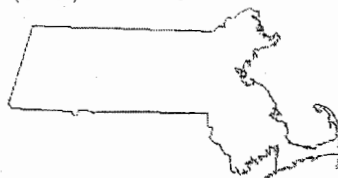


**Association of Town Finance Committees**  
**One Winthrop Square**  
**Boston, MA 02110**

Phone: (800)-882-1498 (617)-426-7272

Fax: (617)-695-1314



September, 2012

Dear Board of Selectman Chair:

I want to invite you and your committee to the Association of Town Finance Committees' 2012 Annual Meeting. It will be held on Saturday, October 20, at Tri County Regional High School in Franklin from 9 a.m.-3 p.m.

The educational sessions offered this year include some new topics as well as old favorites. The sessions are designed for finance officials, but the topics and substance of the workshops are ideal for selectmen.

The opening session on regionalization and consolidating services showcases cities and towns focus on controlling costs and improving services. The luncheon speaker, political and communications strategist Anne Danehy, will be a timely and insightful look at national and local politics.

Enclosed you will find the agenda, registration form and directions. You can also access this information at [www.mma.org](http://www.mma.org). Please share this information with your committee and encourage your colleagues to attend

Please feel free to contact Senior Member Services Coordinator Denise Baker at the MMA at 800-882-1498 if you have any questions. I look forward to seeing you in October.

Sincerely,

Joanne Marden  
ATFC President and Andover Finance Committee

**Association of Town Finance Committees  
Annual Meeting, October 20, 2012  
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, Joanne Marden, Finance Committee, Andover  
Business Meeting**

*Auditorium*

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

**Consolidation & Regionalizing Services**

*Auditorium*

**Mark Milne, Finance Director, Town of Barnstable**

**Peter Hechenbleikner, Town Manager, Town of Reading**

**Moderator: John Robertson, Legislative Director, MMA**

Towns are looking to save money at every turn. Consolidating services between town and school departments and regionalizing services are two examples of this. In 2004, Barnstable combined their finance and human resources function between school and town. Milne will discuss the process, how the system works day-to-day, the cost-savings as well as improvement to the quality of work and customer service. Last year, the town of Reading joined Melrose and Wakefield in a regional public health partnership. Hechenbleikner will review the fiscal rewards and economies of scale benefits the 3 municipalities realize with this partnership.

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

**Break**

**10:30-noon**

**Concurrent Workshops**

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

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.

**Bill Keegan, Town Administrator, Dedham**

**Nancy Galkowski, Town Manager, Holden**

**Moderator: Allan Tosti, Arlington Finance Committee Chair and ATFC Treasurer**

**2. Building and Facilities Maintenance Consolidation**

Following up on the opening session's theme of consolidation, this session will look at how the town of Lexington combined facilities management between the town and schools.

**Patrick Goddard, Director of Public Facilities, Lexington**

Second speaker TBA

**Moderator: Martin Crowley, East Bridgewater and ATFC Director**

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

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 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**

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

**New this  
year!**

Noon  
Luncheon

Cafeteria

12:30 – 1:15

**Speaker: Anne Danehy**, President, Strategic Opinion Research, Inc.

This is the perfect opportunity to hear from an experienced political pollster on what's happening in the presidential and congressional races as well as state ballot questions.

1:30-3:00 p.m.

**Concurrent Workshops**

**1. Revenue Analysis & Forecasting**

This session will approach multi-year financial planning as a valuable tool for towns in the Proposition 2 1/2 environment. Planning revenues, operating expenses, capital expenditures and their impact on three-to-five year scenarios will be discussed. The relationship of these expenditures to the planning and use of balance sheet reserves such as free cash, overlay and stabilization funds is also addressed.

**Allan Tosti**, Arlington Finance Committee Chair and ATFC Treasurer

**Moderator: Kim Roy**, ATFC Past President

**2. Improving the Effectiveness of Your Committee**

Every finance committee has its own unique protocols and procedures. All face similar committee by adopting written goals, policies, and procedures; working successfully with other boards, committees and department heads; and developing a communications plan to inform your voters. This session is ideal for experienced committee members who are looking for ways to improve the budget process in their communities. There will be ample opportunity for Q&A.

**Joanne Marden**, Andover Finance Committee and ATFC President

**Andrea Llamas**, Conway Finance Committee and Buckland Town Administrator

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

**New this year!**

**3. Energy Cost Saving Opportunities and Best Practices**

Renewable energy projects are being proposed throughout the state. The panelists will walk you through a project pipeline, from conception to construction, including municipal contracting issues, state and federal grants and tax credits. They will highlight some best practices around the state.

**Richard Holland**, Attorney and Chair of Green Practice Group, Kopelman & Paige  
Representative from the Department of Energy Resources

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

**New this year!**

ATFC Annual Meeting Registration  
Saturday, October 20, 2012  
Tri County Regional Vocational High School

**Registration:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Contact email: \_\_\_\_\_

**Payment Method:**

Payment enclosed  Bill my credit card

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa  MC  Discover  AMEX

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

3-digit code    (see reverse of card)

Cardholder's Signature \_\_\_\_\_

**ATFC Policy: Payment must be made in advance or on the day of the meeting.**

\$40 for first time and new (less than one year on the committee) attendees  
for all finance committee members of ATFC dues paying communities  
\$45 for all finance committee members of ATFC dues paying communities  
\$55 per attendee for all other local officials and finance committee members  
from non-dues paying communities

**This cost includes all meeting materials, continental breakfast and a hot luncheon buffet.**

If you are unsure of your membership status, please call MMA Senior Member Services Coordinator Denise Baker at 800-882-1498 ext.105.

**Cancellation Policy:**

If you register but are unable to attend, please notify us by October 15. Otherwise, you will be billed for the meeting.

**Please return this form by October 10 to:**

ATFC Annual Meeting  
One Winthrop Square  
Boston, MA 02110  
Fax: 617-695-1314

**Tri-County High School  
147 Pond Street, Franklin**

If you are traveling north on route 495 take exit 17 and stay to the right as you come to the top of the ramp. Turn right onto route 140 and move into the left hand lane as you approach the traffic signal.

If you are traveling south on route 495 take exit 17 and stay to the left as you come to the top of the ramp. At the traffic signal take a left, crossing over route 495. Proceed straight through the next traffic signal after you cross over the highway. Move into the left hand lane as you approach the next traffic signal.

At the traffic signal (with the shopping plaza on your left) turn left. The access road to Tri-County (Tri-County School Dr.) will be your first right, which will be almost immediately after the traffic signal. Proceed up the hill on the access road and take your first and second rights. Take your first left to park in the parking area. Approaching the building from the parking lot, enter the glass-enclosed area and registration will be to your left.