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GOVERNOR

STATE OF MAINE
DEPARTMENT OF MARINE RESOURCES
BUREAU OF PUBLIC HEALTH
P.O. BOX 8, 194 MCKOWN POINT RD
W. BOOTHBAY HARBOR, ME 04575

PATRICK C. KELIHER
COMMISSIONER

December 2, 2021

Dear Shellfish Committees and Town Clerks:

It's that time of year again for our annual letter requesting submission of your **Annual Municipal Shellfish Management Review Report**. We hope everyone had a productive and successful year.

The Annual Municipal Shellfish Management Review Report identifies the key management components within municipal shellfish programs that must be completed for your program to meet statutory and regulatory requirements under Title 12 Chapter 623 §6671 and DMR Regulation Chapter 7. Properly completed, the Annual Municipal Shellfish Management Review Report also serves as the shellfish management plan, as required under DMR Regulations Chapter 7.20.

The completed Annual Municipal Shellfish Management Review **Report for the year 2021**, must be submitted to the DMR Bureau of Public Health by mail; PO Box 8, West Boothbay Harbor, ME 04575-0008, or email; DMRPublicHealthDiv@maine.gov no later than **April 1, 2022**. Incomplete reports will be returned. Several supplemental forms are required including the Budget Worksheet, Enforcement Worksheet, the Transplant Activity form, and any resource survey data if applicable. A New Warden Form should be submitted too if the town requires a change in enforcement. Copies of all forms are available online. Any municipality that has not submitted their completed annual review within 30 days of the due date will receive a letter from the Commissioner giving notice of failure to meet Title 12, Chapter 623 §6671 and DMR Regulation Chapter 7 requirements. Failure to submit the required information may result in the Commissioner rescinding the town's shellfish ordinance.

Annual Municipal Shellfish Management Review Reports (DMR Regulations Chapter 7.30(4.)):

These forms can be found as fillable electronic forms on the Department of Marine Resources webpage: <http://www.maine.gov/dmr/shellfish-sanitation-management/programs/municipal/forms/index.html>. If you have any problems locating or using these forms, please contact the DMR Bureau of Public Health (DMRPublicHealthDiv@maine.gov) or your Area Biologist for assistance. Enclosed is the list of towns covered by each Area Biologist. The newest versions of these forms must be used, old versions are not accepted. **Please make sure all forms are complete before submitting them.**

News and Updates:

DMR Shellfish Management has transitioned to an online Municipal Allocation application. The link can be found in the same location as the other Municipal Conservation forms. This online form is accessible via computer or mobile device. We have worked through some minor issues and will continue to use this online form again this year.

As a reminder, any town considering license allocation changes should be made with supporting information such as survey data, classification changes resulting in increased or decreased resource availability, and/or landings data.

Finally, we saw **consistent issues** with the budget worksheet submissions. Please make sure the budget worksheet is filled out **completely and correctly before submission**. This issue has caused significant additional work for the Area Biologists. Submitting this correctly is a Maine Statute requirement.

If there are questions concerning these issues and/or requirements, please contact myself, your Area Biologist, or the Shellfish Program Coordinator. Sincerely,

Denis-Marc Nault
Supervisor Shellfish Management Program