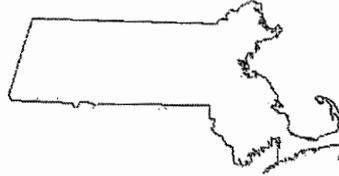


**Association of Town Finance Committees
One Winthrop Square
Boston, MA 02110**

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

Fax: (617)-695-1314



August, 2011

Dear Board of Selectmen Chair:

I want to invite you and your board to the Association of Town Finance Committees' 2011 Annual Meeting. It will be held on Saturday, October 15, at Tri County Regional High School in Franklin from 9 a.m.-3 p.m.

This meeting focuses on education for finance committee members, but budgeting and finance training is key for selectmen as well. This day offers basic training for the newly elected official as well as in-depth workshops for experienced members.

We'll be adding details and speakers, including the opening speaker, and sending another notice in September. You can also check for agenda updates at www.mma.org.

We're excited that former Governor Michael Dukakis is our luncheon speaker. Dukakis currently teaches political science at both Northeastern University and UCLA. He remains active in local politics in his community and will offer a unique insight into the current fiscal and political climate.

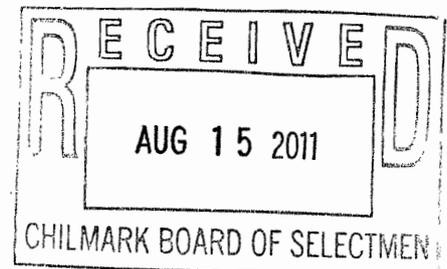
Enclosed you will find the agenda, registration form and directions. You can also access this information at www.mma.org. Please share this information with your board and encourage your colleagues to attend.

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,

A handwritten signature in cursive script that reads "Kim Roy".

Kim Roy
ATFC President and Halifax Capital Committee



ATFC Annual Meeting Registration
Saturday, October 15, 2011
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.

Meeting Cost:

\$40 per attendee 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 10. Otherwise, you will be billed for the meeting.

Please return this form by October 7 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.

**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
Business Meeting**

Auditorium

9:15-10:15 a.m.

**Opening Session
TBA**

Auditorium

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!**