

	START TIME	FISCAL & MISCELLANEOUS TRAINING (SUPERVISORS & TOWN BOARDS)	TOPICS OF REGIONAL OR SPECIAL INTEREST	MANAGEMENT, FISCAL AND PERSONNEL ISSUES	ATTORNEYS CLE (12 HRS.) OPEN TO ALL TOWN OFFICERS	ECONOMIC DEVELOPMENT, PLANNING AND ZONING, ENVIRONMENTAL MGMT.	TOWN ENGINEERS CERTIFICATION, HIGHWAY AND PUBLIC WORKS	TOWN CLERKS, TAX RECEIVERS AND COLLECTORS	ASSESSORS	BASIC SEQR, PLANNING AND ZONING	BUILDING OFFICERS**	
MONDAY	10:00 a.m.	Introduction to Powers and Duties of the Town Board <i>Gibson Suite, 2nd Floor</i>	Marcellus Shale Update <i>Bryant Suite, 2nd Floor</i>	Personnel Management: Policies and Procedures for Town Boards <i>Murray Hill Suite A,B, 2nd Floor</i>	Conflicts of Interest and Ethics <i>Sutton Parlor, 2nd Floor</i>	How To Keep Your Master Plan Up to Date <i>Regent Parlor, 2nd Floor</i>	Stormwater Regs in NY Green Infrastructure MS-4 Permit -- Are You Ready for 2010? <i>Nassau Suite A,B, 2nd Floor</i>	Fiscal Responsibility: Being Prepared for an Audit -- OSC <i>Beekman Parlor, 2nd Floor</i>	The Review of Sales in the Current Foreclosure and Recessionary Economy (until 1:00 p.m.; cont'd after lunch) <i>Morgan Suite, 2nd Floor</i>		Code Update <i>Rendezvous Trianon, 3rd Floor</i>	
	11 a.m.	Introduction to Effective Meeting Management for Town Boards <i>Gibson Suite, 2nd Floor</i>	NYS Soil and Water Districts -- Cost-Effective Programs, Projects & Services that Provide Economic and Environmental Benefits <i>Bryant Suite, 2nd Floor</i>	"Going Green" in Town Management - Policies and Practices <i>Murray Hill Suite A,B, 2nd Floor</i>	One Apple - Two Bites, Cloverleaf Realty <i>Sutton Parlor, 2nd Floor</i>	Planning and Zoning for Town Boards <i>Regent Parlor, 2nd Floor</i>	Stormwater Utility Districts: Meeting Stormwater Regulations Without Drowning in Debt <i>Nassau Suite A,B</i>	Tax Collectors and Receivers -- Legislative Update; Consolidation Options <i>Beekman Parlor, 2nd Floor</i>				
	12:00/12:30 p.m.	(12:00 p.m.) Opportunities, Approaches and Incentives: Solar and Other Clean Energy Equipment for Town, Residential and Commercial Properties <i>Gibson Suite, 2nd Floor</i>	(12:00 p.m.) Adirondack Town and Village Issues <i>Bryant Suite, 2nd Floor</i>	(12:30 p.m.) AOT Staff Attorneys "Brownbag Lunch" Session <i>Murray Hill Suite A,B, 2nd Floor</i>	(12:00 p.m.) Zoning Enforcement - Bringing and Defending a Criminal Proceeding in Town Justice Court <i>Sutton Parlor, 2nd Floor</i>	(12:00 p.m.) Strong Partnerships for Strong Communities: Public, Private and Academic Roles in the Economic Development Process <i>Regent Parlor, 2nd Floor</i>	(12:30 p.m.) DEC "Brownbag Lunch" Session -- Threats to Town Trees from Forest Pests and Firewood Regulation Update <i>Nassau Suite A,B, 2nd Floor</i>	(12:30 p.m.) "Brownbag Lunch" Session -- Efficiency, Professionalism and Safety in the Office <i>Beekman Parlor, 2nd Floor</i>				
	2 p.m.	New York State Wind Power: Municipal Positives, Pitfalls and Practicalities <i>Gibson Suite, 2nd Floor</i>	New Platforms for Web-Based Business Services to Town Governments <i>Bryant Suite, 2nd Floor</i>	Risk Management - Next Steps for Town Boards <i>Murray Hill Suite A,B, 2nd Floor</i>	The New Wicks Law and Other Issues Related to Public Works Projects <i>Sutton Parlor, 2nd Floor</i>	Mitigation Fees -- Using them Effectively to Address Growth Issues Within Your Community <i>Regent Parlor, 2nd Floor</i>	Energy Management: The Key to a Sustainable Future (2-hour class) <i>Nassau Suite A,B, 2nd Floor</i>	Tax Collectors and Receivers -- Credit Cards <i>Beekman Parlor, 2nd Floor</i>	The Review of Sales in the Current Foreclosure and Recessionary Economy (cont'd; until 5:00 p.m.) <i>Morgan Suite, 2nd Floor</i>		1:00 p.m. Start Time Overview of Foundations for On-Site Wastewater Treatment <i>Rendezvous Trianon, 3rd Floor</i>	
	3 p.m.	CHIPs Funding Update <i>Gibson Suite, 2nd Floor</i>	Aging in Place -- Issues of Concern Regarding Senior Citizen Development Proposals <i>Bryant Suite, 2nd Floor</i>	The Town Budget - Working with What You Have <i>Murray Hill Suite A,B, 2nd Floor</i>	Municipal Case Law Update (General) <i>Sutton Parlor, 2nd Floor</i>	Greening (and Funding) Town Facilities and Operations <i>Regent Parlor, 2nd Floor</i>		Tax Collectors and Receivers -- Counterfeit Bills <i>Beekman Parlor, 2nd Floor</i>				
	4 p.m.	Introduction to Ethics for Town Boards <i>Gibson Suite, 2nd Floor</i>	Wireless Technologies and Network Infrastructure Siting -- Issues for Your Town <i>Bryant Suite, 2nd Floor</i>	Audit by the Town Board <i>Murray Hill Suite A,B, 2nd Floor</i>	New NY Government Reorganization and Citizen Empowerment Act -- What You Need to Know <i>Sutton Parlor, 2nd Floor</i>	Providing Leadership on Pressing Planning and Land Use Regulatory Issues: The LULA Approach <i>Regent Parlor, 2nd Floor</i>	Evaluation of Water Distribution System Infrastructure <i>Nassau Suite A,B, 2nd Floor</i>	2010 Census Update <i>Beekman Parlor, 2nd Floor</i>			Corrugated Stainless Steel Tubing (CSST) <i>Rendezvous Trianon, 3rd Floor</i>	
	10:00/10:30 a.m.	(10:00 a.m.) Retirement System Update <i>Gibson Suite, 2nd Floor</i>	(10:00 a.m.) DEC - Update - Open Burning <i>Bryant Suite, 2nd Floor</i>	(10:00 a.m.) Get a Handle on Health Care Costs <i>Murray Hill Suite A,B, 2nd Floor</i>	(10:00 a.m.) Financing Retro-fitting for NYS <i>Sutton Parlor, 2nd Floor</i>	(10:00 a.m.) Planning for Efficiency: Crumbling Infrastructure <i>Regent Parlor, 2nd Floor</i>	(10:00 a.m.) Smart Systems for Infrastructure Management <i>Nassau Suite A,B, 2nd Floor</i>	(10:00 a.m.) Town Clerks' Fiscal Responsibilities <i>Beekman Parlor, 2nd Floor</i>		(10:00 a.m.) Basic SEQR <i>Morgan Suite, 2nd Floor</i>	8:00 a.m. Start Time Inspection & Testing: General Components (2 hrs.) <i>Rendezvous Trianon, 3rd Floor</i>	
	11 a.m.	The Legalities of Purchasing <i>Gibson Suite, 2nd Floor</i>	DEC Highlights (approximately 10 minutes each): Pharmaceuticals, Watchable Wildlife, Dam Safety Regulations, Floodplain Mapping, Water Withdrawal Reporting <i>Bryant Suite, 2nd Floor</i>	FOIL and OML - Town Boards with Town Clerks <i>Murray Hill Suite A,B, 2nd Floor</i>	The Legalities of Disaster Management - Lessons Learned <i>Sutton Parlor, 2nd Floor</i>	Planning for Efficiency: Managing Your Assets, New Solutions and Best Practices <i>Regent Parlor, 2nd Floor</i>	Constructed Wetlands for Stormwater Management <i>Nassau Suite A,B, 2nd Floor</i>	Handling Records from Other Offices (i.e. Fiscal, Highway, Planning and Zoning) <i>Beekman Parlor, 2nd Floor</i>		Basic Planning <i>Morgan Suite, 2nd Floor</i>	10:00 a.m. Start Time Structural Stability of Engineered Lumber (3 hrs.) <i>Rendezvous Trianon, 3rd Floor</i>	
	12:00/12:30 p.m.		(12:30 p.m.) "Brownbag Lunch" Session -- Emergency Response to Disaster <i>Bryant Suite, 2nd Floor</i>	(12:30 p.m.) "Brownbag Lunch" Session: How Main Street Media Impacts the Way You Govern <i>Murray Hill Suite A,B, 2nd Floor</i>	(12:00 p.m.) Three Employment Policies Every Town Must Have <i>Sutton Parlor, 2nd Floor</i>	(12:30 p.m.) "Brownbag Lunch" Session -- Shared Services During Challenging Economic Times <i>Regent Parlor, 2nd Floor</i>	(12:00 p.m.) "Brownbag Lunch" Session with EFC -- How Should We Score the Clean Water SRF Applications? <i>Nassau Suite A,B, 2nd Floor</i>	(12:45 p.m.) "Brownbag Lunch" Session -- Town Clerk's Roundtable - Vital Statistics, Dog Licensing, DEC <i>Beekman Parlor, 2nd Floor</i>				
	2 p.m.	Fraud Prevention and Detection <i>Gibson Suite, 2nd Floor</i>	NYSERDA Focus on Local Government Program <i>Bryant Suite, 2nd Floor</i>	Labor Negotiations During an Economic Crisis: Concessions, Furloughs and Layoffs <i>Murray Hill Suite A,B, 2nd Floor</i>	Who's the Boss? An Update on SEQRA Lead Agency Disputes <i>Sutton Parlor, 2nd Floor</i>	Establishing and Accounting for Reserves <i>Regent Parlor, 2nd Floor</i>	(1:30 p.m.) Decentralized Wastewater Management -- Collection and Treatment <i>Nassau Suite A,B, 2nd Floor</i>	Case Histories in Technology Success <i>Beekman Parlor, 2nd Floor</i>		Basic Zoning <i>Morgan Suite, 2nd Floor</i>	Ethics in New York State Government <i>Rendezvous Trianon, 3rd Floor</i>	
3 p.m.	A "How To" Guide to Shared Services and Cooperation (2-hour class) <i>Gibson Suite, 2nd Floor</i>	Climate Change and Greenhouse Gas Panel <i>Bryant Suite, 2nd Floor</i>	Common Audit Findings by CPAs <i>Murray Hill Suite A,B, 2nd Floor</i>	Downsizing the Town Workforce <i>Sutton Parlor, 2nd Floor</i>	Planning for Efficiency; New Solutions; Are You Ready for Funding? Best Practices; Funding the Solutions (2-hour class.) <i>Regent Parlor, 2nd Floor</i>	Pressure Sewers - A Cost Effective Approach to Wastewater Collection (2-hour class) <i>Nassau Suite A,B, 2nd Floor</i>	FOIL and OML -- Town Clerks Q&A <i>Beekman Parlor, 2nd Floor</i>			**Please Note: Building Officer classes continue on Wednesday, Feb. 17. Please refer to page 14 of your Annual Meeting Program for details.		
4 p.m.		Town of Victor - The "Swap-Shop" Project <i>Bryant Suite, 2nd Floor</i> - OR - Cemetery Issues - DOS <i>Morgan Suite, 2nd Floor</i>	Retirement Reporting for Elected and Appointed Officials <i>Murray Hill Suite A,B, 2nd Floor</i>	Ethics - New Rules/Code of Conduct <i>Sutton Parlor, 2nd Floor</i>			Records Management - Disaster Management Resources <i>Beekman Parlor, 2nd Floor</i>					

MONDAY

TUESDAY