

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday, July 20th 2023

Meeting held in person 450 Capital Ave Hartford CT

Office of Policy and Management

The meeting was called to order by Dave Dietsch, C.C.M.A. Committee Chairman at 1:05 p.m.

Members present: Dave Dietsch, John Chaponis, Jennifer Gauthier, OPM Rep., Mary Huda and Tom DeNoto (acting Secretary)

Members absent: Shawna Baron, Chandler Rose

Guests present: Rochelle Lambert, Clerk, Martin Heft OPM Undersecretary, Christine Goupil OPM Policy Development Coordinator, Tim Hutvagner C.A.A.O. Education Co-Chair and C.C.M.A. 1B Senior Instructor, Pam Deziel and Stuart Topliff (CCMA 1A course instructors)

PUBLIC COMMENTS

Tim Hutvagner, C.A.A.O. Education Committee Co-chair and 1B Senior instructor requested the committee consider the approval of 6 hours continuing education credit for the 2023 Fall Symposium (course presenter bios and event details were shared with C.C.M.A. members prior to the meeting). Further, Tim requested the CCMA committee consider removing from course 1B the Coefficient of Dispersion and Progressivity and Regressively Index teaching material and move it to course 4 "Revaluation". Tim explained that there isn't enough time to cover the other course material such as the Personal Property and P.A. 490 sections which take considerable time to complete.

CORRESPONDENCE:

- a. Nicole Serra – Members discussed the matter and proposed ways to keep these issues from reoccurring. No motions were made related to this matter.
- b. Mary Gardner –Members discussed the request. Jennifer Gauthier made a motion to deny the request which was seconded by John Chaponis. The motion passed by majority, Tom DeNoto voted against the motion.

SECRETARY REPORT

Jennifer Gauthier made a motion to waive the reading of the minutes from the June 13th 2023 CCMA meeting - John Chaponis seconded the motion. The motion passed unanimously.

John Chaponis made a motion to waive the reading of the minutes from the Special June 29th 2023 meeting - Jennifer Gauthier seconded the motion. The motion passed by majority, Tom DeNoto abstained (did not attend the meeting).

TREASURY REPORT

Tabled to the next meeting due to Google drive access issues. Chairman Dietsch was able to report the recorded balance as of 7/13/2023 was \$41,186.24. No votes were taken.

OPM Report

INTRODUCTIONS

Jennifer Gauthier introduced Ms. Christine Goupil, Policy Development Coordinator, OPM. Ms. Goupil addressed the committee regarding her roll within OPM including her extensive background with planning and zoning, master planning, First Selectman in Clinton and 2 years' experience working for the State legislative Planning and Development Committee.

COURSE DEVELOPMENT

The Board of Assessment Appeal workshop and UConn course track development was discussed by the committee. Mr. Heft noted BAA workshop instruction is not listed within the CCMA committee regulations and suggested that CCMA work collaboratively with CAAO to develop course and possibly host workshops at UConn.

Approved course list and course links; Jennifer Gauthier will work with Larry LaBarbara, C.A.A.O. webmaster, to include information on upcoming CCMA Courses and planned offerings in order to make the information more accessible to those within, and outside of our organizations – these links will be added to the OPM website.

OPM FILING

David Dietsch and Jennifer Gauthier have successfully accomplished much of the needed file organization and requested that we streamline the active and inactive certified assessor records into one collection. They will meet again on July 27th 2023 at 11 am with hopes of finalizing the project.

RFECERTIFICATIONS – Tabled due to Google drive access issues.

OLD BUSINESS

- Farm Bureau CEU request from Joan Nichols – Jennifer Gauthier made a motion to approve the CEU request – Mary Huda seconded the motion. The motion passed unanimously. (Note - this course is free to assessors) – this offering will be offered through zoom only Tuesday August 29th, 2023, 6:00 – 9:00 pm and Thursday October 12th, 2023, 6:00 – 9:00 pm. The committee approved 3 hours of continuing education.
- Instructor reviews (2023 UConn) – Jennifer Gauthier compiled and tabulated all results from each class participant and consolidated the result responses in a report format for each class/instructor. Overall the reviews are collectively very positive. The reviews will be e-mailed to each instructor for their review. The Committee thanked Ms. Gauthier for her tireless efforts compiling this data.
- UConn recap – tabled for Amy’s final report. John Chaponis did report that 3 attendees have not paid for the class registration. He assured the committee the attendees have been contacted and each delay is related to the municipality finance department internal processing. Further, John noted the regulations indicate payment must be made 10 day in advance of attendance while the committee admitted this has not been enforce in recent past practice. Mr. Chaponis assured the committee he would personally monitor each payment and report back to the committee each delinquency resolution.

NEW BUSINESS

- C.A.A.O. Fall symposium CEU request – John Chaponis made a motion to approve 6 hours of CEU – Mary Huda seconded the request. The majority voted in favor, Tom DeNoto abstained since he is a presenter. This offering will be on Thursday September 21st 2023. Registration begins at 8:00 am and the symposium starts promptly at 9:00 am. This is an onsite offering to be held at Shuttle Meadow Country Club, 51 Randecker Lane, Berlin, CT 06037. No virtual component will be provided.
- C.C.M.A. course 1A instruction, homework and handout material review - Ms. Pam Deziel and Mr. Stuart Topliff gave an overview of their course which detailed their teaching techniques and presentations. The committee congratulated them for

their noted efforts, successes and well thought out program material. Committee member commentary included this material should be used as a standard for all classes.

Jennifer Gauthier motion to adjourn: 3:35 pm.