

**MASSACHUSETTS
COLLECTORS AND TREASURERS
ASSOCIATION**

2007 STAFF SCHOOL PROGRAM

BASIC SESSION

TUESDAY, SEPTEMBER 11TH

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 103

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

10:45 – 11:15 Break
Room 103

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 103

9:00 – 9:45 *Municipal Finance Law*
Gary Blau, Mass. DOR
Room 125

9:45 – 10:45 *Tax Title, Forms and Procedures*
David Okun, T/C, Weston
Room 125

10:45 – 11:15 Break
Room 103

11:15 – 12:45 *Cash Receipts, Cash Book*
Paul Mokrzecki, Past Pres, MCTA
Joanne Savignac, T/C Westboro
Room 125

12:45 – 1:30 Luncheon
Room 125

1:30 - 3:00 *Introduction to Payroll*
Ron Mendes, T/C, Wilmington
Room 125

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

**MASSACHUSETTS
COLLECTORS AND TREASURERS
ASSOCIATION**

2007 STAFF SCHOOL PROGRAM

ADVANCED SESSION

WEDNESDAY, SEPTEMBER 26TH

Littleton Municipal Office Building

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

Collectors

8:30 - 9:15 Registration and
Continental Breakfast
Room 103

9:15 – 10:45 *Municipal Financial Management
Structure and Responsibilities*
Nils Nordberg, MCTA Ex.Dir.(Ret)
F. Ellen McKay, C/T, Boylston
Jean Berg, Coll./Treas., Holden
Kevin Johnston, Treas., Shirley
Room 103

10:45 – 11:15 Break
Room 103

11:15 – 12:45 *The Collector's Relationship with
the Assessors Board and Staff*
Joanne Savignac, C/T, Westboro
Linda Swadel, Assessor, Westbro
Room 103

12:45 – 1:30 Luncheon
Room 103

1:30 – 3:00 *Dealing With Difficult Taxpayers
Telephone and Counter Talk Tips*
Susan Ostberg & Elaine Sheerin
North Central Mediation Services
Room 103

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

Treasurers

8:30 - 9:15 Registration and
Continental Breakfast
Room 103

9:15 – 10:45 *Municipal Borrowing, the Legal
Factors and Practical Operations*
Maureen Pacella, Eastern Bank
Clark Rowell, Unibank
Room 125

10:45 – 11:15 Break
Room 103

11:15 – 12:45 *Municipal Financial Management
Structure and Responsibilities*
Nils Nordberg, MCTA Ex.Dir.(Ret)
F. Ellen McKay, T/C, Boylston
Jean Berg, Treas./Coll., Holden
Kevin Johnston, Treas., Shirley
Room 125

12:45 – 1:30 Luncheon
Room 103

1:30 - 3:00 *The Treasurer's Relationship with
The Auditor/Accountant*
Nancy Holt, T/C, Marshfield
Lynne Barrett, Acc't., Marshfield
And Past President of MAAA
Room 125

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