The Massachusetts Association of Assessing Officers is again, for your convenience, having three Clerk’s meetings this year. The meeting dates and locations are as follows:

- **September 11, 2014** at Princeton Station in Chelmsford
- **September 24, 2014** at Summit View, in Holyoke
- **October 9, 2014** at Venus DeMilo in Swansea

**Registration fee is $40.00**

We are presenting the same program at all three meetings. The subjects, I am sure, will be of interest and very helpful in the performance of your duties in the Assessors Office.

**Program of Events**

**Committee:** Ellen Blanchard, MAA, - Patricia Sullivan, MAA

8:30 a.m. **Registration with “Coffee and”**

9:00 a.m. **Open Meeting Law**

Because we work in the government sector and fall under very strict statutes that govern what we do and how it is done and the records that must be kept almost everything in the assessor’s office is open to the general public. State Law determines how meetings are held, what records are available and how long they must be available, and what constitutes proper statutory procedures. The organization that oversees these procedures is the Attorney General’s Office. Two representatives of the AG conduct an Open Meeting Law training session and will discuss and explain the what’s, how’s, and when’s of these statutes at each meeting.

**Speakers:** At Chelmsford and Holyoke: Representatives from The Mass Municipal Lawyers Association

At Swansea: There will be two speakers from the AG’s office

10:15 a.m. **Break**

10:30 a.m. **Round Table Discussion, Bring Your Issues and Questions**

So much can be learned when a group of people working in the same profession get together and JUST TALK!! The “Round Table” format is, and has been, a very useful tool for helping clerks and assessors to familiarize themselves with issues that affect their daily responsibilities and to help solve problems that may arise during the busy schedule of the assessor’s office. We will have a very well versed panel available to answer any questions that you may have concerning the day to day operation of your office from betterments to motor vehicle excise. The panel is only part of the help available at this program. You are the other part. You will be able to ask as well as answer questions that your associates have. Be prepared to give your opinion, it is important.

**Panel:** Lane Partridge MAA, Town of Concord

Pam Davis MAA, City of Everett

Marion Fantucchio, City of Quincy (at Holyoke only)

12:00 p.m. **Lunch**

Registration information and Directions on the next page.
MAAO CLERKS MEETINGS

Registration fee is $40.00

Registration is available on-line at maa.org. Click on "Upcoming Events" in the left hand column on the home page. If you registered on-line for a Clerk's meeting in the past three years, you are already in our database please use your email address and password you set-up last year (there is "Forgot your Password?" feature if you cannot remember it). If you are unsure if you are in our system or if you have problems registering online please contact Christine Purple at 774-249-8624 or by e-mail at adminasst@maao.org before creating a new record.

Please make all registration fees payable to the MAAO and send to: MAAO, P.O. Box 70, Shrewsbury, MA 01545.

Cancellation/Refund Policy: You must contact the MAAO by noontime on the Friday before the clerks meeting that you will be attending.

Directions:

Sept. 11, 2014 - Princeton Station

From the South: Take Rt. 495 North to exit 33 for Route 4 North toward N Chelmsford. Turn left onto Rt. 4 North. Continue to follow MA-4 N. Turn left after going under Rt. 3 (sign for Rt. 3) staying on Rt. 4 N. Continue on Rt. 4, (N Rd.) to Princeton Station on the left.

From the North: Take Rt. 495 South to exit 35B to merge onto US-3 N toward Nashua NH. Take exit 32 for MA-4 S. Merge onto MA-4 N, N Rd. Continue on Rt. 4, N Rd. to Princeton Station on the left.

Sept. 24, 2014 - Summit View
555 Northampton Street, Holyoke, Mass.

From the Mass Turnpike (I-90): Take Exit 4 (West Springfield) and follow signs for I-91 North. Take I-91 North to Exit 17A. Follow ramp to merge onto Rt. 141 South. Get into the left lane and take a left turn at the stop light onto Rt. 5 North heading towards Northampton. Follow Rt. 5 North for approximately 5 miles and Hamel's Creative Catering and Summit View Banquet House will be on your left.

From the North: Take Exit 18 on I-91 and proceed to end of the ramp. At the end of the ramp take a right onto Rt. 5 South. Follow for approximately five miles and Hamel's Creative Catering and Summit View Banquet House will be on your right.

From the South: Follow I-91 North to Exit 17A. Follow ramp to merge onto Rt. 141 South. Get into the left lane and take a left turn at the stop light onto Rt. 5 North heading towards Northampton. Follow Rt. 5 North for approximately 5 miles and Hamel's Creative Catering and Summit View Banquet House will be on your left.

Oct. 9, 2014 - Venus DeMilo in Swansea
75 Grand Army Highway, Swansea, Mass.

From Boston: take Rt. 24 South to exit 7 (North End, Fall River). After two miles there will be a sign for Routes 138 & 6 (Somerset): take that exit onto Rt. 6 and the restaurant will be two miles down on the right.

From the Cape: take 495 to 195 West to exit 3, Swansea Mall; go left at the end of the exit onto Rt. 6. The restaurant is about a mile down the road on the left.