E-12

## ASSOCIATION OF TOWNS

GERALD K. GEIST Executive Director

KIMBERLY A. SPLAIN Deputy Director STATE OF NEW YORK

150 State Street Albany, NY 12207

Telephone Area Code 518 – 465-7933 Fax # 518 – 465-0724 LORI A. MITHEN-DeMASI

Counsel

SARAH B. BRANCATELLA Associate Counsel

KATHLEEN N. HODGDON Associate Counsel

Dear Town Clerk:

## PLEASE READ AT FIRST 2018 TOWN BOARD MEETING Contains Dated Material to be Returned

The 2018 Training School and Annual Meeting of this Association will be held at the Marriott Marquis, New York City, February 18-21, 2018.

This is a <u>training session for town officials</u>. The following is a brief outline of events:

INFORMATIONAL HEARING from 3:00-5:00 p.m., Sunday Afternoon, February 18 – Julliard Complex, 5<sup>th</sup> Floor.

GENERAL OPENING SESSION 8:45 a.m., Monday Morning, February 19 – Broadway Ballroom,  $\boldsymbol{6}^{\text{th}}$  Floor.

GROUP SESSIONS for various categories of town officers and special programs follow the Opening Session as will be set forth in the printed program:

Town Board Members
Building Officials
Planning & Zoning Officials
Town Justices Generally
Town Justices (Advanced, Accredited)\*
Tax Collecting Officers

Fiscal Officers
Public Works & Highway
Town Clerks
Town Court Clerks
Town Attorneys

BREAKFAST WITH THE ASSOCIATION 7:30 a.m., Tuesday Morning, February 20 – Broadway Ballroom, 6<sup>th</sup> Floor.

ANNUAL BUSINESS SESSION (Official Delegates) 8:00 a.m., Wednesday Morning, February 21 – Astor Ballroom, 7<sup>th</sup> Floor.