

CBOA/CFMA/CAHCEO

Joint Seminar Planning Meeting

December 4, 2025; 12:00 pm; Minutes

Members Present: Roger Nelson, Jim Rupert, Randy Heckman, Rich McKinnon, Albi Sako, Judith Rothschild, Richard Lee, Kimberly Norman-Rosedam

Discussion:

- Tentative subjects for joint seminar:
 - ✓ Part I: Violations that prompt relocation – Building codes violation, Fire codes violation and Housing codes violation.
 - ✓ Part II: Relocation triggered by code violations.
- January 2026 Joint Seminar:
 - ✓ Presenters from the aspect of town attorney: CCM (Jim Rupert will reach out to CCM) and Municipal Counsel (Judith will follow up).
 - Will continue to finalize the presenter list from CCM and Municipal Counsel. Judith will also approach Connecticut Association of Municipal Attorneys (CAMA).
 - CAMA will joint this seminar, however, the date in January will not work.
 - An alternative date will be determined after December 19. Looking at the CFMA Academy in April.
 - ✓ Invitation the Commissioner from the Department of Housing for opening remarks.
 - Judith will approach the office of Department of Housing for the invitation of the Commissioner for opening remarks.
 - ✓ Meeting venue: Rich McKinnon and Randy Heckman will locate a venue.
 - Update: Saint Clements Castle & Marina is suggested and it is available on January 21.
 - Rich McKinnon will follow up with the following: pricing difference if offers both breakfast and lunch. Breakfast is \$19 per person.
 - Will need to find out availability, if needed.
 - ✓ Potential Dates for joint seminar: (1) January 20 through 22; (2) January 27 through 29.
 - Currently, the tentative date is January 21. It is subject to change if the presenters' availabilities are changed.
 - ✓ The seminar will be around 5 hours and lunch will be provided.
 - The registration will start at 8:00 am
 - The program will start from 9:00 am to 2:00 pm, which will include lunch.
 - ✓ Registration: CBOA will facilitate the registration process.
 - ✓ Richard Lee will develop event flyer once all the information is finalized. The flyer will be used to request CEU credits for Fire and Building officials.
- Next joint seminar planning meeting date: December 16 at 12:00 pm. Judith will send out the meeting invitation.