

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

SPECIAL HYBRID MEETING

Thursday, September 28, 2023

Office of Policy & Management
Conference Room 4A
450 Capital Avenue
Hartford, CT & Virtual via Microsoft Teams
Meeting I.D. 28593045907 Pass code: eGG9id

The meeting was called to order by Dave Dietsch, Chair at 1:02 p.m.

Members present in person: Dave Dietsch, Jennifer Gauthier, OPM Rep., Shawna Baron & Tom DeNoto (arrived 1:05 p.m.)

Members present virtually: Mary Huda, Chandler Rose, & Rochelle Lambert, Clerk (arrived at 1:05 p.m.)

Members absent: John Chaponis

Guests present: Martin Heft, OPM Undersecretary

The meeting was recorded.

REVIEW CCMA EXAM APPLICATION APPEALS

Jill Coolbeth:

Mary Huda made a motion to deny the above applicants appeal. The motion was seconded by Chandler Rose. Discussion followed. The motion carried unanimously.

Dave addressed the Committee regarding two applicants who did not receive notification that they had been denied to take the exam due to an incorrect email address and mailing address being used and notice not being sent within the time frame noted in the procedures. Dave added that both applicants have now been notified in writing of the denial. Discussion followed with the Committee determining that any applicants that were not notified in a timely manner, per the procedures, will be given an extension to file an appeal, if they so decide to, with the Committee. The Board will review any appeals that are received on Thursday, October 5, 2023.

DISCUSSION REGARDING CCMA EXAMINATION – ATTENDEES & PROCTORS

Jennifer Gauthier will put together instructions and directions for the exam and distribute to all approved exam applicants. The exams will be corrected the following day. Mary will post all CCMA meeting dates on the CAAO calendar. Jennifer Gauthier, Mary Huda, Shawna Baron, John Chaponis, Tom DeNoto & Rochelle Lambert will be proctoring the exam.

EXECUTIVE SESSION TO COLLATE & PREPARE CCMA EXAMINATIONS

Shawna Baron made a motion to enter into executive session to collate & prepare CCMA examinations at 1:32 p.m. The motion was seconded by Tom DeNoto. The motion carried unanimously.

Jennifer Gauthier made a motion to exit executive session at 2:16 p.m. The motion was seconded by Shawna Baron. The motion carried unanimously.

Jennifer Gauthier made a motion to adjourn at 2:24 p.m.

The next special meeting is scheduled for Thursday, October 5, 2023 at 3:00 p.m., at the Berlin Community Center.

Respectfully submitted,

Chandler Rose