

**STATE OF CONNECTICUT  
CONNECTICUT REAL ESTATE APPRAISAL COMMISSION  
Minutes of Meeting  
February 13, 2013**

The meeting was called to order by Christopher Italia, Chairman, at 8:34 a.m. in Room-126 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Commission Members Present: Christopher Italia, Chairman (Cert. Gen. App. - 1st District)  
Sean T. Hagearty (Cert. Gen. App. - 2<sup>nd</sup> District)  
Gerald Rasmussen (Cert. Gen. App. – 4<sup>th</sup> District)  
Nicholas J. Tetreault (Cert. Gen. App. - 3<sup>rd</sup> District)

Francis Buckley, Jr. (Cert. Gen. App. - 2<sup>nd</sup> District)  
(Attended meeting by conference call)

Norris Hawkins (Public Member - 1<sup>st</sup> District)  
John Parda (Public Member - 5<sup>th</sup> District)

Commission Members Absent: None

Commission Vacancies: One Public Member

Commission Counsel Present: None

DCP Staff Present: Linda Kieft-Robitaille  
Vicky Bullock  
Robin Washbond

Public Present: None

**Note:** The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax: (860) 713-7230.

**Agency Web site:** [www.ct.gov/dcp](http://www.ct.gov/dcp)    **Division E-Mail:** [DCP.OccupationalProfessional@ct.gov](mailto:DCP.OccupationalProfessional@ct.gov)

## **MINUTES OF PREVIOUS MEETINGS**

It was moved by Commissioner Tetreault, Commissioner Buckley 2<sup>nd</sup>, and the motion carried unanimously to approve the minutes of the January 9, 2013 CT Real Estate Appraisal Commission meeting.

## **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

## **LEGAL**

### **William Henry**

Examiner Linda Kieft-Robitaille reported to the Commission that Mr. Henry has returned to work and has submitted to DCP all the logs and samples that were requested by the Commission. Ms. Kieft-Robitaille also stated that she will review an outstanding complaint against Mr. Henry and report back to the Commission at the next meeting.

### **Garry Brooke**

Examiner Linda Kieft-Robitaille advised the Commission that Mr. Brooke has submitted the list of his FHA appraisals as required and will appear before the Commission at the March 13, 2013 meeting.

## **NEW APPLICANTS**

### **David Brooke, RCR applicant - Review and approval of logs**

It was moved by Commissioner Hagearty, Commissioner Buckley 2<sup>nd</sup>, and the motion carried unanimously to approve the logs.

## **NEW BUSINESS**

### **Supervisor Appraiser/Trainee Appraiser Course**

After discussion, the Commission decided that the *Supervisor Appraiser/Trainee Appraiser Course* be included with the Mandatory Law Course and have a one-hour timeframe.

It was moved by Commissioner Italia, Commissioner Buckley 2<sup>nd</sup>, and the motion carried unanimously to add Mr. James Mansfield to the agenda.

### **James Mansfield – RCG Applicant**

It was moved by Commissioner Italia, Commissioner Tetreault 2<sup>nd</sup>, and the motion carried unanimously that Mr. Mansfield appear before the Commission at the March 13, 2013 meeting and that he must provide a log and five (5) of his most recent commercial appraisals with workfiles. Mr. Mansfield may sit for the licensing exam but must take the 15-hour USPAP course prior to examination.

## **SCHOOL AND COURSE APPLICATIONS**

### **American School of Real Estate Express**

Basic Appraisal Principles (on-line) 30 hrs PL

### **American Society of Farm Managers and Rural Appraisers**

Basic Appraisal Principles (A101) 18 hrs CE

### **Appraisal Institute**

Income Valuation of Small, Mixed-Use Properties 16 hrs PL

Apartment Appraisal: Concepts & Applications 16 hrs PL

General Appraiser Sales Comparison Approach 30 hrs PL

General Appraiser Report Writing and Case Studies 30 hrs PL

Sales Comparison Valuation of Small Mixed-Use Properties 16 hrs PL

Online Analyzing Distressed Real Estate 4 hrs CE

Uniform Appraisal Standards for Federal Land Acquisition 16 hrs CE

General Appraiser Site Valuation & Cost Approach 30 hrs PL

Appraising Condos, Co-Ops & PUDs 7 hrs CE

### **McKissock, LP**

Appraising and Analyzing industrial and Flex Buildings for Mortgage Underwriting (on-line) 7 hrs CE

Introduction to the Uniform Appraisal Dataset (on-line) 2 hrs CE

Appraising and Analyzing Retail Shopping Centers for Mortgage Underwriting (on-line) 7 hrs CE

FHA for Today's Appraiser – Live Webinar 7 hrs CE

### **MASSACHUSETTS BOARD OF REAL ESTATE APPRAISERS**

Appraising Green Residences 7 hrs CE

**It was moved by Commissioner Tetreault, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the above schools/courses as marked.**

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

### **ADJOURN**

It was moved by Commissioner Tetreault, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to adjourn the meeting at 8:55 a.m.

Respectfully submitted,

Robin Washbond  
Commission Secretary

**The next meeting of this Commission is scheduled for Wednesday, March 13, 2013 at 8:30 a.m. – Room 126**