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.
  - ✓ 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.
  - ✓ 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.