

CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE

SPECIAL MEETING

Wednesday September 18, 2024

Town of Colchester
127 Norwich Ave
Colchester, CT

The meeting was called to order by Chandler Rose, Vice Chair at 9:35am.

Members present: Chandler Rose, Jennifer Lineaweaver, Tom DeNoto, Bill Lee, John Chaponis & Shawna Baron (clerk).

PUBLIC COMMENT:

None.

MINUTES:

Tom DeNoto made a motion to waive the reading and accept the minutes from the 8/13/24 regular meeting. The motion was seconded by John Chaponis. The motion carried unanimously.

TREASURER'S REPORT:

Jennifer Lineaweaver made a motion to waive the reading and accept the Treasurer's report from September 18, 2024. The motion was seconded by Bill Lee. The motion carried unanimously. The balance as of September 18th, 2024 was \$57,800.74.

CORRESPONDENCE:

None

OLD BUSINESS:

2024 UCONN Assessor School Course Evaluations

Tabled until next regular meeting.

2024 UCONN Assessor School Financial Reconciliation

John Chaponis reported that he received an email from UCONN stating they were finalizing their numbers and we should have a response soon.

The clerk reported that the total binder purchase inclusive of delivery charges was \$12,205.25. John Chaponis made a motion to approve the payment of \$12,205.25. The motion was seconded by Jennifer Lineaweaver. The motion passed unanimously.

CCMA Policy Handbook Update

John Chaponis stated he will begin formalizing the document this spring.

New Committee Chairman

Jennifer Lineaweaver made a motion to appoint John Chaponis as the new committee chairman effective when the current Chairwoman's term ends. Bill Lee seconded the motion. The motion carried unanimously.

CCMA Committee Clerk

Tabled until next regular meeting.

Exam Review

Chandler Rose stated that the instructors agreed to participate in the CCMA exam review to be held at OPM on October 1st. Currently, 13-14 people are signed up for review. He stated OPM notified him that participants may have to park off site as OPM's lot may be undergoing paving. More information will be disseminated closer to the date of the event.

NEW BUSINESS:

McKissock Educational Offerings for CEU Hours

The Committee received a request to approve all McKissock Educational Course Offerings for CCMA Continuing Education Credit. Discussion ensued that past practice has been to approve any offerings that the Connecticut Real Estate Commission has approved. It was determined this should continue to be the committee's policy.

2024 Exam Applications

CCMA I:

Bill Lee made a motion to approve applications on a consent list. The motion was seconded by John Chaponis. The motion carried unanimously.

Bill Lee made a motion to approve the following consent list. The motion was seconded by John Chaponis. The motion carried unanimously.

- Diane Anderson
- Bridget Boucher
- Danielle Caruso
- Jill Coolbeth
- Lisa Daigel
- Tyler Devine
- Elizabeth Domas

- Darleen Gelinas
- Sitara Gnanaguru
- Tara Keller
- Paul Kennedy
- Anouphen Kohler
- Kristy Kupec
- Kevin Murowsky
- Catherine Norton
- Aubrey Paul
- Rachel Pierce
- Hollie Rapp
- Bridget Riordan
- Connor Seman
- Martyna Srebrna
- Katherine Stauffer
- Rachael Taylor
- Jennifer Thomas
- Zoraida Velez
- Andrew Vincent

Jennifer Lineaweaver made a motion to approve Mathew Aubin's CCMA I Exam Application. The motion was seconded by Tom DeNoto. Bill Lee abstained. The motion carried.

Chandler Rose made a motion to approve Kevin Johnson's CCMA I Exam Application. The motion was seconded by Jennifer Lineaweaver. John Chaponis abstained. The motion carried.

Jennifer Lineaweaver made a motion to approve Victoria Lamoreaux's CCMA I Exam Application. The motion was seconded by Tom DeNoto. Bill Lee abstained. The motion carried.

CCMA II:

John Chaponis made a motion to approve applications on a consent list. The motion was seconded by Bill Lee. The motion carried unanimously.

Tom DeNoto made a motion to approve the following consent list. The motion was seconded by Bill Lee. The motion carried unanimously.

- Silvia Curran
- Terrence Duffy
- Shauna Ham
- Julie Miller

John Chaponis made a motion to approve Derek Berube's CCMA II Exam Application. The motion was seconded by Tom DeNoto. Jennifer Lineaweaver abstained. The motion carried.

John Chaponis made a motion to approve Lynn Ormsbee's CCMA II Exam Application. The motion was seconded by Tom DeNoto. The motion carried unanimously.

John Chaponis made a motion to approve Becky Cooke's CCMA II Exam Application. The motion was seconded by Bill Lee. The motion carried unanimously.

Tom DeNoto made a motion to deny Jennifer Landry's CCMA I Exam Application for lack of a resume/job description. The motion was seconded by Bill Lee. The motion carried unanimously.

OPM REPORT

The large conference room adjacent to the cafeteria at OPM has been booked for the Exam Review on October 1st, as well as the Exam and the Exam Grading dates of October 16 & 17th.

Due to parking lot repaving, only CCMA members will be allowed to park in the rear parking at OPM. All other building visitors will be asked to park in the Employee Parking Lot on Flower St, across from Red Rock Tavern. The access gate will remain up for the entire day to allow for easy access.

OPM will need a final list of visitors for each day to provide for Security.

A reminder was given that agendas must be posted no later than 48 hours prior to the meeting and that meeting minutes must be posted no later than 7 days after the meeting in order to be compliant with the Freedom of Information Act. The meeting and agendas are no longer hosted on OPM's website and can now be found on the Secretary of the State's Public Agency Calendar here:

<https://egov.ct.gov/OPM>

The committee clerk and the secretary should soon have access to directly post on the website. Martin Heft will be in touch with that information once the transition date gets closer.

It was requested that the 2025 Meeting Agenda be placed on October and November's agendas for discussion and finalizing. Once the 2025 Meeting Agenda is set, the CCMA regulations subcommittee will then set their agenda.

Jennifer Lineaweaver made a motion to adjourn the meeting at 11:08am.

The next regular meeting is scheduled for Tuesday October 8, 2024 at 1:00pm at a location to be determined.

Respectfully submitted,

Jennifer Lineaweaver