

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

SPECIAL MEETING

Thursday, November 9, 2023

Office of Policy & Management
Conference Room 4A
450 Capital Avenue
Hartford, CT

The meeting was called to order by David Dietsch, Chair at 1:03 p.m.

Members present: David Dietsch, John Chaponis (arrived 1:05 p.m.), Jennifer Gauthier, OPM Rep., Mary Huda, Shawna Baron, Chandler Rose, Tom DeNoto & Rochelle Lambert, Clerk (arrived at 1:14 p.m.)

Guests present: Martin Heft, OPM Undersecretary, Jennifer Lineaweaver & Bill Lee

The meeting was recorded by Tom DeNoto.

WELCOME TO NEW MEMBERS

Martin Heft, OPM Undersecretary welcomed the Committee's two new members, Jennifer Lineaweaver & Bill Lee. He also thanked outgoing members David Dietsch, Chairman, & Shawna Baron, Vice Chairman for their years of service to the Committee.

SECRETARY'S REPORT

John Chaponis made a motion to waive the reading & accept the minutes from the September 14, 2023 special meeting. The motion was seconded by Tom DeNoto. Dave Dietsch, John Chaponis, Jennifer Gauthier, Mary Huda, Chandler Rose & Tom DeNoto voted in favor. Shawna Baron abstained. The motion carried. John Chaponis made a motion to waive the reading & accept the minutes from the September 21, 2023 special meeting. The motion was seconded by Jennifer Gauthier. The motion carried unanimously. John Chaponis made a motion to waive the reading & accept the minutes from the September 28, 2023 special hybrid meeting. The motion was seconded by Jennifer Gauthier. Dave Dietsch, Jennifer Gauthier, Shawna Baron, Mary Huda, Tom DeNoto & Chandler Rose voted in favor. John Chaponis abstained. Motion carries. John Chaponis made a motion to waive the reading & accept the minutes from the October 5, 2023 special meeting. The motion was seconded by Jennifer Gauthier. Dave Dietsch, John Chaponis, Chandler Rose, Mary Huda, Tom DeNoto & Jennifer Gauthier voted in

favor. Shawna Baron abstained. Motion carried. John Chaponis made a motion to waive the reading & approve the October 11, 2023 examination minutes. The motion was seconded by Mary Huda. John Chaponis, Mary Huda, Jennifer Gauthier, Shawna Baron & Tom DeNoto voted in favor. Dave Dietsch & Chandler Rose abstained. Motion carried. John Chaponis made a motion to waive the reading & approve the minutes from the October 12, 2023 special meeting. The motion was seconded by Tom DeNoto. The motion carried unanimously.

TREASURY REPORT

John Chaponis made a motion to approve the May 11, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$43,654.04. The motion carried unanimously. John Chaponis made a motion to approve the July 13, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$41,186.24. The motion carried unanimously. John Chaponis made a motion to approve the June 15, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$39,724.24. The motion carried unanimously. John Chaponis made a motion to approve the August 10, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$49,527.38. The motion carried unanimously. John Chaponis made a motion to approve the September 14, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$54,221.38. The motion carried unanimously. John Chaponis made a motion to approve the October 12, 2023 Treasurer Report. The motion was seconded by Tom DeNoto. Balance \$49,515.38. The motion carried unanimously. David Dietsch made a motion to approve the November 9, 2023 Treasurer Report. The motion was seconded by John Chaponis. Balance \$49,278.83. David Dietsch, John Chaponis, Chandler Rose, Tom DeNoto, Shawna Baron & Jennifer Gauthier voted in favor. Mary Huda abstained. The motion carried.

Current balance as of November 9, 2023 is \$49,278.83.

Instructors for Class 1A road show will be issued their stipends next week; deposits for class will be made next week as well. Mary Huda, Chandler Rose, & David Dietsch will be meeting to transfer the signer of the Committees account to Mary & Chandler.

OPM REPORT

Jennifer Gauthier reported that the CCMA pins were not distributed to the new CCMA designees at the Fall Meeting. Mary Huda will draft a congratulatory letter to the new designees and mail pins to them with the letter. Jennifer updated the Committee on the records retention policy for documentation that is currently filed. Item was tabled for a future meeting to discuss further.

RECERTIFICATIONS

CCMA I:

Chandler Rose made a motion to approve Mary Ellen Hall's, CCMA I recertification application. The motion was seconded by Tom DeNoto. David Dietsch, Shawna Baron, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Mary Huda made a motion to approve Tracy Rummel's CCMA I recertification application. The motion was seconded by Chandler Rose. David Dietsch, Shawna Baron, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

CCMA II:

Tom DeNoto made a motion to approve Melissa Baer's, CCMA II recertification application. The motion was seconded by Shawna Baron. David Dietsch, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Jennifer Gauthier made a motion to approve Fauna Eller's, CCMA II recertification application. The motion was seconded by Chandler Rose. The motion carried unanimously.

Mary Huda made a motion to approve Justin Feldman's, CCMA II recertification application. The motion was seconded by Chandler Rose. David Dietsch, Shawna Baron, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Shawna Baron made a motion to approve John Ford's, CCMA II recertification application. The motion was seconded by Tom DeNoto. David Dietsch, Shawna Baron, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Tom DeNoto made a motion to approve Lucy Hussman's, CCMA II recertification application. The motion was seconded by Jennifer Gauthier. The motion carried unanimously.

Tom DeNoto made a motion to approve Ali Karimi's, CCMA II recertification application. The motion was seconded by Shawna Baron. David Dietsch, Shawna Baron, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier & Mary Huda abstained. Motion carried.

Tom DeNoto made a motion to approve Vincentia Midodzi's, CCMAII recertification application. The motion was seconded by Shawna Baron. David Dietsch, Shawna Baron, John Chaponis, Mary Huda, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Ross Murray – Tabled.

Mary Huda made a motion to approve Amanda Ritsick's, CCMAII recertification application. The motion was seconded by Shawna Baron. David Dietsch, Shawna Baron, Mary Huda, John Chaponis, Chandler Rose & Tom DeNoto voted in favor. Jennifer Gauthier abstained. Motion carried.

Chandler Rose made a motion to approve Angela Sanchez's, CCMAII recertification application. The motion was seconded by Jennifer Gauthier. The motion carried unanimously.

SPA CE CREDIT REQUEST

Chandler Rose made a motion to approve 8 hours of CE hours for the 2023 SPA Annual Seminar being held on November 10 & 11, 2023. David Dietsch, Mary Huda, Chandler Rose, John Chaponis, Jennifer Gauthier, & Tom DeNoto voted in favor. Shawna Baron voted not in favor. Motion carried.

OLD BUSINESS:

UCONN RECAP

John Chaponis updated the Committee on the 2023 Assessor's School CCMA classes. He reported that UCONN refunded the Committee \$10,755.62. He included that after the accounting had been done for school the Committee broke even. He recommended that there should be an increase to tuition for 2024 Assessor's School, \$550 for Class 1A, includes CAAO Handbook & \$500 for the rest of the classes. John updated the Committee on the class binders and having the State seal embossed on the cover of the binder. Jennifer Gauthier made a motion to authorize John Chaponis to order binders, up to a price of \$13.00 per binder, for students enrolling in future classes. The motion was seconded by Mary Huda. The motion carried unanimously.

NEW BUSINESS

2024 CLERK

John Chaponis recommended that the Clerk's job description should be expanded to include additional duties. Item was tabled to the December meeting for further discussion. Shawna Baron was invited to the December meeting to discuss Clerk position with her.

2024 MEETING SCHEDULE

Jennifer Gauthier reported that she is currently working on the 2024 meeting schedule calendar. The Committee decided to hold regular meetings on the 3rd Tuesday of the month at 9:00 a.m., with a site to be determined. The CCMA Exam will be held on Wednesday, October 16, 2024 at OPM. Jennifer will present the revised calendar to the Committee at the December regular meeting.

DECEMBER MEETING DATE

The next regular meeting date will be December 14, 2023 at 1:00 p.m. at OPM.

Jennifer Gauthier made a motion to adjourn at 3:01 p.m.

The next regular meeting is scheduled for Thursday, December 14, 2023 at 1:00 p.m., at the Office of Policy & Management, Conference Room 4A.

Respectfully submitted,

Chandler Rose