

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Tuesday April 9, 2024

Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT

The meeting was called to order by Mary Huda, Chair at 1:01pm.

Members present: Mary Huda, Chandler Rose, Jennifer Lineaweaver, John Chaponis, Bill Lee (arrived 1:04pm), and Jennifer Gauthier (arrived 1:06pm).

PUBLIC COMMENT:

None.

MINUTES:

Chandler Rose made a motion to waive the reading and accept the minutes from the 3/12/2024 regular meeting and the 3/27/2024 special meeting. The motion was seconded by John Chaponis. The motion carried unanimously.

TREASURER'S REPORT:

Chandler Rose made a motion to waive the reading and accept the Treasurer's report from April 8, 2024. The motion was seconded by John Chaponis. The motion carried unanimously. The balance as of April 5, 2024 was \$76,822.38.

CORRESPONDENCE:

None.

2024 RECERTIFICATIONS:

Chandler Rose made a motion to approve Michele DaSilva CCMA I recertification application. The motion was seconded by Jennifer Lineaweaver. The motion carried unanimously.

Jennifer Gauthier made a motion to deny Douglas Kidd CCMA I recertification application for having too few hours – specifically noting that several of the workshops used were duplicative and could not be counted. Chandler Rose seconded the motion. The motion carried unanimously.

Chandler Rose made a motion to approve Rosalyn Dupuis CCMA I, William Sebastian CCMA I, David Graybosch CCMA II & Elizabeth Paul CCMA II's recertification applications. The motion was seconded by John Chaponis. The motion carried unanimously.

OLD BUSINESS:

CCMA Policy Handbook:

John Chaponis provided an update on the documentation he is compiling to use in updating the CCMA Policy and Procedures.

REGULATION REVIEW:

The subcommittee provided an update on their progress of the sections reviewed so far for the Committee's input. A common document will be on the Google Drive and edits will be made to one singular document for members to review as the changes progress. The next regulations subcommittee meeting is scheduled for May 3, 2024.

CAAO Mentorship Committee Recertification Request:

Jennifer Gauthier made a motion to deny the request presented by the CAAO Mentorship Committee for their Roundtable Forum #2: Administration & Organization, Planning & Budgeting. It was not clear the amount of time that would be spent on assessment or appraisal subject matters and some of the discussion items related to general office functions would not be eligible for credit hours. The motion was seconded by John Chaponis. The motion carried unanimously.

NEW BUSINESS:

CCMA Website:

Mary indicated that she had a meeting with the CCMC Chair and Martin Heft a few weeks ago. Jennifer Gauthier offered to contact the website company (Sloop) that helps with the CCMC website and obtain quotes for creating a CCMA website that is a standalone site – potentially removing it from the OPM and CAAO umbrellas – similar to CCMC.

2024 UCONN Assessor's School:

Registration:

Registration for CCMA classes is set to go live at the latest by April 19th.

Binders:

Jennifer Gauthier made a motion to vacate prior approvals and approve purchasing 792 binders for \$11,311.48. The motion was seconded by Chandler Rose. The motion carried unanimously.

CCMA Class Audit:

Jennifer Gauthier, Bill Lee & John Chaponis volunteered to each audit a class this June.

Student Instructor Assignments:

Tina Corriveau will student teach in CCMA IA.

Paige Walton will student teach in CCMA 2A.

Lead Instructors:

John Chaponis made a motion that the following be Lead Instructors for the 2024 UCONN Assessor School:

Course IA	Pam Deziel
Course IB	Tim Hutvagner
Course 2A	Bill Gaffney
Course 2B	Diane Vitigliano
Course III	Bill O'Brien
Course IV	Paul Hopkins

The motion was seconded by Chandler Rose. The motion carried unanimously.

2024 CAAO Workshops:

Jennifer Gauthier made a motion to deny the 2024 CAAO Workshops because it was an incomplete submission and to notify CAAO that workshops regarding pending litigation would not be approved. The motion was seconded by Bill Lee. The motion carried unanimously.

WAAA Request for Recertification Credit:

Jennifer Gauthier made a motion to approve the WAAA request for four recertification credit hours for their workshop: Cost Approach for Special Use and Retail Space Trends-Life Centers & Mixed Use. The motion was seconded by Chandler Rose. The motion carried unanimously.

OPM Report:

None.

Jennifer Gauthier made a motion to adjourn.

The next regular meeting is scheduled for Tuesday May 14, 2024 at 1:00 pm at the Office of Policy & Management.

Respectfully submitted,

Jennifer Lineaweaver