

**MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION**  
**37TH ANNUAL SCHOOL - UNIVERSITY OF MASSACHUSETTS, AMHERST, MA**  
**AUGUST 14, 15, 16, 17, 2007**

**Tuesday, August 14th, 2007**

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 15th, 2007**

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 16th, 2007**

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 17th, 2007**

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 14th, 2007**

|                | 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</p> <p align="center">N. Holt - N. Nordberg</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 ____</p>   | <p>*408</p> <p>Ethics - Conflict of Interest</p> <p>C. Carson</p> <p>Room ____</p>             | <p>*418</p> <p>The Uniform Procurement Act<br/>Ch. 30B</p> <p>H. Flaster</p> <p>Room ____</p>            | <p>*160</p> <p>Duties &amp; Responsibilities</p> <p>E. McKay<br/>E. Craviero</p> <p>Room ____</p> | <p>*408</p> <p>Ethics - Conflict of Interest</p> <p>C. Carson</p> <p>Room ____</p>                                  | <p>*418</p> <p>The Uniform Procurement Act<br/>Ch. 30B</p> <p>H. Flaster</p> <p>Room ____</p>            | <p>728</p> <p>10:00 to 11:15</p> <p>Purchasing From State Blanket Contracts<br/>B. Miller</p> <hr/> <p>776</p> <p>11:30 to 12:30</p> <p>MA DOR Technical Support<br/>R. Kingsley</p> <p>Room ____</p> |  |  |
| 12:30 to 2:00  | <p align="center">LUNCH (NO HOTEL CHECK-IN UNTIL 5:00 P.M.)</p>  |  |  |   |   |  |   |  |  |
| 2:00 to 3:00   | <p align="center">GENERAL ASSEMBLY – OFFICIAL SCHOOL OPENING - LEGISLATIVE PROGRAM REVIEW</p> <p align="center">CAMPUS CENTER AUDITORIUM</p> <p align="center">N. Holt - J. Savignac - P. Nowicki - S. Roche</p> |  |  |   |   |  |   |  |  |
| 3:00 to 3:15   | <p align="center">Break</p>  |  |  |   |   |  |   |  |  |
| 3:15 to 5:00   | <p>*102</p> <p>Cash Control Procedures</p> <p>J. Savignac<br/>D. O'Neil</p> <p>Room ____</p>   | <p>*202</p> <p>Investments</p> <p>Bartholomew<br/>J. Paul<br/>D. Javaheri</p> <p>Room ____</p> | <p>*401</p> <p>Tax Rate Recap-Free Cash-Cherry Sheet</p> <p>K. Reed<br/>R. Kingsley</p> <p>Room ____</p> | <p>*102</p> <p>Cash Control Procedures</p> <p>J. Savignac<br/>D. O'Neil</p> <p>Room ____</p>      | <p>*268</p> <p>Betterments Assessments, Water, Sewer Liens</p> <p>T. Connolly<br/>M. Stokarski</p> <p>Room ____</p> | <p>*401</p> <p>Tax Rate Recap-Free Cash-Cherry Sheet</p> <p>K. Reed<br/>R. Kingsley</p> <p>Room ____</p> | <p>773</p> <p>Postage Rates By Shape</p> <p>G. Kelly<br/>TBD</p> <p>Room ____</p>   | <p>715</p> <p>Unemployment Insurance Cost Management</p> <p>C. Olin<br/>P. Connolly</p> <p>Room ____</p> |  |

**CLASS SCHEDULES WEDNESDAY, AUGUST 15<sup>th</sup>, 2007**

|               | 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><br>Room ____ | *203A<br>Long Term Borrowing Comprehensive Overview<br><br>P. Frazier<br>D Eisenthall<br><br>Room ____ | *301<br>Revenue Forecasting<br><br>A. Logalbo<br>N. Holt<br><br>Room ____ | *161A<br>Property Tax Collections<br><br>B. Barry<br>E. McKay<br>H. Denault<br><br>Room ____ | *260A<br>Taxes in Litigation<br><br>L. Cohen<br><br>Room ____ | 367<br>On Line Municipal Receipts<br><br>M. Rose<br>D. Ross<br>P. Baker<br>D. Kelley<br><br>Room ____ | 367<br>On Line Municipal Receipts<br><br>M. Rose<br>D. Ross<br>P. Baker<br>D. Kelley<br><br>Room ____ | 754<br>Arbitrage Rules and Rebates<br><br>A. Tosti<br>R. Travis<br>S. Weiske<br><br>Room ____ |

10:00 - 10:15

**MORNING BREAK - SPONSORED BY SOVEREIGN BANK**

|                |  |   |   |   |  |  |  |  |
|----------------|--|---|---|---|--|--|--|--|
| 10:15 to 11:30 | *103B<br>Municipal Finance Law (cont'd)<br><br>J. Crowley<br><br>Room ____ | *203B<br>Long Term Borrowing (cont'd) legal factors structuring<br><br>A. Tosti<br>C. McNerney<br><br>Room ____ | 752<br>Sale/Auction Of Tax Titles<br><br>P. Costello<br><br>Room ____ | *161B<br>Property Tax Collections (cont'd)<br><br>B. Barry<br>E. McKay<br>H. Denault<br><br>Room ____ | *260B<br>Taxes in Litigation (cont'd)<br><br>L. Cohen<br><br>Room ____ | *364<br>Reconciling Tax Receivables<br><br>P. Squillante<br>J. Berg<br><br>Room ____ | 462<br>Technology To Enhance Town Meeting<br><br>N. Holt<br>J. Montgomery<br><br>Room ____ | 406<br>Student Activity Accounts (MASBO)<br><br>C. Baron<br>J. LaFleche<br><br>Room ____ |
|----------------|--|---|---|---|--|--|--|--|

11:30 - 12:30

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

All School Attendees Invited

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

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><br>Room ____ | *203C<br>Long Term Borrowing (cont'd) documentation; disclosure; marketing<br><br>C. Rowell<br>J. Gonzales<br><br>Room ____ | *303A<br>Capital Budgeting & Financing<br><br>A. Tosti<br>C. McNerney<br><br>Room ____ | *162A<br>Motor Vehicle Excise<br><br>D. Laplante<br>D. Okun<br><br>Room ____ | *361A<br>Assessing Procedures<br><br>R. Simmons<br>M. Flynn<br><br>Room ____ | *365A<br>Deferred Taxes<br><br>P. Costello<br><br>Room ____ | 734<br>The Science of Politics<br><br>N. Holt, MCTA Pres.<br>P. Nowicki, MCTA 2 <sup>nd</sup> VP<br><br>Hon. Robert C. Nunes<br>Dep. Commr., MA DOR<br>Former Mayor of Taunton<br>Room ____ |
|--------------|--|---|--|--|--|---|---|

3:30 - 3:45

**BREAK**

|              |  |  |   |   |   |  |  |   |
|--------------|--|--|---|---|---|--|--|---|
| 3:45 to 5:00 | *104B<br>Payroll<br><br>R. Mendes<br>L. Placzek<br><br>Room ____ | *203D<br>Long Term Borrowing (cont'd) ratings & rating agencies<br><br>M. Pacella<br>L. Lombard<br>G. Buswick<br><br>Room ____ | *303B<br>Cap. Budget & Financing (cont'd)<br><br>A. Tosti<br>C. McNerney<br><br>Room ____ | *162B<br>MVE (Cont.)<br><br>D. Laplante<br>D. Okun<br><br>Room ____ | *361B<br>Assessing Procedures (cont'd)<br><br>R. Simmons<br>M. Flynn<br><br>Room ____ | *365B<br>Deferred Taxes (cont'd)<br><br>P. Costello<br><br>Room ____ | 370<br>The Collector & the Registry of Deeds<br><br>R. Howe<br><br>Room ____ | 759<br>Health Insurance The Commonwealth Connector.<br><br>E. Dahlberg<br><br>Room ____ |
|--------------|--|--|---|---|---|--|--|---|

**CLASS SCHEDULES - THURSDAY, AUGUST 16th, 2007**

|                     | TREASURER  |   |   | COLLECTOR   |  |  |
|---------------------|--|---|---|---|--|--|
|                     | 1st Year   | 2nd Year  | 3rd Year  | 1st Year  | 2nd Year   | 3rd Year   |
| 8:30<br>to<br>10:00 | *105A<br>Intro to Cash Management<br><br>P. Mokrzecki<br>E. McKay<br><br>Room ____ | *108<br>Trust Funds<br><br>M. Waldman<br><a href="#">K. Feeley</a><br><br>Room ____ | 208<br>Staff Management Workshop<br><br>J. Ross<br>J. Duggan<br><br>Room ____ | *163A<br>Tax Takings<br><br>J. Coppola<br><br>Room ____ | *167<br>Municipal Lien Certificates<br><br><a href="#">S. Larkin</a><br>T. Connolly<br><br>Room ____ | 356<br>The Community Preservation Act<br><br>K. Colleary<br>N. Holt<br><br>Room ____ |

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

|                      |   |   |   |  |   |   |
|----------------------|---|---|---|--|---|---|
| 10:15<br>to<br>12:00 | *105B<br>Intro to Cash Management (cont'd)<br><br>P. Mokrzecki<br>E. McKay<br><br>Room ____ | *207<br>Insurance – Chap. 32B<br><br>M. Waldman<br><a href="#">K. Feeley</a><br><br>Room ____ | 206<br>Accounting Concepts – Practical Applications<br><br>M. Abrahams<br>W. Schlosstein<br><br>Room ____ | *163B<br>Tax Takings (cont'd)<br><br>J. Coppola<br><br>Room ____ | *710<br>Dep Tax Collector Function & Relationship<br><br>E. Craveiro<br><a href="#">T. B. D.</a><br><br>Room ____ | 206<br>Accounting Concepts – Practical Applications<br><br>M. Abrahams<br>W. Schlosstein<br><br>Room ____ |
|----------------------|---|---|---|--|---|---|

12:00 - 1:00 LUNCH

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

3:00 - 3:15 BREAK

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

**CLASS SCHEDULES - FRIDAY, AUGUST 17th, 2007**

|                | 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>A .Logalbo<br>Room ____ | 210<br>Federal Tax Filing Requirements<br><b>T. B. D.</b><br>Room ____ | <b>900</b><br><b>Examination</b><br>J. Ross<br>B. Yasick<br>Room ____ | 170<br>The Department of Revenue<br>Municipal Finance Law Bureau<br>and the Tax Collector<br>C. Hinchey<br>Room ____ |          | <b>950</b><br><b>Examination</b><br>J. Ross<br>B. Yasick<br>Room ____ |
| 10:30-10:45    | BREAK  |  |   | BREAK  |          |   |
| 10:45 to 12:00 | 109<br>General<br>Q & A<br>Faculty<br>Room ____            |  |   | 109<br>General<br>Q & A<br>Faculty<br>Room ____  |          |   |

**MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION**

Officers

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

Nancy Holt, Treasurer/Collector, Marshfield  
Joanne Savignac, Treasurer/Collector, Westborough  
Paul A. Nowicki, Treasurer/Collector, Ware  
Paul Keating, Jr., Treasurer/Collector, Wayland  
Pat Mielke, Treasurer, Monterey, Treas/Coll, Egremont,  
and Treasurer, New Marlborough

Executive Director

Nils L. Nordberg

Education Committee for 36th Annual School

Nancy Holt, Treasurer/Collector, Marshfield, Chair, 2006-2007  
Joanne Savignac, Treasurer/Collector, Westborough, Chair 2007-2008  
Elizabeth Craveiro, Treasurer/Collector, North Reading  
Thomas Magno, Treasurer/Collector, Waltham  
Richard Carmignani, Treasurer, Dudley  
Holly Denault, Treasurer/Collector, Adams  
John Duggan, Treasurer/Collector, West Bridgewater  
Donald Kaminsky, Treasurer/Collector, Oxford  
Barbara Barry, Treasurer/Collector, Sturbridge  
Dorothy Jenkins, Collector, Monson  
Lane Kelly, Treasurer/Collector, Greenfield

Dean of 37th MCTA Annual School – Nancy Holt, Treasurer/Collector, Marshfield

Massachusetts Collectors and Treasurers Association, 510 King Street, Littleton, MA 01460  
Phone: (978) 952-6644 - Fax: (978) 952-6655 - E-Mail: [MassCTA@aol.com](mailto:MassCTA@aol.com) - Web Site: [www.masscta.com](http://www.masscta.com)