

**MASSACHUSETTS
COLLECTORS AND TREASURERS
ASSOCIATION**

2008 STAFF SCHOOL PROGRAM

BASIC SESSION

WEDNESDAY, SEPTEMBER 10TH

Littleton Municipal Office Building

37 Shattuck Street, Littleton – Enter Door #33 From Rear Parking Lot

Collectors Staff

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

9:00 – 10:45 *Property Taxes - Laws*
James Crowley, Mass. DOR
Room 103

10:45 – 11:15 Break
Room 125

11:15 – 12:15 *Motor Vehicle Excise*
David Laplante, C/T, Leominster
Room 103

12:15 – 1:00 Luncheon
Room 103

1:00 – 3:00 *Property Taxes,
Tax Collection Process,
Municipal Lien Certificates*
Gene Spickler, Coll., Tyngsboro
Dorothy Jenkins, Coll., Monson
Room 103

3:00 – 3:30 Q & A
MCTA President or 1st VP
Room 103

Treasurers Staff

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

9:00 – 9:45 *Municipal Finance Law*
Gary Blau, Atty. Mass. DOR
Library Meeting Room

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

10:45 – 11:15 Break
Room 125

11:15 – 12:45 *Cash Receipts, Cash Book*

Rich Carmignani, Treas. Dudley
Joanne Savignac, T/C Westboro
Library Meeting Room

12:45 – 1:30 Luncheon
Library Meeting Room

1:30 - 3:00 *Introduction to Payroll*
Ron Mendes, T/C, Wilmington
Library Meeting Room

3:00 - 3:30 Q & A
MCTA President or 1st VP
Room 103