

## CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

### SPECIAL MEETING

Tuesday February 27, 2024

Town of Cromwell  
41 West St  
Cromwell, CT

The meeting was called to order by Mary Huda, Chair at 11:00am.

Members present: Mary Huda, Chandler Rose, Bill Lee, Jennifer Lineaweaver, Jennifer Gauthier (arrived at 11:03am), and John Chaponis (arrived at 11:45am).

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

### PUBLIC COMMENT:

None.

### MINUTES:

Chandler Rose made a motion to waive the reading and accept the minutes from the January 11, 2024 Regular Meeting. The motion was seconded by Bill Lee. The motion carried unanimously.

### TREASURER'S REPORT:

Chandler Rose made a motion to waive the reading and accept the Treasurer's report from January 31<sup>st</sup> and February 26<sup>th</sup>. The motion was seconded by Bill Lee. The motion carried unanimously. The balance as of February 26<sup>th</sup> was \$61,863.82.

### CORRESPONDENCE:

Mary Huda discussed correspondence she received from the CAAO Mentorship Committee regarding a possible educational offering as well as another possible educational offering from the Litchfield Assessor's Association. She also received correspondence from Bill Gaffney, the CAAO Chairman, requesting the committee to consider how they will handle future mock trial offerings. Jennifer Gauthier received a request for information and forwarded it to the Chair.

### 2024 RECERTIFICATIONS:

### CCMA I

Jennifer Lineaweaver made a motion to approve Rhonda Caswell CCMA I recertification application. The motion was seconded by Jennifer Gauthier. The motion carried.

Jennifer Gauthier made a motion to approve Dana Obringer CCMA I recertification application. The motion was seconded by Bill Lee. The motion carried.

Jennifer Gauthier made a motion to approve Tammy Anderson's CCMA I recertification application. The motion was seconded by Bill Lee. The motion carried.

Jennifer Gauthier made a motion to approve Sebastian Calderella's CCMA I recertification application. The motion was seconded by Jennifer Lineaweaver.

Jennifer Gauthier made a motion to deny John Creed's CCMA I recertification application due to lack of signatures. The motion was seconded by Chandler Rose. The motion carried.

### CCMA II

Jennifer Gauthier made a motion to approve Timothy Hutvagner's CCMA II recertification application. The motion was seconded by Chandler Rose. The motion carried.

Jennifer Lineaweaver made a motion to approve Molly Martinez's CCMA II recertification application. The motion was seconded by Jennifer Gauthier. The motion carried.

Chandler Rose made a motion to approve Paige Walton's CCMA II recertification application. The motion was seconded by Jennifer Gauthier. The motion carried.

Jennifer Gauthier made a motion to approve William Lee's CCMA II recertification subtracting the twenty-one hours from the NRAAO conference due to a lack of signatures. The motion was seconded by Jennifer Lineaweaver. Bill Lee recused himself. The motion carried.

Jennifer Gauthier made a motion to approve Shawna Baron's CCMA II recertification application. The motion was seconded by Chandler Rose. The motion carried.

Jennifer Lineaweaver made a motion to approve Rich Seman's CCMA II recertification application. The motion was seconded by Bill Lee. The motion carried.

Jennifer Gauthier made a motion to approve Mary Hawley's CCMA II recertification application. The motion was seconded by Bill Lee. The motion carried.

Jennifer Lineaweaver made a motion to approve Joshua Gaston's CCMA II recertification application. The motion was seconded by Chandler Rose. The motion carried.

Bill Lee made a motion to approve Irene Luciano's CCMA II recertification application. The motion was seconded by Chandler Rose. The motion carried.

Jennifer Gauthier made a motion to approve Clifford Atkin's CCMA II recertification application. The motion was seconded by Jennifer Lineaweaver. The motion carried.

#### OLD BUSINESS:

##### UConn 2023 Return of Funds:

John Chaponis reported that on January 31<sup>st</sup> a refund check was issued to CCMA in the amount of \$10,755 from the 2023 UConn school.

##### Regulation Review:

The Chair reported the subcommittee had their first meeting. Each member took a section and the subcommittee will be meeting on the first Friday of every month.

##### CCMA Policy Handbook:

The Chair asked the committee if there should also be a subcommittee for the Policy Handbook. The Chair made a motion that John Chaponis chair the subcommittee. The motion was seconded by Jennifer Lineaweaver. Discussion ensued. John Chaponis voted against the motion. All other members voted in favor. The motion carried.

#### NEW BUSINESS:

##### NRAAO 2024 Conference:

Chandler Rose made a motion to approve the NRAAO 2024 Conference for 19 hours of continuing education credits. The motion was seconded by John Chaponis. The motion carried.

##### Course IB Road Show:

The registration for the Course 1B Road Show has been filled to the maximum twenty-six participants. The Chair stated she spoke with both instructors who agreed to allow an additional four students into the class and asked if the Committee would consider allowing the class size be moved to thirty students. John Chaponis made a motion to increase the class size to thirty students. The motion was seconded by Jennifer Gauthier. Jennifer Lineaweaver abstained. The motion carried.

2024 UCONN Assessor's School:

John Chaponis made a motion to set the course fee to \$450 plus the cost of the handbook. The motion was seconded by Jennifer Gauthier. Discussion ensued. The motion carried.

The chair will contact CAAO to inquire how much the fee for the handbook will be for the 2024 year.

Instructor Call:

There will be instructor try outs on March 28<sup>th</sup> in Rocky Hill. There was discussion regarding the discrepancy between the Instructor Subcommittee procedures and CAAO Bylaws. The Chair will write a letter to CAAO alerting them to the discrepancy.

OPM Report:

Jennifer Gauthier reported that the state is converting to a new website and the CCMC and CCMA pages may be able to be jointly managed and edited by the committees and OPM for posting of minutes and agendas. The new website is scheduled to be launched this summer. She also reported that OPM will be presenting a workshop this June on their new portal.

**The next regular meeting is scheduled for Tuesday March 12, 2024 at 1:00pm at a location to be determined.**

Respectfully submitted,

Jennifer Lineaweaver