

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

REGULAR MEETING

Tuesday March 12, 2024

Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT

The meeting was called to order by Mary Huda, Chair at 1:00pm.

Members present: Mary Huda, Chandler Rose, Bill Lee, Jennifer Lineaweaver, John Chaponis, and Shawna Baron (clerk)

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 as amended from the February 27, 2024 Special Meeting. The motion was seconded by John Chaponis. The motion carried unanimously.

TREASURER'S REPORT:

John Chaponis made a motion to waive the reading and accept the Treasurer's report from March 12, 2024. The motion was seconded by Bill Lee. The motion carried unanimously. The balance as of March 11, 2024 was \$65,073.82.

CORRESPONDENCE:

None.

2024 RECERTIFICATIONS:

CCMA I

Jennifer Lineaweaver made a motion to approve Robert Fazekas CCMA I recertification application minus three hours for the Cap Rates & Defense due to the form being incomplete. The motion was seconded by Chandler Rose. The motion carried unanimously.

## CCMA II

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

## OLD BUSINESS:

### UCONN 2023 Return of Funds:

John Chaponis brought the check from UCONN in the amount of \$10,755.62 for the Committee Clerk. He reported that now the CCMA Committee is a registered vendor and should the Committee ever receive a refund again, it should be received in a much timelier manner.

### CCMA Policy Handbook:

John Chaponis reported that he is compiling a document of possible changes for the committee to review. The Chair passed around another document that had been started by the prior chair tracking policies that needed to be updated.

### REGULATION REVIEW:

The Chair reported that that the meeting scheduled for 3/8/2024 needed to be rescheduled to 3/15/2024.

### CREDIT HOURS FOR VIRTUAL REVAL ROADSHOW ATTENDEES:

John Chaponis made a motion to approve 10.5 hours for the class days of August 29<sup>th</sup> and August 31<sup>st</sup> for Jay Cembruch. The motion was seconded by Chandler Rose. The motion carried unanimously.

## NEW BUSINESS:

### 2024 UCONN Assessor's School:

### CCMA Class Audit:

Bill Lee and John Chaponis volunteered to audit a course of the Committee's choosing.

### Student Instructor Assignments:

Fauna Eller will student teach in Course III.

### Two Instructor Policy:

The Chair, Mary Huda, provided history on the Committee's decision to implement the policy that both teachers be in the classroom for the duration of the class. The Committee concurred the policy should continue unchanged.

Instructor Call:

John Chaponis made a motion to increase the stipend for Instructors, effective immediately, to \$2000 for UCONN and \$2250 plus mileage for a roadshow. The motion was seconded by Bill Lee. Chandler Rose and Jennifer Lineaweaver abstained. The motion passed.

Request for Data:

The Chair received a request for data from a HRO Research Analyst in regards to the comprehensive exams offered. Discussion ensued. The Chair will research additional data and report back to the committee.

Chandler Rose made a motion to enter into Executive Session with Jenifer Lineaweaver and Timothy Hutvagner, instructors for course IB at 2:24pm. The instructors were allowed to review Course IB questions on the exam.

The Committee reviewed the draft comprehensive CCMA I exam for October 2024. The Committee came out of Executive Session at 3:30pm.

OPM Report:

None.

Bill Lee made a motion to adjourn.

**The next regular meeting is scheduled for Tuesday April 9, 2024 at 1:00pm at a location to be determined.**

Respectfully submitted,

Jennifer Lineaweaver