

**CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS
COMMITTEE SPECIAL MEETING**

Thursday, September 9, 2020

Bristol City Hall
111 North Main Street
Bristol, CT 06010

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This meeting was recorded.

The meeting was called to order by Ann Marie Heering, Chair at 1:03 p.m.

Members present: Ann Marie Heering, Mary Huda, Dave Dietsch, Shawna

Baron, Jennifer Gauthier, OPM Rep., Tom DeNoto and Rochelle Lambert, Committee Clerk

Members absent: Lucy Hussman

Public Comments

Ann Marie Heering announced to the committee that she has submitted a request for legal opinion from the OPM Legal department.

Ann Marie Heering also asked Jennifer Gauthier if she could research a CAAO member records when she is at the OPM Hartford office. Jennifer indicated she will be at the Hartford office Tuesday September 15th and will check the office records related to Ann Marie's email request.

Secretary's Report

Shawna Baron made a motion to waive the reading of the August 27th 2020 meeting minutes and approve them as presented. The motion was seconded by Tom DeNoto. The motion passed unanimous.

Treasurer's Report

The presented Treasurer's report indicates a balance of \$3,765.15. Mary Huda made a motion to accept the Treasurer's report as presented. Shawna Baron seconded the motion. The motion passed unanimous.

Recertification

Patrick J. J. Sullivan, packet was reviewed and Mary Huda made a motion to accept and approve the recertification application as presented. David Dietsch seconded the motion. Ann Marie Heering entered discussion regarding the hours submitted for instructor attendance. The motion passed unanimous.

Thomas A. Molloy, packet was reviewed and David Dietsch made a motion to table the application due to lack of application payment receipt. Shawna Baron seconded the motion. Motion to table the item passed unanimous.

New Business

Review Exam Appeals: Darcel Peters previously denied application to take the CCMA I exam was re-reviewed with the CCMA IIB course completion certificate. Shawna Baron made a motion to

approve the application as presented. Mary Huda seconded the motion. Discussion by members followed the motion vetting the original denial as members discussed Sec. 12-40A-10 that follows. Aye votes; Ann Marie Heering, Shawna Baron, Jennifer Gauthier, Mary Huda and Tom DeNoto. Nay vote; David Dietsch. Motion passed.

(Sec. 12-40a-10). Examination application procedure

(a) The Committee shall accept for consideration each complete application to take a comprehensive examination. An application shall be deemed complete if the applicant submits all required supporting documentation and pays the application fee on or prior to the filing deadline. Said deadline shall be four (4) weeks prior to the date on which each such examination is scheduled to be held. (b) The comprehensive examination application fee shall be subject to annual review by the Committee and may be increased or decreased to reflect costs incurred or expected, provided the annual increase shall not exceed ten (10) dollars. In no event shall the application fee exceed fifty (50) dollars. (c) The Committee shall meet, not later than three (3) weeks prior to the date on which a comprehensive examination is scheduled to be held, to consider each complete application to take such examination. The Committee may grant or deny an applicant's request for entrance to such examinations. Each person whose application is approved shall be sent written notification of such approval by the Committee chair, within one (1) week of the adjournment of said meeting. If the Committee determines that an applicant does not meet the necessary criteria for entrance to a comprehensive examination, the Committee chair shall send written notification of such denial to the applicant, within two (2) days of the adjournment of said meeting. Such notice shall be sent by courier service and shall include information as to how the applicant may request a reconsideration of said denial. The Committee shall also return or refund the application fee paid by any applicant whose entrance to take a comprehensive examination is denied. (d) A person whose application to take a comprehensive examination is denied may file a written request for a reconsideration of the Committee's decision. Any such request shall include the reason(s) why the appellant believes he or she should be allowed to take said examination. Such request shall be sent by courier service to the Committee chair, within seven (7) days of the date of the notice of denial. The Committee shall meet within seven (7) days of receiving such request, for the purpose of reconsidering its decision. (e) The Committee may require the appellant to appear at said meeting to answer any pertinent questions or to supply any additional information that may be required, provided he or she shall be given not less than forty-eight (48) hours notice of the requirement to appear. The Committee's decision with regard to any such reconsideration shall be final. The Committee chair shall notify the appellant of such decision in writing, within two (2) days of the adjournment of said meeting. (f) A person who receives a failing grade on a comprehensive examination may be approved by the Committee for entrance to the next such scheduled examination, upon making application therefor. If a failing grade is received on said second examination, such person shall not be approved for entrance to a subsequent comprehensive examination, until he or she can demonstrate that any course(s) as may have been specified by the Committee have been successfully taken or retaken.

(Adopted effective January 1, 1998; Amended July 14, 2016)

CCMA Exam

COVID procedures with regard to social distancing will be followed by all in attendance as determined by the Town of South Windsor administration officials. Examination testing date is Wednesday September 23, 2020 at the South Windsor Town Hall first floor Town Council Chamber. Registration begins at 8:30 am. Section one testing is from 9 am through 11:30 am. Section two testing is from 1 pm through 3:30 pm. Exam proctor guidelines were distributed and discussed along with final preparation plans and assignment of tasks. There are four CCMA I and two CCMA II tests being administered. Mary Huda, Jennifer Gauthier and Tom DeNoto will proctor the examination. Shawna Baron will attend intermittently. Ann Marie Heering will not attend due to a Plainville office staff member participation in the exam. David Dietsch is not available the day of the exam.

The meeting adjourned at 1:42 pm

Respectfully submitted,

