

# Concurrent Sessions

Wednesday, November 16

**10:45 a.m.**

## **Creating Sustainable Communities: Local, Regional and Federal Initiatives**

Making communities more sustainable means working with planning boards, elected officials and citizens to develop master plans and ordinances as part of the process. This session overviews how incorporating smart growth principles into that process and following HUD/DOT/EPA Sustainable Communities Partnership guidelines can help.

David Preece, AICP, Executive Director, Southern NH Planning Commission

Kerrie Diers, AICP, Esq., Executive Director, Nashua Regional Planning Commission

**Hosted by:** NH Association of Regional Planning Commissions

## **Develop and Deploy a Security Policy**

A "security policy" is the document that defines an enterprise's overall intentions with regard to providing a secure computing environment. Come learn how a security policy should adequately indicate the "what" and "how" of your group's security by specifying what is going to be secured and how its security will be achieved.

Bob Germain, Manager, Infrastructure and Security, NH Local Government Center

**Hosted by:** NH Local Government Center

## **Economic Benefits of Public Parks and Recreation**

Public parks and recreation departments are often perceived as non-essential services. This session explores how these services can actually improve the quality of life for local residents, which, in turn, adds to the economic growth and health of a community.

Chris Dillon, Director, Salem Recreation Department

Andy Bohannon, Director, Keene Parks and Recreation Department

Scott Hausler, Director, Claremont Parks and Recreation Department

Herb Greene, Director, Gilford Parks and Recreation Department

Donna Kuethe, Director, Moultonborough Parks and Recreation Department

**Hosted by:** NH Recreation and Park Association

### **Health and Safety for 2012 and Beyond: A Partnership Approach**

The largest portion of healthcare costs is driven by group utilization and claims dollars. To control these costs, NH Local Government Center continues to deploy proven health and safety resources and tools to benefit you and your employees. Come hear how these initiatives can give your town, city or school a leg up in lowering overall healthcare costs in 2012 and beyond:

- \*Onsite Health and Safety Coordinators
- \*Health and Safety Campaigns
- \*Website Engagement
- \*Interactive Tools and Resources

Kerry Horne, Health and Safety Advisor, NH Local Government Center  
Stacy Koscielniak, Graphic Design Coordinator, NH Local Government Center

**Hosted by:** NH Local Government Center

### **How to Create a Dream Team: The Magic Is In the Mix**

Every team player knows that the best way to solve a problem is through the involvement of multiple perspectives and preferences. In this fun and interactive program, you'll learn how to understand, appreciate, and make the best of the different personalities in the workplace. This is more than just a "styles" program; it's a practical look at how you can utilize the differences that exist in your workplace to create a Dream Team. You will laugh and learn, and leave with tools you can use immediately—without a formal test.

David Rabiner, CSP, Rabiner Resources

**Hosted by:** NH Local Government Center

### **Legislative Update**

Members of NH Municipal Association's (NHMA) Government Affairs staff will present their annual review of state legislative developments plus briefly preview the upcoming 2012 session. Topical highlights include collective bargaining, tax caps, land use regulation and the effects of state budget cuts upon cities and towns.

Judy Silva, Deputy Director for Legal Services & Government Affairs, NHMA, NH Local Government Center  
Cordell Johnston, Government Affairs Counsel, NHMA, NH Local Government Center  
Michael Williams, Government Affairs Attorney, NHMA, NH Local Government Center  
Barbara Reid, Government Finance Advisor, NHMA, NH Local Government Center

**Hosted by:** NH Municipal Association

### **Application of Stream Crossing Rules**

In 2010, the NH Department of Environmental Services adopted new rules regulating the design and installation of road structures where they intersect with streams. These rules made significant changes in how such crossings are reviewed, and the size of the required structures. This session will review the “lessons learned” in the early implementation of the rules, and will help local officials identify in advance locations where significant challenges in design and permitting the repair or replacement of structures is likely to occur.

Nancy Mayville, Municipal Highway Engineer, NH Department of Transportation, Planning and Community  
Kevin Nyhan, Senior Environmental Manager, NH Department of Transportation, Planning and Community

**Hosted by:** NH Public Works Association

### **Title Searches and Protecting the Buyer's Interest**

This session covers what's involved in conducting a title search. Issues that can be encountered during the title search process will also be addressed.

Judy Parys, Business Development Manager, CATIC

**Hosted by:** NH Association of Assessing Officials

## **1:30 p.m.**

### **Brownfields Assessment: A Catalyst for Redevelopment**

Many communities have prime properties that are underutilized due to real or perceived contamination issues. The U.S. Environmental Protection Agency's Brownfields Assessment Program is designed to help revitalize these sites by covering costs for evaluating the presence and extent of contamination—a first step in the redevelopment process. Come learn about Brownfields programs administered by the NH Department of Environmental Services and two regional planning commissions plus case studies that might apply to your community.

H. Keith DuBois, P.G., Brownfields Program Administrator, NH Department of Environmental Services  
Hazardous Waste Remediation Bureau

J.B. Mack, Senior Planner, Southwest Region Planning Commission

Theresa Walker, Brownfields Program Manager, Rockingham Planning Commission

**Hosted by:** NH Association of Regional Planning Commissions

### **Commercial and Industrial Market Trends**

This session features a discussion and perspective on present indications of future market trends for both commercial and industrial properties.

John Ryder, Senior Consultant, Marvin E. Poer & Company

**Hosted by:** NH Association of Assessing Officials

### **Enforcement of RSA 155-A State Building Code**

This session covers statutory requirements for enforcement of the NH State Building Code. It addresses what potential liabilities exist for a community issuing “building” permits without performing inspections and issuing certificates of occupancy when no inspections are conducted. Options available to communities related to ensuring compliance will also be discussed.

Richard Canuel, Code Official, Town of Londonderry  
Wayne Richardson, Code Official, Town of Bedford  
David Connell, Legal Services Counsel, NH Local Government Center  
Paul Sanderson, Staff Attorney, NH Local Government Center

**Hosted by:** NH Building Officials Association

### **Establishing an Effective IT Steering Committee**

Many organizations want to form an Information Technology (IT) Steering Committee to better align their IT investments with business priorities but don't know where to start. This session covers how an IT Steering Committee can benefit your IT governance. The importance of setting clear objectives and strong executive participation to keep your committee effective and long lasting will also be addressed.

Dan Kaplan, Chief Information Officer, NH Local Government Center

**Hosted by:** NH Local Government Center

### **Legislative Advocacy for Beginners (and Experts!)**

In every New Hampshire legislative session, there are hundreds of bills that have the potential to affect municipal government. Most legislators will listen carefully to local officials on issues that affect cities and towns. But, for legislators to do so, you have to talk to them! This session can help local officials understand the best ways to communicate with legislators. Come learn how to be most effective at influencing the development of laws impacting your city or town.

Cordell Johnston, Government Affairs Counsel, NHMA, NH Local Government Center  
Timothy Fortier, Government Affairs Advocate, NHMA, NH Local Government Center  
Judy Silva, Deputy Director for Legal Services & Government Affairs, NHMA, NH Local Government Center

**Hosted by:** NH Municipal Association

### **NH Local Government Center Annual Meeting**

Conference participants are invited to attend the LGC Annual Meeting to elect new Board members and hear an update about LGC activities.

**Hosted by:** NH Local Government Center

### **Planning for Public Health**

Local planning boards and other officials increasingly realize that the land use impacts of their planning efforts plus permitting decisions affect public health outcomes. Come learn the current thinking on the relationship between land use planning and public health. This session reviews evidence and recommendations for local analysis and regulatory action. A survey of national trends and suggestions for New Hampshire communities will also be covered.

Benjamin Frost, Esq., AICP, Director of Public Affairs, NH Housing Finance Authority  
Cindy Heath, Executive Director, GP RED

**Hosted by:** NH Planners Association

### **Salt Reduction: An Outcome from Interstate 93 Widening**

Forty New Hampshire water bodies are reportedly impaired by chloride, with more likely that remain undocumented. Four watersheds in the I-93 corridor account for the first documented impairments. This session addresses what typically happens when salt contaminates a water body, challenges faced by those trying to deal with the problem, and new tools and strategies for becoming more salt efficient.

Eric Williams, Program Coordinator, NH Department of Environmental Services  
Patrick Santoso, Project Manager, Technology Transfer Center, University of New Hampshire

**Hosted by:** NH Public Works Association

### **Volunteers: Best Practices for Building Strong Community Spirit**

It takes a collaborative effort from both legal and risk reduction perspectives to maintain community volunteer programs that are safe and operate within the letter of the law. Come learn how to get the most out of your volunteer efforts in a manner that protects all involved.

Wynette DeGroot, Health and Safety Advisor, NH Local Government Center  
C. Christine Fillmore, Staff Attorney, NH Local Government Center

**Hosted by:** NH Local Government Center

## **2:45 p.m.**

### **NH Municipal Management Association Annual Meeting**

Annual meeting of the New Hampshire Municipal Management Association. Meeting includes annual election of officers and bylaw changes.

**Hosted by:** NH Municipal Management Association

**3:15 p.m.**

**Don't Let RLUIPA Throw Your Land Use Planning for a Loop!**

The federal Religious Land Use and Institutionalized Persons Act (RLUIPA) and Free Exercise Clause of the First Amendment jointly pose critical issues for land use regulation by local government. This session provides a framework for analyzing these issues, updates recent case law, and offers guidance to negotiate and settle relief claims. Practical tips to avoid RLUIPA issues and claims will also be offered.

Daniel Mullen, Attorney, Ransmeier & Spellman  
Daniel Crean, Attorney, Crean Law Office  
David Connell, Legal Services Counsel, NH Local Government Center

**Hosted by:** NH Local Government Center and NH Municipal Lawyers Association

**Effectively Managing Municipal Technology in 2012**

This session is designed to help municipal managers understand current best practices related to managing Information Technology (IT) and leveraging it for maximum efficiency and cost-effectiveness. Come learn how best-practice municipalities use IT to keep budgets low and efficiency high.

Ryan Barton, President, Mainstay Technologies

**Hosted by:** NH Local Government Center

**How to Survive a Wage and Hour Audit**

It takes a collaborative effort with the NH Department of Labor (DOL) to assist local governments in successfully completing a DOL audit. Come learn how your group can maintain accurate information in order to remain in compliance with DOL requirements.

Wynette DeGroot, Health and Safety Advisor, NH Local Government Center  
Kenneth O'Shaughnessy, Labor Inspector, NH Department of Labor

**Hosted by:** NH Local Government Center

**Improving Local and Regional Senior Transportation with Volunteer Drivers**

A dispersed development pattern and lack of public transportation in many New Hampshire communities create barriers for citizens to access medical care, grocery stores, employment and other basic needs. This is especially true for the state's rapidly growing senior population. This session highlights two New Hampshire initiatives with volunteer drivers who help transport disabled persons. Come learn about Transportation Assistance for Seacoast Citizens, serving eight Rockingham County communities, and the Cooperative Alliance for Seacoast Transportation's North Bus, serving five communities in northern Strafford and southern Carroll counties.

Dianne Smith, Manager of Coordination Planning & Operations, Cooperative Alliance for Seacoast Transportation  
Carol Gulla, Executive Director, Transportation Assistance for Seacoast Citizens

**Hosted by:** NH Association of Regional Planning Commissions

**Know Your Numbers: Biometrics for Better Health**

Knowing numbers like your blood pressure and cholesterol is a good way to take an active role in your health—and could save your life! It also helps you identify risks for developing chronic conditions and learn how to live a long, healthy life. This session overviews LGC's 2012 Slice of Life health management program and how overall health is impacted by personal numbers for blood pressure, total cholesterol plus HDL, LDL and triglycerides, blood glucose and body mass index.

Kerry Horne, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**NH Association of Assessing Officials Business Meeting**

**Hosted by:** NH Association of Assessing Officials

**Partnerships for Energy Success: Building Energy Committees for Long-Term Benefits**

NH citizens are mobilizing in greater numbers and with greater success every year to help their municipalities and schools save energy and save money. The formation of local energy committees is a testament to this trend. In 2009 the NH Legislature passed HB189 enabling legislation for the formation of local energy commissions to help communities address energy issues and costs. There are now over 100 energy committees in NH, actively tackling these issues. This interactive session will highlight the kinds of projects municipalities are implementing and outline some of the management challenges they face. Presenters will share their strategies for success based on strong collaboration with existing municipal and school authorities.

Troy Brown, Town Administrator, Hollis  
Chris Heiter, Chair, Hollis Energy Committee  
Julia Dundorf, Manager of Community Relations, Clean Air – Cool Planet  
Bill Knight, Facilities Committee, Town of Plainfield

**Hosted by:** NH Local Government Center

**Prevent, Protect, Preserve: Taking Care of History**

Municipalities, schools and counties are replete with irreplaceable historical documents, records and artifacts. Some materials are kept by local historical societies; others are scattered in remote rooms, closets, attics, basements and vaults.

This session provides guidance on preserving important historical materials with physical (e.g., natural disasters) and electronic perspectives in mind.

Paul Sanderson, Staff Attorney, NH Local Government Center  
Ron O'Keefe, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

### **Retirement Reform – 2011**

Comprehensive changes to the NH Retirement System were adopted during the 2011 legislative session. Come hear knowledgeable speakers provide an overview of the changes and get answers to your related questions.

Kim France, NH Retirement System

Barbara Reid, Government Finance Advisor, NHMA, NH Local Government Center

**Hosted by:** NH Municipal Association

## **Thursday, November 17**

**9:00 a.m.**

### **Building a Successful Committee to Combat Healthcare Costs**

This session is designed to show municipalities and schools how to build a successful Healthcare Cost Containment Committee that uses strategies for effectively engaging employees to become informed healthcare consumers. It highlights the successes of Merrimack School District efforts over the past five years.

Timothy Parsons, MPH, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

### **Cooperative Purchasing and Inter-Local Sharing Agreements**

Increasingly, municipalities are exploring potential cooperative purchasing and sharing agreements with other city, town, school and county governments. This session will review the laws that enable inter-local sharing agreements as well as legal issues to consider before entering into any form of formal or informal agreement. Case studies from New Hampshire and surrounding states will illustrate successful collaborative efforts and inspire discussion.

Chris Porter, Researcher, NHMA, NH Local Government Center

Dennis Delay, Economist, NH Center for Public Policy Studies

David Preece, Executive Director, Southern NH Planning Commission

Jack Munn, Chief Planner, Southern NH Planning Commission

**Hosted by:** NH Local Government Center

### **Court Update**

Municipal law is not only shaped by the legislature but also by the courts. This popular session is your opportunity to learn about court opinions from the past year affecting municipalities. It's especially recommended for municipal managers, elected governing bodies, land use board members and other local officials. The LGC's Legal Services attorneys will highlight cases of interest and field questions.

C. Christine Fillmore, Staff Attorney, NH Local Government Center  
Paul Sanderson, Staff Attorney, NH Local Government Center  
David Connell, Legal Services Counsel, NH Local Government Center

**Hosted by:** NH Local Government Center

### **GASB Statement No. 54: Fund Balance Reporting for Elected Officials**

This session is geared toward elected officials and will review their specific responsibilities under this new pronouncement. Discussion will include the establishment or updating of a fund balance policy.

Sheryl Pratt, CPA, Director, Plodzik & Sanderson, PA  
Stephen Plodzik, PA, Director, Plodzik & Sanderson, PA

**Hosted by:** NH Government Finance Officers Association

### **NH Real Estate: A Market Overview**

This session presents an update on the overall real estate market in New Hampshire. Topics to be discussed include market trends of residential and commercial properties, including an analysis of vacancies and capitalization rates.

David Cornell, Assistant Director, Property Appraisal Division, NH Department of Revenue Administration  
Scott Dickman, Utility Appraiser, Property Appraisal Division, NH Department of Revenue Administration

**Hosted by:** NH Association of Assessing Officials

### **Preparing Performance Pay in the Public Sector**

Performance pay has been a standard compensation practice in the private sector. And interest in moving that practice to the public sector is growing. Come hear from an expert with first-hand experience in the private sector and expertise in organizational leadership/human resources plus a unique perspective on this topic.

Maria Manus Painchaud, Associate Professor, Southern New Hampshire University

**Hosted by:** Association of NH Public Employer Human Resource Administrators

### **Social Media: Risks vs. Rewards for Governmental Organizations**

This session covers strategies for governmental organizations to effectively use social media (such as Facebook, Twitter and blogs) to interactively communicate with constituents while avoiding the various legal pitfalls. Come learn how to comply with RSA 91-A and the First Amendment in this age of new media while avoiding human resources headaches.

Lisa Lee, Director/Shareholder, Ransmeier & Spellman, PC  
Andrew Livernois, Director/Shareholder, Ransmeier & Spellman, PC

**Hosted by:** Municipal and Governmental Law Section of the NH Bar Association

### **Welfare Clients and Mental Health: Flagging and Managing Symptoms and Behaviors**

This presentation focuses on the different diagnoses, symptoms and behaviors of mental health. Resources and responses to help deal with those symptoms and behaviors will be provided.

Susan Mead, MA, Community Educator and Outreach Director, Greater Nashua Mental Health Center

**Hosted by:** NH Local Welfare Administrators Association

### **Workers' Compensation Claims Management: Working Through Common Scenarios**

This session addresses the most common workers' compensation claims along with their causes. It will provide participants with applied loss prevention and claims management strategies by working through practical scenarios.

Kevin Flanagan, MPH, Health and Safety Advisor, NH Local Government Center  
Gary Lavoie, SCLA, General Adjuster - Workers' Compensation, NH Local Government Center

**Hosted by:** NH Local Government Center

## **10:45 a.m.**

### **Challenging Issues Under the Right to Know Law**

This session addresses some of the Right to Know Law's thornier issues like non-public sessions, communications outside a meeting, exemptions from public disclosure and legal counsel consultation. Whether you've faced a few of these issues as a public official, this session's discussion should be thought provoking. (NOTE: This session does not include a general overview of the Right to Know Law; basic familiarity with it is a plus for attendees.)

Cordell Johnston, Government Affairs Counsel, NHMA, NH Local Government Center

**Hosted by:** NH Local Government Center

### **Equalization Software: Streamlining and Modernization**

See a live demonstration of the NH Department of Revenue Administration's (DRA) updated property tax equalization software! It features streamlining plus modernization of existing software and procedures while retaining time-tested methodologies of the equalization process. Web-based, the DRA system enables rolling sales validation and multi-user functionality for municipalities.

Stephan Hamilton, Director, Property Appraisal Division, NH Department of Revenue Administration  
David Salzer, Project Manager, Technology Transfer Center, University of New Hampshire

**Hosted by:** NH Association of Assessing Officials

### **Financing Energy Projects in a Post-ARRA Era**

By improving energy efficiency, local governments and school systems can decrease energy consumption, reduce operating costs and improve cash flow. An innovative ENERGY STAR® financial analysis tool will be demonstrated that will quantify the cost of delaying your municipal or school energy saving project. Attendees will leave with a sound understanding of existing funding mechanisms and resources available to municipalities and school systems that can be used to implement energy cost saving and renewable energy projects.

Tom Rooney, TRC Energy Services  
Bob Barton, Catalyst Financial Group, Inc.

**Hosted by:** NH Local Government Center

### **Fitness and Nutrition by the Book**

Based on the best-selling books *Eat This, Not That!* and *The Culprit & The Cure*, this session will leave you with expert knowledge on how to transform your current lifestyle habits from bad to good to great. As Dr. Steven Aldana, author of *The Culprit & The Cure* notes, "If you gain only a little weight every year, it doesn't take too many years before you become obese."

William Byron, Health and Safety Assistant Manager, NH Local Government Center

**Hosted by:** NH Local Government Center

### **GASB Statement No. 54: Fund Balance Reporting for Bookkeepers and Accountants**

This session focuses on the new fund balance reporting standard and how it will impact governmental fund financial statements. Bookkeepers, accountants and finance directors who will be implementing the standard are encouraged to attend.

Stephen Plodzik, PA, Director, Plodzik & Sanderson, PA  
Sheryl Pratt, CPA, Director, Plodzik & Sanderson, PA

**Hosted by:** NH Government Finance Officers Association

### **Leveraging Broadband to Promote Economic Development: Put Your Ideas into Action**

This session will explore the connection between municipal economic development and the various ways a municipality might use broadband technologies to foster the local economy. Come participate in an interactive discussion and help develop a wish list of potential web-based applications that might be developed to support municipal functions.

David Foote, Director, Communications and Information Technology, UNH Cooperative Extension  
Charlie French, Extension Associate Professor, Community and Economic Development, UNH Cooperative Extension/Department of Natural Resources and the Environment  
Fay Rubin, GRANIT Project Director, UNH Complex Systems Research Center  
Scott Valcourt, Director of Project Management and Consulting Services, UNH Information Technology Department

**Hosted by:** NH Local Government Center

### **Smart Hiring Practices**

This session offers both legal and risk reduction perspectives on hiring practices for local governments, schools and counties. Attendees will gain an appropriate focus on getting the right people on board with the best qualifications plus the importance of building an optimally functioning team.

Wynette DeGroot, Health and Safety Advisor, NH Local Government Center  
C. Christine Fillmore, Staff Attorney, NH Local Government Center

**Hosted by:** NH Local Government Center

### **Statewide Centralized General Assistance Program (NH-GAP)**

Business Data Solutions, in conjunction with the NH Local Welfare Administrators' Association, will demonstrate NH-GAP, the new online system available to New Hampshire municipalities for globally tracking general assistance.

Jim Smith, Business Data Solutions  
George Humphrey, Business Data Solutions

**Hosted by:** NH Local Welfare Administrators Association

### **Successful Safety and Health Management for Schools: Exploring Proactive Approaches**

This session focuses on the key components of a successful risk management program for schools. It also offers strategies for getting risk management buy-in from your organization.

Kevin Flanagan, MPH, Health and Safety Advisor, NH Local Government Center  
Lara Cole, MS, CSR, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**1:30 p.m.**

**Citizen Emergency Response Teams: Responsibilities and Coverage**

Citizen Emergency Response Teams (CERTS) are becoming more popular these days in assisting communities during times of need. This session covers liabilities along with DOs and DON'Ts when using CERTS while promoting this volunteer group within your community.

Domenic DiNatale, Director, NH Citizen Corps  
Ron O'Keefe, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**Free Speech and Local Government Officials**

Concerns over speech arise not just in the context of municipal employees but also in regard to comments by local government officials. This session examines this evolving area of local government law, including overview, analysis and discussion of litigation, and practical approaches to minimizing adverse effects when problems arise.

Daniel Crean, Attorney, Crean Law Office  
Charles Bauer, Gallagher, Callahan and Gartrell

**Hosted by:** NH Municipal Lawyers Association

**Improving the Culture and Climate of Your Schools**

This session focuses on strategies for eliminating negative attitudes within schools. It also covers tactics for encouraging and promoting positive behaviors.

Wynette DeGroot, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**Measuring Your Community's Financial Health**

This session focuses on the measurement of financial health based on financial ratios used by rating agencies and creditors. Measurement guidelines will be provided to assist communities with analyzing their financial health.

Cynthia McNerney, Managing Director, First Southwest Company  
Sheila St. Germain, Executive Director, NH Municipal Bond Bank

**Hosted by:** NH Government Finance Officers Association

### **NH Board of Tax and Land Appeals: An Update**

The NH Board of Tax and Land Appeals consists of three full-time board members appointed by the Supreme Court. Board members will provide an update on hot topics and court legislation related to New Hampshire's assessing community.

Albert Shamash, Attorney, NH Board of Tax and Land Appeals  
Anne M. Stelmach, Clerk, NH Board of Tax and Land Appeals

**Hosted by:** NH Association of Assessing Officials

### **NH Municipal Association Annual Meeting**

This annual meeting of the New Hampshire Municipal Association (NHMA) includes a report on NHMA activities from the past year. In addition, members will vote on candidates for positions on NHMA's Municipal Advocacy Committee and Committee on Government Affairs. (Each NHMA member municipality is entitled to one vote.) The Municipal Advocate of the Year will be recognized during the NHMA Annual Meeting.

**Hosted by:** NH Municipal Association

### **Open for Business: How to Attract Economic Development to Your Community**

The session covers a variety of tactics a community can undertake to attract potential businesses and commercial developers. It focuses on what developers and businesses are looking for plus steps a community needs to take for economic success.

Christine Davis, Business Resource Specialist, NH Department of Economic Development

**Hosted by:** NH Local Government Center

### **Rental/Tenant Assistance and Supportive Services Programs**

This session provides information on various assistance programs offered through the NH Housing Finance Authority. Come learn how these programs can help you fulfill your mission of community service.

Deborah Granfield, Director, Rental Assistance, NH Housing Finance Authority

**Hosted by:** NH Local Welfare Administrators Association

### **Working with the Media to Get Your Message Out**

This panel discussion with members of the NH news media will review the elements of a good news story, including what reporters look for and what they need from you. You'll learn how to develop relationships with your local reporters and how to get your message out quickly and accurately.

Todd Selig, Administrator, Town of Durham  
Jon Greenburg, Executive Editor, NH Public Radio  
Annmarie Timmons, Senior Reporter, Concord Monitor

**Hosted by:** NH Local Government Center

**3:15 p.m.**

**Assessing Standards Board Public Forum**

The Assessing Standards Board traditionally holds this public forum at LGC's Annual Conference. Board members will provide updates to local officials and the public regarding their recent and ongoing work.

**Employee Performance Evaluations: Motivating Staff and Sending the Right Message**

This session focuses on how to effectively use employee evaluations for motivating staff and being assured that you are sending them useful information in the process.

Amy Beaulieu, Member Assistance Program Consultant, Health Resources

**Hosted by:** NH Local Government Center

**Food Source Mapping Project**

The Upper Valley Lake Sunapee Regional Planning Commission is seeking community volunteers interested in being part of the Food Source Mapping Project through the Livable Communities Corps. The project aims to educate municipal leaders about the long-term health benefits of creating mixed-use village centers that accommodate healthy food choices within walking distance of diverse housing and businesses. Come learn how volunteers can become engaged and how communities may also participate to incorporate measures that enable appropriately scaled grocery stores that encourage walkable communities.

Christine Walker, Executive Director, Upper Valley Lake Sunapee Regional Planning Commission

**Hosted by:** NH Association of Regional Planning Commissions

**Grant Budgeting: I Have the Money, Now What Do I Do?**

This session covers the basics of grant budgeting. It includes information on how to write a proposal budget plus steps leading up to proper accounting once grant money has been obtained.

Timothy Parsons, MPH, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**Medical Physicals: Is Your Staff Fit for Duty?**

There's a growing issue in municipal life: staff members are becoming out of shape. This can be critical to provided services, especially emergency ones, and dangerous to the employee. Come learn whether, as our workforce ages, your community should offer or require medical physicals for certain positions and what to do when a doctor tells you a staff member is no longer "fit for duty."

Ron O'Keefe, Health and Safety Advisor, NH Local Government Center

**Hosted by:** NH Local Government Center

**NH Local Welfare Administrators Association Annual Meeting**

NH Local Welfare Administrators Association (NHLWAA) President Robert Mack and NHLWAA Executive Board Members will review the organization's general business and offer updates on significant policies affecting municipal welfare administration.

Robert Mack, Welfare Officer, City of Nashua

**Hosted by:** NH Local Welfare Administrators Association

**Property Tax Collection and Bankruptcy**

The filing of bankruptcy creates an "automatic stay" to prevent creditors from seeking collection of existing obligations from a debtor. This session covers how tax collectors can protect municipal tax liens without running afoul of bankruptcy law.

It also includes a discussion of important recent cases (*Gaff and Doolan*).

David Connell, Legal Services Counsel, NH Local Government Center  
James Raymond, Attorney, Upton & Hatfield, LLP

**Hosted by:** NH Local Government Center

**Use This, Not That: Making the Transition to Green Cleaning**

This session provides an overview of commonly used cleaning products, their potential health hazards and environmental effects. Come learn about available green alternatives, their cost comparability and long-term benefits. A panel of LGC group representatives will share their transition to green cleaning and how to get staff on board with using green products.

Kevin Flanagan, MPH, Health and Safety Advisor, NH Local Government Center  
Peter Johnson, District Facilities Coordinator, Concord School District  
Carol Westinghouse, President, Informed Green Solutions

**Hosted by:** NH Local Government Center