Western Avenue once in Augusta. Proceed under the I-95 overpass and continue approximately 1.6 miles to Memorial Circle (traffic circle). Bear right onto State Street. Proceed through traffic signal. You will pass in front of the State House. Turn right at the traffic signal. Proceed into parking lot. Signs denote Legislator parking areas. Enter State House through the public entrance (across the plaza and up the wide walkway).

From the East (Belfast/Searsport area):

Travel west on Route 3 to Augusta. Once in Augusta, Route 3 becomes North Belfast Avenue. Proceed on North Belfast Avenue to the 2nd traffic signal where it intersects Route 201 (Bangor Street). Turn left onto Bangor Street. Proceed approximately 0.6 miles to Cony Circle (traffic circle). Take 2nd right off the circle and proceed across Memorial Bridge (high bridge). Proceed to Memorial Circle (another traffic circle) and take the 3rd exit from the traffic circle onto State Street. (State House dome is visible). Proceed along State Street to the 2nd traffic signal. You will pass in front of the State House. Turn right at the traffic signal. Proceed into parking lot. Signs denote Legislator parking areas. Enter State House through the public entrance (across the plaza and up the wide walkway).

From the East (Rockland area):

Travel west on Route 17 to Augusta. Once in Augusta, Route 17 becomes Eastern Avenue. Proceed on Eastern Avenue to its intersection with Route 9 (Stone/Hospital streets). At the traffic signal, turn right onto Stone Street and proceed down the hill in the left hand lane into Cony Circle (traffic circle). Enter Cony Circle in the inner lane. Take 4th exit from the traffic circle and proceed across Memorial Bridge (high bridge). Proceed to Memorial Circle (another traffic circle) and take 3rd exit from the traffic circle onto State Street. (State House dome is visible). Proceed along State Street to the 2nd traffic signal. You will pass in front of the State House. Turn right at the traffic signal. Proceed into parking lot. Signs denote Legislator parking areas. Enter State House through the public entrance (across the plaza and up the wide walkway).

See site map.

State House Complex

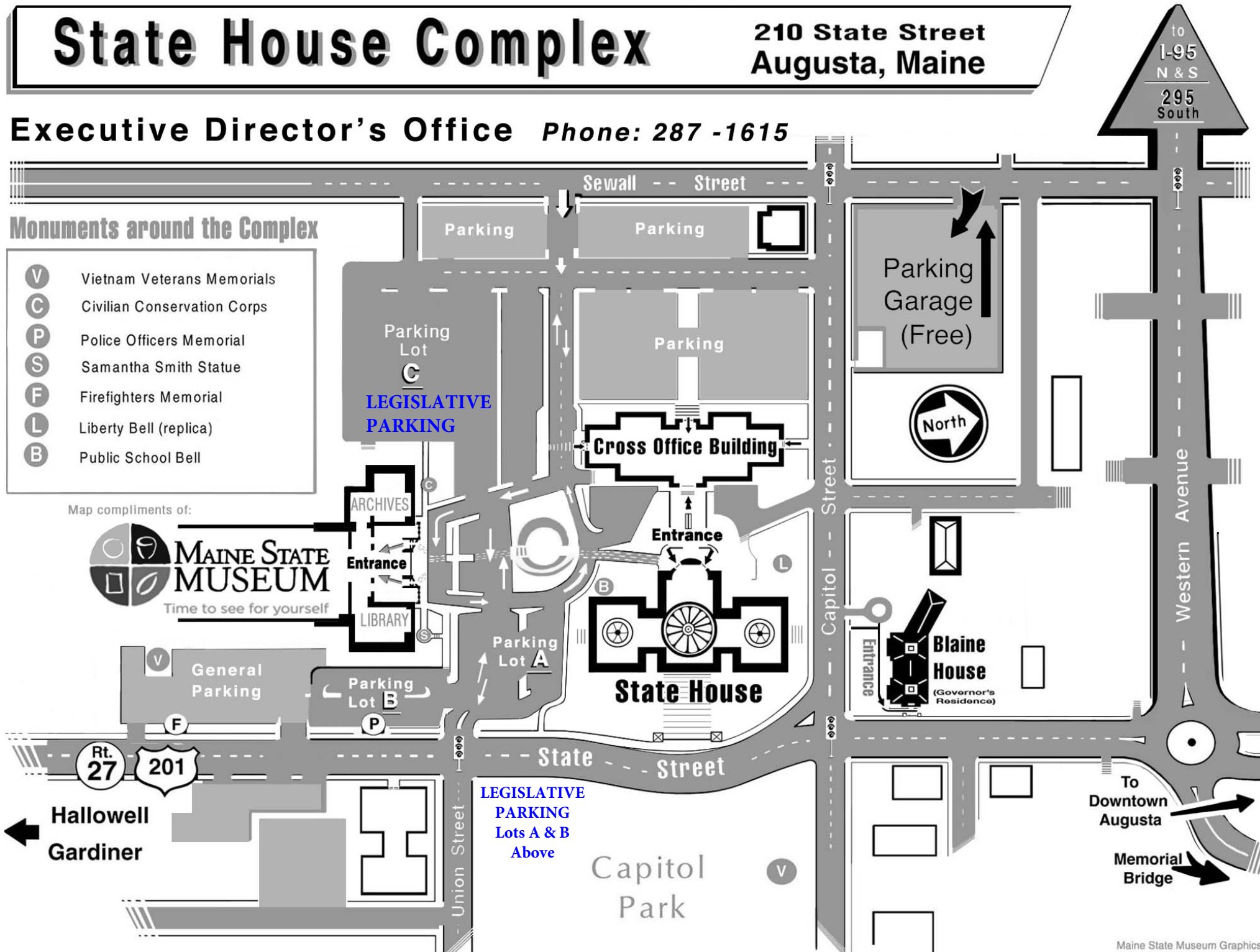
210 State Street
Augusta, Maine

Executive Director's Office Phone: 287 -1615

Monuments around the Complex

- V Vietnam Veterans Memorials
- C Civilian Conservation Corps
- P Police Officers Memorial
- S Samantha Smith Statue
- F Firefighters Memorial
- L Liberty Bell (replica)
- B Public School Bell

Map compliments of:



To Downtown Augusta
Memorial Bridge

130th Legislature

Augusta Area Hotels

Best Western Augusta Civic Center Inn
110 Community Drive, Augusta
(207) 622-4751

\$55.00 (legislative rate – session)
\$96.00 (legislative rate – interim)
Rewards Program: BW Reward

Comfort Inn Civic Center
281 Civic Center Drive, Augusta
(207) 623-1000

\$55.00 (legislative rate – session)
\$96.00 (legislative rate – interim)
Rewards Program: Choice Privileges

Days Inn
18 Edison Drive, Augusta, (207) 622-0000

\$79.99 + tax. Show Legislative ID
No Breakfast during pandemic

Fairfield Inn & Suites Augusta
14 Anthony Avenue, Augusta, (207) 623-2200

\$83.00 (Legislative ID Required at Check-In)
Rewards Program: Marriott Rewards

Hampton Inn
388 Western Avenue, Augusta, (207) 622-4077

\$83.00 (www.augustame.hamptoninn.com
use corporate
ID#:0002785016) Rewards Program: Hilton Honors

Homewood Suites
377 Western Avenue, Augusta
(207) 480-2050 (https://secure3.hilton.com/en_US/hw/reservation/book.htm?execution=e1s1 use corporate ID#:0002785016).

\$96 Dec-June, \$149 July/Aug, \$119 Sept/Oct
Weekly/Monthly rates available

Lakeside Motel & Cabins
Route 202, East Winthrop, (207) 395-6741

\$125-S, \$150 D/week with kitchenette or
kitchen (legislator rate)

Quality Inn & Suites Evergreen Hotel
65 Whitten Road, Augusta
(207) 622-3776

\$46-Standard or Double/\$56 – Executive 2
queens (legislator rate based on availability)
Monthly rate available; Employees 15% off regular
rates. Rewards Program: Choice Privileges

Senator Inn & Spa
284 Western Avenue, Augusta
(207) 622-5804

\$54.99 standard, \$74.99 deluxe,
\$84.99 spa suite (legislative rates)
\$1000.00/per month standard, \$1300 deluxe

Super 8 Motel
395 Western Avenue, Augusta, (207) 626-2888

10% off Regular Room Rate
must show legislative ID to receive rate
Rewards Program: Wyndham Rewards

Augusta Area B & B

Annabessacook Farm
192 Annabessacook Rd., Winthrop, (207) 377-3276

\$50.00 (legislator rate, if available)

Maple Hill Farm B & B Inn
11 Inn Road, Hallowell
(207) 622-2708

\$59.00-S, \$109.00-D, deluxe (legislator rate)
Employees ask for rate
Rates include full breakfast

Second Street B & B
68 Second Street, Hallowell, (207) 622-2214

\$54.50 includes tax and Continental
Breakfast. Weekly rate available

Legislative rate applies to both Legislators and staff; please be prepared to show ID card. Information accurate as of 11/1/19. Some hotels may have different rates during the Legislative interim. All rates are subject to change.