

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Thursday January 11, 2024

Town of South Windsor  
1540 Sullivan Ave  
South Windsor CT

The meeting was called to order by Mary Huda, Chair at 1:03pm.

Members present: Mary Huda, Chandler Rose, Bill Lee, Jennifer Lineaweaver, Jennifer Gauthier, Tom DeNoto (arrived at 1:07pm), and John Chaponis (arrived at 1:10pm).

Guests present: Timothy Hutvagner, CAAO Education Co-Chair & Class IB Lead Instructor.

PUBLIC COMMENT:

None.

MINUTES:

Jennifer Gauthier made a motion to waive the reading of the minutes from the December 13, 2024 Special Meeting. The motion was seconded by Bill Lee. The motion carried unanimously.

TREASURER'S REPORT:

The Treasurer's report was tabled. The bank balance as of December 31<sup>st</sup>, 2023 was \$59,728.83.

CORRESPONDENCE:

Mary Huda and Jennifer Gauthier discussed emails they received regarding what classes could be waived in order to sit for the CCMA exam and whether, in the case of an applicant who had received approval to waive classes and failed their exam, if they could waive additional classes in order for them to sit again the following year. Discussion amongst the Committee ensued.

## RECERTIFICATIONS:

### CCMA II 2023:

Jennifer Gauthier made a motion to approve Francis G. Hayes & Victoria Rose's CCMA II recertification application. The motion was seconded by Chandler Rose. Tom DeNoto abstained. The motion carried.

### 2024 Recertification Applications:

Four recertification applications have been submitted, however there was no confirmation of payment. The applications were tabled until the February meeting.

## OLD BUSINESS:

### Committee Clerk Job Description:

The updated job description for the Committee Clerk was distributed amongst all Committee Members. John Chaponis made a motion to approve the new job description effective for 2024. Jennifer Gauthier seconded the motion. It passed unanimously.

### Final Reconciliation/Wrap up with current clerk:

Tabled until the February meeting.

### Course Instructor Recommendations:

The Chair asked the committee for feedback regarding the Course Instructor's presentation to the Committee at the December special meeting.

Discussion followed that educating CAAO and/or the public on how the CCMA Committee administers its duties might be something to consider for a workshop or presentation.

### UCONN 2023 Return of Funds:

Tabled to the February meeting.

### 2024 Meeting Schedule:

The 2024 meeting schedule was reviewed and approved.

### RECORDS RETENTION:

Jennifer Gauthier discussed the need to file a request for disposal of records to the State Librarian. It was decided a working day needs to be scheduled to clean up the files and once that has been completed, Jennifer Gauthier would file the proper retention application.

### NEW BUSINESS:

#### Course IB Road Show:

Tim Hutvagner stated Course IB would be held in New Britain at the Hartford HealthCare facility. The classes will be held April 16<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup> & 25<sup>th</sup> with the exam being proposed for April 30<sup>th</sup>. It was determined the exam would be held at the same location and Jennifer Gauthier and Chandler Rose will proctor. The cost for the exam will be \$325.00 with a maximum of 25 participants. Registration will be handled by the Committee Clerk and it will be on a first come, first serve paid basis.

It was suggested to request CAAO to send a hotline to all members notifying them of the details of the class, the requirements for registration and when registration would begin so interested students could plan in advance.

There was additional discussion regarding the Committee researching possible online payment systems that could be used to collect course and workshop fees more efficiently. Jennifer Gauthier indicated that CCMC has enacted something similar and have been collecting fees using an online service and it has been successful. Jennifer Gauthier will look into this more with the Chair.

#### Review of Curriculum:

CCMA IB Course Instructors Tim Hutvagner and Jennifer Lineaweaver presented proposed changes to the curriculum for IB. Based on the instructors' recommendations, the road show was increased to five days.

The Committee discussed that they have other course curriculum changes that have been proposed and they will review them all collectively.

#### Instructor Assignments:

The Committee reviewed the list of certified instructors provided by the CAAO Education Committee and designated which instructors would teach each course.

CCMA Regulations:

Jennifer Gauthier provided an overview of the process to update the Committee's regulations. She will provide a copy of the guidebook to all Committee members and the Committee will discuss a timeline and goals to complete at the February meeting.

Tom DeNoto made a motion to adjourn at 3:53pm.

**The next regular meeting is scheduled for Tuesday February 13<sup>th</sup>, 2024 at 1:00pm at a location to be determined.**

Respectfully submitted,

Jennifer Lineaweaver

DRAFT