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131ST MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL

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TO: Members-Elect of the 132nd Maine Legislature

FROM: President Troy Jackson, Chair of the 131st Legislative Council
Speaker Rachel Talbot Ross, Vice-chair of the 131st Legislative Council TJ RTR

DATE: November 7, 2024

SUBJECT: **Legislative Orientation Schedule: 132nd 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 132nd 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 131st Legislature:

Tuesday, November 19, 2024 — Virtual Presentations via Zoom

Wednesday, November 20, 2024 – State House, Augusta
Group A Only (see attached list)

Thursday, November 21, 2024 – 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 2nd.

3. MEMBERS' PAYROLL INFORMATION & OTHER FORMS

NEWLY- ELECTED Legislators: Payroll and benefit forms must be completed in our online system **by Thursday, November 14th** to ensure that 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. 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 16, 2024.**

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 16, 2024.** If you have a new primary residence, or if you want to make changes to direct deposit or payroll tax withholding, please contact the Executive Director's Office at (207) 287-1615.

4. SECURITY BADGES/PHOTOS

All newly-elected legislators and returning members who did not serve in the 131st 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 2-5, 2024
State House, Augusta**

This 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 2nd, is intended primarily for members who have been elected to the Legislature for the first time. The seminars presented on Tuesday, December 3rd, are intended for all members, and will include the statutorily required trainings. On Tuesday evening, December 3rd, 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 4th.

6. TRAVEL/LODGING

For November's **New Member Orientation**: you will be reimbursed for one round trip mileage between your home and the State House in Augusta at the rate of \$0.55/mile. The maximum lodging reimbursement allowed is \$70. Receipts are required, so **please keep your lodging 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.

For December's **Pre-Legislative Conference**: you will be reimbursed for round trip mileage between your home and the State House, at the rate of \$0.55/mile. The maximum lodging reimbursement allowed is \$70 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 4, 2024, you may request payment to reimburse you for your travel and lodging expenses to attend the New Member Orientation and the Pre-Legislative Conference. Please remember that to receive reimbursement for lodging incurred attending New Member Orientation, you must attach your lodging receipts to the travel and expense voucher form that you will complete and submit for your attendance at the November New Member Orientation session. The appropriate reimbursement form(s) will be provided to you at the orientation session and 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 18th.**

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 5th, and a bus tour is scheduled to take place in January. 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. Registration for these programs is not yet required.

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

132nd Maine Legislature Orientation for Newly Elected Members

Agenda & Schedule

DAY 1:
Tuesday, November 19, 2024
9:00 AM - 1:00 PM

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



<u>Introduction to Nonpartisan Staff</u> Suzanne Gresser, Office of the Executive Director	8:30 AM – 8:45 AM
• <u>Where do I go to file a bill?</u> Edward Charbonneau, Office of the Revisor of Statutes	8:45 AM – 9:00 AM
• <u>I've been appointed to a Legislative Committee. Now what?</u> Danielle Fox, Office of Policy & Legal Analysis (OPLA) Christopher Nolan, Office of Fiscal & Program Review (OFPR) Peter Schleck, Office of Program Evaluation & Government Accountability (OPEGA)	9:00 AM – 9:45 AM
• <u>I need information—where do I go?</u> Jessica Lundgren, Law & Legislative Reference Library Casey Milligan, Legislative Information Office (LIO)	9:45 AM – 10:30 AM
~~Break~~	10:30 AM – 10:45 AM
• <u>Email & Cybersecurity</u> Nik Rende, Office of Legislative Information Technology (LIT)	10:45 AM – 11:30 AM
<u>State House Security & Parking</u> Chief Matthew Clancy, Capitol Police	11:30 AM – 12:30 PM
<u>Questions and Answers</u>	12:30 AM – 1:00 PM

DAY 2:

Group A: Wednesday, November 20, 2024, 9:00 AM - 3:00 PM

Group B: Thursday, November 21, 2024, 9:00 AM - 3:00 PM

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

9:00 AM – 9:15 AM	Registration	3rd Floor Rotunda
9:15 AM – 9:30 AM	<u>Welcome & Opening Remarks</u>	House Chamber
Presenters:	Hon. Troy Jackson, President of the Senate	
9:30 AM – 10:15 AM	<u>Introduction to Chamber Offices and Services</u>	House Chamber
Presenters:	Hon. Darek Grant, Secretary of the Senate Hon. Robert Hunt, Clerk of the House	
10:15 AM – 11:15 AM	<u>Basics on Bills: Filing Legislation & Deadlines</u>	House Chamber
Presenters:	Edward Charbonneau, Revisor of Statutes Suzanne Gresser, Executive Director	
11:15 PM – 11:30 PM	<i>~~Break~~</i>	
11:30 PM – 1:00 PM	<u>Overview of Committees & Committee Process</u>	House Chamber
Presenters:	Danielle Fox, Director, OPLA Christopher Nolan, Director, OFPR Casey Milligan, Manager, LIO <i>(attendees will be escorted from the House Chamber to Committee Rooms)</i>	
1:00 PM – 2:00 PM	<i>Boxed Lunches, Staff Tables, Bill Filing Assistance</i>	Hall of Flags
2:00 PM – 3:00 PM	<u>Compensation & Benefits</u>	House Chamber
Presenter:	Dawna Lopatosky, Office of the Executive Director	

*The New Member Orientation is sponsored by the
Legislative Council of the 131st Legislature*

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*President Troy Jackson, Council Chair  
Senator Eloise Vitelli  
Senator Matthea Daughtry  
Senator Trey Stewart  
Senator Lisa Keim*

*Speaker Rachel Talbot Ross, Council Vice-Chair  
Representative Maureen Terry  
Representative Kristen Cloutier  
Representative Billy Bob Faulkingham  
Representative Amy Arata*

**132<sup>nd</sup> Maine Legislature  
Orientation for Newly Elected Members**

**Group A  
Wednesday, November 20, 2024  
9:00 AM – 3:00 PM**

Matthew Beck, Representative-elect  
Susan Bernard, Senator-elect  
Bruce Bickford, Representative-elect  
Steven Bishop, Representative-elect  
Michelle Boyer, Representative-elect  
Stephan Bunker, Representative-elect  
Elizabeth Caruso, Representative-elect  
Quentin Chapman, Representative-elect  
Marygrace Cimino, Representative-elect  
Alicia Collins, Representative-elect  
Mark Cooper, Representative-elect

Lucien Daigle, Representative-elect  
Flavia DeBrito, Representative-elect  
John Eder, Representative-elect  
Wayne Farrin, Representative-elect  
Paul Flynn, Representative-elect  
Robert Foley, Representative-elect  
Kenneth Fredette, Representative-elect  
Gary Friedmann, Representative-elect  
Sharon Frost, Representative-elect  
Kimberly Haggan, Representative-elect  
William Tuell, Representative-elect

**Group B  
Wednesday, November 21, 2024  
9:00 AM – 3:00 PM**

Janice Dodge, Representative-elect  
Cassie Julia, Representative-elect  
Michael Lance, Representative-elect  
Rafael Macias, Representative-elect  
Joseph Martin, Senator-elect  
Julia McCabe, Representative-elect  
Mathew McIntyre, Representative-elect  
Arthur Mingo, Representative-elect  
Christina Mitchell, Representative-elect  
Dani O'Halloran, Representative-elect  
Rolf Olsen, Representative-elect

Dylan Pugh, Representative-elect  
D. Michael Ray, Representative-elect  
David Rollins, Representative-elect  
Eleanor Sato, Representative-elect  
David Sinclair, Representative-elect  
Denise Tepler, Senator-elect  
Parnell Terry, Representative-elect  
Kilton Webb, Representative-elect  
Russell White, Representative-elect  
Peter Wood, Representative-elect  
Nathan Wadsworth, Representative-elect

# State House Complex

210 State Street  
Augusta, Maine

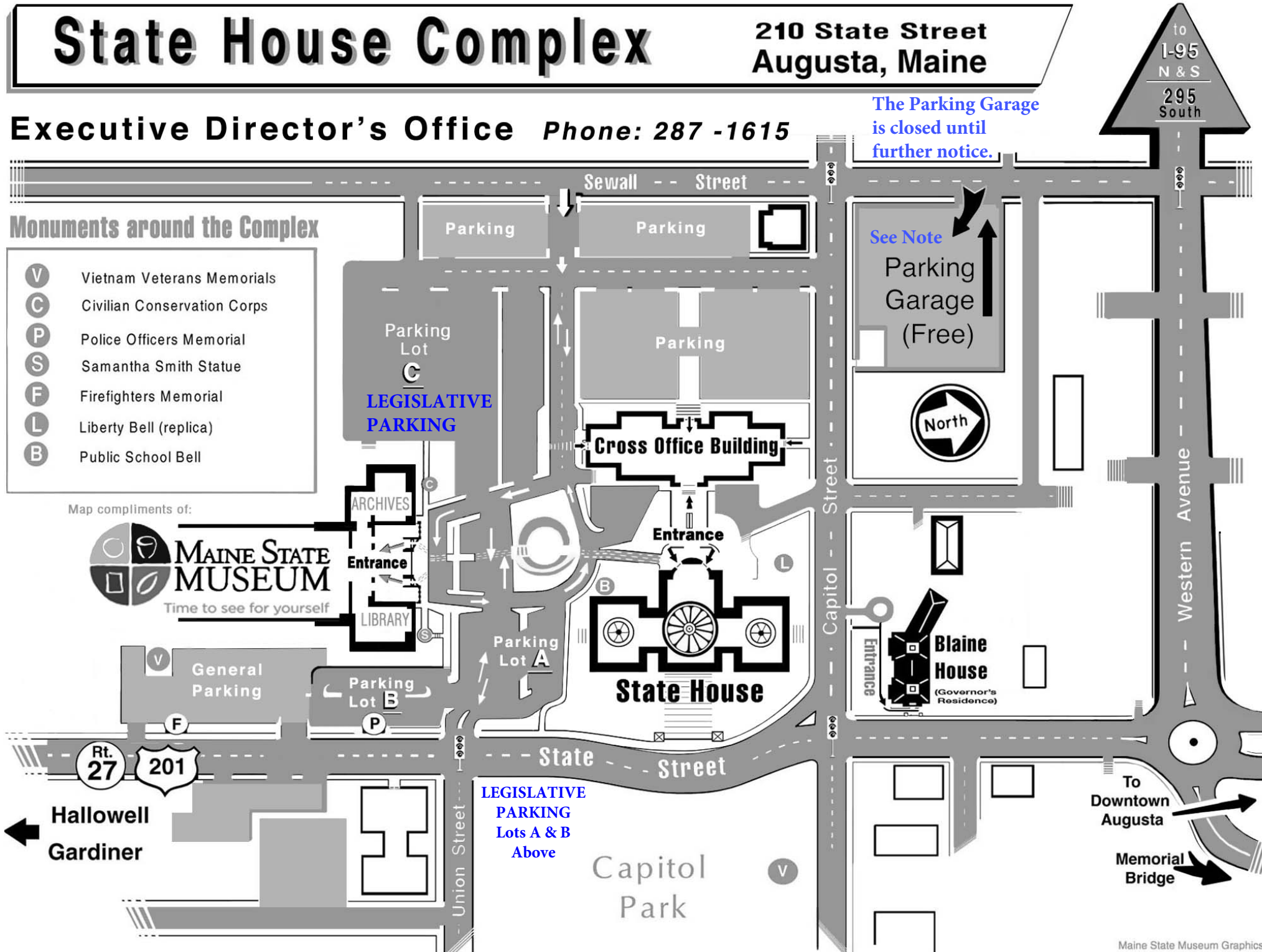
Executive Director's Office Phone: 287 -1615

The Parking Garage is closed until further notice.

## 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:







**132nd MAINE LEGISLATURE  
MEMBER-ELECT**

**LEGISLATIVE PARKING  
PERMIT**

**Expires: December 13, 2024**

## 132nd Legislature

### Augusta Area Hotels

#### **Best Western Augusta Civic Center Inn\***

110 Community Drive, Augusta  
(207) 622-4751

10/21/24 – 5/31/25  
\$94.00 Single, \$109.00 Double

#### **Comfort Inn Civic Center\***

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

6/1/25 – 10/20/25  
\$109.00 Single

#### **Days Inn**

18 Edison Drive, Augusta  
(207) 622-0000

12/01/24 – 11/30/26  
\$129.00 + tax. Show Legislative ID

#### **Hampton Inn\***

388 Western Avenue, Augusta  
(207) 622-4077

\$139.00 1/1/25 – 4/7/25 and 10/21/25 – 12/31/25  
\$169.00 4/7/25 – 10/20/25  
[www.augustame.hamptoninn.com](http://www.augustame.hamptoninn.com)  
Use Corporate ID# 0002785016 while booking

#### **Homewood Suites\***

377 Western Avenue, Augusta  
(207) 480-2050

2024 - 2025  
Government Per Diem Rate \$110.00

#### **Lakeside Lodge & Marina**

Route 202, East Winthrop  
(207) 395-6741

\$150 a week with kitchenette  
\$175 a week with full kitchen

#### **Maine Evergreen Hotel\***

65 Whitten Road, Augusta  
(207) 622-3776

11/01/24 – 04/30/25  
\$84.00 plus tax Standard "Timberline Rooms"  
\$99.00 plus tax Executive "Katahdin Rooms"

#### **Senator Inn & Spa\***

284 Western Avenue, Augusta  
(207) 622-5804

\$65.99 Single Queen, \$72.99 Single King, \$85.99  
Congressional Single King or Double Queen  
Weekly and Monthly Rates Available

#### **Super 8 Motel**

395 Western Avenue, Augusta  
(207) 626-2888

12/01/24 – 11/30/26  
10% off Regular Room Rate  
Must show legislative ID to receive rate

### Augusta Area B&Bs

#### **Maple Hill Farm B&B Inn\***

11 Inn Road, Hallowell  
(207) 622-2708

2024 - 2025  
\$79.00 standard room (\$109 for two guests)  
\$109 deluxe room (\$129 for two guests)

#### **Annabessacook Farm**

192 Annabessacook Road, Winthrop  
(207) 377-3276

Confirming Rate

Legislative rate applies to Legislators, hotels with staff rates are marked with \*; please be prepared to show ID card. Information accurate as of 11/1/24. Some hotels may have different rates during the Legislative interim. All rates are subject to change.





**RSVP**  
**Pre-Legislative Conference**  
**132<sup>nd</sup> Maine Legislature**  
**Reception & Banquet**  
**December 3, 2024**

**Legislators will be provided with a complimentary ticket for their own meal.** Legislators may purchase additional tickets for any guests they wish to bring at a cost of \$30 per guest. (Please contact the Office of the Executive Director at (207) 287-1615 if bringing a guest 10 years old or younger.)

**Please note:** Tickets will not be reserved without an RSVP and pre-payment for any guests. Reserved tickets will be held for you and your guests for pick up at the Augusta Civic Center the night of the banquet.

Name of Legislator: \_\_\_\_\_

I will            will not            attend the Pre-Legislative Conference reception and banquet.

Number of **guests** attending reception & dinner \_\_\_\_\_ @ \$30.00/guest

Total amount enclosed: \$\_\_\_\_\_

Make check payable to “**Treasurer, State of Maine**”.  
 (We are unable to accept payment by debit or credit card at this time.)

Please complete and return this form, along with your check for any guest tickets you wish to purchase, to the Office of the Executive Director, State House Room 103, **no later than Monday, November 18, 2024.**

If mailing:

Office of the Executive Director  
 Maine State Legislature  
 115 State House Station  
 Augusta, Maine 04333-0115

The buffet dinner will include the following:

- |                                        |                                 |
|----------------------------------------|---------------------------------|
| Roast Prime Rib                        | Green Beans Almondine           |
| Cranberry Brie Chicken                 | Oven Roasted Red Bliss Potatoes |
| Ratatouille (Vegan, Gluten Free)       | Tossed Salad                    |
| Dessert (chocolate cake/apple cobbler) |                                 |