

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday, February 9, 2023

Office of Policy & Management
450 Capitol Avenue, Conference Room 4A
Hartford, Connecticut

The meeting was called to order by David Dietsch, Chairman at 1:13 p.m.

The meeting was recorded by Tom DeNoto.

Members present: David Dietsch, Shawna Baron, Chandler Rose, John Chaponis, Tom DeNoto, Jennifer Gauthier, OPM Rep. & Rochelle Lambert, Clerk

PUBLIC COMMENTS:

None.

SECRETARY'S REPORT:

Tom DeNoto made a motion to waive the reading of, and approve the minutes from the January 12, 2023 regular meeting. The motion was seconded by Shawna Baron. The motion carried unanimously.

TREASURER'S REPORT:

Chandler Rose made a motion to waive the reading of, and approve, the February 9, 2023 Treasurer's Report as presented. The motion was seconded by Tom DeNoto. The motion carried unanimously.

Current balance on hand as of February 9, 2023 is \$51,105.34.

2023 RECERTIFICATIONS:

Tom DeNoto made a motion to approve Marsha Benno's CCMAII recertification application. The motion was seconded by Shawna Baron. The motion carried unanimously.

Chandler Rose made a motion to approve Stuart Topliff's CCMAII recertification application. The motion was seconded by John Chaponis. The motion carried unanimously.

The Committee confirmed that the recertification application has been updated and a copy of the updated application was sent to the CAAO Handbook Committee.

OLD BUSINESS:

2A Road Show:

Chandler Rose provided an update on the Class 2A road show that is currently taking place. Discussion followed.

UCONN:

David Dietsch discussed the bifurcation of the CCMA classes & CAAO Workshops for the 2023 Assessor's School. John Chaponis offered to assist with the bifurcation of the classes & workshops with UCONN & Graduate Hotel representatives. John Chaponis made a motion to separate all income & expenses with CAAO for the CCMA classes & CAAO workshops beginning with the 2023 Assessor's School at UCONN. The motion was seconded by Jennifer Gauthier. Discussion followed on the anticipated expenses at Assessor's School with the classes. David Dietsch, John Chaponis, Jennifer Gauthier, Shawna Baron, and Tom DeNoto voted in favor. Chandler Rose abstained. Motion carries. David Dietsch will notify the CAAO President in writing with this change for Assessor's School.

Policy & Procedures:

Discussion was held on the policy of Student Instructors continuing education credit hours. It was determined by the CCMA Committee that all Student Instructors will receive 30 credit hours for student teaching a CCMA class.

Discussion was held on the policy of pre-requisites for CCMA classes. The CCMA Committee will continue with the current policy that all classes will have the recommendation that all students take the CCMA classes in order and any student who enrolls to take a CCMA class will be given the priority of taking the class they have applied for, if they have already taken & passed all of the pre-requisite classes beforehand.

Discussion was held on class materials. The CCMA Committee will print all class materials & pay for any supplies used for all CCMA classes. David Dietsch will notify the CAAO Certified Instructors of this policy.

Discussion was held on the correcting of CCMA classes exams. The Committee tabled this item for a future meeting. The current Class 2A road show will have the exams corrected by the CCMA Committee.

Discussion was held on the requirement of two Instructors in the classroom for a CCMA class at all times that a class is being offered. This item was tabled by the Committee for next month's meeting.

Discussion was held on Instructors stipend for teaching a CCMA class. This item was tabled by the Committee for a future meeting.

NEW BUSINESS:

Call for Instructors:

David Dietsch will send a request for a call for Instructor's notice to the CAAO Education Tri-Chair's.

Class Curriculum Manual:

David Dietsch has invited CAAO Instructor Pam Deziel, Lead Instructor, to the March 9th Committee meeting to provide an update on the Class 1A curriculum manual for the Committee. Diane Vitigliano, Lead Instructor will be attending a future meeting to provide an update on the Class 2B curriculum manual for the Committee.

Board of Assessment Appeals Class:

Jennifer Gauthier received a request from the Policy Development Coordinator to have the Committee develop a Board of Assessment Appeals class/workshop. Discussion followed. Jennifer Gauthier & John Chaponis will contact potential Instructors for the class/workshop and report back to the Committee at the March meeting.

Tom DeNoto made a motion to adjourn at 3:06 p.m.

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

Respectfully submitted,

Chandler Rose