

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE
REGULAR MEETING
Tuesday, February 18, 2020
1 Central Square
Plainville, CT 06062

The meeting was called to order by Ann Marie Heering, Chair at 1:02 p.m.

Members present: Ann Marie Heering, Shawna Baron, Tom DeNoto, Dave Dietsch, Mary Huda, Lucy Hussman and Jennifer Gauthier, OPM Rep.

Guests present: Mary Gardner, Angel Johnstone & Rich Seman

Is anyone recording this meeting? – No

PUBLIC DISCUSSION – None

SECRETARY'S REPORT

Tom DeNoto made a motion to approve the minutes of the January 16, 2020 CCMA Regular Meeting. The motion was seconded by Mary Huda. The motion passed unanimously.

Tom DeNoto made a motion to approve the minutes of the January 16, 2020 CCMA – CCMC Joint Meeting. The motion was seconded by Dave Dietsch. The motion passed. Ann Marie Heering abstained from voting.

TREASURY REPORT

Mary Huda made a motion to table the treasury report until the next regular meeting. The motion was seconded by Shawna Baron. The motion passed unanimously.

NEW INSTRUCTOR ORIENTATION

Mary Gardner, Angel Johnstone & Rich Seman were in attendance for new instructor orientation in preparation for UConn Assessors School in June. Mary will be teaching CCMA COURSE IA with Pam Deziel, Angel will be teaching CCMA COURSE IV with Brian Lastra and Rich will be teaching CCMA COURSE IIA with Bill Gaffney & Chandler Rose.

There was a discussion about a new policy that has gone into effect regarding instructors never meeting individually with students. There must always be three people present when meeting in the classroom before or after class and in the Rome Hall study room. It was also emphasized that two instructors or an instructor and a proctor should be in the classroom during the exam.

Instructors are encouraged to attend the workshop on Teaching Adult Students that is being held on April 8th & 9th.

Instructors will receive 30 hours of continuing education credits if they co-teach for the entire week and each instructor stays in the classroom the entire week. If they split the classroom hours then each instructor only gets 15 hours.

2019 CCMA RECERTIFICATIONS

Tom DeNoto made a motion to table the CCMA Recertification applications until the next regular meeting. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

OPM REPRESENTATIVE

Jennifer Gauthier reported that Marie Keeney applied for and received a waiver from OPM for CCMA Course IIA.

Fourteen individuals have registered for the CCMA Exam Review that will be held on March 5th & 6th. Jennifer was contacted by Bill O'Brien who is an instructor for CCMA Course III. He thinks it would be helpful to implement a pre-requisite Math Test and Calculator Course to make sure students are prepared for the class. It was also discussed that a standardized workbook would be helpful – similar to the IAAO 102 course curriculum.

Jennifer discussed the possibility of the CCMA Committee sponsoring one day workshops for revaluation personnel to cover the topics of the three approaches to value & revaluation from the assessors perspective. Tom Denoto made a motion to move forward with researching the development these workshops. The motion was seconded by Mary Huda. The motion passed. Jennifer Gauthier abstained from voting.

There was a discussion and clarification about CCMA Recertification hours approved by the Real Estate Appraisal Commission. This is how it is stated in the document – COURSES APPROVED BY CCMA COMMITTEE FOR RECERTIFICATION CREDITS

State of Connecticut Real Estate Appraisal Commission
Department of Consumer Protection

Approved Jan. 6, 2009

<i>7 Hours National USPAP Update Course</i>	<i>7.0 hours</i>
<i>CT Real Estate Appraisal Law with Supervisory and Provisional Appraiser Education</i>	<i>3.0 hours</i>
<i>Courses approved by CREAC</i>	<i>hours vary</i>
<i>Proof of approval <u>must</u> be provided</i>	

OLD BUSINESS

1. Call for Instructors – see minutes from January 16, 2020
2. Teaching Adult Student and the Art of a Powerful Presentation – Everything is all set for the April 8th and 9th workshop.
3. CCMA Course IIB update – The curriculum sub-committee met on Feb. 13, 2020 to discuss the development of revised curriculum for this course. Diane Vitagliano will work with Tim Hutvagner to create a “Mathematics and Statistics Review” quizlet for students to complete before taking the class. Sarah Scacco and Lucy Hussman will work with Diane Vitagliano on developing an overview of how the Market and Cost approaches to value are incorporated into the field card with an understanding of the differences between fee and mass appraisals. Tom DeNoto and Jennifer Gauthier will work with Walter Topliff on tying the Marshall and Swift cost approach into the cost approach in mass appraisal and the field cards. It was emphasized that these curriculum changes need to be implemented at UConn in June 2020.

NEW BUSINESS

1. There was a request that the 10 hour IAAO Self-Study 804 Course – *An Introduction to the Income Approach to Value* be a substitute for CCMA Course III. Jennifer Gauthier made a motion to deny this request. The motion was seconded by Tom DeNoto. The motion passed unanimously. It was noted that IAAO Course 102 or 112 would be acceptable substitutions.
2. NRAAO Request for Recertification Credits - The Northeastern Association of Assessing Officers (NRAAO) and the Association of Municipal Assessors of New Jersey (AMANJ)

requested approval of recertification credits for the educational sessions that are going to be offered at the 2020 NRAAO Annual Conference being held on May 17 – May 20, 2020 at Hard Rock Hotel & Casino in Atlantic City, New Jersey. Tom DeNoto made a motion to approve all sessions being offered except for the Monday, May 18th 1.5 hour New Jersey Membership Meeting with Legal & Legislative Updates. The motion was seconded by Dave Dietsch. The motion passed. The maximum credits available for this conference are 19.5 hours.

3. April Exam – What certification years does April exam cover

There was a discussion about the timing of the 5 year expiration period following the passing of a CCMA Exam. Jennifer Gauthier made a motion that individuals who pass the CCMA Exam in October 2019 and April 2020 will have a CCMA Certification Expiration date of December 31, 2024. The motion was seconded by Shawna Baron. The motion passed unanimously.

4. Rich Semen – Student teaching in CCMA Course IIA at UConn.

Rich will be student teaching at UConn in June and will be in the classroom for the entire week. His tuition will be covered for the week and there was a request to ask CAAO to pay his tuition.

EXECUTIVE SESSION – Review of the April Exam

Tabled until the Special Meeting

The next meeting is a Special Meeting scheduled for Monday, February 24, 2020 at 8:30 a.m. at the Plainville Municipal Center. There also will be another Special Meeting on Monday, March 9, 2020 at 1 p.m. at the Plainville Municipal Center.

The next Regular Meeting is Thursday, March 26, 2020.

The meeting adjourned at 3:33 p.m.

Respectfully submitted,

Lucy Hussman