

2018 Newly Elected Town Officials' School

Wednesday, January 10 & 17

8:45 AM	9:00 AM	15 minutes	Welcome and Introductions
9:00 AM	10:00 AM	60 minutes	Town Gov't 101
10:00 AM	10:30 AM	30 minutes	Motions, Resolutions, Ordinances & Local Laws
10:30 AM	10:45 AM	15 minutes	Break
10:45 AM	12:15 AM	90 minutes	Town Budget Basics and Process
12:15 AM	1:00 PM	45 minutes	Lunch
1:00 PM	2:30 PM	90 minutes	Legalities of Purchasing & Competitive Bidding
2:30 PM	2:45 PM	15 minutes	Break
2:45 PM	3:45 PM	60 minutes	Retirement Reporting
3:45 PM	4:45 PM	60 minutes	Basics of Municipal Liability
4:45 PM	5:45 PM		Reception

Town Clerk Breakout Session

2:45 PM	4:45 PM	120 minutes	Vital Records: Birth, Marriage and Death
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Thursday, January 11 & 18

9:00 AM	10:00 AM	60 minutes	Fiscal Accountability for Town Boards
10:00 AM	11:00 AM	60 minutes	Ethics
11:00 AM	11:15 AM	15 minutes	Break
11:15 AM	12:30 PM	75 minutes	Freedom of Information/Open Meetings Laws
12:30 PM	1:30 PM	60 minutes	Lunch
1:30 PM	3:00 PM	90 minutes	Personnel Management
3:00 PM	3:15 PM	15 minutes	Break
3:15 PM	4:45 PM	90 minutes	Town Supervisor Accounting Responsibility

Town Clerk Breakout Session

1:30 PM	3:00 PM	90 minutes	The Minutes Process
3:00 PM	3:15 PM	15 minutes	Break
3:15 PM	4:45 PM	90 minutes	Records Management

Friday, January 12 & 19

9:00 AM	10:00 AM	60 minutes	Cash Management
10:00 AM	11:00 AM	60 minutes	Roads
11:00 AM	11:15 AM	15 minutes	Break
11:15 AM	12:15 PM	60 minutes	Regulating Land Use

Town Clerk Breakout Session

10:00 AM	11:00 AM	60 minutes	Tax Collection Primer
11:00 AM	11:15 AM	15 minutes	Break
11:15 AM	12:15 PM	60 minutes	Financial Recordkeeping for Town Clerks