

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

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

Commission Members Present: Christopher Italia, Chairman (Cert. Gen. App. - 1st District)  
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)  
Norris Hawkins (Public Member - 1<sup>st</sup> District)

Commission Members Absent: None

Commission Vacancies: Certified Appraiser  
Public Member (2)

Commission Counsel Present: None

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

Public Present: None

**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) 713-7230.

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 Italia, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the minutes of the December 9, 2015 CT Real Estate Appraisal Commission meeting.

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

None

## **NEW APPLICANTS**

### **Frances MacDonald, RCG applicant – Seeking log approval and sample selection**

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to table approval of the log and request that Ms. MacDonald appear before the Commission at the February meeting. Samples were selected.

## **REQUESTING EQUIVALENT EDUCATION CREDIT**

### **Steven Hurlbut, RCG – Requesting equivalent CE credit for Risk Management Association conference: Chief Appraisers Roundtable**

It was moved by Commissioner Italia, Commissioner Rasmussen 2<sup>nd</sup>, and the motion carried unanimously to approve ten (10) hours equivalent CE credit.

### **Therese Rutherford, RCG – Requesting equivalent CE credit for AI Course: Zoning Rules (4 hrs) and AI annual New York City Conference (5 hrs)**

It was moved by Commissioner Italia, Commissioner Rasmussen 2<sup>nd</sup>, and the motion carried unanimously to approve a total of nine (9) hours equivalent CE credit.

### **Rose Aletta, RCR – Requesting equivalent CE credit for the 60-hour Real Estate P & P course**

It was moved by Commissioner Italia, Commissioner Baron 2<sup>nd</sup>, and the motion carried unanimously to approve ten (10) hours equivalent CE credit.

1. **Richard Seman, RCR – Requesting equivalent CE credit for the 7-hour 2014-2015 USPAP Course offered by Northeastern Regional Association of Assessing Officers**
2. **John Rainaldi, RCG – Requesting equivalent CE credit for the 7-hour 2014-2015 USPAP Course offered by Northeastern Regional Association of Assessing Officers**
3. **Susan Altieri, RCR – Requesting equivalent CE credit for 7-hour 2014-2015 USPAP Course offered by Northeastern Regional Association of Assessing Officers**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to accept the 7-hour 2014-2015 USPAP course offered by the Northeastern Regional Association of Assessing Officers for 7 hours equivalent CE credit for the above-mentioned individuals.

*It was moved by Commissioner Baron, Commissioner Rasmussen 2<sup>nd</sup>, and the motion carried unanimously to add the following items to the agenda:*

**Michael Cilfone, RCG – Seeking 18 hours equivalent CE credit for CCMA3 (Income Approach to Value course)**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve eighteen (18) hours equivalent CE education credit.

**Clifford Atkins, RCG – Seeking 18 hours equivalent CE credit for CCMA3 (Income Approach to Value course)**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve eighteen (18) hours equivalent CE education credit.

**Mark Kitchen, RCG – Seeking 18 hours equivalent CE credit for Business Valuation Conference.**

It was moved by Commissioner Italia, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve eighteen (18) hours equivalent CE credit.

**Linda M. Kieft-Robitaille, Real Estate Examiner – Seeking 14 hours CE credit for attending September 2014 AQB/ASC Investigator Training class and for developing the Appraisal Law Update with Supervisory/Provisional Appraiser Education course.**

It was moved by Commissioner Hawkins, Commissioner Galvin 2<sup>nd</sup>, and the motion carried unanimously to approve fourteen (14) hours equivalent continuing education credit.

**Appraisal Commission Members – 14 hours equivalent education credit for Commission related activity including the review of all appraisal courses submitted for approval and input on the Appraisal Law course.**

It was moved by Commissioner Hawkins, Commissioner Rasmussen 2<sup>nd</sup>, and the motion carried to allow fourteen (14) hours continuing education credit for licensed members of the Appraisal Commission  
Commissioner Baron abstained.

**OLD BUSINESS**

**Discussion: Provisional Supervisor Responsibilities**

Commissioner Rasmussen commented that his staff is currently researching this matter and discussion will continue at a future meeting.

**SCHOOL AND COURSE APPLICATIONS**

**McKissock**

2016-2017 15-Hour National USPAP Course (on-line)	15 hrs PL
Relocation Appraisal and the ERC Form (on-line)	6 hrs CE
Basic Appraisal Procedures (on-line)	30 hrs PL
Basic Appraisal Principles (on-line)	30 hrs PL
Exploring Appraiser Liability	7 hrs CE
Strange but True: Appraising Complex Residential Properties	7 hrs CE
Appraisers: How to Recognize and Avoid Mortgage Fraud	7 hrs CE
Appraising Small Apartment Properties (on-line)	6 hrs CE
Adjustments: Supported or Not Supported? – Live Webinar	5 hrs CE

**Appraisal Institute**

General Appraiser Site Valuation & Cost Approach	30 hrs PL
General Appraiser Report Writing and Case Studies	30 hrs PL

**Dynasty School**

2016-2017 7-Hour Equivalent USPAP Update Course (on-line)	7 hrs CE
---	----------

**CT Chapter of the Appraisal Institute**

CT Economic Outlook: 2015-2018	2 hrs CE
--------------------------------	----------

**Real Estate Training and Education**

2016-2017 7-Hour USPAP Update Course	7 hrs CE
--------------------------------------	----------

**Massachusetts Board of Real Estate Appraisers**

Understanding C-PACE and Its Role in the Valuation of Commercial Buildings	4 hrs CE
--	----------

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the above mentioned courses, and that the *Real Estate Training and Education* course '2016-2017 7-hour USPAP Update Course' is conditionally approved subject to receipt of complete paperwork.

**Real Estate Training and Education**

CT Appraisal Law Update with Supervisor/Provisional Education	3 hrs CE
CT Appraisal Law Update with Supervisor/Provisional Education-Web	3 hrs CE

It was moved by Commissioner Rasmussen, Commissioner Galvin 2<sup>nd</sup>, and the motion carried unanimously to approve the above mentioned courses.

**Massachusetts Board of Real Estate Appraisers**

2016-2017 7-Hour USPAP Update Course – Online	7 hrs CE
---	----------

It was moved by Commissioner Rasmussen, Commissioner Italia 2<sup>nd</sup>, and the motion carried unanimously to approve the above mentioned course.

**LEGISLATIVE UPDATE**

Attorney Vicky Bullock informed the Commission that the Appraisal Management Companies Regulations and the Real Estate Appraisal Regulations have been approved, are now law and filed with the Secretary of State.

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

None

**ADJOURN**

It was moved by Commissioner Rasmussen, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to adjourn the meeting at 9:42 a.m.

Respectfully submitted,

Robin Washbond  
Commission Secretary

**The next meeting of this Commission is scheduled for Wednesday, February 10, 2016 at 8:30 a.m. - Room 126**