

**STATE OF CONNECTICUT  
CONNECTICUT REAL ESTATE APPRAISAL COMMISSION  
Minutes of Meeting  
April 13, 2016**

The meeting was called to order by Commissioner Rasmussen, at 8:30 a.m. in Room-126 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Commission Members Present: Gerald Rasmussen (Cert. Gen. App. – 4<sup>th</sup> District)  
John J. Galvin Jr. (Cert. Gen. App. – 5<sup>th</sup> District)  
Shawna M. Baron (Cert. Res. App – 5<sup>th</sup> District)  
(Attended meeting by phone)  
Norris Hawkins (Public Member - 1<sup>st</sup> District)

Commission Members Absent: Christopher Italia, Chairman (Cert. Gen. App. - 1st District)

Commission Vacancies: Certified Appraiser  
Public Member (2)

Commission Counsel Present: None

DCP Staff Present: Linda Kieft-Robitaille  
Vicky Bullock  
Robin Washbond

Public Present: Dennis Chanski  
Frederick Speno

**Note:** The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax: (860) 706-1202.

Department of Consumer Protection Web Site: [www.ct.gov/dcp](http://www.ct.gov/dcp)  
Division E-Mail: [DCP.OccupationalProfessional@ct.gov](mailto:DCP.OccupationalProfessional@ct.gov)

## **MINUTES OF PREVIOUS MEETINGS**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the minutes of the March 9, 2016 CT Real Estate Appraisal Commission meeting.

## **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

## **NEW APPLICANTS**

### **Dennis Chanski, RCR Applicant – Review of sample selection**

It was moved by Commissioner Galvin, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried to approve the samples. Commissioner Baron opposed.

## **REQUESTING EQUIVALENT EDUCATION CREDIT**

**1. Richard Vitale, RCR - Requesting 18 hours of equivalent education credit for *CCMA3 course (Income Approach)***

**2. Diane Vitagliano, RCR - Requesting 18 hours of equivalent education credit for *CCMA3 course***

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve 18 hours equivalent education credit for Richard Vitale and 18 hours of equivalent education credit for Diane Vitagliano.

**3. Arnold Mikulski, RCR - Requesting CE credit for: *Developing Compliant Reports using Total***

It was moved by Commissioner Galvin, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve 7 hours equivalent education credit. Commissioner Baron abstained.

**4. Danette Contaras, RCR – Requesting CE credit for: *Real Estate Principles & Practices***

It was moved by Commissioner Hawkins, Commissioner Galvin 2<sup>nd</sup>, and the motion carried unanimously to approve 10 hours equivalent education credit.

## LEGAL

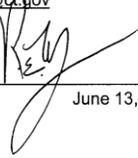
### **2014-191**

It was moved by Commissioner Hawkins, Commissioner Galvin 2<sup>nd</sup>, and the motion carried unanimously to impose a fine in the amount of \$750.00 and accept the consent agreement.

## NEW BUSINESS

### **ASC National Registry Policy**

Examiner Linda Kieft-Robitaille reviewed the Department of Consumer Protection policy regarding the ASC National Registry.

	<p><b>STATE OF CONNECTICUT</b> <i>DEPARTMENT OF CONSUMER PROTECTION</i></p>
<p>This policy identifies Linda M. Kieft-Robitaille, real estate examiner to act on behalf of the Connecticut Appraisal Commission and Department of Consumer Protection regarding the ASC National Registry.</p>	
<p>Linda M. Kieft-Robitaille shall update the National Registry, to include new licensed certified appraisers and disciplinary action against licensees.</p>	
<p>Linda M. Kieft-Robitaille and Director of Trade Practices, Richard E. Maloney review national registry invoices. Once reviewed and initialed payment is processed by the Department of Consumer Protection's business office.</p>	
<p>All passwords to access computers or secure sites on a computer are to be kept confidential.</p>	
<p>The password to access the secure content on the National Registry and to access &amp; update via the ASC's extranet is assigned to Linda M. Kieft-Robitaille.</p>	
<p>Employees shall abide by the "Acceptable Use of State Systems Policy" addendum November 2006.</p>	
<p>Richard Maloney Department of Consumer Protection Trade Practice Division 860-713-6213 <a href="mailto:Richard.maloney@ct.gov">Richard.maloney@ct.gov</a></p>	
	<p>Richard Maloney      June 13, 2014</p>
<p>165 Capitol Avenue, Hartford, Connecticut 06106-1630 General Information (860) 713-6100 TDD (Telecommunications Device for the Deaf): (860) 713-7240 Internet Web Site: <a href="http://www.ct.gov/dcp">http://www.ct.gov/dcp</a> <i>An Affirmative Action/Equal Opportunity Employer</i></p>	

## **ASC Audit – June 6 - 8, 2016**

Examiner Linda Kieft-Robitaille advised the Commission that the ASC Compliance Review is scheduled for June 6 through June 8<sup>th</sup> and ASC representatives will provide a presentation at the June 8<sup>th</sup> Appraisal Commission meeting.

## **OLD BUSINESS**

### **Discussion: Provisional Supervisor Responsibilities**

Discussion to be continued at a future meeting.

## **SCHOOL AND COURSE APPLICATIONS**

AAL.30 – Modern Green Building Concepts (on-line) McKissock, LLC)	6 hrs CE
AAL.36 – Green In Residences & Appraisals (on-line) (Massachusetts Board of Real Estate Appraisers)	7 hrs CE
AAL.44 – Evaluating Residential Construction (CT Association of Assessing Officers)	6 hrs CE
AAL.45 – Valuation in Challenging Markets (Appraisal Institute)	18 hrs CE
APR.26 – General Appraiser Income Approach Part 2 (Appraisal Institute)	30 hrs PL
AAL.46 – Valuation of Conservation Easements (Appraisal Institute)	18 hrs CE
APR.27 – Income Approach for General Appraisers, Part 1 (A303) (American Society of Farm Managers and Rural Appraisers)	30 hrs PL
APR.28 – General Market Analysis and Highest & Best Use (A290) (American Society of Farm Managers and Rural Appraisers)	30 hrs PL
APR.29 – Sales Comparison Approach for General Appraisers (A302) (American Society of Farm Managers and Rural Appraisers)	30 hrs PL
AAL.47 – Appraising Rural Residential Properties (American Society of Farm Managers and Rural Appraisers)	8 hrs CE

AAL.48 – Appraising AG Facilities: Poultry Seminar (American Society of Farm Managers and Rural Appraisers)	8 hrs CE
AAL.53 – 2016 Keynote/Fraud/Regulatory Update (Allterra Group LLC)	7 hrs CE
AAL.54 – 2016 Appraiser Training (Allterra Group LLC)	7 hrs CE
AAL. 55 – Breakfast with the Experts – Oddball Properties (Massachusetts Board of Real Estate Appraisers)	3 hrs CE

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the above mentioned course/school applications as amended.

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to add AAL.56 - 2016-2017 Online 7 Hour National USPAP Update Equivalent Course (Appraisal Institute) to the agenda.

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve AAL.56 – 2016-2017 Online 7 Hour National USPAP Update Equivalent Course (Appraisal Institute).

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

- Commissioner Rasmussen commented that he, Commissioner Galvin and others have not received renewal notices which were sent by email to all licensees. Examiner Linda Kieft-Robitaille will contact the DCP Licensing Services Director for specifics on the renewal notice process.
- Examiner Linda Kieft-Robitaille reported that CE audit letters will be mailed out mid-May to 20% of licensees on a random basis and that a \$400 fine will be imposed for non-compliance.
- Commissioner Galvin commented that there should be a checklist or standard form for Commission members to complete when auditing classes. Attorney Bullock stated that she will create the form.
- Commissioner Baron noted the new wording on the renewal notice which has been changed to reflect the requirement to complete continuing education by April 30<sup>th</sup>.

**ADJOURN**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to adjourn the meeting at 9:26 a.m.

Respectfully submitted,

Robin Washbond  
Commission Secretary

**The next meeting of this Commission is scheduled for Wednesday, May 11, 2016 at 8:30 a.m. - Room 126**