

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE
REGULAR MEETING
Thursday, June 11, 2020
Cass Gilbert Conference Room
Waterbury City Hall
235 Grand Street
Waterbury, CT 06702

Zoom Conference Link: <https://zoom.us/j/92070453193?pwd=djZlT0t5RHVrYlFZV1pJeTEvSG5Cdz09>

Meeting ID: 920 7045 3193

Password: 613183

Dial-in number: 1-929-205-6099 US (New York)

This meeting was recorded.

The meeting was called to order by Ann Marie Heering, Chair at 1:06 p.m.

Members present in person: Ann Marie Heering, Shawna Baron, Dave Dietsch, Mary Huda & Lucy Hussman

Members present via Zoom: Tom DeNoto & Jennifer Gauthier, OPM Rep.

Guest present in person: Rich Seman

Guest present via Zoom: Tim Hutvagner, Diane Vitagliano & Stuart Topliff

PUBLIC DISCUSSION – None

SECRETARY'S REPORT

Tom DeNoto made a motion to approve the minutes of the March 26, March 30, April 9 & May 21, 2020 CCMA Special Meetings. The motion was seconded by Shawna Baron. The motion passed unanimously.

TREASURY REPORT – February through June

The balance as of January 16, 2020 was \$4,262.41. With no deposits and disbursements of \$84.00, the balance as of February 18, 2020 was \$4,178.41. With deposits of \$95.00 and disbursements of \$639.27, the balance as of March 26, 2020 was \$3,634.14. The outstanding return check fee of \$15.00 from October 18, 2019 is reflected in the deposits. With no additional transactions between March 26, 2020 & June 11, 2020 the balance still remains \$3,634.14. Tom DeNoto made a motion to accept the Treasury Report. The motion was seconded by Shawna Baron. The motion passed unanimously.

2020 CCMA RECERTIFICATIONS

CCMA I – 8 Recertification Applicants

Celeste L. Fisher, approved

Diana Glynn, approved

Jody L. Heon, approved

Kevin T. Lonergan, tabled - need signatures on Uniform Requests for Recertification Credits and payment. Mary Huda recused herself from this discussion.

Kathy J. Retter, approved

Faith S. Richmond, approved

Carol Ann Tyler, approved

Simon R. Wake, approved

Shawna Baron made a motion to approve the 7 applicants and table the 1 applicant as listed above for CCMA I Recertification. The motion was seconded by Dave Dietsch. The motion passed with Mary Huda recusing herself.

CCMA II – 7 Recertification Applicants

Thomas J. Caputi, approved

Emily C. Carlone, approved

Pamela K. Deziel, approved

Rochelle M. Lambert, approved

William J. O'Brien, approved

Jessica Sypher, approved

Diane Vitagliano, approved pending receipt of check, we have a copy of the purchase order.

Lucy Hussman made a motion to approve the 7 applicants as listed above for CCMA II Recertification. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

OLD BUSINESS

- a. CCMA Course 2B update – Walter Topliff joined the meeting at 1:45pm

Diane Vitagliano provided an overview of the revised curriculum which was developed to explain the connection between what is taught in the class and how it is applied in the assessors office. It includes explaining the value development on a property record card as well as looking at similarities and differences between the Single Property Appraisal & Mass Appraisal. During the discussion it became apparent that the updated curriculum and subsequent revised course exam would not be ready for the August 2020 class – especially since the Diane Vitagliano & Walter Topliff are not available to teach the course in August.

There was a request that since Diane and Walter are not available to teach in August that they each provide copies of all of their teaching material and the course exam so other instructors can step in to teach the class in August.

Martin Heft joined the meeting at 2:00pm.

Walter Topliff left the meeting at 2:25pm.

Diane Vitagliano left the meeting at 2:50pm.

It was noted that the CCMA Committee should be in possession of all teaching material and exams for all the CCMA Courses and a request for that material will be sent out to all instructors. Tom DeNoto commented that Chris Kelsey was able to convert scanned PDF documents to a Power Point presentation for Tom's CCMA IB Course.

- b. August Assessor's School

The CCMA Committee is trying to do everything possible to hold the CCMA Courses in August since the June Assessors School at UConn was cancelled. We are currently trying to secure locations to hold the classes; some possibilities are South Windsor, Bristol, Middlebury, Rocky Hill and QDS in Waterbury. We need to have 48 students attend to cover the instructor costs and currently 47 are registered plus 8 pending.

There was a discussion about instructors for the August classes. Diane Vitagliano & Walter Topliff are not available to teach Course IIB in August. Rich Seman is available to teach IIB and a second instructor is still needed. An email will be sent out to all Certified Instructors that are not currently committed to

teaching a class to see if there is anyone available and willing to co-teach Course IIB. It was noted that the Education Committee has the ability to issue an Emergency Appointment of an instructor if a Certified Instructor is not available. Angel Johnstone is not available to teach Course IV – Revaluation in August. Steve Juda is available to co-teach with Brian Lastra and Steve has taught a version of the Reval Course in the past.

There was a discussion about a May 19, 2020 email the committee received from Angel Johnstone about developing online CCMA Courses. This will be discussed in more detail at a future meeting and we would like to include the CAAO IT Committee in that discussion.

Dave Dietsch made a motion to approve the recommended dates of August 10-14, 2020 for the CCMA Courses that will be offered at locations to be determined. The motion was seconded by Tom DeNoto. The motion passed unanimously.

Rich Seman left the meeting at 3:35pm.

- c. NRAAO 2022 Scholarship
We will discuss the criteria for this scholarship at a future meeting.
- d. Teaching Adult Students
Mary Huda reported that she has been in touch with the instructors and other organizations involved in this event and that this educational opportunity is currently still planned to be held in November.
- e. October CCMA Exams
There was a discussion about rescheduling the CCMA Exam that is currently scheduled to be held on October 21, 2020. There are predictions that there could be a second wave of COVID-19 cases as we progress into the fall months of 2020 and concern that events will again need to be cancelled. The committee would like to do everything possible to be able to administer the exams this year. Lucy Hussman made a motion to change the CCMA Exam date to September 23, 2020. The motion was seconded by Tom DeNoto. The motion passed with 4 voting in favor and 3 opposed.
Rochelle Lambert will send out a notification that the CCMA Exam date has been changed to September 23, 2020.

NEW BUSINESS

- a. Vision 2020 National User Group Teleconference – May 27 & 28, 2020
Vision did not request approval for any continuing education credits for any of the sessions offered at this conference. It was noted that IAAO is giving 14 credit hours for this conference and we need to make sure those hours are not used for CCMA Recertification.
- b. Correspondence sent to Martin Heft
Martin Heft shared with the CCMA Committee Chairman correspondence that he and Jennifer Gauthier received from John Chaponis, CAAO Ethics Committee Chairman. John has received inquiries about the ethical conduct of the CCMA Committee. There is concern about the spring 2020 CCMA Examinations and whether the regulations permit offering the exam more than once per year. Martin replied that “The members that you have heard from, and yourself as the Ethics Committee Chair, should bring these concerns to the CCMA Committee directly. Their meetings are

posted on our [website](#).” Martin also stated that the interpretation of the regulations would require a legal review. The regulations are as follows: Sec. 12-40a-9. Comprehensive Examinations
(a) The Committee shall annually conduct a comprehensive examination for the CCMA I and CCMA II designations.....

Mary Huda made a motion to request a legal review of Sec. 12-40a-9 of the regulations for clarification on whether the term”shall annually conduct” means only once per year or at least once per year. The motion was seconded by Shawna Baron. The motion passed unanimously.

There is grave concern regarding the accusations that are stated in the letter from John Chaponis and also concern about how he obtained the information that was reported.

Tim Hutvagner left the meeting at 4:35pm.

Tom DeNoto left the meeting at 4:45pm.

It was stated that all future requests for information regarding any CCMA business should be forwarded to the CCMA Committee Chairman.

- c. Marsha Standish suggested we put together a fact sheet about the CCMA Committee – this topic has been tabled for a future meeting

The next Regular Meeting is scheduled for Thursday, July 9, 2020 at 1:00 p.m. and will be held at the Waterbury City Hall.

The meeting adjourned at 5:02 p.m.

Respectfully submitted,

Lucy Hussman