

CCMC Committee Meeting, Tuesday, November 15, 2022, 2:00 PM
E-Meeting via Gotomeeting.com

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/227722725>

You can also dial in using your phone: +1 (571) 317-3122

Access Code: 227-722-725

The meeting was called to order at 2:04 pm by Chairman John Rainaldi. Attending online were Beth Hamel; Dave Kluczwski; Lisa Madden; Jennifer Gauthier; and Lisa Biagiarelli. There were two guests in attendance: Wanda Cardozo and Patricia Moisio.

The Committee was asked to review, discuss, and approve three sets of minutes that had been provided to the membership prior to the meeting: minutes from October 4, 2022; October 20, 2022 and November 10, 2022. Lisa Biagiarelli made a motion to approve the October 4 minutes; Beth seconded and all were in favor. Lisa Madden made a motion to approve the October 20 minutes; Dave seconded and all were in favor. Beth made a motion to approve the November 10 minutes; John seconded. There was discussion concerning the wording of the pending approval of applicants for the final and it was suggested to clarify that the approval was granted pending successful completion of the CCMC courses. Beth amended her motion to reflect this and all were in favor of approving the amended minutes.

Lisa Biagiarelli made a motion to approve the treasurer's report that had been disseminated prior to the meeting; Lisa Madden seconded. There was some discussion and it was noted the balance as of October 31, 2022 was \$38,808.01. Jennifer asked for clarification on the mileage reimbursement amount and Dave explained that the IRS rate had increased. The motion to approve the treasurer's report passed.

John introduced New Business and noted that Wanda and Patricia (Pat) were in attendance to provide public comment. Wanda said she and Pat were in attendance to discuss approval of workshops that had been offered at the Northeast Regional conference held earlier this year. She questioned why a 1 hour cybersecurity workshop offered at Northeast was not approved for CCMC credits while a similar 2 hour workshop offered a month later at Fairfield County had been approved. John explained that the original discussion of this workshop is reflected in the minutes of that meeting when it was first introduced and that the committee felt the offering was not sufficiently specific enough to pertain only to tax collection or work in a tax collector's office. The distinction was made because the Northeast workshop appeared to be more generic. Pat Moisio said cybersecurity is going to be similar regardless of what department you work in; a lot of the warnings are going to be the same. Lisa Madden said she had reviewed the handout for the Northeast session and that nowhere in the presentation was the word "tax" mentioned. Lisa Biagiarelli said she communicated with the presenter for two months prior to the event and had worked with him on what topics the workshop should cover to ensure it was on point. She felt the Northeast was receiving disparate treatment from the Committee because she had presented the workshop for approval and was also a member of the Committee, and that the Committee was applying the rules more strictly with her requests so as not to appear to show favoritism to a Committee member's requests.

John disputed that the Committee's actions were resulting in disparate treatment. Jennifer said Lisa should not be discouraged from presenting future workshops to the Committee. Jennifer asked Wanda and Pat to verify that the workshop in question was pertaining to tax collectors; Wanda and Pat affirmed that it was. Jennifer made a motion to approve the 1.0 hour workshop that had been previously denied and tabled; Beth seconded. Dave said he was going to vote to approve the workshop because it was given to an audience of tax collectors; it was safe to assume with a room full of tax collectors the

questions and answers were going to be focused on tax collection. John said it appeared that we were going to have to review these workshops on a case by case basis going forward. Lisa Madden said this was our fourth Committee discussion about this particular workshop and that the Committee should adopt a procedure or policy to limit the number of comebacks or reviews that workshops were going to receive. A vote was called and the motion to approve the workshop carried 6 – 0 . Wanda and Pat thanked the Committee for its consideration and left the meeting at 2:29 pm.

The next workshop approval to be considered was a request from Heather Smeriglio on behalf of Fairfield County for a 1.5 hour workshop on bank branch payment processing during the collection cycle, presented on December 7, 2022 by a panel of Fairfield County tax collection and bank personnel. Lisa Biagiarelli explained some of the details of the presentation since she and her office do this and are involved. Lisa Madden made a motion to approve the workshop; Beth seconded. All were in favor.

The next workshop was a request from Pat Crisco on behalf of New Haven County for a 2.0 hour workshop to be held December 15, 2022 on Effective Communication with the Elderly. The workshop is being presented by Lisa Biagiarelli and a comprehensive powerpoint was included as backup. Beth made a motion to approve; Lisa Madden seconded. All were in favor.

Next was a workshop that had been held on October 20, 2022 on Tax Lien Assignments, presented by William Donlin to Hartford County and submitted for consideration by Peter Juczyczynski. Dave made a motion to approve; Lisa Madden seconded. There was clarification that the workshop was for 1.5 hours not 2 hours. All were in favor.

Next was a request from Carrie Zahner for a workshop on workplace stress resiliency and a workshop on local government response to COVID 19. Both were offered by CIRMA and each was one hour. There was insufficient backup and no formal request submitted and John made a motion to table pending receipt of an actual submission by the applicant. Lisa Biagiarelli seconded the motion and all were in favor of tabling the request.

There was a question concerning the Fairfield County cybersecurity workshop that had been approved for 2 hours. Cathleen Neblett raised a question of whether it was approved for 2 or for 3 hours. John will reach out to Cathleen to try to clarify what the issue is.

The last workshop to be considered was a reconsideration of a request for a one hour workshop on freedom of information that had been taken by Scott Antonson. Lisa Madden made a motion to deny; Jennifer seconded. Additional information on the content had been supplied but Lisa said she felt the workshop was for all town employees and was too generic. There was discussion and a vote was called. Lisa Madden, Jennifer, Lisa Biagiarelli, Beth and Dave voted to deny; John voted against the motion and voted to approve the workshop. The motion to deny passed.

There was a question concerning the list of workshops shown on the website of the CCMC Committee and the issue of whether some of the older offerings were still being counted even though they might not have been sufficiently related to tax collection. It was suggested that the online list should include dates and should specify that while the workshop might have been approved during 2020 or 2021 it would not be approved going forward. John said we would need to come up with some procedure to deal with this issue. Jennifer said maybe we could try to work on this in advance of our next meeting on December 8, 2022. Lisa Madden said she already had the information and it had already been done. Lisa Madden suggested that going forward the list should specify that applicants for recertification submitted after Jan. 1, 2023 would not be able to use those previously questionable offerings. This issue was not resolved and left for further discussion.

John noted there was one workshop submitted very close to the meeting date from Lisa Bibbiani for an April 2023 Middlesex County meeting / workshop on refunds, taught by Melanie Yanus, retired Clinton tax collector. This was to be a two hour session. It was noted Melanie is a former CCMC committee chairman and member and a former CCMC instructor. Lisa Biagiarelli made a motion to approve and Beth seconded. There was some discussion. Dave noted there have been recent statutory changes regarding tax refunds. The Committee would want to ensure that Melanie was aware of the recent statutory changes and that she would be teaching in conformity with the statutes. It was noted that there is ample time between now and April 2023 to ascertain this. Lisa Biagiarelli withdrew her original motion and made a motion to table the request, pending verification with Middlesex County; Beth seconded. John will reach out to the county and / or to Melanie and ask for additional information about this course offering. All were in favor of the motion to table, pending John's communication with the county.

The next agenda item was review of recertification applications. There were seven applicants and all had their paperwork in order. The seven applicants are: Teresa Babon of Southington, 65.5 hours; Laurie Berard of Cromwell, 63.5 hours; Kimberly Bechard of Ellington, 72 hours; Brenden McDonough of Greenwich, 62 hours; Natalie Ellston, Canterbury, 60.5 hours; Lee Muscatello Matterazzo, Middletown, 55 hours; and Carrie Zahner, Coventry, 50 hours. John made a motion to approve all seven applicants for recertification; Lisa Madden seconded. All were in favor.

John called for a discussion of any new business the Committee wanted to discuss. Jennifer asked about the 2023 Calendar and noted that she needed to post it to the website in advance of the first of the year. John said we had discussed the calendar at the last meeting and that it was in the meeting packet. It was noted we were still undecided about the April 2023 roadshow because the date scheduled conflicted with school vacation. Beth was looking into changing the date. The location is Salisbury and it has to be on a Wednesday. Beth will check further and report back. John will send the calendar to the Committee again.

John noted that he is leaving the employ of the town of Manchester and taking a position in Ellington. He will be working part time in both towns for December but will be full time in Ellington in January 2023. He will no longer be working in the collector's field and said he is cognizant of what that might mean to the CCMC Committee. He wanted to ensure that everyone was aware of the change and that he was aware that some might question having an assessor as the chair of the CCMC Committee. It was noted that the regulations for Committee membership do not require work in a tax collector's office.

Lisa Madden said our next meeting on December 8 should include some discussion of our preliminary budget for 2023 and that our December 20 meeting should include finalization of charges, costs and fees to be implemented in 2023. She noted that CTx has instituted a new committee called the Historical Committee. She is a member, and feels this Committee will be helpful to both CTx and to the CCMC Committee. The first meeting of the Historical Committee will be online on December 29 at 1 pm.

There are two Committee members proctoring the universal class exam retake on December 16 – Beth and Dave. There is one person from Course 1 retaking that exam. There are 13 people taking the comprehensive final examination on December 1 and Lisa Madden and Dave are proctoring that exam.

Jennifer said she was not aware of any new applicants to fill the vacancy on the CCMC Committee.

At 3:26 pm Jennifer left the meeting.

At 3:26 pm, Lisa Biagiarelli made a motion to enter executive session for the purpose of discussing the comprehensive final examination. Beth seconded. The motion passed unanimously, 5 – 0.

At 4:10 pm, the Committee came out of executive session, and the meeting was adjourned by acclamation.

Respectfully submitted by Lisa Biagiarelli, Secretary