



# \$ Dollar\$ & Sense

Maine Municipal Tax Collectors' & Treasurers' Association

[www.mmtcta.org](http://www.mmtcta.org) • Fall 2011

## Executive Board

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646-5113

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884-7629

Tracey Hodgdon-Hyson  
633-2051

## President's Message

Can you feel it in the air? Whether we want to admit it or not, Fall is just about here and Winter will be close behind. It has been an exciting (if you want to call it that) year as we all struggled with budget issues, possible layoffs, reduced revenues and increased expenses. For some of us the discussions have already begun regarding next year's budget which is predicted to be even tighter.

The Executive Board has kept this in mind as we discussed how to better offer training and networking opportunities to our members. Maine is a large State and we understand the burden many of our members face when deciding which classes to attend. Travel and lodging expenses are many times the first items cut when trimming a budget so we are constantly discussing and looking for new ways to offer our classes and interact with our membership. Internet trainings or possibly combining classes to more condensed versions are a couple of ideas we've considered and are looking into.

We have also taken a hard look at our training classes

and you should see some changes in the coming year or two as some classes may be dropped or revamped and new classes are added. We discussed a sort of Beginners course for new Tax Collectors and Treasurers that would give an overview of the job and a basic understanding of the duties involved. We also discussed a class that would act like a roundtable where we can get together and discuss important concerns or issues that impact us all such as new or proposed legislation, excise tax or

taxes. Our hope is that we can use the ideas from these discussions and the strength of our organization to make positive changes or protect our revenues when needed.

Remember this is your organization, if you have any ideas for classes or things you would like to see added, dropped or changed please contact me or any member of the Executive Board.

Thank you.

David Little  
President, MMTCTA

### Upcoming Board Meeting Dates:

Nov. 15, 2011	9:00 a.m.	MMA - Augusta
Dec. 13, 2011	9:00 a.m.	MMA - Augusta
Jan. 18, 2012	9:00 a.m.	MMA-Augusta
Mar. 21, 2012	9:00 a.m.	MMA-Augusta

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# New Ethics Committee Formed!

The MMTCTA has had a Standard of Ethics and Professional Conduct since May 2005. The Association, however, never had a group of people that members could go to in the event of a violation of the Ethics Code.

In case you were not aware of the Standard of Ethics and Professional Conduct here it is:

The Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA) is a professional non-profit organization that seeks to promote the general interests of its members through the exchange of information and ideas. In pursuit of this objective all members of the MMTCTA are enjoined to adhere to legal, ethical, and professional standards of conduct in the fulfillment of their professional responsibilities. The standards of ethics and professional conduct set forth in the tenets below are promulgated in order to enhance the performance of all members of this Association.



- Members shall abide by approved professional practices and recommended standards.
- Members shall strive to provide the highest quality of performance and counsel.
- Members shall exercise prudence and integrity in the management of funds and in all financial transactions.
- Members shall not knowingly sign, subscribe to, or permit the issuance of any statement, report, or provide information which contains any misstatement or which omits any material fact.
- Members shall present financial information pursuant

to applicable law and generally accepted practices and guidelines.

- Members shall not knowingly be a party to or condone any illegal or improper activity.
- Members shall respect the rights, responsibilities and integrity of their colleagues with whom they work and associate.

- Members shall promote equal employment opportunities, and in doing so, oppose discrimination, harassment or other unfair practices.

- The MMTCTA Ethics Committee is responsible for investigating, evaluating and making recommendations on all reports received related to possible violations of the MMTCTA's Code of Ethics by a member or members.

The Ethics Committee was formed at the August 2010 Board meeting. Current members of the committee are:

- Leo A. Ouellette, Town of Wells, Chair
- Gayle Doyon, City of Biddeford
- Darlene Beaulieu, Town of Winthrop
- Stu Marckoon, Town of Lamoine

All Ethics Committee members sincerely hope that no one ever calls us. But, rest assured, we are ready and willing to help if needed.

Please contact the Chair, Leo A. Ouellette at 646-5113x204 or [louellette@wellstown.org](mailto:louellette@wellstown.org) with any issues. All communications will be held in strictest confidence.

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Michael McFadden – [mmcfadden@corelogic.com](mailto:mmcfadden@corelogic.com)  
Carrie Proulx – [cproulx@corelogic.com](mailto:cproulx@corelogic.com)

# Gold Star Family Registration Plate



In August 2011, Maine will begin issuing the Gold Star Family registration plate to family members who have lost a loved one while defending the Nation in the cause of Freedom.

## Frequently Asked Questions:

### Q: Who is eligible for the Gold Star Family registration plate?

A: Any person who is eligible to receive a Gold Star lapel button, or a grandparent of a member of the United States Armed Forces, if that member dies after March 28, 1973 as a result of an international terrorist attack recognized by the U.S. Department of Defense, or as a result of military operations while serving outside the United States.

### Q: How much does the Gold Star Family registration plate cost?

A: There is no additional fee for a Gold Star Family registration plate. Regular passenger registration fees apply to include the \$35.00 registration fee, excise tax, title application fee, and sales tax, if applicable.

### Q: Can I get a vanity plate or low digit number on my Gold Star Family

### registration plate?

A: No. There are no vanity plates or low digit numbers allowed. The plate series assigned to the Gold Star Family registration plate is: 1000 through 9999.

### Q: How do I obtain my Gold Star Family registration plate?

A: Applications are available online at the the Department of Defense, Veterans and Emergency Management, Bureau of Veterans' Services or by calling (207)430-6035.

Once the Bureau of Veterans Service certifies eligibility, the plates can be obtained through the Bureau of Motor Vehicle's main office in Augusta. For additional information, please contact the Registration Section at (207) 624-9000 extension 52149.

### Q: What if I do not have a vehicle registered in my name, but qualify, and would like to obtain the Gold Star registration plate?

A: A qualified applicant who does not have a vehicle registered in their name can obtain a single Gold Star registration plate at no fee. The plate cannot be displayed on a motor vehicle.

For more information on the Gold Star registration plate or any other Maine license plate, please contact the Registration Unit at (207) 624-9000, Extension 52149 or by email: [registrations@maine.gov](mailto:registrations@maine.gov).

## WELCOME New Members

- Janet M Atkinson, City of Westbrook  
Melinda Averill, Town of Andover  
Karen M Campbell, Town of Woodville  
Carol Cress, Town of Sebec  
Shelly J Crosby, Town of Lincoln  
Jerry C Davis, Town of Greenbush  
John M Doucette Jr, Town of Skowhegan  
Tammy Ewing, Town of Hampden  
Cheryl Fournier, City of Saco  
Roy G Gedat, Oxford Cty Comm.  
Nancy L Hanna, Town of Bremen  
Alicia M Harmon, Town of Brownville  
Richard D Haskell, Town of Osborn  
Diane T Hines, Town of Ludlow  
Dave Johnson, Town of Dover-Foxcroft  
Jane S Jones, Town of Howland  
Honora Jordan, Town of Alna  
Jean E Mank, Town of Woolwich  
Shirley Marquis, Town of Mechanic Falls  
Debra C Martin, Oxford Cty Comm.  
Jane McLaughlin, Town of Brooks  
Alison F Pepin, Town of Woolwich  
Marjorie Risica, Town of Paris  
Nancy J Robertson, Oxford Cty Comm.  
Judith H Robinson, City of Eastport  
Susan G Sapiel, Town of Livermore Falls  
Shelly A Shaak, Town of Eastbrook  
Todd J Shea, Town of Arundel  
Beverly J Thorne, Town of Rumford  
Jeanine Tucker, Town of Northport  
Sarah Willson, Town of Columbia Fall  
Darcel Winslow, Town of Surry  
Anne Young, Town of Manchester



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# 2011 Annual Conference



## Certificates awarded to the following in May 2011 for the certification program:

Susan Bellerose	Certification	Tax Collector	Town of Lyman
Deborah Coady	Certification	Associate Tax Collector	Town of Wells
Angela Cushman	Certification	Treasurer	Town of Dayton
Gayle Doyon	Certification	Lifetime	City of Biddeford
Amy Duquette	Certification	Associate Treasurer	Town of Sabattus
Kathy Estes	Re-certification	Tax Collector & Treasurer	Town of Madison
Betty Griebel	Certification	Tax Collector & Treasurer	City of Auburn
Fred Holt	Certification	Treasurer	Town of Alfred
Kristine Poland	Re-Certification	Tax Collector & Treasurer	Town of Bristol
Rhonda Stark	Re-Certification	Tax Collector & Treasurer	Town of St. Albans
Shaun Strobel	Certification	Tax Collector	City of Portland

# The Best Shortcut Keys in Microsoft Excel

Ctrl+Z	Undo
Ctrl+C Enter, Ctrl+V Ctrl+X	Copy Paste, Multiple Paste, Cut
Ctrl+F, Ctrl+H	Find, Find & Replace
Ctrl+P, Ctrl+S, Ctrl+F4, Alt+F4	Print, Save, Close, Close Excel
Ctrl+Arrow	Move to edge of region
Ctrl+*	Select current region
Ctrl+A	Select all cells
Ctrl+Home Ctrl+End	Select A1, Select last cell in used range
Ctrl+Shift+End	Select from active cell to last cell in used range.
Ctrl+Shift+Home	Select from active cell to A1
Ctrl+Page Down Ctrl+Page Up	Move to the next sheet, Move to the previous sheet
Ctrl+Tab	Move to next open workbook
Ctrl+N	Open new workbook
Shift+F11	Insert new worksheet
Shift+F3	Paste function window
=+FunctionName+Ctrl+A	Insert new function
Alt+F11	Open VBE
Ctrl+Shift+Enter	Array formula
Ctrl+F3, F3	Define name, Paste name
Ctrl+Spacebar Shift+Spacebar	Select columns, Select rows
Ctrl+1, Ctrl+B, Ctrl+U	Format cells, Bold, Underline
Ctrl+; , Ctrl+shift+:	Current date, Current time

# Instructor Policy

Any active member interested in being considered by the Certification Committee to serve as an instructor of a MMTCTA sponsored workshop must meet the following criteria and procedures:

1. Be a member of MMTCTA.
2. Be certified under the MMTCTA Certification Program.
3. Serve as a student instructor under a MMTCTA experienced instructor for a minimum of 1 workshop for each course he/she would like to instruct.
4. Receive a recommendation from the experienced instructor whom he/she has taught with stating that the student instructor is ready to instruct a workshop on his/her own.

5. Receive final approval from the MMTCTA Executive Committee to instruct a workshop on their own.

The MMTCTA Executive Committee reserves the right to waive the above list of criteria/procedures for new instructors, if by a unanimous vote of the MMTCTA Executive Committee, an instructor is approved to instruct a MMTCTA sponsored workshop based on prior education, work experience, recommendations, and teaching experience; all deemed necessary to be in accordance with the MMTCTA workshop standards.

Student instructors will be reimbursed for expenses, but will not be eligible for an honorarium until they are an approved instructor.

# Labreque Retirement

by Gayle Doyon, Chair, Professional Development Committee

On June 30, 2011, Paul R. Labreque retired. Paul started with the City of Lewiston in 1974, 38 years ago. Paul held a variety of positions for the City until he was promoted to Assistant Tax Collector/Treasurer in 1975 and in 1984 finally became the Tax Collector/Treasurer. Paul was a busy guy besides looking after the funds coming into Lewiston. He was on many boards and committees such as:

Maine Municipal Tax Collectors' & Treasurers' Association 1982 to 2010; Northeast Regional Tax Collectors' & Treasurers' Association, founding member in 1988 and Board member from 1988 to 2004; South Park Development Corporation, Treasurer 1986 to 2011; Holy Family Parish, Finance Committee 2000 to 2008; Prince of Peace Parish, Finance Committee 2008 to present; and Androscoggin

County Budget Committee 1986 to 2007. In between all this he still had time for his family and traveling to his favorite spot – Old Orchard Beach!

As we all know, Paul is and will be missed greatly by his co-workers, colleagues and peers. We, the executive board, miss his being the devil's advocate at our meetings. Those who knew Paul will miss him in their own way and will reflect on how he touched them. What a great giving man.

I was able to attend Paul's retirement party in Lewiston and presented him with a crystal plaque from our organization. Paul had a great turn out and the roasting by his family was great. We all want to wish Paul continued health, rest and a great retirement. **Get out there and play. You've done your time!!!!**

# Websites

If you haven't already, check out the following websites for relevant and helpful information:

Maine Bureau of Motor Vehicles  
[www.maine.gov/sos/bmv](http://www.maine.gov/sos/bmv)

Maine Inland Fisheries & Wildlife  
[www.maine.gov/ifw](http://www.maine.gov/ifw)

New England States Government Finance Officers' Association  
[www.nesgfoa.org](http://www.nesgfoa.org)

Northeast Regional Tax Collectors' & Treasurers' Association  
[www.nertcta.org](http://www.nertcta.org)

Internal Revenue Service  
[www.irs.gov](http://www.irs.gov)

Maine Revenue Services  
[www.state.me.us/revenue](http://www.state.me.us/revenue)

Additional links at:  
[www.mmtcta.org](http://www.mmtcta.org)



# Over 70 License

**The complimentary Over 70 license is no longer available**, but for a one-time fee of \$8.00, a Maine resident who is 70 years of age or older, **and does not possess a Lifetime License**, can obtain a license for fishing, trapping, hunting and archery. The following permits are included with the hunting and/or archery license for those who are 70 years of age or older: muzzleloader, bear, migratory bird, pheasant, spring/fall wild turkey, including additional spring turkey, coyote night hunt, crossbow, one expanded archery antlerless deer permit, or renewal of a license to guide. **Note:** All other adult Lifetime License holders are required to purchase these permits, until they reach the age of 70, and are not required to pay the one-time fee of \$8.00.

These licenses may be obtained at any time in the calendar year that the individual turns 70.

The license can be obtained from IF&W's main office in Augusta or from a local license agent and are valid for the lifetime of the license holder. An individual may also print the resident lifetime license application ([http://www.maine.gov/ifw/licenses\\_permits/lifetime.htm](http://www.maine.gov/ifw/licenses_permits/lifetime.htm)), if they want to obtain

the license by mail. **Note:** Holders of this license no longer have to obtain the additional permits each year as they are now included as part of the license. They must still apply for any lottery permits such as moose and any-deer.

The trapping license and guide renewals can only be obtained from IF&W's main office in Augusta.

If an individual 70 years of age or

older has already purchased a lifetime license before they reached 70 years old, and shows proof of having a previous trapping license or has completed a trapper education course, they may obtain a trapping license at no charge from IF&W's main office in Augusta.

Maine residents 70 years of age or older may also renew a guides license at no charge. The guide renewals may only be obtained from IF&W's main office in Augusta.

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## Membership Committee

by Tracey Hodgdon-Hyson, Co-chair, Membership Committee

As we approach the last quarter of our annual membership we find we are 775 members strong. That is an awesome number. There are, however, a few members with outstanding dues. We will send them reminder letters and encourage them to continue with their membership.

We encourage all Tax collectors, Treasurers, and Finance Directors, whether you are full time or part time, to join our organization. The benefits of membership are well worth the

cost of the annual dues. Membership means you will have at your fingertips a multitude of resources to call upon, such as training programs, conferences, conventions, networking, the listserve, phone numbers and e-mail addresses of over seven hundred people just like you. Knowing our colleagues and exchanging information is a critical part of developing our professionalism, not to mention the camaraderie that comes from sharing with people who do the same thing you do every day.

### Your Newsletter Editor:

Kristine Poland, Town of Bristol • 207-563-6180 • [kpoland@tidewater.net](mailto:kpoland@tidewater.net)

This is my first edition as Editor of the MMTCTA newsletter. I look forward to your ideas for the newsletter and welcome any articles you would like to submit for publication. Please feel free to contact me at any time.

If you have any questions concerning distribution of the newsletter, please contact Joan Kiszely at: 1-800-452-8786 or [jkiszely@memun.org](mailto:jkiszely@memun.org).

**The deadline for the Winter 2012 issue of Dollars & Sense is: December 9, 2011**

### UPCOMING EVENTS:

#### Municipal Law for Tax Collectors & Treasurers

MMA, Augusta

November 9, 2011

**Be sure to check out the MMTCTA website:**  
[www.mmtcta.org](http://www.mmtcta.org)



# \$&C Dollar\$ & Sense

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[www.mmtcta.org](http://www.mmtcta.org) • Fall 2011

*The Maine Municipal Tax Collectors' and Treasurers' Association shall provide leadership, education and resources to achieve professionalism, uniformity of process and networking opportunities.*

**MMTCTA**  
**60 COMMUNITY DRIVE**  
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