



LEARN • DEVELOP • **GROW**

Wednesday Oct. 22, 2008 • 8 a.m. - 5:30 p.m.  
Connecticut Convention Center • Hartford

**CCM**  
Convention & Exposition 2008

CCM's  
**Town Hall**  
University



THE VOICE OF LOCAL GOVERNMENT

## LEARN • DEVELOP • GROW at CCM's Town Hall University!

Join more than 1,000 attendees including local government leaders from throughout the state and company representatives providing the best in services to towns and cities, for a full-day of informative workshops, interactive discussions, and networking opportunities.



### General Session

An exciting and entertaining session will address ways to Learn • Develop • Grow.

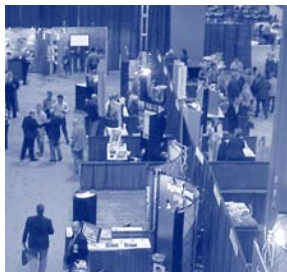
### Workshops

A program of 20 workshops will address broad-ranging topics for every level of municipal government — from department heads, to board & commission members, to elected officials and CEOs.



### Municipal Marketplace

A wide variety of services and products essential to running your municipality will be exhibited at CCM's Municipal Marketplace. With over 145 exhibitors and the addition of the heavy equipment displays, this will be the largest marketplace ever!



### Comcast Cyber Café

CCM is pleased to announce the addition of the Comcast Cyber Café, a relaxing venue in the Municipal Marketplace where attendees and exhibitors can check emails and jump online, all wirelessly!



### Municipal Showcase

#### It's Easy Being Green!

Municipalities are finding creative ways to save money while protecting the environment. Don't miss some of the best and brightest of these initiatives that will be on display at CCM's Municipal Showcase.

### Students

Students from your municipality can attend with you and participate in the sessions geared to these future leaders. What a perfect way to motivate and inspire our leaders of tomorrow!



### Networking

Here's your chance to meet and exchange ideas with municipal leaders from all across Connecticut! Discover how your peers and colleagues are meeting today's challenges. With these excellent connections you are sure to bring back home new ideas to improve the quality of life in your own community.

### Entertainment/Raffles

There will be musical entertainment throughout the day — from the keynote session to the reception. Plus, during the day and at the reception more than 40 exceptional raffle prizes will be awarded to attendees.



## Convention Schedule

**8:00 am**

Registration Begins

**8:00 am - 4 pm**

Municipal Marketplace Open

**8:00 am - 4 pm**

Municipal Showcase Open

**8:40 am**

Raffle Drawing — CCM Booth

**9:00 am - 10:15 am**

General Session — Keynote

**10:15 am - 11:00 am**

Student Discussion Session

**11:00 am - 12:15 pm**

Workshop Semester A

**12:15 pm - 1:45 pm**

Lunch and Visit Municipal Marketplace

**1:15 pm**

Raffle Drawing — CCM Booth

**1:45 pm - 2:30 pm**

Workshop Semester B

**2:30 pm - 3:00 pm**

Visit Municipal Marketplace

**3:00 pm - 4:30 pm**

Workshop Semester C

**4:30 pm - 5:30 pm**

Reception and Entertainment

**5:00 pm**

Grand Prize Raffle Drawing —  
*Must be present to win*



## General Session

The 2008 keynote address will motivate and inspire as we focus on CCM's Town Hall University theme to learn new skills, develop relationships, and grow personally and professionally in our communities. Be sure to attend this informative session!

## Municipal Showcase

### It's Easy Being Green!

The 2008 CCM's Municipal Showcase will feature a diverse array of "going green" initiatives. Stop by to see the creative ways municipalities are saving money while protecting the environment. Big or small, these changes, as simple as establishing town recycling programs, selling re-usable tote bags at the town hall, or using environmentally-friendly cleaning products will be on display. Big initiatives in the "going green" efforts, such as installing solar panels in municipal buildings and schools, will also be represented. Plan on visiting the **It's Easy Being Green!** Municipal Showcase and bring back some great, cost-effective ideas for your community.

## MUNICIPAL MARKETPLACE

(Preliminary list of exhibitors)

### ACCOUNTING & FINANCIAL

- AIG Retirement
- Bank of America
- Blum Shapiro★
- First Southwest Company★
- IBIC LLC
- MBIA Asset Management★
- Milliman, Inc.
- Sovereign Bank
- TD Banknorth★
- UniFund
- Webster Bank N.A.★

### ARCHITECTURAL & ENGINEERING SERVICES

- BL Companies, Inc.
- BETA Group, Inc.★
- CME Associates, Inc.★
- Dewberry★
- Fuss & O'Neill, Inc.★
- LADA, Inc. Land Planners
- Lenard Engineering, Inc.
- Tighe & Bond, Inc.
- URS Corporation
- Vanasse Hangen Brustlin, Inc. (VHB)
- Weston & Sampson
- Woodward & Curran★
- Wright-Pierce★
- WSP - Sells

### CODE COMPLIANCE

- General Code★

### COMMUNICATIONS

- HB Communications

### CONSTRUCTION & PROJECT MANAGEMENT

- Bulk Storage, Inc.
- New England Carpenters Union

### DAMAGE RESTORATION

- JP Maguire Associates★

### EDUCATION

- Connecticut Coalition for Justice in Education Funding
- Connecticut Statewide Citizen Corps Council (CROG)
- CT Technology Transfer Center

### ELECTRICAL

- NorthEast Electrical Distributors

### EMPLOYEE BENEFITS & PENSION CONSULTANTS

- Benecard Services, Inc.
- Hooker & Holcombe Companies★
- ICMA Retirement Corp.★
- Ovation Benefits Group★
- The Segal Company★

### ENERGY SERVICES

- Johnson Controls, Inc.★
- World Energy Solutions

### ENVIRONMENTAL CONSULTING & SERVICES

- Aaron Environmental, LLC
- BL Companies, Inc.★
- CT Dept of Environmental Protection
- GZA GeoEnvironmental Inc.★
- Smiths Detection

### FLEET MANAGEMENT

- Central Auto Auction★

### HEALTH INSURANCE

- Anthem Blue Cross & Blue Shield★
- ConnectiCare, Inc.★
- Delta Dental of New Jersey, Inc.★
- Emergency Medical Group
- UnitedHealthcare★

### HOMELAND SECURITY

- CT Department of Emergency Management & Homeland Security

### HOUSING

- CT Department of Economic and Community Development

### INFORMATION TECHNOLOGY SERVICES

- Applied Geographics
- Cartographic Associates, Inc.★
- Chimenet, Inc.
- Connecticut Computer Service, Inc.
- Digital BackOffice
- ESRI
- GovConnection, Inc.
- InfiNet Business Systems
- Virtual Town Hall

### INSURANCE & RISK MANAGEMENT

- Connecticut Interlocal Risk management Agency (CIRMA)★
- eBenefits Group Northeast★
- The Hartford
- Metrogard
- Midwest Employers Casualty Company
- Travelers
- USI Connecticut

### LAW FIRMS

- Halloran & Sage★
- Jackson, O'Keefe & Phelan
- Rose Kallor, LLP★
- Updike, Kelly & Spellacy, P.C.★

### LEASING

- Municipal Leasing Consultants★

### LIGHTING & DECOR

- HOLOPHANE/AEL/MARTIN

### MAINTENANCE

- Asplundh Tree Expert Co.

### MANUFACTURERS

- Advanced Drainage Systems, Inc.
- AUTOCLEAR
- Concrete Systems, Inc.
- FieldTurf Tarkett
- Franklin Paint

### PARKS & PLAYGROUND EQUIPMENT

- Gametime Playground & Park Equipment
- M.E. O'Brien & Sons, Inc.

### PURCHASING

- State of Connecticut, Department of Administrative Services

### WASTE MANAGEMENT & RECYCLING

- Bristol Resource Recovery Facility Operating Committee (BRRFOC)
- Connecticut Resources Recovery Authority★
- New England Pipe Cleaning Company
- The Anastasio Group★



## CORPORATE SPONSORS

We proudly give a special thanks to these corporate sponsors for their important contributions to the convention:

- **Admins, Inc.**
- **Comcast**
- **Connecticut Clean Energy Fund/Connecticut Innovations**
- **Concentra Medical Centers**
- **Harty Integrated Solutions**
- **Murtha Cullina, LLP**
- **Quality Graphics and Marketing**
- **Rose Kallor, LLP**
- **Siemens Building Technologies**

## Raffle Prizes

Here is just a sample of the exceptional raffle prizes that will be awarded to lucky attendees on convention day:

- State of the art computers
- DVD recorders and portable DVD players
- Flat screen LCD television
- Palm pilots, digital cameras and IPOD music players
- Dinner for two at fine CT restaurants
- Getaways for two to great hotels and resorts in CT and elsewhere
- Tickets for two for exciting concerts and sporting events in CT

## STUDENT DISCUSSION SESSION

10:15 a.m. to 11:00 a.m.

### **Student Representation on Boards and Commissions: Policy Into Practice**

This round table discussion will introduce participants to the concept of student representatives on municipal and school boards and commissions, and provide the opportunity to learn the valuable benefits of incorporating student input as part of the decision making process. The session is facilitated by a board of education member whose school system was one of the first in the state to develop and adopt a policy recognizing the importance of student input in the decision making process of boards of education.

## WORKSHOPS

SEMESTER A: 11:00 a.m. to 12:15 p.m.

**A1**

### **Commissioner's Round Table: Community & Economic Development**

A successful economic development project requires coordination between local governments and their state counterparts. This workshop will provide an open forum for local officials to directly discuss with key state leaders their concerns and questions regarding state-assisted local development projects. Commissioners from DEP, DECD and DOT will be on hand to address issues and strengthen Connecticut's state-local partnership.

**A2**

### **Municipal Law: An Annual Checkup**

*Co-Sponsor: Connecticut Association of Municipal Attorneys (CAMA)*

It is imperative that those charged with upholding the law — local officials — be informed of the most up-to-date court rulings. This workshop will outline the latest municipal law precedents and their impact on the management of local government. Attendees will also discuss recently enacted legislation and regulations, and how they relate to the practice of municipal law. Municipal legal questions of the day will also be addressed throughout the workshop.

## WORKSHOP SEMESTER A:

11:00 a.m. to 12:15 p.m.

### **A3 Volunteer Firefighter & EMS: The 911 on Workers' Compensation Benefits**

*Co-Sponsor: Connecticut Interlocal Risk Management Agency (CIRMA)*

Local volunteer firefighters and Emergency Medical Services (EMS) personnel sacrifice for the safety of their communities. Attendees will learn the latest policies and best practices in ensuring compensation coverage and benefits for volunteer responders. This workshop will provide a comprehensive overview of the workers' compensation system for volunteer officials, detail covered duties versus non-covered duties, and address the most recent updates to these issues. Municipal responsibilities, case law updates, and ground-breaking accident and health policies for volunteer personnel will be discussed.

### **A4 A Call to Serve: Addressing the Next Generation of Local Officials**

Today's youth are tomorrow's leaders. This workshop will provide students with direct insight from both elected and appointed local government officials on their experiences in government and their decisions to enter public service. Attendees will learn firsthand from officials regarding various career paths in municipal government and opportunities students can take advantage of now in fulfilling a call to public service.

### **A5 A Balancing Act: The Financial Impact of Retirement Benefits**

*Co-Sponsor: Connecticut Public Employer Labor Relations Association (CommPELRA)*

A struggling economy challenges all local officials to focus on the bottom-line. Current budget crunches combined with GASB requirements regarding employee benefits illuminate the financial impact these benefits have on local programs and services. This workshop will outline certain options municipal officials have to address this issue and will provide information on negotiating strategies and trends that benefit employees and the municipality.

### **A6 Precious Commodity: Promoting Youth Services Bureaus**

*Co-Sponsor: Connecticut Youth Services Association (CYSA)*

An idle mind is the devil's playground. Learn the benefits and importance of maintaining an active Youth Services Bureau (YSB) in your community and how providing a positive outlet for young children is an important building block for any town or city. This workshop will outline the role of YSBs in municipalities and provide attendees with information and working models on how to successfully operate these programs in urban, suburban, and rural communities.



### **A7 GIS and Public Works Integration — Creative Solutions**

*Co-Sponsor: Connecticut Government Management Information Sciences (GMIS)*

This session focuses on using Geographic Information System (GIS) technology to create a Public Works Information System that supports a range of municipal functions such as engineering, road and street management, parks and recreation, water and wastewater, and traffic management. You will learn how public works and other agencies are successfully integrating GIS solutions to reduce costs and improve service; learn how different technologies, when integrated, can streamline workflows, provide more current and accurate data, and improve customer service; manage assets more effectively and keep a pulse on operations. The latest GIS solutions for data management, field data collection, GPS, and integration with computer-aided design (CAD) systems will also be discussed.



## WORKSHOP SEMESTER B:

1:45 p.m. to 2:30 p.m.

### **B1** Steering the Media Relations Ship: One Message, One Voice

Today's press release is tomorrow's headline. This workshop will inform municipal officials how to maintain a unified and concise message during both planned and unplanned local events. Learn to utilize the media and its various outlets to your community's advantage, and the importance of succinct messaging. Being prepared for what to say, when, and to who can shape the outcomes of an event and inform residents of timely information. Attendees will learn critical staff policies and protocols for media relations.

### **B2** Local Partners: In Order to Maintain a More Perfect Union

*Co-Sponsor: Connecticut Federation of Planning and Zoning Agencies*

Local officials are connected by the shared goal of effectively and efficiently delivering services and programs within their communities. Strengthening this common bond can positively affect town hall public policy and operations. The workshop will address ways to enhance communication and cooperation among local boards and commissions, and general government officials. Attendees will discuss and learn tactics on conflict resolution and how to sustain conducive working relationships that cross political and ideological boundaries.

### **B3** Take "LEED" to High Performance Green Buildings

*Co-Sponsor: Connecticut Interlocal Risk Management Agency (CIRMA)*

If you are concerned about energy conservation and rising prices of heating oil, this innovative workshop may be of interest to you. A comprehensive explanation of a new and innovative insurance product, The Leadership in Energy and Environmental Design (LEED), which provides municipalities an option to repair or reconstruct its buildings after a covered loss with green energy and environmentally-designed construction technology, will be discussed.

### **B4** Citizens in Action: Roundtable Discussions

This Roundtable Discussion Workshop will bring students and government professionals together to explore opportunities in public service, as well as, getting to know more about each other.

### **B5** Attainable Housing Depot: Tools for Success

*Co-Sponsor: HOMEConnecticut*

This workshop will discuss the need for, and means to provide, attainable housing in our state through the HOMEConnecticut campaign. Specific information and examples of successful housing programs in Connecticut will be reviewed and attendees will be equipped with "toolkits" to build successful programs in hometowns across our state.

### **B6** Law & Order: CCM Special Updates Unit

*Co-Sponsor: Connecticut Police Chiefs Association*

The crimes, they are a changing, so stay ahead of the curve. Discuss and learn the latest resources available to local law enforcement and public safety officials — from enhancements to traditional mutual aid agreements, to state-of-the-art information sharing via the Connecticut Intelligence Center. Attendees will interact with local and state leaders on ways to combat evolving crime concerns and improved means of protecting citizens.



**WORKSHOP SEMESTER C:**  
3:00 p.m. to 4:30 p.m.

Note: Certain workshops below provide CEUs through the sponsor and are noted with \*. CCM and the co-sponsor will track and provide the necessary documentation for attendees.

**C1 Retirement Benefits:  
Failure to Plan is Planning to Fail**

*Co-Sponsor: Government Finance Officers Association of Connecticut (GFOA-CT)\**

Local governments are not immune to the affects of an aging workforce. As the number of municipal employees eligible to retire increases, so also do municipal liabilities. This workshop will help towns plan ahead and focus on the importance of creating an OPEB trust account to ensure that both the afforded benefits and the retirees themselves are protected. Attendees will learn how to successfully establish and manage their local OPEB trusts.

**C2 Your Local Asset:  
The Assessor's Office**

*Co-sponsor: Connecticut Association of Assessing Officers (CAAO)*

Understanding the scope and function of the assessor's office is beneficial for all local officials. This workshop will detail how the duties of local assessors within each municipality can impact the operation of other local departments and underscore the value of a working relationship with the assessor's office. This workshop will identify the assessor's overarching influence on town services and provide attendees with an update on statutory changes to assessors' roles and responsibilities.



**C3 Cyber Risk —  
How Safe is Your Information?**

*Co-Sponsor: Connecticut Interlocal Risk Management Agency (CIRMA)*

As municipalities expand the use of the Internet for business transactions, risk increases for potential loss of personal data of employees and constituents. Have you considered your exposure to loss based on unauthorized electronic access and/or use of your municipal data? How secure is your electronic data — employee health care data, employee medical information, tax information, and employee personal data? This workshop will provide a comprehensive overview of Cyber Risk and what you can do to prevent catastrophic loss from this 21st Century emerging risk.

**C4 Turn On, Log In, Speak Out:  
Online Networking**

The face of communication has changed. E-mails have replaced phone calls, blogs have replaced letters, and social networks, such as Facebook and YouTube, have made our world instantaneous and smaller. As a result, local governments must adapt to these networking practices. This workshop will review the impact on municipalities of the reliance of these means of communication. Are these simply just trends or reliable ways to share information? Attendees will discuss the pros and cons and how towns and cities can utilize these networking forums to their advantage.







## WORKSHOP SEMESTER C: 3:00 p.m. to 4:30 p.m.

### **C5** Built to Last: Don't Be Overrun by Ruins

*Co-Sponsor: Connecticut Building Officials Association (CBOA)\**

Some things don't get better with age — and that's where local building inspectors step in. Adequately protecting your municipal infrastructure is not only a public safety priority, but also quality-of-life and cost-saving measure. This workshop will focus on the importance of complying with local building inspection regulations, as well as inform attendees about changes to the State Building Code in relation to local governments. This workshop will also address local issues as they relate to the Energy Code and how efforts to build “green” can impact local inspections.

### **C6** Roundtable: The Election Frontline

Local governments across the country are positioned on the frontlines for the upcoming historic election. This timely forum, led by Lucian Pawluck, Secretary of the State Liaison and CCM Past President, will address critical issues related to new voting technologies and how local officials can overcome various obstacles that may occur during the election process.



### **C7** Building Consensus at the Local Level: Deciding Who's On First

*Co-Sponsor: Connecticut Town and City Management Association (CTCMA)\**

A municipality is only run as well as its leadership. This session will provide town/city managers, as well as mayors, first selectmen, and chief administrative officers, the ability to hone their leadership skills, improve communication, develop professionally, and learn in-depth management practices.



#### **EARLY-BIRD REGISTRATION:**

**Register by September 12 and you will be eligible to win the early-bird raffle prize — a digital camera!**



Note: Certain workshops below provide CEUs through the co-sponsor and are noted with \*. CCM and the co-sponsor will track and provide the necessary documentation for attendees.

## REGISTER EARLY AND SAVE!

The registration fee includes access to all events, speakers, workshops and materials, exhibits, lunch, refreshments, raffles, and parking. Personnel from every municipal department should attend this informative event!



### Early-bird raffle prize:

Register by September 12 and you will be eligible to win the early-bird raffle prize — a digital camera!

FEES	CCM-Member Municipalities	Non-CCM Member Municipalities
<b>Per Municipal Registrant</b>		
Paid by Fri., Sept. 12	<b>\$70*</b>	<b>\$140*</b>
Paid by Fri., Oct. 15	<b>\$90*</b>	<b>\$180*</b>
On-Site Registration	<b>\$120*</b>	<b>\$240*</b>
	*includes parking	
<b>Students</b>	<b>\$50</b>	NA

Full payment must be enclosed with registration form, or if you wish to use your credit card, please fill out both forms on page 19.

For more details, call the CCM Training hotline at 203-498-3018 or you can visit us online at [www.ccm-ct.org/convention](http://www.ccm-ct.org/convention). To ensure your full participation, please notify us of any accommodation necessary for a special need.

**Cancellation Policy:** All cancellations must be in writing and submitted to CCM by October 3, 2008 to receive a full refund. There are NO refunds after October 3, 2008.

## Yes, I want to attend!

Join us for CCM's Annual Convention & Exposition on **Wednesday, October 22, 2008**, at the Connecticut Convention Center in Hartford.

To register, please fill out and return the form below. Pre-registration must be accompanied by full payment.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

City/Town/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Vegetarian Lunch:  Yes  No

### PAYMENT:

Check enclosed (payable to CCM). Return to the address below.

Charge my:  MasterCard  VISA  Discover

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_  
(3 digit code on back of card)

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Signature \_\_\_\_\_

Please make additional copies of these forms as need be.



THE VOICE OF LOCAL GOVERNMENT

CCM Convention & Exposition 2008  
900 Chapel Street, 9th Floor  
New Haven, CT 06510



Connecticut Conference of Municipalities  
900 Chapel Street, 9th Floor  
New Haven, Connecticut 06510-2807

**THE VOICE OF LOCAL GOVERNMENT**

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# CCM's Town Hall University



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