

# **CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE**

## **REGULAR MEETING**

Thursday, May 11, 2023

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

The meeting was called to order by David Dietsch, Chairman at 1:00 p.m.

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

### **SECRETARY'S REPORT:**

Tom DeNoto made a motion to waive the reading of, and approve the minutes from the April 13, 2023 regular meeting & May 4, 2023 special meeting. The motion was seconded by David Dietsch. David Dietsch, Chandler Rose, John Chaponis, Tom DeNoto & Shawna Baron voted in favor. Mary Huda & Jennifer Gauthier abstained. The motion carried.

### **TREASURER'S REPORT:**

The May Treasurer's report was tabled to next month's meeting.

Current balance on hand as of May 11, 2023 is \$43,654.04.

### **2023 RECERTIFICATIONS:**

CCMA I:

Erin Berry (Johnson)– approved

CCMA II:

John Chaponis – approved

Tom DeNoto made a motion to approve John Chaponis recertification application. The motion was seconded by Jennifer Gauthier. Discussion followed. Committee disallowed credit hours submitted from 2018. Updated total recertification credit hours, 116.75. Shawna Baron, Mary Huda, Tom DeNoto, Jennifer Gauthier & Chandler Rose voted in favor. John Chaponis abstained. Motion carries.

Mary Huda made a motion to approve Erin Berry (Johnson) recertification application. The motion was seconded by Tom DeNoto. Discussion followed. Motion carried unanimously.

Discussion was held on how name changes are reported for recertification applications.

#### OLD BUSINESS:

#### UCONN UPDATE:

John Chaponis updated the Committee on the status of the 2023 Assessor's School. Currently there are 128 attendees registered for the classes, this number includes the Instructors. John reported that this year's Assessor's School will run at a loss of revenue. He further explained that the loss can be attributed to increase parking fees, administration fees charged by UCONN, and increased stipends for the Instructors. The registration fee did not increase for this year as well. There will be a Revaluation Road Show Class offered in September. Class 1A will also be offered in the fall.

John provided an update on the binders that will be given to each student taking a class at Assessor's School in June. Jennifer Gauthier made a motion to authorize John Chaponis to spend up to \$5,500 for the purchase of binders to be used for students taking CCMA classes. The motion was seconded by Shawna Baron. The motion carried unanimously.

John reported that class handouts, workbooks & tests will be printed by UCONN.

Discussion was held by the Committee on the upcoming Student Instructor tryouts being held on May 24, 2023 at the Wethersfield Town Hall. There are three candidates trying out that day.

The CCMA Committee will not be sponsoring a review of the CCMA exam this year.

#### NEW BUSINESS:

#### WINDHAM COUNTY CEU REQUEST:

Chandler Rose made a motion to approve the Windham County CEU request of 4 hours for the Workshop held on April 11, 2023 at the Canterbury Town Hall on Residential Construction A – Z. The motion was seconded by Jennifer Gauthier. The motion carried unanimously.

#### BAA WORKSHOP:

Jennifer Gauthier discussed whether the Committee wanted to do a BAA Workshop that was sponsored by the Committee. John Chaponis discussed the concepts of the Workshop and apologized for previous comments made by him at a previous meeting regarding this topic.

Jennifer Gauthier will look into this further and report back to the Committee at meeting sometime during the winter.

STANDARD OF CONDUCT:

Jennifer Gauthier inquired about whether the Committee ever had a Standard of Conduct for CCMA Designees and, if not, was it something that they would consider. It was discussed and the consensus was that it should not come from the CCMA Committee, but perhaps from the OPM Secretary.

STUDENT EVALUATION FORMS:

Mary Huda & Jennifer Gauthier will be working on the forms and will have samples ready for the May 24, 2023 Special Meeting.

EXECUTIVE SESSION:

Jennifer Gauthier made a motion to go into Executive Session to review the CCMA II Exam at 2:29 p.m. The motion was seconded by Mary Huda. Rochelle Lambert was invited to attend the Executive Session. The motion carried unanimously.

Jennifer Gauthier made a motion to exit the Executive Session at 2:56 p.m. The motion was seconded by Tom DeNoto. The motion carried unanimously.

Shawna Baron made a motion to adjourn at 2:57 p.m.

**The next meeting scheduled is a Special Meeting being held on Wednesday 24, 2023 at 12:30 p.m. at the Council Chambers, Wethersfield Town Hall.**