

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday, April 13, 2023

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

The meeting was called to order by David Dietsch, Chairman at 1:07 p.m.

Members present: David Dietsch, Shawna Baron, Chandler Rose, John Chaponis (arrived 1:15 p.m.), Jennifer Gauthier, OPM Rep. & Rochelle Lambert, Clerk

Members absent: Mary Huda & Tom DeNoto

SECRETARY'S REPORT:

Jennifer Gauthier made a motion to waive the reading of, and approve the minutes from the March 9, 2023 regular meeting. The motion was seconded by David Dietsch. David Dietsch, Jennifer Gauthier & Chandler Rose voted in favor. Shawna Baron abstained. The motion carried.

TREASURER'S REPORT:

Shawna Baron made a motion to waive the reading of, and approve, the April 13, 2023 Treasurer's Report as presented. The motion was seconded by Chandler Rose. Discussion followed. The motion carried unanimously.

Current balance on hand as of April 13, 2023 is \$43,654.04.

2023 RECERTIFICATIONS:

CCMA I:

Mary Zullo– approved

Gail Gwiazdowski - approved

CCMA II:

Jennifer Lineaweaver – approved

Jennifer Gauthier made a motion to approve the above mentioned recertification applications. The motion was seconded by Shawna Baron. Motion carried unanimously.

NEW BUSINESS:

UConn WORKSHOP CEU APPROVAL:

Chandler Rose presented to the Committee the Workshops & Presenters for the 2023 Assessor's School. Jennifer Gauthier made a motion to approve the 2023 June Assessor's School Workshops held at the University of Connecticut for 27 hours of continuing education credits. The motion was seconded by Shawna Baron. Motion carried unanimously.

OLD BUSINESS:

UConn CCMA COURSES:

John Chaponis updated the Committee on the status of the 2023 Assessor's School. John reminded the Committee that the CCMA classes will be held at McHugh Hall this year. Lunch will be served at the food court located at the Student Union; each student will receive a meal card as part of the registration. John provided a map to the Committee showing where McHugh Hall is and also where the Student Union & parking garage are on campus. The contract with UConn will be completed sometime tomorrow. All Instructors hotel rooms have been reserved with the Graduate Hotel. John discussed the fee schedule for Instructors & the classes. Special Events for the week of school will not be included in the Instructors stipend.

John Chaponis made a motion to increase the stipend for Instructors as follows: At UConn with two Instructors = \$1,500 + hotel room or \$1,800 and no room. At UConn with one Instructor = \$2,250 + hotel room or \$2,550 and no room. Road Show virtually with two Instructors = \$1,800 each. Road Show virtually with one Instructor = \$2,500. Road Show in person/hybrid with two Instructors = \$1,800 + mileage reimbursement at the IRS rate. Road Show in person/hybrid with one Instructor = \$2,500 + mileage reimbursement at the IRS rate. The motion was seconded by Shawna Baron. Motion carried unanimously.

Jennifer Gauthier made a motion to set the fees for course 1A at \$475, including a CAAO Handbook, and \$450 for all other courses for the 2023 Assessor's School. The motion was seconded by John Chaponis. Motion carried unanimously.

John Chaponis made a motion to approve the UConn contract with the following: No breakfast provided but the morning breakout will be the Husky continental breakfast that includes coffee, tea, juice, water, and one of the following, mini muffins, scones, tea break, or Danish). Lunch will be a gift card with \$75.00 for the week to be used at the restaurant options in the Student Union. Afternoon breakout will include soda, water and cookies. Classes will be held at

McHugh Hall and parking will be provided at the Parking Garage next to Gampel Pavilion (behind the UConn bookstore). The motion was seconded by Chandler Rose. Motion carried unanimously.

FEE SCHEDULE:

The Committee reviewed the current fee schedule; anything that needed to be changed for this year was made in the prior motion.

COURSE BONUSSES:

Dave provided an update to the Committee on the Class curriculums. Dave will follow up with an email to all Lead Instructors requesting an update on their curriculums and a deadline when the information is due to the Committee. An invite will be made to Lead Instructor Class 1A, Pam Deziel to meet with the Committee at the July meeting and Lead Instructor Class 2B, Diane Vitigliano to meet with the Committee at the August meeting.

POLICIES AND PROCEDURES:

John Chaponis & Rochelle Lambert updated the Committee; item was tabled to next month's meeting.

Jennifer Gauthier made a motion to add to the Agenda the GNLAAs request for CEU credit hours for the Workshop they sponsored. The motion was seconded by John Chaponis. Motion carried unanimously.

GNLAA WORKSHOP:

John Chaponis made a motion to approve the GNLAAs sponsored Workshop titled Cap Rate Development and Defend in Court, presented by John Valente, for 3 hours of CEU credits. The motion was seconded by Chandler Rose. John Chaponis, Chandler Rose, Jennifer Gauthier & David Dietsch voted in favor. Shawna Baron abstained. The motion carried.

Jennifer Gauthier made a motion to add to the Agenda an update on the fillable PDF application for recertification. The motion was seconded by Chandler Rose. Motion carried unanimously.

PDF FILLABLE APPLICATION:

Jennifer Gauthier fixed the issue with the date section of the fillable PDF application. A copy of the application is available on the shared drive.

UConn CLASS UPDATE:

Dave announced that Mary Gardner has stepped down as an Instructor for Class 2B. The Committee assigned Melinda Kronfeld to Class 2B to co-instruct with Lead Instructor, Diane Vitigliano for the 2023 Assessor's School. Discussion was held on Class 1B. Dave will be emailing the Education Committee tri-Chair's a request for a call for Instructors to go out to CAAO membership. Dave contacted Lead Instructor Brian Lastra to see if he would be interested in holding a Reevaluation Class this fall. Brian agreed to do the class and discussion was held that the class be held virtually, additional information to follow. Dave discussed that Mary Gardner, Jennifer Lineaweaver and Dave will be visiting the students at Assessor's School at a morning break or before classes start.

Jennifer Gauthier made a motion to adjourn at 2:38 p.m.

The next regular scheduled meeting is scheduled for Thursday, May 11, 2023 at 1:00 p.m. at the Office of Policy & Management building, Hartford, CT.