



## CAAO RESEARCH /HISTORIAN COMMITTEE

February 21, 2008

### MINUTES OF THE FEBRUARY MEETING

Charles Agli opened the meeting at 9:15 a.m. at the Old Saybrook Pavilion Building at Saybrook Point. Present: Charles Agli, Francis Callahan, Walter Kent, Paul Slattery and Al Standish.

The first order of business Charlie notified the committee that the Town of Old Saybrook's Recreation Department is going to the use of the Pavilion Building and we will no longer be able to hold our meeting there. March 2008 meeting to be held at Old Saybrook Town Hall.

Charlie notified the committee that the CAAO Executive Board approved our budget request of \$4,000 for the first publication. The Executive Board also asked our committee to solicit donations from each county toward underwriting the publication. The requests have been sent to each county with the understanding that a member of our committee would be present if needed, to answer any question about the publication. The cost of the publication will run about \$3,000 for printing done by Adkins Printing Company of New Britain, plus envelopes, postage, proof reading copies and other expenses. This should be sufficient to complete the project.

Status of interviews: At the present time the committee has interviewed or discussed twenty-one interviewees. Write-ups have been completed on all 21. Interviewee's Permission Forms have been signed by 16, two interviewees have died and three forms have been sent out to be signed. Signing of the Permission Forms by the committee is completed on fifteen forms, with the others to be completed. Final reviews of the interviews by the interviewee are completed on seven, with the remaining reviews to be completed.

Charlie read a letter from Gordon Donley who now lives in Topsham, Maine. Gordon used his interview he gave to our committee as a resume and presented it to the First Selectman of Topsham and secured a position on the local Board of Assessment Review and the Zoning Board of Appeals.

Charlie talked to John D. Killeen, Assistant Assessor in Suffield who talked to Bob Kemp's daughter. She was very pleased with the interview write-up that our committee did on Bob. A letter and a signed interview came back from Joseph Scheyd, former Berlin Assessor complimenting our committee on the job we are doing.

Paul handed out completed copies of the Preface which includes a write-up by Ed Dowling along with brief summaries of thirteen assessors who were instrumental in the formation of the CAAO. It is the desire of the committee to expand on these individuals in our next publication. Getting information on deceased assessors is very difficult.

A brief discussion ensued on how to fill the white spaces (blank spaces) at the end of some articles and interviews. It was suggested we place photos or related assessing articles to fill those areas.

Paul emphasized that our committee has to get the publication out pretty soon, to show that we are accomplishing something for all of our efforts. It is the committee plan that we will complete our task at least by the June Assessors School. Charlie wants to sit down with Adkins Printing Company to go over a printing time schedule.

Once we get the publication completed, IAAO will be sent a copy, plus we will make a digital copy so it can be shown to other states.

Additional pages added to the first publication include the photo and names of the first group of CCMA's issued October 23, 1974 plus the second group that took the first exam for certification on December 19, 1974.

As we finalize the various articles and interviews, we want to store them in one area so there will not be a duplication of records. The final copies will be sent to Larry LaBarbera who will set up a "PDF" file for the printer.

Charlie handed out a summary sheet of the list of Assessing School brochures and Assessing School Attendees list we have to date.

Copies of the new CAAO Web-site for the Research and Historian Committee were handed out.

The last order of business was a review of the CAAO procedure manual that pertained to the Research and Historian committee. It seems that the procedure manual has not been up-dated for two years and there is a need to up-date our section. Update to be discussed at a future meeting.

Meeting was adjourned at 11:00 am

## **MEETING NOTICE**

**Next Meeting of the Research and Historian Committee will be**

**Thursday, March 20, 2008 at 9:15 a.m.**

***At the Old Saybrook Town Hall***

**Agenda for the March 20, 2008 meeting**

**Welcome and call to order**

**Minutes of the February 21, 2008 meeting – review and comment**

**Reports:**

- Research/Historian Committee Publication – continued discussion**
  - Status of Permission Forms and Final Review by Interviewees**
  - Adkins timetable for printing**
  - Review of photographs for publication**
  - Review of Table of Contents**
  - Proof-reading**
- Procedural Manual update**
- Next meeting date**