



CERTIFIED CONNECTICUT MUNICIPAL
TAX COLLECTORS' COMMITTEE

John Rainaldi, CCMC, CCMA II, Manchester
Denise Talbot, CCMC, Glastonbury
William L. Donlin, CCMC, Cheshire
Patricia Moisio, CCMC, Redding
Lisa A. Biagiarelli, CCMC, Norwalk
David Kluczowski, CCMC, Fairfield
Jennifer L. Gauthier, CCMA II, OPM

July 30, 2021

RE: CCMC Courses, Fall 2021

The CCMC Committee will offer CCMC Courses for the Fall 2021 term. All in-person courses will be offered at the Berlin Community Center at 230 Kensington Rd, Berlin, CT. It is possible that some course sessions might be held remotely if warranted.

We will have two offerings for CCMC Course I to meet the high demand for that course, and one offering for Courses II, III and IV, plus the Precourse. All courses are subject to the registration requirements as normal. We may not be able to guarantee that those registering for Course I will get the session they prefer.

The course schedules are attached, as is a registration form. Please feel free to contact the CCMC Committee or your course instructors if you have any questions or need anything. You may contact any of the CCMC Committee members, or the CCMC Course instructors if you have questions, or you may email ccmchair@gmail.com.

We wish you continued safety during this pandemic. Be well. Thank you.

Sincerely,

John Rainaldi
CCMC Committee Chair

CCMC FALL 2021 COURSE SCHEDULE

(Courses could change without notice, depending on the COVID-19 pandemic and enrollment)

Precourse: Tuesday, September 7, 2021, from 9:00 AM to 3:00 PM. A 30-minute lunch break will be provided, students should bring their own lunch. The instructors will be Ana Legassey and David Greaves.

There is no cost to attend the Precourse, but attendance is limited to those enrolled in CCMC Course I and space is limited.

CCMC Course I, Connecticut Tax Collection Administration and Law (Tuesdays): All regular classes will be three hours long from 3:00 PM to 6:00 PM on Tuesdays. Classes will be held on: September 14, 2021; September 21, 2021; September 28, 2021; no class on October 5, 2021, October 12, 2021; October 19, 2021, October 26, 2021, and November 2, 2021. The CCMC Course I final exam will be held on Tuesday, November 9, 2021. The instructors will be Launa Goslee and Carla Hamel.

CCMC Course I, Connecticut Tax Collection Administration and Law (Wednesdays): All regular classes will be three hours long from 10:00 AM to 1:00 PM on Wednesdays. Classes will be held on: September 15, 2021; September 22, 2021; September 29, 2021; no class on October 6, 2021, October 13, 2021; October 20, 2021, October 27, 2021, and November 3, 2021. The CCMC Course I final exam will be held on Wednesday, November 10, 2021. The instructors will be Patricia Moisisio and Wanda Cardozza.

CCMC Course II, Connecticut Tax Collection Enforcement and Law: All regular classes will be three hours long from 10:00 AM to 1:00 PM on Wednesdays. Classes will be held on: September 22, 2021; September 29, 2021; October 6, 2021, October 13, 2021; October 20, 2021, October 27, 2021, and November 3, 2021. The CCMC Course II final exam will be held on Wednesday, November 10, 2021. The instructors will be William Donlin and Peter Juszczynski.

CCMC Course III, Municipal Finance Administration and Management: All regular classes will be three hours long from 10:00 AM to 1:00 PM on Thursdays. Classes will be held on: September 2, 2021; September 9, 2021; September 16, 2021; September 23, 2021; September 30, 2021 (this session might be held remotely), October 7, 2021, October 14, 2021; October 21, 2021, and October 28, 2021. The CCMC Course III final exam will be held on Thursday, November 4, 2021. The instructor will be Lisa Biagiarelli.

CCMC Course IV, Connecticut Government, Supervision and Public Relations: Classes will be held from 9:30 AM to 2:30 PM on September 16, 2021; September 23, 2021; September 30, 2021; and October 7, 2021; Class will be held from 9:30 AM to 12:30 PM on October 14, 2021; and the CCMC Course IV final exam will be held on Thursday October 21, 2021. The instructors will be David Kluczowski and J. Stacey Yarbrough.

Tuition is \$200.00 per course.

**REGISTRATION FORM
CCMC COURSES, FALL 2021**

PLEASE BE SURE TO RETURN THIS FORM WITH PAYMENT, please print clearly and legibly

Student Name: _____

Department & Position: _____

Municipality: _____

Date of Hire: _____

Complete Mailing Address: _____

Daytime Phone Number: _____

Email Address Must be provided: _____

Please check which class you are applying to attend:

PRECOURSE: _____

CCMC COURSE I, TUES.: _____ can you take the Wednesday session if needed? YES / NO

CCMC COURSE I, WED.: _____ can you take the Tuesday session if needed? YES / NO

(We may not be able to guarantee those registered for Course I will be enrolled in the session they request)

CCMC COURSE II: _____

CCMC COURSE III: _____ is this your last class? YES / NO

CCMC COURSE IV: _____ is this your last class? YES / NO

Please make your payment to: CCMC Certification Committee. Tuition is \$200.00 per course.

You may scan and email your registration form to: ccmcchair@gmail.com

You may mail your registration form and payment to:

Lisa Madden
Clerk, CCMC Committee
c/o Town of Somers
600 Main Street
Somers, CT 06071