

MASSACHUSETTS COLLECTORS AND TREASURERS ASSOCIATION

52nd ANNUAL SCHOOL - UNIVERSITY OF MASSACHUSETTS, AMHERST, MA
AUGUST 15, 16, 17, 18, 2023



Massachusetts
Collectors & Treasurers
Association (MCTA)

CLASS SCHEDULES - TUESDAY, AUGUST 15th, 2023

	TREASURER			COLLECTOR			CERTIFIED
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year	
9:00 to 10:00	REGISTRATION & CONTINENTAL BREAKFAST 1 ST Floor Concourse						
9:45 to 10:15	Orientation for First Year Attendees Renee Fernandes, MCTA President Kat Forte, Executive Director						
9:45 to 10:15	Treasurers & Collectors – Preliminary Exam Review (Preliminary review session for Course 900R and 950R reserved for attendees taking the exam on Friday) Marriott Center, 11 th Floor J. Lane R. Mendes C. Pilla J. Russo						
10:30 to 12:30	*101 Duties & Responsibilities J. Lepardo B. Barry	*408 Ethics - Conflict of Interest D. Giannotti K. Bertone S. Lonergan	*418 The Uniform Procurement Act Ch. 30B T. Tefft C. Hunter	*160 Duties & Responsibilities E. McKay J. Nunes	*408 Ethics - Conflict of Interest D. Giannotti K. Bertone S. Lonergan	*418 The Uniform Procurement Act Ch. 30B T. Tefft C. Hunter	1020 Level up your MCTA Membership <i>Leadership – Participation – Professionalism</i> MCTA Officers
12:30 to 1:45	LUNCH Auditorium						
1:45 to 3:15	*102 Cash Control Procedures J. Lepardo C. Pilla	*202 Investments C. Patterson B. Callow M. Vose	*401 Tax Rate Recap- Free Cash- Cherry Sheet L. Krzywicki D. Guzman A. Nelson	*102 Cash Control Procedures J. Lepardo C. Pilla	*268 Betterments Assessments, Water, Sewer Liens G. Lane R. Mendes	*401 Tax Rate Recap- Free Cash- Cherry Sheet L. Krzywicki D. Guzman A. Nelson	791 Current Legal Topics and Other Topics in Public Finance Richard Manley, Partner Locke Lord LLP Todd Cooper, Partner Locke Lord LLP David Eisenthal VP & Senior Fiscal Advisor Unibank Fiscal Advisory Svcs
3:15 to 4:45	Sponsor Meet & Greet -Open to All Registrants - Hors d'oeuvres and refreshments served- <i>Network with colleagues and the sponsors that help make our programs possible</i> Level 3 – Outside, Flagstone area						

Please note that required courses to sit for examination are marked with an asterisk

CLASS SCHEDULES - WEDNESDAY, AUGUST 16th, 2023

	TREASURER			COLLECTOR			CERTIFIED
	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	
8:30 to 10:00	*103A DOR's Relationship with the Treasurer J. Crowley C. Sweet	*209A Advanced Payroll J. Nunes G. Lane	374 On-Line Payments C. Gleason S. Johnson L. Kuik J. Girouard	*161A Property Tax Collections B. Barry T. Florence S. Glowatsky	*710 Deputy Tax Collector Function & Relationship S. Roberson R. Jefferey	374 On-Line Payments C. Gleason R. Mendes M. Hill	1021 What's My Type? Understanding Your Type and How it Impacts Your Management /Supervisory Approach Mary Aicardi <i>Senior Associate</i> Edward J. Collins, Jr. Center for Public Management

10:00 - 10:30

REFRESHMENT BREAK

10:30 to 11:45	*105 Cash Management J. Lepardo L. Clark D. Lambert	*209B Advanced Payroll (cont'd) J. Nunes G. Lane	*301 Revenue Forecasting N. Holt C. Sweet	*161B Property Tax Collections (cont'd) B. Barry T. Florence S. Glowatsky	*167 Municipal Lien Certificates S. Roberson P. Sygnator	*364 Reconciling Tax Receivables Z. Nowlan G. Carreiro D. Sullivan	725 Fraud Prevention Neil Cohen <i>Director of Regulatory & Compliance Division</i> Massachusetts Office of the Inspector General
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11:45 – 12:30pm

LUNCH - Auditorium

12:30 – 1:30 pm

Jerry Posner – Motivational Speaker
Tools and Strategies for Managing Stress and “Burnout”
Auditorium
All School Attendees Invited

1:45 to 3:00	*104A Payroll G. Lane C. Pilla	*203A Long Term Borrowing D. Eisenthal A. Jeffers	*303A Capital Budgeting & Financing C. McNerney L. Driscoll K. Tofuri	*165 Interest Calculation Workshop J. Dunbar D. Forte	*361A Assessing Procedures K. Tonelli A. Brown	*365 Deferred Taxes D. Condon L. Clark V. Smith	1018 Economic Update Gil Ehmke <i>CFO, Treasurer, & Chief Economist</i> Hometown Financial Group
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3:00 – 3:30pm

REFRESHMENT BREAK

3:30 to 5:00	*104B Payroll (cont'd) G. Lane C. Pilla	*203B Long Term Borrowing: Documentation Disclosure, and Ratings L. Welsh M Meidinger N Lehman	*303B Cap. Budget & Financing (cont'd) C McNerney L. Driscoll K. Tofuri	*162 Motor Vehicle Excise E. Mckay L. Clark R. Mendes	*361B Assessing Procedures (cont'd) K. Tonelli A. Brown	*370 Advanced Interest Calculations J. Duggan G. Carreiro D. Lambert	1019 Seasoned Treasurers/Collectors: Test Your Skills M. Hill S. Lonergan C. Sweet
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CLASS SCHEDULES - THURSDAY, AUGUST 17th, 2023

	TREASURER			COLLECTOR		
	1st Year	2nd Year	3rd Year	1st Year	2nd Year	3rd Year
8:30 to 10:00	*103B BOA's Relationship with the Treasurer T. Rassias J. Savignac	*108 Trust Funds R. Mendes C. Patterson	*211 Tax Foreclosures D. Coppola M. Hill	*163A Tax Takings J. Coppola S. Glowatsky	799 Office Operations & Best Practices L. Clark S. Roberson B. Barry	373A Bankruptcies: What a Collector Needs to Know and Do J. Finnegan R. Kerwin

10:00 - 10:15

MORNING BREAK

10:15 to 11:45	*107 Tax Title & Interest Calculation Workshop S. Kelley A. Cerventias	775 Land of Low Value K. Woodland N. Holt	212 Management of Tax Possessions D. Coppola P. Zekos	*163B Tax Takings (cont'd) J. Coppola S. Glowatsky	*775 Land of Low Value K. Woodland N. Holt	373B Bankruptcies: What a Collector Needs to Know and Do (cont'd) J. Finnegan R. Kerwin
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12:00 - 1:00

LUNCH – CAMPUS CENTER AUDITORIUM

1:00 to 2:30	*106 Short Term Borrowing B. Mosely B. Ogelsby C. Pilla	*207 Insurance – Chap. 32B K. Lombardi G. Lane	306 Accounting Principles Structure and Best Practices J. Powers	<u>900R</u> <u>Treasurer</u> <u>Examination</u> <u>Review</u> C. Patterson R. Fernandes J. Lepardo	*164 Tax Takings Forms Workshop V. Smith L. Clark	*260 Advanced Collection Techniques J. Finnegan R. Kerwin	306 Accounting Principles Structure and Best Practices J. Powers	<u>950R</u> <u>Collector</u> <u>Examination</u> <u>Review</u> E. McKay R. Mendes
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2:45-3:15

AFTERNOON BREAK

3:15 , 4:45			<u>900R</u> <u>Treasurer</u> <u>Examination</u> <u>Review</u> <u>(cont'd)</u> C. Patterson J. Lepardo C. Pilla				<u>950R</u> <u>Collector</u> <u>Examination</u> <u>Review</u> <u>(cont'd)</u> G. Lane E. McKay R. Mendes
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CLASS SCHEDULES - FRIDAY, AUGUST 18th, 2023

	TREASURER	COLLECTOR
	900	950
9:00 to 12:00	Treasurers Examination	Collectors Examination

Special thanks to our faculty and program sponsors for making our 52nd Annual School a success!

MCTA Officers & Staff (2023-2024)

President	Renee Fernandes, Treasurer/Collector, Town of Middleborough
1 st Vice President	Chris Pilla, Treasurer, Town of Milford
2 nd Vice President	Ron Mendes, Treasurer/Collector, City of Newton
3 rd Vice President	Michael King, Finance Director/Treasurer-Collector, Town of Wrentham
Treasurer	Joanne Savignac, Municipal Consultant
Secretary	Jane Lepardo, Municipal Consultant
Executive Director	Kat Forte

Education Committee (2023-2024)

Dean, 52nd MCTA Annual School: Renee Fernandes, President, MCTA
Michael King (2023-2024 Committee Chair)
Barbara Barry (2023-2024 Committee Vice-Chair), Finance Director, Town of Sturbridge
Richard Carmignani, Treasurer/Collector, Town of Dudley
Gary Carreiro, Finance Director/Treasurer-Collector, Town of Dartmouth
Mindy Ernst-Fournier, Treasurer, Town & County of Nantucket
Diana Lambert, Assistant Treasurer, City of Newton
Jessica Messer, Treasurer/Collector, Town of Uxbridge
Sherri Roberson, Treasurer/Collector, Town of Monson
Joanne Russo, Treasurer/Collector, Town of Medway
Victoria Smith, Treasurer/Collector, Town of Sterling