

CCMC Committee Meeting

Thursday, March 23, 2023, 12:15 PM

In-Person Meeting – Water's Edge Resort

The meeting was called to order at 12:26 PM by Chairman John Rainaldi. In attendance were Committee members David Kluczowski, Lisa Madden, Beth Hamel, Lisa Biagiarelli, Launa Goslee, and Jennifer Gauthier.

The minutes were discussed from the February 22, 2023 Committee Meeting: Lisa M. made a motion to dispense with the reading of the minutes and approve them as amended. Jennifer seconded the motion. The motion was passed unanimously. There are still no December 20, 2022 minutes from that meeting.

David had sent a Treasurers' report in an email prior to this meeting. Through the end of February 2023, we had a balance of \$37,529.50. David spoke briefly about the details of the report and then Launa made a motion to waive the remainder of the reading of the report, and to approve it; this motion was seconded by Beth. It was also noted that we had a bank fee of \$4.50 for processing over 100 transactions within a month. David and Lisa M. are going to research if we should switch the type of bank account we use. The motion was approved unanimously.

John moved on to discuss workshop requests.

1. A tax sale workshop was submitted by Pat Moisiso on behalf of the Northeast Regional Tax Collectors' and Treasurers' Association to be given virtually on April 6, 2023 for 2.5 CEUs. Beth made the motion to discuss, and David seconded. The motion was approved unanimously.
2. A software workshop, QDS, was submitted by Sarah Brusio on behalf of the Litchfield County Tax Collectors' Association to be presented in person in April for 2 CEUs. Launa made the motion to discuss, and John seconded. The motion was approved by Lisa M., John, David and Beth. Launa, Jen and Lisa B. opposed. Motion passed.
3. A workshop was submitted by Lisa Madden on behalf of the CTx and CAAO to be given both in person and virtually on May 9, 2023 at the Aqua Turf for 2.5 CEUs to discuss the implementation of PA 22-74. Beth made the motion to discuss, and Lisa B. seconded. The motion was approved with Lisa M. abstaining.

John moved on to consider four applications for recertification. They were as follows: Stacey S. Emmanuel, Rocky Hill; John M. Rinaldi, Manchester (now Ellington); Louis C. Criscuolo, North Haven; and David M. Kluczowski, Fairfield.

1. Stacey S. Emmanuel, Rocky Hill submitted her application with 55.5 CEU hours. Lisa M. motioned to approve, and Launa seconded. The motion was approved unanimously.
2. John M. Rinaldi, Manchester (now Ellington) submitted his application with 63 CEU hours. Beth motioned to approve, and Jen seconded. The motion was approved with John abstaining.
3. Louis C. Criscuolo, North Haven submitted his application with 50 CEU hours. Lisa B. motioned to approve, and Beth seconded. The motion was approved unanimously.

4. David M. Kluczowski, Fairfield submitted his application with 78.5 CEU hours. John motioned to approve, and Lisa B. seconded. The motion was approved with David abstaining.

John asked for any new or old business.

1. It was discussed to see if the CCMC committee wanted to have our meetings at OPM. Several members mentioned the difficulty of having to go to Hartford when having virtual meetings was much easier on our office staff not having to pick up our not being in the office as well as the travel time it takes to get to Hartford. Jen mentioned that our documents are in a file cabinet, and she is not near them and is worried about the security of these documents. Lisa M. mentioned that she goes to OPM's building at least semi-annually to file away papers so she can check the file cabinet and destroy necessary papers that are past our records retention. The committee believes keeping our virtual schedule for now and meeting in person at OPM a couple of times a year would be sufficient.
2. John had a request from a CT citizen for the CCMC course syllabi. The committee recognizes that our material is subject to FOI but is uncomfortable sharing course material without a citizen taking the actual course. We decided to have John reach out to every instructor and write a short summary of what is included in the course material and give that to any FOI request.
3. Beth and Launa are still working on and update to the course evaluation.
4. The date of the crash course has been changed to November 16, 2023 and the location is still pending until Berlin is contacted to secure that date.
5. Have an electronic version of our exams was briefly discussed with no real decisions made as there is a lot that has to go into this type of change.

There was no further business. Lisa M. made a motion to adjourn at 1:22 PM; Jen seconded. The motion was approved unanimously.

Respectfully submitted by Launa M. Goslee, Secretary