

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday, July 8, 2021

Cass Gilbert Conference Room

Waterbury City Hall

235 Grand St, Waterbury, CT

The meeting was called to order by David Dietsch, Chair at 1:16 p.m.

Members present: David Dietsch, Chairman, John Chaponis (arrived 1:30 p.m.), Jennifer Gauthier, OPM Rep., Mary Huda, Shawna Baron, Tom DeNoto, Chandler Rose & Rochelle Lambert, Clerk

PUBLIC COMMENTS

None.

SECRETARY REPORT

Mary Huda made a motion to waive the reading & approve the minutes from the June 24, 2021 CCMA Regular Meeting. The motion was seconded by Jennifer Gauthier. Discussion followed. Jennifer Gauthier noted that the minutes should read, CCMA Committee member moderators, on page 2. Jennifer Gauthier made a motion to approve the June 24, 2021 minutes as amended above. The motion was seconded by Mary Huda. Jennifer Gauthier, John Chaponis, Mary Huda and Chandler Rose voted in favor. Shawna Baron and Tom DeNoto abstained. Motion carries.

TREASURER'S REPORT

The balance as of July 8, 2021 is \$39,970.13. Tom DeNoto made a motion to approve the Treasurer's report for July 8, 2021. The motion was seconded by Shawna Baron. The motion passed unanimously.

OLD BUSINESS

Google Drive Access – Discussion followed. Shawna will email Committee members the link to the shared CCMA Google Drive.

Payments/credit hours to Instructors/moderators – Discussion followed. Rochelle mailed stipends to the Instructors. IT Committee stipends will be mailed shortly. Refunds to Towns are pending.

Notification to Students – Discussion followed. Rochelle mailed letters and certificates to the students that took classes, with the exception of students who took Class 2B. The Class 2B certificates will be mailed this week. Copies of the letters and certificates have been made and will be filed at OPM.

NEW BUSINESS

Record Retention Schedule – Discussion followed. Tom DeNoto made a motion to approve an Assessor Certification record retention schedule to replicate the retention schedule adopted by the Tax Collector Certification Series, #02-21. The motion was seconded by Shawna Baron. Motion carried unanimously.

Electronic/Virtual meetings – Discussion followed. David Dietsch, Chairman, stated that all future meetings will be held in person as long as there is space available to do so. There is no need to hold meetings virtually, but the Chairman has the ability to call a Virtual Meeting should the need arise.

Meeting minutes – Discussion followed. All draft and approved meeting minutes will be noted and posted on the CCMA website.

Tabled Agenda Items – Discussion followed. Dave will follow up with Committee members on all agenda items that have been tabled for future meetings.

Call for Instructors – Discussion followed. Dave will send an email to the CAAO Education Committee Co-Chairs asking them to send a Call for Instructors email out to the CAAO membership.

2021 CCMA RECERTIFICATIONS

CCMA II – 1 Recertification applicant

Mary Huda, approved

Shawna Baron made a motion to approve the applicant listed above for CCMA II Recertification. The motion was seconded by Jennifer Gauthier. Discussion followed. Shawna Baron, Jennifer Gauthier, Chandler Rose, and Tom DeNoto voted in favor. Mary Huda & John Chaponis abstained. Motion carried.

EXECUTIVE SESSION

Shawna Baron made a motion to go into Executive Session at 2:11 p.m. to review the course exams. The motion was seconded by Tom DeNoto. Motion carried unanimously.

Tom Denoto made a motion to end the Executive Session at 3:40 p.m. The motion was seconded by Jennifer Gauthier. Motion carried unanimously.

David Dietsch made a motion to adjourn the meeting at 3:43 p.m.

The next meeting scheduled will be a special meeting on Tuesday, July 20, 2021 via GoToMeeting at 1:00 p.m.

Respectfully submitted,

Chandler Rose