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130TH MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL

TO: Members-Elect of the 131st Maine Legislature

FROM: Speaker Ryan M. Fecteau, Chair of the 130th Legislative Council *RMF*
President Troy Jackson, Vice-chair of the 130th Legislative Council *T.J.*

DATE: November 9, 2022

SUBJECT: **Legislative Orientation Schedule: 131st Maine Legislature**

Congratulations on your election to the Maine Legislature! As a newly elected or returning Legislator, you will have a challenging but 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 131st 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 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 130th Legislature:

Tuesday, November 15, 2022 — Virtual Presentations via Zoom

Wednesday, November 16, 2022 – State House, Augusta
Group A Only (see attached list)

Thursday, November 17, 2022 – 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 newly elected members attend this orientation.** A preliminary copy of the New Member Orientation agenda is enclosed for your review. Please contact the Office of the Executive Director at 287-1615 or 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). **Please use the designated legislative parking areas.** You will receive special legislative plates for your vehicle during the week of December 5th.

3. MEMBERS' PAYROLL INFORMATION & OTHER FORMS

NEWLY Elected Legislators: Payroll and benefit forms must be completed in our online system by Thursday, November 17th in order for you to receive your legislative salary and expenses. An automated email with a link to the legislative onboarding system and log-in instructions 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 Monday, December 12, 2022.

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 Monday, December 12, 2022. 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 130th 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

**Date: Monday-Thursday, December 5-8, 2022
State House, Augusta**

The second orientation program is a program designed for both newly elected and returning Legislators. Please reserve these days on your schedule so you may attend this important conference. Several of the sessions are statutorily required training for all legislators.

Please note that the first day of the Pre-Legislative Conference, Monday, December 5th, is intended primarily for members who have been elected to the Legislature for the first time. On Tuesday evening, December 6th, all newly elected and re-elected members and their guests are invited to a reception and banquet at the Augusta Civic Center. Members-elect will be sworn into office on the third day of this pre-legislative conference, Wednesday, December 7th.

6. TRAVEL/LODGING

For New Member Orientation: you will be reimbursed for one round trip mileage between your home and the State House in Augusta at the State-authorized rate of \$0.46/mile. Actual toll expenses are also reimbursed. The maximum lodging reimbursement allowed is \$55. Receipts are required.

For Pre-Legislative Conference: you will be reimbursed for one round trip mileage between your home and the State House, at the State-authorized rate of \$0.46/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 7, 2022, we will issue payment to reimburse you 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 reimbursement form(s) will be provided to you at the orientation session or at the conference.

7. PRE-LEGISLATIVE CONFERENCE MEALS & BANQUET GUESTS

We welcome you to invite your spouse, partner or other guest(s) to attend the educational components of the Pre-Legislative Conference with you. However, we are able to provide complimentary meals during the conference only for legislators. **Returning Legislators and new members-elect will be provided complimentary tickets for Tuesday evening's banquet.** If you would like your guest(s) to accompany you to Tuesday evening's banquet for the incoming legislature that will be held at the Augusta Civic Center, you may purchase tickets for them through the Office of the Executive Director at a cost of \$30 per person. **All tickets must be paid for in advance.** In addition to returning your conference registration form, include a check made payable to "Treasurer, State of Maine" in the amount of \$30.00 for each guest. Use the **RSVP form** to make your reservations by Monday, November 28th.

8. LEGISLATIVE POLICY FORUMS

A third component of the orientation program sponsored by the Legislative Council is a regional economic development bus tour that will occur in January and several legislative policy forums on select important policy issues facing the next Legislature. The policy forums will be held in Augusta beginning on Thursday, December 8th with others held in January and February. The bus tour is scheduled for Wednesday, January 18 through Friday, January 20, 2023. During the bus tour, Legislators will have the opportunity to tour various areas of the State to become acquainted with key issues, industries and matters of community interest. No registration for these programs is required at this time.

Please call the Office of the Executive Director at 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

131st Maine Legislature Orientation for Newly Elected Members

Agenda & Schedule

DAY 1:
Tuesday, November 15, 2022
9:00 AM - 1:00 PM

**NOTE: The Entire Day 1 Agenda Will Be Presented Virtually
via ZOOM**



Introduction to Nonpartisan Staff

Suzanne Gresser, Office of the Executive Director

9:00 AM – 9:15 AM

- **Where do I go to file a bill?**

Edward Charbonneau, Office of the Revisor of Statutes

9:15 AM – 9:30 AM

- **I've been appointed to a Joint Standing Committee. Now what?**

Danielle Fox, Office of Policy & Legal Analysis
Christopher Nolan, Office of Fiscal & Program Review
Peter Schleck, Office of Program Evaluation & Government
Accountability

9:30 AM – 10:15 AM

- **I need information—where do I go?**

Jessica Lundgren, Law & Legislative Reference Library
Casey Milligan, Legislative Information Office

10:15 AM – 10:45 AM

~~Break~~

- **Email & IT Matters**

Nik Rende, Legislative Information Technology

11:00 AM – 11:30 AM

State House Security & Parking

Matthew Clancy, Chief, Capitol Police

11:30 AM – 12:30 PM

Questions and Answers

12:30 PM – 1:00 PM

DAY 2:

Group A: Wednesday, November 16, 2022, 9:00 AM - 1:00 PM

Group B: Thursday, November 17, 2022, 9:00 AM - 1:00 PM

NOTE: The Entire Day 2 Agenda Will Be Presented Onsite
at the State House

9:00 AM – 9:15 AM	Photographs for Security Badges	3rd Floor Rotunda
9:15 AM – 9:30 AM	<u>Welcome & Opening Remarks</u> Presenters: Troy Jackson, President of the Senate Ryan Fecteau, Speaker of the House	House Chamber
9:30 AM – 10:15 AM	<u>The Senate and House Chambers</u> Presenters: Darek Grant, Secretary of the Senate Robert Hunt, Clerk of the House	House Chamber
10:15 AM – 11:00 AM	<u>Basics on Bills: Filing Legislation & Deadlines</u> Presenters: Edward Charbonneau, Office of the Revisor of Statutes Suzanne Gresser, Office of the Executive Director	House Chamber
~~Break~~		
11:15 AM – 12:15 PM	<u>Compensation & Benefits</u> Presenters: Dawna Lopatosky, Office of the Executive Director Amanda Goldsmith, Office of the Executive Director Sherry Davis, Office of the Executive Director	House Chamber
12:15 PM – 1:00 PM	<u>Where Am I?</u> Guided Tours of the State House Complex	

*The New Member Orientation is sponsored by
the Legislative Council of the 130th Legislature*

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*President Troy Jackson, Council Vice-Chair  
Senator Eloise Vitelli  
Senator Matthea Daughtry  
Senator Jeffrey Timberlake  
Senator Matthew Pouliot*

*Speaker Ryan Fecteau, Council Chair  
Representative Michelle Dunphy  
Representative Rachel Talbot Ross  
Representative Kathleen Dillingham  
Representative Joel Stetkis*

**131<sup>st</sup> Maine Legislature**  
**Orientation for Newly Elected Members**

**Group A**

**Wednesday, November 16, 2022**

**9:00 AM - 1:00 PM**

Jeffrey Adams, Representative-elect  
Roger Albert, Representative-elect  
Daniel Ankeles, Representative-elect  
Donald Ardell, Representative-elect  
Mark Babin, Representative-elect  
Barbara Bagshaw, Representative-elect  
Anne Beebe-Center, Senator-elect  
David Boyer, Representative-elect  
Eric Brakey, Senator-elect  
William Bridgeo, Representative-elect  
Richard Campbell, Representative-elect  
Sally Cluchey, Representative-elect  
Dean Cray, Representative-elect  
Kenneth Davis Jr., Representative-elect  
Larry Dunphy, Representative-elect  
Jill Duson, Senator-elect  
Ann Marie Fredericks, Representative-elect  
Joseph Galletta, Representative-elect  
Andrew Gattine, Representative-elect

Irene Gifford, Representative-elect  
Anne Graham, Representative-elect  
Timothy Guerrette, Representative-elect  
Rachel Henderson, Representative-elect  
Daniel Hobbs, Representative-elect  
Benjamin Hymes, Representative-elect  
Henry Ingwersen, Senator-elect  
Caldwell Jackson, Representative-elect  
Rebecca Jauch, Representative-elect  
Amy Kuhn, Representative-elect  
David LaFountain, Senator-elect  
Michel Lajoie, Representative-elect  
Lucas Lanigan, Representative-elect  
Thomas Lavigne, Representative-elect  
James Libby, Senator-elect  
Timothy Nangle, Senator-elect  
Cameron Reny, Senator-elect  
Margaret Rotundo, Senator-elect  
Michael Tipping, Senator-elect

**Group B**

**Thursday, November 17, 2022**

**9:00 AM - 1:00 PM**

Mana Abdi, Representative-elect  
Clinton Collamore, Representative-elect  
Deqa Dhalac, Representative-elect  
Holly Eaton, Representative-elect  
Cheryl Golek, Representative-elect  
Adam Lee, Representative-elect  
Marc Malon II, Representative-elect  
Anne-Marie Mastraccio, Representative-elect  
Nina Milliken, Representative-elect  
Karen Montell, Representative-elect  
Matthew Moonen, Representative-elect  
Kelly Murphy, Representative-elect  
Caleb Ness, Representative-elect  
Robert Nutting, Representative-elect  
Reagan Paul, Representative-elect  
Chad Perkins, Representative-elect  
Edward Polewarczyk, Representative-elect  
Kimberly Pomerleau, Representative-elect  
Jane Pringle, Representative-elect

Ambureen Rana, Representative-elect  
Walter Runte Jr., Representative-elect  
Ronald Russell, Representative-elect  
Holly Sargent, Representative-elect  
Daniel Sayre, Representative-elect  
Tammy Schmursal-Burgess, Representative-elect  
Daniel Shagoury, Representative-elect  
Kathleen Shaw, Representative-elect  
Erin Sheehan, Representative-elect  
Charles Skold, Representative-elect  
Katrina Smith, Representative-elect  
Michael Soboleski, Representative-elect  
Tiffany Strout, Representative-elect  
Gregory Swallow, Representative-elect  
Austin Theriault, Representative-elect  
Mark Walker, Representative-elect  
James White, Representative-elect  
Stephen Wood, Representative-elect  
James Worth, Representative-elect

# State House Complex

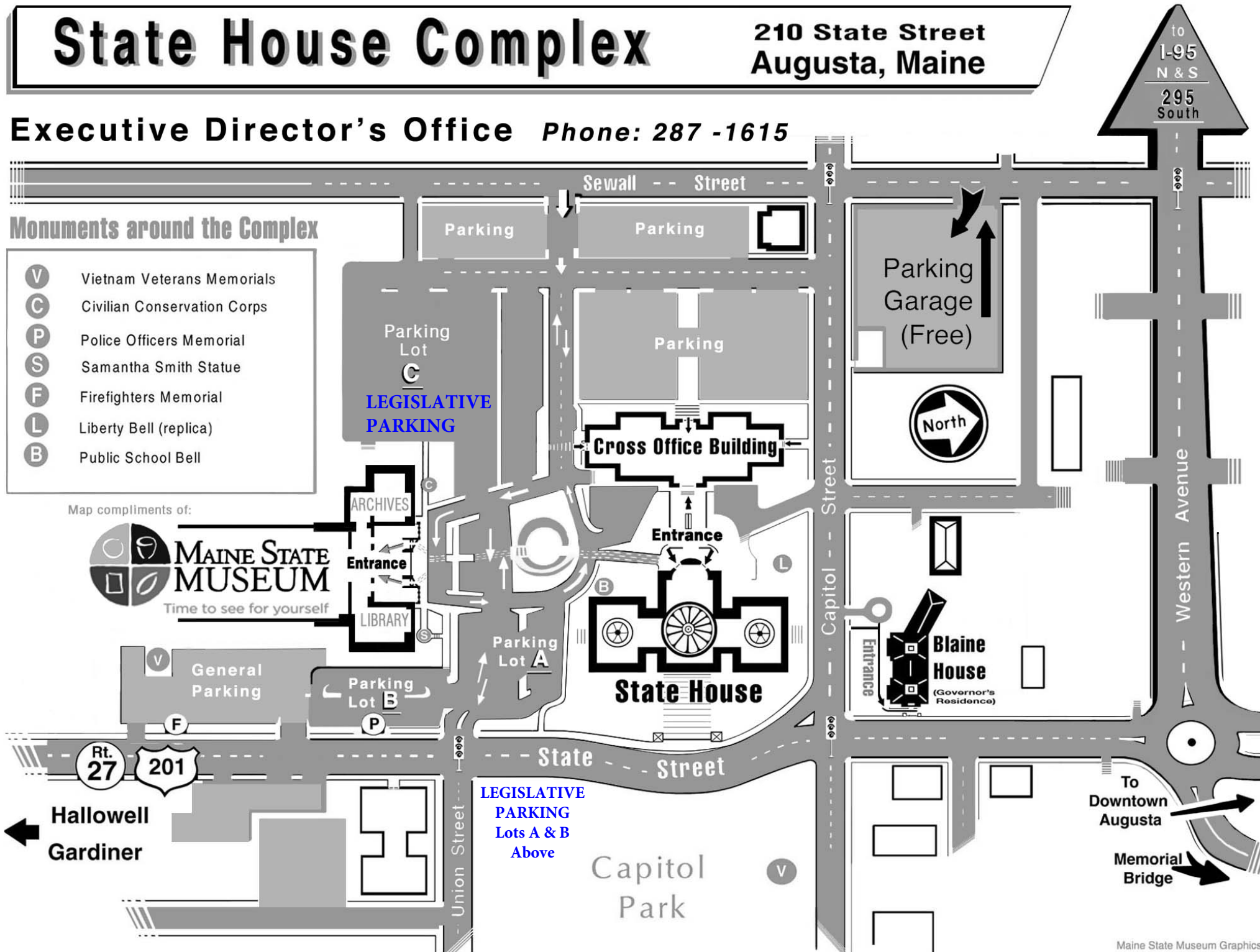
210 State Street  
Augusta, Maine

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:







**131<sup>st</sup> MAINE LEGISLATURE  
MEMBER-ELECT**

**LEGISLATIVE PARKING  
PERMIT**

**Expires: December 16, 2022**

# 131<sup>st</sup> Legislature

## Augusta Area Hotels

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

\$94.00 (legislative rate – session)  
\$109.00 (legislative rate – interim)

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

\$94.00 (legislative rate – session)  
\$109.00 (legislative rate – interim)

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

\$115.00 + tax. Show Legislative ID

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

\$98.00 ([www.augustame.hamptoninn.com](http://www.augustame.hamptoninn.com)  
use corporate ID#:0002785016) Maine State  
Legislature ID Required.

**Homewood Suites**  
377 Western Avenue, Augusta  
(207) 480-2050

Government Per Diem Rate \$98.00

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

\$125-S, \$150 D/week with kitchenette or  
kitchen

**Maine Evergreen Hotel**  
65 Whitten Road, Augusta  
(207) 622-3776

\$79 plus tax Standard “Timberline Rooms”  
\$91 plus tax Executive “Katahdin Rooms”  
December 2022 – April 2023

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

\$69.99 Standard, \$89.99 Double,  
\$109.99 Presidential, \$129.99 Spa Suite  
Monthly Rates Available

**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

Confirming rate

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

\$69.00-Single rate standard room (\$95 for  
two guests) \$99 single rate for deluxe room  
Employees ask for rate  
Rates include full breakfast



**CONSTITUENT SERVICES ALLOWANCE  
REQUEST FOR PAYMENT  
131<sup>st</sup> Maine State Legislature**

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Pursuant to law, Legislators may request that the first Constituent Services Allowance for the 1<sup>st</sup> Regular Session of the 131<sup>st</sup> Legislature be paid in December rather than in January, the regularly scheduled date for payment. The allowance is taxable income and is subject to income tax in the year in which it is paid.

I am a:                     State Senator

State Representative

I would like to receive my first Constituent Service Allowance in:  December, 2022

January, 2023

I understand and agree that there may be income tax consequences as a result of this early payment.

Requested by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Clearly

Date: \_\_\_\_\_

Requests for early payment must be received in the Office of the Executive Director no later than **Monday, December 12, 2022**. Requests for early payment made after this date cannot be honored.

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For internal use only:

Date received: \_\_\_\_\_

- Senator
- Representative

Name \_\_\_\_\_  
(Print Name)

**RSVP**



**Pre-Legislative Conference  
Reception and Banquet  
131st Maine Legislature  
Tuesday, December 6, 2022  
Pre-Registration**

Complete and return this form and your check for any guest tickets  
no later than **Monday, November 28, 2022. Thank you.**

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I \_\_\_\_\_ will attend the Pre-Legislative Conference reception and buffet.  
(Print Name of Legislator)

**PLEASE NOTE: Legislators will be provided complimentary tickets for their own meals; therefore, no payment from a Legislator is required for that Legislator's own meal.**

Number of **Guests** attending *Tuesday evening* reception & dinner:

\_\_\_\_\_ @ \$30.00/guest plus \_\_\_\_\_ @ \$15.00/guest for Children's meal option      Total Amount: \$ \_\_\_\_\_

Please indicate the meal preferences (total number of each for Member and all guests):

Prime Rib \_\_\_\_\_

Cranberry Brie Chicken \_\_\_\_\_

Stuffed Shells (vegetarian) \_\_\_\_\_

Meal option for children 12 & under (macaroni and cheese, chicken tenders and salad) \_\_\_\_\_

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Make Check payable to "Treasurer, State of Maine."

Return to:

**Office of the Executive Director
Legislative Council
115 State House Station
Augusta, Maine 04333-0115**

RSVPs and checks may also be dropped off in the Office of the Executive Director located in Room 103 in the State House.

NOTE: TICKETS WILL NOT BE RESERVED WITHOUT PRE-PAYMENT. ONCE PAYMENT IS RECEIVED, TICKETS WILL BE HELD FOR YOUR GUESTS AT THE AUGUSTA CIVIC CENTER FOR PICK-UP ON TUESDAY EVENING.