

# **CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE**

## **SPECIAL MEETING**

Thursday, December 14, 2023

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

The meeting was called to order by Mary Huda, Chair at 1:00 p.m.

Members present: Mary Huda, Chandler Rose, John Chaponis, Tom DeNoto, Bill Lee & Jennifer Lineaweaver, Rochelle Lambert, Clerk (arrived at 2:22 p.m.)

Members absent: Jennifer Gauthier, OPM Representative

Guests present: Mary Gardner, CAAO President, Bill Gaffney, Class 2A Lead Instructor, Bill O'Brien, Class 3 Lead Instructor, Pam Deziel, Class 1A Lead Instructor, Diane Vitigliano, Class 2B Lead Instructor (arrived at 1:06 p.m.) & Shawna Baron

The meeting was recorded by Tom DeNoto.

### **PUBLIC COMMENT:**

None.

### **NEW BUSINESS:**

#### **CAAO Leadership and Course Instructors requested meeting re: 2023 CCMA exam:**

Tom DeNoto made a motion to move agenda item 7a, under new business to agenda item 3. Chandler Rose seconded the motion. The motion carried unanimously.

Mary Gardner presented statistics on the pass rate for previous CCMA examinations. Lead Instructors requested to have meetings with the CCMA Committee to go over the exam questions. Bill O'Brien provided the Committee with documents from various organizations on how they review their examinations. The Lead Instructors offered several options that the CCMA Committee could offer prior to the exam being taken. The CCMA Committee took the various suggestions under advisement & will discuss them at a later meeting. Mary Huda thanked CAAO Leadership & Lead Instructors for bringing their ideas to the Committee.

### MINUTES:

John Chaponis made a motion waive the reading of the minutes from the November 9, 2023 special meeting. The motion was seconded by Jennifer Lineaweaver. The motion carried unanimously. John Chaponis made a motion to accept the minutes from the November 9, 2023 special meeting. The motion was seconded by Jennifer Lineaweaver. The motion carried unanimously.

### TREASURER REPORT:

The Treasurer's report was tabled. The Committee requested a year end final Treasurer's report for the December meeting. Ending treasury balance as of December 14, 2023 is \$56,703.82.

### CORRESPONDENCE:

Mary Huda reported that she had received a couple of emails regarding CCMA classes. Mary also reported that she will be discussing the certification guidelines with the CAAO Mentorship Committee at their next Committee meeting.

### RECERTIFICATIONS:

#### CCMA I:

Chandler Rose made a motion to approve Connie Peterson's, CCMA I recertification application. The motion was seconded by Jennifer Lineaweaver. The motion carried unanimously.

#### CCMA II:

Jennifer Lineaweaver made a motion to approve Ross Murray's, CCMA II recertification application. The motion was seconded by Tom DeNoto. The motion carried unanimously.

Tom DeNoto made a motion to approve David Stannard's, CCMA II recertification application. The motion was seconded by Bill Lee. The motion carried unanimously.

### NEW BUSINESS:

#### Preliminary discussion of instructors for June 2024 Assessor School:

Brian Lastra submitted his resignation as an instructor to the Committee. Brian was the Lead Instructor of the Revaluation Class. The class was also taught by Paul Hopkins. Discussion followed. Mary Huda will contact Melissa Baer to see if she would be interested in being a co-Instructor of the Revaluation Class and report back to the Committee after speaking with her.

The Committee tabled the rest of the class assignments for the 2024 Assessor School to the January meeting.

OLD BUSINESS:

John Chaponis made a motion to add agenda item 8f to discuss finalization of 2023 Assessors School to Old Business. The motion was seconded by Chandler Rose. The motion carried unanimously.

Committee Clerk appointment for January 2024 – description of duties:

Mary Huda distributed to the Committee a draft copy of the Committee Clerk duties. Discussion followed on duties and salary for the Committee Clerk. John Chaponis made a motion to appoint Shawna Baron as Committee Clerk, effective January 2, 2024, with all existing job requirements and to also include all examination duties at an annual stipend of \$6,000 per year. The motion was seconded by Chandler Rose. The motion carried unanimously. The Committee tabled the additional duties for the Clerk for a future meeting.

Wrap up of items from current CCMA Clerk:

Rochelle Lambert provided the Committee with an update of all the items that she has left as Committee Clerk. Rochelle will contact the bank to update them with Shawna's contact information. The Committee thanked Rochelle for her years of service, dedication and hard work for the Committee. Rochelle will submit a year end Treasurer's report for the next meeting.

Retention and request for disposal of records to State Librarian:

Item tabled for next regularly scheduled meeting.

2024 schedule of CCMA regular meeting dates – Jennifer Gauthier:

Item tabled for next regularly scheduled meeting.

Course 1B road show confirmation of dates; registration & flyer –tabled from Sept/Oct:

John Chaponis read questions that Class 1B Lead Instructor had for the upcoming road show class. The CCMA Clerk will be administrating registrations for the class. The classes will be held on April 16<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, & 25<sup>th</sup>, in person at the Hartford Healthcare facility located in New Britain. The class exam location will be decided at a later date. The road show cost will be \$325.00 with a maximum class size of 25 participants. Mary Huda will invite the Instructors of Class 1B to the January meeting to review CCMA exam questions that are associated with their class. The Committee will review class curriculum at the January meeting.

Jennifer Lineaweaver left the meeting at 2:53 p.m.

Finalization of 2023 Assessors School:

John Chaponis reported that the final balance for the 2023 Assessors School ended in the positive of \$10,000. He recommended that the tuition cost for the 2024 Assessors School remain the same, \$450.00 dollars for all classes including Class 1A. John will have UCONN set up registration site to have a handbook option for any one registering for Class 1A for the 2024 Assessors School. John reported that there was an issue with the tax i.d. number with UCONN that will be resolved this week.

Chandler Rose made a motion to adjourn at 3:14 pm.

**The next regular meeting is scheduled for Thursday, January 11, 2024 at 1:00 p.m., at a location to be determined.**

Respectfully submitted,

Chandler Rose