

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday, January 12, 2023

Office of Policy & Management
450 Capitol Avenue, Conference Room 3A
Hartford, Connecticut

The meeting was called to order by David Dietsch, Chairman at 1:05 p.m.

The meeting was recorded by Tom DeNoto.

Members present: David Dietsch, Shawna Baron, Mary Huda, Chandler Rose, John Chaponis, Tom DeNoto, & Rochelle Lambert, Clerk

Guests present: Martin Heft, OPM Undersecretary

PUBLIC COMMENTS:

None.

SECRETARY'S REPORT:

John Chaponis made a motion to amend the minutes from the December 12, 2022 regular meeting as discussed and approve. The motion was seconded by Tom DeNoto. Shawna Baron, Mary Huda, John Chaponis & Tom DeNoto voted in favor. Chandler Rose abstained. Motion carries.

TREASURER'S REPORT:

Chandler Rose made a motion to both waive the reading of, and approve, the Treasurer's Report as presented. The motion was seconded by Shawna Baron. Shawna Baron, Chandler Rose, Tom DeNoto, & Mary Huda voted in favor. John Chaponis abstained. Motion carries.

Current balance on hand as of December 8, 2022 \$46,640.34.

CORRESPONDENCES:

Chair David Dietsch read a correspondence from Mary Gardner regarding stipends for road show classes held in 2022. Discussion followed. The Committee determined that the increased stipend is for road show classes being offered in 2023 and forward.

Martin Heft read a correspondence from OPM regarding bifurcating CAAO & CCMA for educational offerings. OPM correspondence attached.

ROAD SHOW UPDATE:

John Chaponis provided an update of the status of the Class 2A road class currently being offered. The class is sold out and currently has an 8 person waiting list.

David Dietsch provided an update of the Revaluation Class that was going to be offered this spring. It has been determined that the class cannot be offered in the spring and the Committee will be revisiting this again after Assessor's school in June.

2022 RECERTIFICATIONS:

Tom DeNoto made a motion to approve Damon Braasch's recertification application. The motion was seconded by John Chaponis. Discussion followed. It was determined that the motion did not include "CCMAII" recertification application. Tom DeNoto amended his motion to include "CCMAII" recertification application. The amended motion was seconded by John Chaponis. The motion carried unanimously.

Mary Huda made a motion to approve Adriana Hedwell's CCMA II recertification application. The motion was seconded by Tom DeNoto. Chandler Rose, Mary Huda, John Chaponis & Tom DeNoto voted in favor. Shawna Baron abstained. Motion carries.

Tom DeNoto made a motion to approve Karen Williams CCMA I recertification application. The motion was seconded by Mary Huda. Mary Huda, Tom DeNoto, Chandler Rose & John Chaponis voted in favor. Shawna Baron abstained. Motion carries.

The Committee reviewed the list of remaining CCMA designees who were required to reapply by December 31, 2022 and determined that no notification needed to be sent to a CCMA designee who is an active Assessor in a municipality.

UCONN:

John Chaponis made a motion to approve the following class instructors (see below) for the 2023 Assessor's School held at UCONN. The motion was seconded by Tom DeNoto. Discussion followed. Tom DeNoto requested testing scores for questions on the CCMA exams specifically for Class 1B. Shawna Baron will follow up with that information at a later meeting. Shawna Baron, John Chaponis, Mary Huda, & Tom DeNoto voted in favor. Chandler Rose abstained. Motion carries.

2023 Class Instructors for Assessor's School at UCONN:

Class 1A – Pam Deziel, Lead Instructor & Stuart Topliff

Class 1B – Brian Smith, Lead Instructor & Tim Hutvagner

Class 2A – Bill Gaffney, Lead Instructor & Chandler Rose

Class 2B – Diane Vitigliano, Lead Instructor & Mary Gardner

Class 3 – Bill O'Brien, Lead Instructor & Rochelle Lambert

Class 4 – Brian Lastra, Lead Instructor & Melissa Baer

Discussion was held regarding the meeting scheduled with representatives from UCONN & Graduate Hotel in February.

Tom DeNoto made a motion to adjourn at 2:26 p.m.

The next regular meeting is scheduled for Thursday, February 9, 2023 at 1:00 p.m. at the Office of Policy & Management building, Hartford, CT.

Respectfully submitted,

Chandler Rose



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT Intergovernmental Policy and Planning Division

January 11, 2023

Dave:

During our last CCMA Meeting, there was some discussion about the potential for bifurcating the CCMA Courses from the CAAO Workshops at UConn Assessor's School. You asked that I review and seek input from the Office of Policy and Management (OPM).

The Intergovernmental Policy and Planning Division (IGPP) reviewed the relevant Connecticut State Statutes and Regulations of the State of Connecticut. The information was not reviewed with any legal counsel.

Even though the members of the CCMA are appointed by the Secretary, the Committee's power is independent of OPM. IGPP offers the following information for your review at your next meeting. Undersecretary Martin Heft will be available for any elaboration needed.

Legislative background:

- Pursuant to [Section 12-40a](#) of the Connecticut General Statutes (CGS) amended by [Public Act 22-122](#), the CCMA Committee's purpose is "establishing a program and procedures for the training, examination and certification of assessment personnel". The legislation also outlines three specific responsibilities.

Sec. 12-40a. Committee for training, examination and certification of assessment personnel. Fees. Certification by Secretary of the Office of Policy and Management. (a) There shall be a committee for the purpose of establishing a program and procedures for the training, examination and certification of assessment personnel, appointed by the Secretary of the Office of Policy and Management and consisting of seven members, six of whom shall serve without pay and shall be appointed initially as follows: Two members for two-year terms; two members for four-year terms; and two members for six-year terms. No less than one member shall be from a municipality with a population over fifty thousand, and no less than one member shall be from a municipality with a population under five thousand. The seventh member shall be an employee of the Office of Policy and Management, who shall have demonstrated competence in Connecticut assessment practices. The Secretary of the Office of Policy and Management shall thereafter appoint two members every two years for six-year terms. Each member of the committee, other than the representative from the Office of Policy and Management, shall,

on and after July 1, 1984, be a person certified pursuant to subsection (b) of this section and shall have demonstrated competence in Connecticut assessment practices. Each member of the committee, other than the representative from the Office of Policy and Management, appointed on or after July 1, 1984, shall be employed by a municipality in the state in a position relating to the assessment of property for the purposes of the property tax. Any member of the committee who ceases to be an employee of the Office of Policy and Management, or to be certified pursuant to subsection (b) of this section, as the case may be, shall cease to be a member of the committee and the secretary shall appoint a replacement to fill the remainder of the term. Said committee shall (1) elect its own chairman, (2) adopt regulations, in accordance with the provisions of chapter 54, for the training, fees and examination of assessment personnel, including, but not limited to, standards for the certification and recertification of assessors, and (3) on or after May 27, 2022, amend such regulations to ensure that such training and examination is readily available online or at various locations throughout this state. Such regulations may include requirements for any type of training or experience, or combination thereof, the committee deems appropriate.

- Subsections (d) and (e) of [Section 12-40a-7](#) of the Regulations of the State of Connecticut state:

(d) Each course in the prescribed education program shall consist of at least thirty (30) hours of instruction. Each such course shall be conducted annually at a time and location determined by the Committee. Course application procedures, class schedules, minimum student enrollment requirements and registration fees shall be determined by the Committee.

(e) Each course registration fee shall be subject to annual review, and may be increased or decreased to reflect costs, financial assistance or other types of subsidies incurred or expected. Such fee shall be payable ten (10) days prior to the date on which a course's first class session is scheduled to be held. Except in the event of the cancellation of said course, such fee shall not thereafter be refunded.

- Subsections (f) of [Section 12-40a-7](#) of the Regulations of the State of Connecticut is the only reference to CAAO:

(f) Instructors for each course shall be approved by the Committee. No person shall be approved as an instructor unless he or she has been certified by the Education Committee of the Connecticut Association of Assessing Officers, Inc., or any successor thereto.

Potential options for consideration:

- The CCMA Committee completely oversees all of the aspects of the education components and works independently to plan, staff, organize and execute the educational offerings.
- The CCMA Committee outsources all of those pieces to another entity (i.e.: CAAO, vendor) and maintain only the oversight of the education programs.
- The CCMA Committee enter a Memorandum of Understanding (MOU) with an entity for specific responsibilities. This could include any details of the

process from registration to sharing the cost of meals, parking, room accommodations, etc.

Please reach out if you have any additional questions or if I can assist further.



Jennifer L. Gauthier, CCMA II
Municipal Assessment Professional

C: Martin Heft, Undersecretary