

**MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION**

**38TH ANNUAL SCHOOL - UNIVERSITY OF MASSACHUSETTS, AMHERST, MA**  
**AUGUST 12, 13, 14, 15, 2008**

**Tuesday, August 12th, 2008**

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 - 3<sup>rd</sup> Floor Hotel Desk

**Wednesday, August 13th, 2008**

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 14th, 2008**

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 15th, 2008**

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 12th, 2008**

|                | TREASURER   |  |  | COLLECTOR  |  |   | CERTIFIED   |   |  |
|----------------|---|--|--|--|--|---|---|---|--|
|                | 1st Year  | 2nd Year   | 3rd Year   | 1st Year   | 2nd Year   | 3rd Year  |   |   |  |
| 9:30 to 10:00  | <p align="center"><b>ORIENTATION FOR NEW STUDENTS</b></p> <p align="center">Joanne Savignac, President, MCTA- Mike Hanlon, Ex. Director, MCTA</p> <p align="center">Room 163</p>  |  |  |  |  |   |   |   |  |
| 10:00 to 12:30 | <p>*101</p> <p>Duties &amp; Responsibilities</p> <p>P. Mokrzecki<br/>L. Kelly</p> <p>Room xxx</p>   | <p>*408</p> <p>Ethics - Conflict of Interest</p> <p>D. Giannotti</p> <p>Room xxx</p>           | <p>*418</p> <p>The Uniform Procurement Act Ch. 30B</p> <p>H. Flaster</p> <p>Room xxx</p>                 | <p>*160</p> <p>Duties &amp; Responsibilities</p> <p>E. McKay<br/>E. Craviero</p> <p>Room xxx</p> | <p>*408</p> <p>Ethics - Conflict of Interest</p> <p>D. Giannotti</p> <p>Room xxx</p>                               | <p>*418</p> <p>The Uniform Procurement Act Ch. 30B</p> <p>H. Flaster</p> <p>Room xxx</p>                  | <p>702</p> <p>Municipal Investment Policy</p> <p>G. Winters</p> <p>Room xxx</p>         | <p>754</p> <p>Arbitrage Rules and Rebates</p> <p>A. Tosti<br/>S. Weiske</p> <p>Room xxx</p> |  |
| 12:30 to 2:00  | <p align="center"><b>LUNCH (NO HOTEL CHECK-IN UNTIL 5:00 P.M.)</b></p>  |  |  |  |  |   |   |   |  |
| 2:00 to 3:00   | <p align="center"><b>GENERAL ASSEMBLY – OFFICIAL SCHOOL OPENING - LEGISLATIVE PROGRAM REVIEW</b></p> <p align="center"><b>CAMPUS CENTER AUDITORIUM</b></p> <p align="center">Joanne Savignac – Sue Kelley – Gene Spickler --Steve Roche</p> |  |  |  |  |   |   |   |  |
| 3:00 to 3:15   | <p align="center"><b>COOKIE BREAK -- SPONSORED BY FIRST SOUTHWEST COMPANY</b></p>   |  |  |  |  |   |   |   |  |
| 3:15 to 5:00   | <p>*102</p> <p>Cash Control Procedures</p> <p>J. Savignac<br/>R. Carmignani</p> <p>Room xxx</p>   | <p>*202</p> <p>Investments</p> <p>C. Patterson<br/>J. Paul<br/>D. Javaheri</p> <p>Room xxx</p> | <p>*401</p> <p>Tax Rate Recap-Free Cash-Cherry Sheet</p> <p>A. Nelson<br/>R.Kingsley</p> <p>Room xxx</p> | <p>*102</p> <p>Cash Control Procedures</p> <p>J. Savignac<br/>R. Carmignani</p> <p>Room xxx</p>  | <p>*268</p> <p>Betterments Assessments, Water, Sewer Liens</p> <p>T. Connolly<br/>M. Stokarski</p> <p>Room xxx</p> | <p>*401</p> <p>Tax Rate Recap-Free Cash-Cherry Sheet</p> <p>A. Nelson<br/>R. Kingsley</p> <p>Room xxx</p> | <p>703</p> <p>Investments and the False Claims Act</p> <p>M. Hurley</p> <p>Room xxx</p> |   |  |

**CLASS SCHEDULES WEDNESDAY, AUGUST 13<sup>th</sup>, 2008**

|               | TREASURER  |   |  | COLLECTOR   |  |  | CERTIFIED  |  |
|---------------|--|---|--|---|--|--|--|--|
|               | 1 <sup>st</sup> Year   | 2 <sup>nd</sup> Year  | 3 <sup>rd</sup> Year   | 1 <sup>st</sup> Year  | 2 <sup>nd</sup> Year                                     | 3 <sup>rd</sup> Year   |  |  |
| 8:30 to 10:00 | *103A<br>Municipal Finance Law<br><br>J. Crowley<br>Room xxx | *203A<br>Long Term Borrowing Comprehensive Overview<br><br>P. Frazier<br>D Eisenthall<br>Room xxx | *301<br>Revenue Forecasting<br><br>A. Logalbo<br>N. Holt<br>Room xxx | *161A<br>Property Tax Collections<br><br>B. Barry<br>M. Roy<br>Room xxx | *260A<br>Taxes in Litigation<br><br>L. Cohen<br>Room xxx | 367<br>On-Line Mun. Receipts – Using Technology to Accelerate Collections<br><br>Banking Panel<br>Room xxx | 704<br>Disaster Recovery Plan<br><br>Y. Harris<br><br>Room XXX |  |

10:00 - 10:15

**MORNING BREAK - SPONSORED BY SOVEREIGN BANK**

|                |   |  |  |  |   |   |  |  |
|----------------|---|--|--|--|---|---|--|--|
| 10:15 to 11:30 | *103B<br>Municipal Finance Law (cont'd)<br><br>G. Perry<br>W. Arrigal<br>Room xxx | *203B<br>Long Term Borrowing (cont'd) legal factors structuring<br><br>A. Tosti<br>C. McNerney<br>Room xxx | 752<br>Sale/Auction Of Tax Titles<br><br>P. Costello<br>Room xxx | *161B<br>Property Tax Collections (cont'd)<br><br>B. Barry<br>M. Roy<br>Room xxx | *260B<br>Taxes in Litigation (cont'd)<br><br>L. Cohen<br>Room xxx | *364<br>Reconciling Tax Receivables<br><br>P. Squillante<br>J. Berg<br>Room xxx | 716<br>Disaster Recovery Local Perspective<br><br>J Ross<br>J. Collins<br>Room xxx |  |
|----------------|---|--|--|--|---|---|--|--|

11:30 - 12:30

**LUNCHEON - HOSTED BY EASTERN BANK - AUDITORIUM**

All School Attendees Invited

|               |   |  |  |  |  |  |  |
|---------------|---|--|--|--|--|--|--|
| 12:30 to 2:00 | <p align="center">*201<br/>REVIEW OF NEW LEGISLATION<br/>G. Blau - MA DOR<br/><br/>Campus Center Auditorium</p> |  |  |  |  |  |  |
|---------------|---|--|--|--|--|--|--|

2:00 - 2:15

**ICE CREAM BREAK - SPONSORED BY TD BANKNORTH**

|              |   |  |  |   |  |  |   |  |
|--------------|---|--|--|---|--|--|---|--|
| 2:15 to 3:30 | *104A<br>Payroll<br><br>R. Mendes<br>L. Placzek<br>Room xxx | *203C<br>Long Term Borrowing (cont'd) documentation; disclosure; marketing<br><br>C. Rowell<br>R. Manley<br>Room xxx | *303A<br>Capital Budgeting & Financing<br><br>A. Tosti<br>C.McNerney<br>Room xxx | *162A<br>Motor Vehicle Excise<br><br>D. Laplante<br>D. Okun<br>Room xxx | 361A<br>Assessing Procedures<br><br>R. Simmons<br>M. Flynn<br>Room xxx | *365A<br>Deferred Taxes<br><br>P. Costello<br>Room xxx | 734<br>The Science of Politics<br><br>Joanne Savignac, MCTA Pres.<br>Sue Kelley, MCTA 2 <sup>nd</sup> VP<br><br>St. Rep. Wm. Pignatelli<br><br>Room 101 |  |
|--------------|---|--|--|---|--|--|---|--|

3:30 - 3:45

**BREAK**

|              |   |   |   |  |   |   |  |  |
|--------------|---|---|---|--|---|---|--|--|
| 3:45 to 5:00 | *104B<br>Payroll<br><br>R. Mendes<br>L. Placzek<br>Room xxx | *203D<br>Long Term Borrowing (cont'd) ratings & rating agencies<br><br>M. Pacella<br>L. Lombard<br>G. Buswick<br>Room xxx | *303B<br>Cap. Budget & Financing (cont'd)<br><br>A. Tosti<br>C.McNerney<br>Room xxx | *162B<br>MVE (Cont.)<br><br>D. Laplante<br>D. Okun<br>Room xxx | 361B<br>Assessing Procedures (cont'd)<br><br>R. Simmons<br>M. Flynn<br>Room xxx | *365B<br>Deferred Taxes (cont'd)<br><br>P. Costello<br>Room xxx | 720<br>403b Plans<br><br>A. Gately<br><br>Room XXX |  |
|--------------|---|---|---|--|---|---|--|--|

**CLASS SCHEDULES - THURSDAY, AUGUST 14th, 2008**

|                     | TREASURER                            |                                     |  | COLLECTOR              |                             |                                |
|---------------------|--------------------------------------|-------------------------------------|--|------------------------|-----------------------------|--------------------------------|
|                     | 1st Year                             | 2nd Year                            | 3rd Year                                 | 1st Year               | 2nd Year                    | 3rd Year                       |
| 8:30<br>to<br>10:00 | *105A                                | *108                                | 208                                      | *163A                  | *167                        | 356                            |
|                     | Intro to Cash Management             | Trust Funds                         | Staff Management Workshop                | Tax Takings            | Municipal Lien Certificates | The Community Preservation Act |
|                     | P. Mokrzecki<br>E. McKay<br>Room xxx | M. Waldman<br>K. Feeley<br>Room xxx | E. Craveiro<br>R. Carmignani<br>Room xxx | J. Coppola<br>Room xxx | T. Connolly<br>Room xxx     | K. Colleary<br>Room xxx        |

10:00 - 10:15 MORNING BREAK - SPONSORED BY MOODY'S INVESTORS SERVICES

|                      |                                      |                                     |  |                        |   |  |
|----------------------|--------------------------------------|-------------------------------------|--|------------------------|---|--|
| 10:15<br>to<br>12:00 | *105B                                | *207                                | 206  | *163B                  | *710                                      | 206  |
|                      | Intro to Cash Management (cont'd)    | Insurance – Chap. 32B               | Accounting Concepts – Practical Applications | Tax Takings (cont'd)   | Dep Tax Collector Function & Relationship | Accounting Concepts – Practical Applications |
|                      | P. Mokrzecki<br>E. McKay<br>Room xxx | M. Waldman<br>K. Feeley<br>Room xxx | M. Abrahams<br>W. Schlosstein<br>Room xxx    | J. Coppola<br>Room xxx | E. Craveiro<br>D. Jenkins<br>Room xxx     | M. Abrahams<br>W. Schlosstein<br>Room xxx    |

12:00 - 1:00 LUNCH

|                    |   |                        |  |   |                                    |                                      |
|--------------------|---|------------------------|--|---|------------------------------------|--------------------------------------|
| 1:00<br>to<br>3:00 | 107   | *211                   | 900R   | *165  | 775                                | 950R                                 |
|                    | Tax Title and Interest Calculation Workshop | Tax Foreclosures       | Examination Review                             | Interest Calculation Workshop                     | Land Of Low Value                  | Examination Review                   |
|                    | D. Laplante<br>D. Okun<br>Room xxx          | J. Coppola<br>Room xxx | J. Ross<br>D. Cotter<br>H. Denault<br>Room xxx | B. Barry<br>D. Jenkins<br>E. Craveiro<br>Room xxx | N. Holt<br>K. Colleary<br>Room xxx | B. Yasick<br>M. Bousquet<br>Room xxx |

3:00 - 3:15 BREAK

|                    |  |                                    |  |                                    |                                      |                                      |
|--------------------|--|------------------------------------|--|------------------------------------|--------------------------------------|--------------------------------------|
| 3:15<br>to<br>5:00 | *106   | 212                                | 900R   | *164                               | 733                                  | 950R                                 |
|                    | Short Term Borrowing                               | Management of Tax Possessions      | Examination Review (cont'd)                    | Tax Taking Forms Workshop          | Dealing With Difficult Taxpayers     | Examination Review (cont'd)          |
|                    | L. Lombard<br>M. Pacella<br>W. Arrigal<br>Room xxx | J. Coppola<br>P. Zekos<br>Room xxx | J. Ross<br>D. Cotter<br>H. Denault<br>Room xxx | D. Laplante<br>D. Okun<br>Room xxx | C. Patterson<br>D. Huard<br>Room xxx | B. Yasick<br>M. Bousquet<br>Room xxx |

**CLASS SCHEDULES - FRIDAY, AUGUST 15th, 2008**

|                | TREASURER   |   |  | COLLECTOR  |          |  |
|----------------|---|---|--|--|----------|--|
|                | 1st Year  | 2nd Year  | 3rd Year   | 1st Year   | 2nd Year | 3rd Year   |
| 9:00 to 10:30  | 110<br>Securing Public Deposits<br><br>A .Logalbo<br>Room xxx | 210<br>Federal Tax Filing Requirements<br><br>R. Mendes<br>Room xxx | <b>900</b><br><br><b>Examination</b><br><br>Room xxx | 170<br>The Department of Revenue<br>Municipal Finance Law Bureau<br>and the Tax Collector<br><br>K. Colleary<br>Room xxx |          | <b>950</b><br><br><b>Examination</b><br><br>Room xxx |
| 10:30-10:45    | BREAK   |   |  | BREAK  |          |  |
| 10:45 to 12:00 | 109<br>General<br>Q & A<br>Faculty<br>Room xxx                |   |  | 109<br>General<br>Q & A<br>Faculty<br>Room xxx   |          |  |

**MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION**

Officers

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Treasurer  
Secretary

Joanne Savignac, Treasurer/Collector, Westborough  
Sue Kelley, Treasurer, Lee  
Gene Spickler, Collector, Tyngsborough  
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 38th Annual School

Joanne Savignac, Treasurer/Collector, Westborough, Chair, 2007-2008  
Sue Kelley, Treasurer, Lee, Chair, 2008-2009  
Elizabeth Craveiro, Treasurer/Collector, Somerville  
Victor Garofalo, Treasurer/Collector, Bedford  
Richard Carmignani, Treasurer, Dudley  
Holly Denault, Treasurer/Collector, Adams  
John Duggan, Treasurer/Collector, West Bridgewater  
Donald Kaminski, Treasurer/Collector, Oxford  
Barbara Barry, Treasurer/Collector, Sturbridge  
Dorothy Jenkins, Collector, Monson  
Lane Kelly, Treasurer/Collector, Greenfield

Dean of 38th MCTA Annual School –Joanne Savignac, Treasurer/Collector, Westborough

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