

**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
**CONNECTICUT REAL ESTATE APPRAISAL COMMISSION**  
**SEPTEMBER 2004 MINUTES**

165 CAPITOL AVENUE  
HARTFORD, CONNECTICUT 06106

The Connecticut Real Estate Appraisal Commission met on Wednesday, September 8, 2004 at 8:30 a.m. in Room 126 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

Commissioners Present: Christopher A. Italia (Cert. Gen. App. – 1<sup>st</sup> District), Chairman  
Francis Buckley, Jr. (Cert. Gen. App. – 2<sup>nd</sup> District)  
Howard L. Luppi (Public Member – 3<sup>rd</sup> District)  
Gerald V. Rasmussen (Cert. Gen. App. – 4<sup>th</sup> District)  
Nicholas J. Tetreault (Cert. Res. App. – 3<sup>th</sup> District)

Commissioners Absent: Russell Hunter (Public Member – 5<sup>th</sup> District)

Commission Vacancies: Certified Residential Appraiser – 2<sup>nd</sup> District  
Public Member – 3<sup>rd</sup> District

DCP Staff Present: Laureen Rubino, License & Applications Specialist  
Elisa Nahas, Principle Attorney  
Timothy Keefe, Real Estate Appraisal Examiner  
Edward McMahon, Real Estate Appraisal Examiner  
Judith R. Booth, Commission Secretary

Assistant AG: None

Guest(s): Jim Kyle  
Sean Hagearty

Note: The administrative functions of this Commission are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, please contact Director Richard M. Hurlburt at (860) 713-6135.

**The next meeting is scheduled for Wednesday, October 13, 2004 at 8:30 a.m. in Room 126.**

## **MINUTES**

The Real Estate Appraisal Commission approved the Minutes of July 14, 2004.

**A motion was made by Commissioner Gerald Rasmussen to approve the Minutes of July 14, 2004. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

## **CORRESPONDENCE**

**The following correspondences were reviewed by the Commission. No questions or comments were noted.**

1. August 2004 USPAP Q & A
2. ASB's July 15, 2004 newsletter entitled, "First Exposure Draft" on proposed revisions to USPAP relating to the Scope of Work Project
3. ASB's June 15, 2004 newsletter entitled, "Summary of Actions"
4. AARO's "Tentative agenda for DC Conference"
5. AF's August 12, 2004 email on "ASB Addresses Scope of Work and Departure"

## **PENDING LEGAL MATTERS**

**(\* ) This symbol indicates an item that was not on the agenda but was discussed and ruled on in the meeting.**

### **Elisa Nahas, Esq.**

1. Update on status of proposed regulation changes.

**DCP Attorney Elisa Nahas reported to the Commission that the Regulations were again denied on Tuesday, August 24, 2004 but she expects that they will be approved in the following month.**

### **Cases**

None

### **COMPLAINTS**

#### **Edward McMahon**

None

**Tim Keefe**

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2004-466

**A motion was made by Commissioner Gerald Rasmussen to close this matter with no action. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

\*2004-67130

**A motion was made by Commissioner Francis Buckley, Jr., to close this matter with no action. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

\*2004-1980

**A motion was made by Commissioner Francis Buckley, Jr., to close this matter with no action. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

**REQUESTED BY THE COMMISSION TO APPEAR**

None

**REQUESTED TO APPEAR BEFORE THE COMMISSION**

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None

**DISCUSSION**

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1. Proposed legislation for 2005.

**DCP Attorney Elisa Nahas believed that this agenda item was meant for the DCP Legislative Liaison Victoria Ramirez, who was out of the office today; however, she advised the Commission that any legislation they wished to change may still be done, especially those items pointed out during the federal audit, which was to revise the language in the regulations from "approved instructor" to "certified instructor" and to add "two years" to take the examination.**

2. August 22, 2004 report from Examiner Tim Keefe on a "7 Hour On-line USPAP Module by McKissock for the 2002-2004 Renewal Cycle".

**Examiner Timothy Keefe presented a brief overview of his report concerning his audit of the On-line 7 Hour USPAP module offered by McKissock, and requested the Commission to consider granting continuing education credit for conducting this audit. He was seeking 3 credits towards appraisal law, and 6 crossover credits he obtained from successfully completing and/or auditing continuing education courses for real estate.**

**The Commission asked if Examiner Keefe received his Certificate of Completion for each of these courses to which he responded, "No."**

**The Commission requested that this matter is tabled until the Certificate of Completion can be obtained. The Commission further recommended that Examiner Keefe reveal to the education provider up front that he is an auditor for the State of Connecticut; that he intends to seek credit for auditing their course; and that Examiner Keefe obtain, prior to auditing a class, an approval letter or a letter of permission from the provider that they understand after the audit is conducted he will seek continuing education credit and that he was not required to pay for the course.**

#### **REQUESTS FOR CONTINUING EDUCATION CREDIT**

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1. Michael G. Moriarty

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 7 hours of credit. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

2. Roger S. Palmer

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 7 hours of credit. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

3. Shelby Jackson, III

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 14 hours of credit. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

4. Mario J. Panagrosso, Jr.

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 14 hours of credit. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

5. William F. Day

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 7 hours of credit. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

6. Bill Napoletano

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 18 hours of credit and that he must complete an additional 10 hours. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

7. Ann Cameron

**A motion was made by Commissioner Francis Buckley, Jr., to approve this request for 18 hours of credit and that he must complete an additional 10 hours. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

#### **REQUEST FOR EXTENSIONS, REQUEST TO HOLD OR REQUEST FOR SPECIAL CONSIDERATION**

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1. David Yum, RSP.575 (Extension Request)

**A motion was made by Commissioner Francis Buckley, Jr., to grant the extension of Mr. Yum's Provisional license to October 19, 2004, and if his Certified Residential application is not submitted on or before this date he cannot work. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

2. Sarah Otte, RSP.564 (Extension Request)

**A motion was made by Commissioner Gerald Rasmussen to grant the extension of Ms Otte's Provisional license to April 30, 2005. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

3. David Wall, RSP.571 (Extension Request)

**This item was addressed by Chairman Christopher Italia in August and therefore did not need to be reviewed further.**

4. Gary Ciriello, RSP. 925 (Request to hold and/or "stop the clock")

*Mr. Ciriello informed the Commission in his August 11, 2004 letter that he is placing his Provisional license, RSP.925, on hold beginning August 14, 2004.*

**No action by the Commission was required.**

- \*5. Rebecca Leeds, RSP.580, (Extension Request)

**After review, the Commission agreed that no action was needed concerning this request and that Laureen Rubino contact Ms Leeds to inform her of today's discussion**

**Note: Commissioner Gerald Rasmussen recused himself from this matter.**

- \*6. Sharon Saucier, RSP.1232 , (Request to temporarily hold an/or "stop the clock")

**A motion was made by Commissioner Francis Buckley, Jr., to grant this request to stop the clock on Ms Saucier's Provisional license as July 15, 2004. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

#### **REQUEST TO RENDER LICENSE INACTIVE**

None

#### **REQUEST FOR WAIVER**

None

#### **PSI SPECIAL ACCOMMODATION REQUESTS**

None

#### **EXTENSION OF ELIGIBILITY**

None

#### **FORMAL HEARING**

None

#### **NEW BUSINESS**

1. Laureen Rubino asked how the Commission felt about USPAP courses being submitted and offered by real estate schools?

**The Commission responded that they did not mind.**

2. Chairman Italia asked Laureen Rubino to inquire how the state justifies and allows state employees to perform job assignments for appraisal without being state-licensed, especially since appraisers are federally regulated.

#### **OLD BUSINESS**

None

## **PREVIOUSLY SUBMITTED APPLICATIONS**

1. Robert J. McMahon

Background: Mr. McMahon is applying for a Cert. Gen. license, but his Provisional license had lapsed beyond 4 years. Upon review of his application on August 18, 2004, Chairman Italia had concerns to which Mr. McMahon responded by submitting two letters for the Commission's review today.

**A motion was made by Commissioner Nicholas Tetreault that Mr. McMahon reapply as a Cert. Gen. and that he needs to take the examination. The motion was seconded by Commissioner Howard Luppi. The motion carried unanimously.**

## **CHRO APPLICATIONS**

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1. Prescott Turner of West Haven, CT, applying for a Provisional license

**A motion was made by Commissioner Gerald Rasmussen to table this application subject to the submission of a probation letter. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

2. Daniel A. Villacis of Stamford, CT, applying for a Provisional license

**A motion was made by Commissioner Gerald Rasmussen to approve this application and that Mr. Villacis have his sponsor submit a quarterly report spanning a 12 month period. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

## **PREVIOUSLY LICENSED**

1. Steven Juda of Ellington, CT, requesting the reinstatement of his Cert. Gen. license

**A motion was made by Commissioner Francis Buckley, Jr., to reinstate this license subject to the filing of an application plus successful completion of a 3 hour Real Estate Appraisal Law class. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

## **CERTIFIED APPLICATIONS OF AUGUST 18, 2004 REVIEWED BY CHAIRMAN ITALIA WHICH REQUIRED A VOTE TODAY**

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**A motion was made by Commissioner Nicholas Tetreault to follow the state's recommendations as indicated on items 1-17. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

1. John Alexa of Old Saybrook, applied for Cert. Gen. license  
Recommendation: Approval

2. Lawrence Becker of Lakeville, MA, applied for Cert. Res. license  
Recommendation: Approval
3. Christopher Bianco of Meriden, CT, applied for Cert. Res. license  
Recommendation: Denial  
Reason: Missing 30 hours of classroom and sample appraisals not signed  
As of today, 9/8: Complied with the State's request and submitted the necessary information.  
Recommendation: Approval
4. Michael Colburn of Huntington, CT, applied for Cert. Res. license  
Recommendation: Tabled  
Reason: Needs 2 yr min, which is up on August 26, 2004, and needs a new log
5. Aaron Coneen of New York, NY, applied for Cert. Gen. license  
Recommendation: Approval
6. Patrick Coyle of Southington, CT, applied for a Cert. Res. license  
Recommendation: Denial  
Reason: Submission of the original, white RE Law certificate for 138 hours, and the submission of a log spanning 2 years
7. Sarah Chase of Spencer, MA, applied for a Cert. Res. license  
Recommendation: Approval
8. Joan Goodmaster of Wallingford, CT, applied for a Cert. Res. license  
Recommendation: Approval pending RSP file review  
As of today, 9/8: Examiner Ed McMahon cannot find Ms Goodmaster's file  
Recommendation: Approval
9. Mark Hamilton of Cornwall, CT, applied for a Cert. Res. license  
Recommendation: Approval
10. Michael Koseski of Milford, CT, applied for a Cert. Res. license  
Recommendation: Tabled  
Reason: Unsigned sample appraisals  
As of today, 9/8: Complied with the State's request and submitted the necessary information.  
Recommendation: Approval
11. Armand Liguori of Stamford, CT, applied for a Cert. Res. license  
Recommendation: Approval
12. Robert Morra of Bolton, CT, applied for a Cert. Res. license  
Recommendation: Tabled  
Reason: Course credits not found on transcript provided for the Appraisal I, Appraisal II and the Real Estate Finance classes, an estimated total of 139 hours
13. Steven Newkirk of West Warwick, RI, applied for a Cert. Res. license  
Recommendation: Approval
14. Antonia Rosa of Ludlow, MA, applied for a Cert. Res. license  
Recommendation: Approval
15. Kevin Trahan of New Bedford, MA, applied for a Cert. Res. license  
Recommendation: Approval



16. David Wall of Milford, CT, applied for a Cert. Res. license  
Recommendation: Approval
17. James Wotherspoon of Old Saybrook, CT, applied for a Cert. Res. license  
Recommendation: Denial  
Reason: Needs mandatory course
- \*18. Kenneth Groh of North Grovesnordale, CT, applied for a Cert. Res. license  
Recommendation: Approval

**A motion was made by Commissioner Nicholas Tetreault to approve this application. The motion was seconded by Commissioner Howard Luppi. The motion carried unanimously.**

**APPLICATIONS FOR STATE CERTIFIED RESIDENTIAL/GENERAL APPRAISERS (Reciprocal/Non-Resident/Out of State License)**

1. Thomas M. Mullin of Brookline, MA, applying for Cert. Gen. Appraisal (Reciprocal)  
Recommendation: Approval

**A motion was made by Commissioner Francis Buckley, Jr., to approve this application. The motion was seconded by Commissioner Howard Luppi. The motion carried unanimously.**

**APPLICATIONS FOR STATE CERTIFIED RESIDENTIAL OR STATE CERTIFIED GENERAL APPRAISERS**

None

**PROVISIONAL APPLICATIONS OF AUGUST 18, 2004 REVIEWED BY CHAIRMAN ITALIA WHICH REQUIRED A VOTE TODAY**

**A motion was made by Commissioner Nicholas Tetreault to approval items 1-8, 10-13 and item 9 was denied. Commissioner Francis Buckley, Jr., seconded the motion. The motion carried unanimously.**

1. Sidney Almeida of Danbury, CT  
Recommendation: Approval
2. Robert Bryant, Jr., of West Haven, CT  
Recommendation: Approval
3. Gregory Burr of East Haven, CT  
Recommendation: Approval
4. Donald Carlson of Coventry, RI (Reciprocal)  
Recommendation: Approval
5. Jack H. Edwards of Milford, CT  
Recommendation: Approval
6. Marianne Engengro of Hamden, CT  
Concern by Examiner: 20 year old Appraisal I course  
Discussion/Outcome: Course is still valid  
Recommendation: Approval

7. Rachel Gottmeier of New Britain, CT  
Recommendation: Approval
8. John Hunt of Simsbury, CT  
Recommendation: Approval
9. Joshua Koladis of Hartford, CT  
Concern by Examiner: Elective Course Credit  
Discussion/Outcome: Needs 60 hours of education  
Recommendation: Denial
10. Justin McGuire of Plainville, CT  
Recommendation: Approval
11. Susan Pecoraro of North Branford, CT  
Recommendation: Approval
12. Matthew Sielken of Oakland Gardens, NY (Reciprocal)  
Recommendation: Approval
13. Mark Thompson of Cheshire, CT  
Recommendation: Approval

#### **PROVISIONAL APPLICATIONS**

**(\*)** This symbol indicates an item that was not on the agenda but was discussed and ruled on in the meeting.

1. Robyn-Anne B. Bova – Stamford, CT  
Missing 3 References, Courses Good

**A motion was made by Commissioner Nicholas Tetreault to approve this application subject to the submission of 3 references. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

2. Monique J. Boykin – Bridgeport, CT  
Missing application fee, Courses Good

**A motion was made by Commissioner Francis Buckley, Jr., to approve this application subject to the submission of the application fee. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

3. Roland Collazo – Stamford, CT  
Used incorrect application form, Courses Good

**The Commission tabled this matter. No motion was made to this effect.**

4. Douglas C. Curtis Jr. – Darien, CT  
Complete

**A motion was made by Commissioner Nicholas Tetreault to approve this application. The motion was seconded by Commissioner Howard Luppi. The motion carried unanimously.**

5. Lisa DeJesus – Bridgeport, CT  
New York Reciprocal, Missing Consent Letter

**A motion was made by Commissioner Francis Buckley, Jr., to approve this application subject to the submission of a consent letter. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

6. John M. Hunt – Simsbury, CT  
Nothing in file to review

**The Commission tabled this matter. No motion was made to this effect.**

7. Dawn M. Kelly – Colchester, CT  
Complete

**A motion was made by Commissioner Nicholas Tetreault to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

8. Joshua S. Koladis – Hartford, CT  
Resubmit from August, Needs equivalent course credit

**Commissioner Nicholas Tetreault made a motion to deny this application, because 30 hours is needed along with course descriptions for the Real Estate Finance 230 and the Principle and Practices courses. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

9. Bryan K. Munger – Stamford, CT  
Complete

**A motion was made by Commissioner Howard Luppi to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

10. Carolyn A. O'Brien – New Milford, CT  
Complete

**A motion was made by Commissioner Howard Luppi to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

11. Fransisco Paulo – Newington, CT  
Complete

**A motion was made by Commissioner Howard Luppi to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

12. Dana R. Richardson – Monroe, CT  
Complete

**A motion was made by Commissioner Howard Luppi to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

13. Richard B. Williams – Scarsdale, NY  
Reciprocal from NY, Complete

**A motion was made by Commissioner Howard Luppi to approve this application. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

### **CONNECTICUT REAL ESTATE APPRAISER TEST DATES**

PSI Summary Reports from August 1, 2004 to August 31, 2004.

**The Commission reviewed the Real Estate Appraisal examination results for the month of August. No questions or comments were noted.**

### **CE AUDIT REPORT**

1. Richard G. Trusz

**A motion was made by Commissioner Francis Buckley, Jr., to deny the request for nine hours of continuing education credit based on the course material. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried with one dissent. (Approved the motion: Buckley, Luppi, Tetreault. Opposed the motion: Rasmussen)**

2. Peter Gilbertie

**A motion was made by Commissioner Francis Buckley, Jr., to deny the request for nine hours of continuing education credit based on the course material. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried with one dissent. (Approved the motion: Buckley, Luppi, Tetreault. Opposed the motion: Rasmussen)**

### **COURSE SUBMISSIONS OF AUGUST 18, 2004 REVIEWED BY CHAIRMAN ITALIA WHICH REQUIRED A VOTE TODAY**

**Commissioner Nicholas Tetreault made a motion to approve, table or deny the following course submissions based on the recommendations below. The motion was seconded by Commissioner Francis Buckley, Jr. The motion carried unanimously.**

### **AMERICAN SOCIETY OF FARM MANAGERS & RURAL APPRAISERS**

#### ***(Continuing Education)***

“Cost Estimating”  
Recommendation: Approval

8 Hours

## **APPRAISAL ACADEMY**

### ***(Continuing Education)***

"Manufactured Home Appraising (On-line)" Recommendation: Approval	7 Hours
"Limiting Appraiser Liability Exposure (On-line)" Recommendation: Approval	7 Hours
"Fundamentals of Small Business Valuation (On-line)" Recommendation: Denial	7 Hours
"Tough Residential Appraisal Assignment (On-line)" Recommendation: Tabled Reason: Requested additional information on course description	4 Hours

## **DEARBORN REAL ESTATE EDUCATION (DEVELOPER/RESELLER – NOT A PROVIDER)**

### ***(Continuing Education)***

"Real Estate Finance Today" Recommendation: Approval	6 Hours
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## **UCONN**

### ***(Continuing Education)***

"Connecticut Real Estate Law and Fair Housing" Recommendation: Approval	3 Hours
"7-Hour National USPAP Course" Recommendation : Approval	7 Hours
"How to do a Title Search" Recommendation: Approval	3 Hours
"Advanced Title Search" Recommendation: Approval	3 Hours
"Roads & Rows (Non-Possessory Rights)" Recommendation: Approval	3 Hours
"How Appraisers Become Expert Witnesses" Recommendation: Approval	3 Hours
"Introduction to Commercial Real Estate Valuation" Recommendation: Approval	3 Hours
"Mandatory CT Appraisal Law Update" Recommendation: Denial Reason: Provider submitted outdated material	3 Hours
"Real Estate Law" Recommendation: Approval	36 Hours

## **MIDDLESEX SHORELINE REAL ESTATE SCHOOL**

**(Continuing Education)**

"Communicating the Appraisal Report" 15 Hours  
Recommendation: Approval

**(Pre-licensing Education)**

"Communicating the Appraisal Report" 15 Hours  
Recommendation: Approval

**SCHOOL AND COURSE APPLICATIONS FOR SEPTEMBER 2004**

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**Commissioner Francis Buckley, Jr., made a motion to approve, table or deny the following course submissions. The motion was seconded by Commissioner Gerald Rasmussen. The motion carried unanimously.**

**APPRAISAL ACADEMY**

**(Continuing Education)**

"Tough Residential Appraisal Assignment (On-line)" Denied 4 Hours

**APPRAISAL INSTITUTE**

**(Continuing Education)**

"Cost Approach to Commercial Appraising" (On-line) Approved 7 Hours

**DEARBORN REAL ESTATE EDUCATION (RESELLER/DEVELOPER – NOT A PROVIDER)**

**(Continuing Education)**

"Real Estate and Taxes" Approved 7 Hours  
for content only

**MIDD-SHORE REAL ESTATE SCHOOL**

**(Continuing Education)**

"The Inspection Process" Approved 3 Hours

**UNIVERSITY OF CONNECTICUT**

**(Continuing Education)**

"Appraisal I"	Approved	36 Hours
"Appraisal II"	Approved	36 Hours
"15 Hour National USPAP	Approved	15 Hours
"Mandatory CT Appraisal Law Update	Approved	3 Hours

**ADJOURNMENT**

**There being no further business, a motion was made by Commissioner Francis Buckley, Jr. to adjourn today's proceedings. The motion was seconded by Commissioner Nicholas Tetreault. The motion carried unanimously.**

**The meeting adjourned at 11:00 a.m.**

Respectfully submitted,

Judith R. Booth, Commission Secretary