

Dear Candidate:

Please accept this letter as notification that your nomination petition signatures have been certified and your name will appear on the ballot for the November 8, 2016 Municipal Election.

I have enclosed the following to assist you with your campaign:

- 2016 Municipal Candidate Getting Started Packet, including Registration form, filing schedule and Reports
- 2016 Municipal Candidates Guide, including MDOT political sign regulations
- Memo from Brunswick Codes Officer regarding Political Campaign Sign ordinance
- Excerpt from Guide for Maine Election Administrators pertaining to Political Activity at the Polls
- Information regarding advertising on Brunswick's public access cable TV channel
- Request for Obtaining Data from Maine CVR (voter list)
- Brunswick Town Charter (if you are not an incumbent)
- Schedule of absentee voting dates and times

State law requires the appointment of a Treasurer for your campaign. You may appoint yourself or someone else, and you must place information on your advertising identifying the source of funding. A Registration of Treasurer must be filed with the Town Clerk's Department within ten (10) days. IF you plan to make NO expenditures and accept NO contributions, you may file the exemption affidavit (see Registration page two). Remember, personal funds of a candidate used for campaign purposes are considered contributions/expenditures and must be duly reported as such under Maine law.

The Treasurer is responsible for filing your campaign finance reports. The first report is due by 4:30 p.m. on October 28, 2016, and must include all contributions and expenditures made in support of your candidacy through October 25, 2016. *Between 10/26 and 11/7 a report must be filed within 24 hours if there is a single expenditure of \$1,000 or more, a contribution of \$1,000 or more is received, or the campaign receives a loan from the candidate, candidate's spouse/domestic partner of \$1,000 or more.* A post-election report is due no later than December 20, 2016, and covers the period from October 26, 2016, through December 13, 2016. If there remains a campaign deficit or surplus over \$100 you must file semiannual reports thereafter. *If you need assistance in completing your report, or if you have any questions about the reporting laws, please do not hesitate to call Elin or me at 725-6658.*

On Election Day, polls in Brunswick are open from 7:00 a.m. to 8:00 p.m. and will be located at Brunswick Junior High School, 65 Columbia Avenue.

All absentee ballots will be cast centrally. The locations and times of processing will be announced in the Warrant/Notice of Election.

Absentee voting will be conducted at Town Hall daily, including some Saturdays, beginning October 11, 2016. (Please see the schedule) The deadline to apply for an absentee ballot for this Election is November 3, 2016. Very limited exceptions apply; please contact our office for additional information.

You may find the results of your race at www.brunswickme.org on Election night.

If you have questions pertaining to the election process in Brunswick, please feel free to call at any time.

Sincerely,

Fran Smith
Town Clerk

Attachments

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