



Bulletin

2009- 12B

TO: Selectmen, City/Town Councils, Mayors, Accountants/Auditors,
Assessors, Treasurers, Collectors, Finance Committees,
Finance Directors, City/Town Managers,

FROM: Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs

DATE: May 2009

SUBJECT: New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local municipal finance officials on Thursday, June 11, 2009 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the basics, this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationships.

The seminar is broken into three sessions. The day will begin with Deputy Commissioner Robert Nunes' opening remarks and overview of Local Services; then Administration and Finance Director for Local Policy and Deputy Chief of Staff Pam Kocher will speak on state and local partnership.

The second session will focus on the duties and responsibilities of a municipal finance team, as well as the impact of Proposition 2 ½ on a community's tax levy. Commissioner Bal will kick off the final session of the day addressing state revenue issues and their reflection of our present economic situation. New growth, property certification, the setting of tax rates, and reserves and free cash will also be discussed in the afternoon session.

During these sessions, outside the main room, there will be three tables staffed with subject matters experts. We hope as you take a coffee break you will visit Don Reynolds, to see the DLS Gateway system; Lisa Juskiewicz who will be demonstrating forecasting software, and a representative from Operational Services Division (OSD) to discuss procurement services available to cities and towns.

Check-in begins at 8:15 am. The seminar will begin promptly at 8:45 am and end at approximately at 3:30 pm. Advance registration is required and seating is limited; registrations must be received by Friday, May 29, 2009. If you have any questions, contact Donna Quinn, Training Coordinator, at 617-626-3838.

**NEW OFFICIALS FINANCE FORUM 2008
REGISTRATION FORM**

**HOGAN CAMPUS CENTER, THE COLLEGE OF THE HOLY CROSS
ONE COLLEGE STREET, WORCESTER MA
THURSDAY, JUNE 11, 2009 8:15 AM TO 3:30 PM**

Last Name:	First Name:
Address 1:	Address 2:
City/Town:	Zip Code:
Phone:	E-mail:
Date of Election of Appointment:	Current Community:
Position:	If Other, specify:

Please type the information directly into the document. A **separate form** is required for **each individual** attending from your office. After completing the form, print the form and submit the form along with payment.

SEATING IS LIMITED - PLEASE REGISTER EARLY

The cost of the seminar is \$50 and includes a continental breakfast, luncheon and the handbook. Make checks payable to the Commonwealth of Massachusetts and mail with a completed form for each registrant to:

Training Coordinator
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

Walk-in registrations, cash and purchase orders cannot be accepted.

Please contact Donna Quinn at 617-626-3838 with any questions regarding this seminar.

REGISTRATIONS MUST BE RECEIVED BY MAY 29, 2009