

**MASSACHUSETTS
COLLECTORS AND TREASURERS
ASSOCIATION**

2009 STAFF SCHOOL PROGRAM

INTRODUCTORY SESSION

WEDNESDAY, SEPTEMBER 9TH

Littleton Town Administration Building

37 Shattuck Street, Littleton, MA

Collectors Staff

8:30 - 9:00 Registration and
Continental Breakfast
Multi Purpose Room 125

9:00 – 10:45 Property Taxes - Laws
James Crowley, Mass. DOR
Library Meeting Room

10:45 – 11:15 Coffee Break
Multi Purpose Room 125

11:15 – 12:15 Motor Vehicle Excise
David Laplante, C/T, Leominster
Library Meeting Room

12:15 – 1:00 Luncheon
Multi Purpose Room 125

1:00 – 3:00 Property Taxes,
Tax Collection Process,
Municipal Lien Certificates
Gene Spickler, Coll, Tyngsborough
Dot Jenkins, Coll, Monson
Library Meeting Room

3:00 – 3:30 Q & A
Sue Kelley, MCTA President
Treasurer, Town of Lee
Multi Purpose Room 125

Treasurers Staff

8:30 - 9:00 Registration and
Continental Breakfast
Multi Purpose Room 125

9:00 – 9:45 Municipal Finance Law
Gary Blau, Mass. DOR
Room 103

9:45 – 10:45 Tax Title, Forms and Procedures
David Okun, C/T, Weston
Room 103

10:45 – 11:15 Coffee Break
Multi Purpose Room 125

11:15 – 12:45 Cash Receipts, Cash Book
Rich Carmignani, Treas, Dudley
Room 103

12:45 – 1:30 Luncheon
Multi Purpose Room 125

1:30 - 3:00 Introduction to Payroll
Victor Garofalo, C/T, Bedford
Room 103

3:00 - 3:30 Q & A
Sue Kelley, MCTA President
Treasurer, Town of Lee
Multi Purpose Room 125