

**Association of Town Finance Committees  
Annual Meeting, October 15, 2011  
Tri County Regional Vocational Technical High School, Franklin**

**Agenda**

**8:15-9:00 a.m.**

**Registration, Breakfast, Networking**

*School Foyer, Cafeteria*

**9:00-9:15 a.m.**

**President's Welcome, Kim Roy, Halifax Capital Planning Committee**

*Auditorium*

**Business Meeting**

**9:15-10:15 a.m.**

**Opening Session**

*Auditorium*

TBA

**10:15-10:30 a.m.**

**Break**

**10:30-noon**

**Concurrent Workshops**

**1. New to the Finance Committee: Budgeting 101**

*Library*

This session will provide a good foundation for understanding the basics of municipal finance and budgeting. It will include a review of the timetable of the annual budget, developing a capital improvement plan, an overview of the tax recapitulation process and managing long-term debt.

**Hans Larsen**, Wellesley Executive Director and former advisory committee member  
A Finance Director, TBA

**Moderator: Mary McBride**, Billerica Finance Committee Vice Chair and ATFC Director

**2. Collective Bargaining Basics**

*Auditorium*

This session will give finance committee members an overview of this complicated process, touching on all of the basics including: laws and regulations, bargaining in good faith, and arbitration v. litigation.

**Kate Fitzpatrick**, Town Manager, Needham

**Kevin Feeley**, Attorney, Feeley & Brown

**Moderator: Ira Miller**, Sharon Finance Committee Chair and ATFC Director

**3. Your Town's Credit and Bond Rating** *Foyer*

This workshop is designed to be a primer on municipal capital planning and debt management for finance committees. It will touch upon debt management policies; setting appropriate levels of annual debt and cash capital spending; debt issuances and how they are structured; credit ratings and what ratings agencies look for when evaluating municipalities; and debt-related questions finance committees should be asking their municipal finance officials.

**Cinder McNerney**, Managing Director, First Southwest Company and ATFC Past President

**Sandy Pooler**, Finance Director, Amherst

**Moderator: Richard Creem**, Needham Finance Committee and ATFC Director

**New this  
year!**

Noon  
Luncheon

*Cafeteria*

12:30 – 1:15

**Speaker: Governor Michael Dukakis**

1:30-3:00 p.m.

**Concurrent Workshops**

**1. Capital Budgeting**

*Library*

Developing and implementing a successful capital plan is on every finance committee's wish list. Foskett will review his work on Arlington's plan over the last 20 years, explaining how to get started and how to keep on track. Blake will highlight how DLS can assist communities in the process. This session is a must for anyone who wants to begin or further this kind of strategic planning in their town.

**Charlie Foskett**, Arlington Capital Committee Chair and ATFC Past President

**Zack Blake**, Project Manager, Technical Services Department, Division of Local Services

**Moderator: Bruce Button**, Concord Finance Committee and ATFC Director

**2. Roles in Town Hall: Who Does What?**

*Foyer*

Assessor, treasurer/collector, accountant, finance director, town administrator, board of selectmen, and you: what are the responsibilities of each? This session will give a general overview of the role of each and how finance committee members interact with each. This session is ideal for newer members.

Speakers TBA

**Moderator: Joanne Marden**, Andover Finance Committee Chair and ATFC Vice President

**3. Monitoring the Budget**

*Auditorium*

This session will discuss the tools members can use to track revenues, expenses, and grants throughout the budget year to monitor for problems and assist committees in making educated decisions about the use of reserve fund transfers and special town meeting recommendations as well as gathering information on how the town's finances are functioning in preparation for the next budget cycle.

**Marilyn Mathieu**, Finance Director, Bellingham

A school business manager, TBA

**Moderator: Jennifer Gonzalez**, Holbrook Finance Committee and ATFC Vice President

**New this  
year!**