

MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION

39TH ANNUAL SCHOOL - UNIVERSITY OF MASSACHUSETTS, AMHERST, MA
AUGUST 18, 19, 20, 21, 2009

Tuesday, August 18th, 2009

8:00 - 10:30 Registration - Campus Center Lower Lobby
 9:30 - 12:30 Classes
 12:30 - 2:00 Lunch on your own
 2:00 - 3:30 Official School Opening - Auditorium
 3:30 - 5:00 Classes
 5:00 Hotel Room Check-in - 3rd Floor Hotel Desk

Wednesday, August 19th, 2009

7:00 - 8:00 Breakfast
 8:30 - 11:30 Classes
 11:30 - 12:30 Lunch - Campus Center Auditorium
 12:30 - 5:00 Classes

Thursday, August 20th, 2009

7:00 - 8:00 Breakfast
 8:30 - 12:00 Classes
 12:00 - 1:00 Lunch on your own
 1:00 - 5:00 Classes

Friday, August 21st, 2009

7:00 - 8:00 Breakfast
 9:00 - 12:00 Classes and Examinations
 11:00 Campus Center Hotel Check-out
 (If you are taking an examination, check out before 9:00)

CLASS SCHEDULES - TUESDAY, AUGUST 18th, 2009

	TREASURER			COLLECTOR			CERTIFIED		
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year			
9:30 to 10:00	<p align="center">ORIENTATION FOR NEW STUDENTS Sue Kelley, President, MCTA- Mike Hanlon, Ex. Director, MCTA Room 163</p>								
10:00 to 12:30	*101 Duties & Responsibilities P. Mokrzecki Lane Kelly Room xxx	*408 Ethics - Conflict of Interest D. Giannotti Room xxx	*418 The Uniform Procurement Act Ch. 30B N. Read Room xxx	*160 Duties & Responsibilities Ellen McKay Liz Craviero Room xxx	*408 Ethics - Conflict of Interest D. Giannotti Room xxx	*418 The Uniform Procurement Act Ch. 30B N. Read Room xxx	722 Internal Revenue Service Audits of Bond and Note Issues. Rick Manley Clark Rowell Room xxx		
12:30 to 2:00	<p align="center">LUNCH (NO HOTEL CHECK-IN UNTIL 3:00 P.M.)</p>								
2:00 to 3:00	<p align="center">GENERAL ASSEMBLY – OFFICIAL SCHOOL OPENING - LEGISLATIVE PROGRAM REVIEW CAMPUS CENTER AUDITORIUM Sue Kelley – Gene Spickler --Steve Roche</p>								
3:00 to 3:15	<p align="center">COOKIE BREAK -- SPONSORED BY FIRST SOUTHWEST COMPANY</p>								
3:15 to 5:00	*102 Cash Control Procedures J.. Savignac R. Carmignani Room xxx	*202 Investments C. Patterson J. Paul D. Javaheri Room xxx	401 Tax Rate Recap- Free Cash-Cherry Sheet Kay Reed R. Kingsley Room xxx	*102 Cash Control Procedures J. Savignac R. Carmignani Room xxx	*268 Betterments Assessments, Water, Sewer Liens Tom Connolly Room xxx	401 Tax Rate Recap- Free Cash-Cherry Sheet Kay Reed R. Kingsley Room xxx	703 Saving for the Future Through the Deferred Comp Plan Karl Kroner Rob Young Room xxx		

CLASS SCHEDULES WEDNESDAY, AUGUST 19th, 2009

	TREASURER			COLLECTOR			CERTIFIED
	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	
8:30 to 10:00	*103A Municipal Finance Law Jim Crowley Room xxx	*203A Long Term Borrowing Comprehensive Overview P. Frazier D. Eisenthal Room xxx	*301 Revenue Forecasting A. Logalbo N. Holt Room xxx	*161A Property Tax Collections B. Barry M. Roy Room xxx	*260A Taxes in Litigation L. Cohen Room xxx	371 Are Credit Card Payments Good for Your Municipality J. Baker Room xxx	724 PRIT Investment of Retirement Fund K. Blanchette Room xxx

10:00 - 10:15

MORNING BREAK - SPONSORED BY SOVEREIGN BANK

10:15 to 11:30	*103B Municipal Finance Law (cont'd) G. Perry W. Arrigal Room xxx	*203B Long Term Borrowing (cont'd) legal factors structuring A. Tosti C. McNerney Room xxx	752 Sale/Auction Of Tax Titles P. Costello Room xxx	*161B Property Tax Collections (cont'd) B. Barry M. Roy Room xxx	*260B Taxes in Litigation (cont'd) L. Cohen Room xxx	*364 Reconciling Tax Receivables P. Squillante Room xxx	716 PERAC Audits of Retirement Systems Harry Chadwick Room xxx
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11:30 - 12:30

LUNCHEON - HOSTED BY EASTERN BANK - AUDITORIUM

All School Attendees Invited

12:30 to 2:00	*201 REVIEW OF NEW LEGISLATION G. Blau - MA DOR Campus Center Auditorium						
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2:00 - 2:15

ICE CREAM BREAK - SPONSORED BY TD BANKNORTH

2:15 to 3:30	*104A Payroll T. Sullivan L. Placzek Room xxx	*203C Long Term Borrowing (cont'd) documentation; disclosure; marketing C. Rowell R. Manley Room xxx	*303A Capital Budgeting & Financing A. Tosti C. McNerney Room xxx	*162A Motor Vehicle Excise D. Laplante D. Okun Room xxx	*361A Assessing Procedures R. Simmons M. Flynn Room xxx	*365A Deferred Taxes P. Costello Room xxx	734 The Science of Politics S. Kelley, MCTA Pres. V. Garofalo, MCTA 2 nd VP Rep. Ellen Story Of Amherst Room xxx
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3:30 - 3:45

BREAK

3:45 to 5:00	*104B Payroll T. Sullivan L. Placzek Room xxx	*203D Long Term Borrowing (cont'd) ratings & rating agencies M. Pacella L. Lombard G. Buswick Room xxx	*303B Cap. Budget & Financing (cont'd) A. Tosti C. McNerney Room xxx	*162B MVE (Cont.) D. Laplante D. Okun Room xxx	*361B Assessing Procedures (cont'd) R. Simmons M. Flynn Room xxx	*365B Deferred Taxes (cont'd) P. Costello Room xxx	729 New 403B Plan Regs Are You Prepared Linda Segal Blinn Room xxx
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CLASS SCHEDULES - THURSDAY, AUGUST 20th, 2009

	TREASURER			COLLECTOR		
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year
8:30 to 10:00	*105 Intro. To Cash Management Paul Mokrzecki Ellen McKay Room xxx	*108 Trust Funds Mark Waldman Kevin Feeley Room xxx	784 Security Data Provision for Municipal Offices Linda Lowe Juliana Rice Room xxx	*163A Tax Takings Jim Coppola Room xxx	*167 Municipal Lien Certificates Tom Connolly Room xxx	784 Security Data Provision for Municipal Offices Linda Lowe Juliana Rice Room xxx

10:00 - 10:15

MORNING BREAK - SPONSORED BY Rockland Trust

10:15 to 12:00	785 Intro. To Cash Management Paul Mokrzecki Ellen McKay Room xxx	*207 Insurance – Chap. 32B Mark Waldman Kevin Feeley Room xxx	206 Accounting Concepts – Practical Applications Mark Abrahams Wm. Schlosstein Room xxx	*163B Tax Takings (cont'd) Jim Coppola Room xxx	*710 Dep Tax Collector Function & Relationship Liz Craveiro Dot Jenkins Room xxx	206 Accounting Concepts – Practical Applications Mark Abrahams Wm. Schlosstein Room xxx
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12:00 - 1:00

LUNCH

1:00 to 3:00	107 Tax Title and Interest Calculation Workshop David Laplante David Okun Room xxx	*211 Tax Foreclosures Jim Coppola Room xxx	900R Examination Review Jayne Ross Deb Cotter Room xxx	*165 Interest Calculation Workshop Barbara Barry Dot Jenkins Liz Craveiro Room xxx	775 Land Of Low Value N. Holt K. Colleary Room xxx	950R Examination Review B. Yasick M. Bousquet Room xxx
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3:00 - 3:10

COOKIE BREAK SPONSORED BY UNITED BANK

3:15 to 5:00	*106 Short Term Borrowing L. Lombard M. Pacella W. Arrigal Room xxx	212 Management of Tax Possessions Jim Coppola Paul Zekos Room xxx	900R Examination Review (cont'd) Jayne Ross Deb Cotter Room xxx	*164 Tax Taking Forms Workshop David Laplante David Okun Room xxx	733 Dealing with Difficult Taxpayers D. Huard C. Patterson Room xxx	950R Examination Review (cont'd) Bonnie Yasick Mary Bousquet Room xxx
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CLASS SCHEDULES - FRIDAY, AUGUST 21st, 2009

	TREASURER			COLLECTOR		
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year
9:00 to 10:30	110 Securing Public Deposits Tony.Logalbo Room xxx	210 Federal Tax Filing Requirements And Benefits Victor Garofalo Room xxx	900 Examination Room xxx	170 The Department of Revenue Municipal Finance Law Bureau and the Tax Collector Kathleen Colleary Room xxx		950 Examination Room xxx
10:30-10:45	BREAK			BREAK		
10:45 to 12:00	109 General Q & A Faculty Room 162				109 General Q & A Faculty Room 162	

MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION

Officers

President
1st Vice President
2nd Vice President
Treasurer
Secretary

Sue Kelley, Treasurer, Lee
Gene Spickler, Collector, Tyngsborough
Victor Garofalo, Treasurer/Collector, Bedford
Paul Keating, Jr., Treasurer/Collector, Wayland
Pat Mielke, Treasurer, Monterey, Treas/Coll, Egremont,
and Treasurer, New Marlborough

Executive Director

Michael J. Hanlon, Jr.

Education Committee for 39th Annual School

Gene Spickler, Collector, Tyngsborough , Chair, 2009-2010
Elizabeth Craveiro, Treasurer/Collector, Somerville
Victor Garofalo, Treasurer/Collector, Bedford
Richard Carmignani, Treasurer, Dudley
Barbara Barry, Treasurer/Collector, Sturbridge
Dorothy Jenkins, Collector, Monson
Kevin Merz, Treasurer/Collector, Ipswich
Lane Kelly, Treasurer/Collector, Greenfield
Mary Day, Treasurer/Collector, Lincoln
Virginia Boutchie, Treasurer/Collector, Essex

Dean of 39th MCTA Annual School –Sue Kelley, Treasurer, Lee