

CBOA/CFMA/CAHCEO

Joint Seminar Planning Meeting

February 10, 2026; 12:00 pm; Minutes

Members Present: Jim Rupert, Randy Heckman, Rich McKinnon, 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.
- Joint Seminar May 2026:
 - ✓ 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).
 - Will reach out to CAMA regarding the joint meeting date in May 2026.
 - ✓ 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.
 - St. Clements Castle is identified for the joint meeting venue. Rich and Randy will find out the pricing for serving both breakfast and lunch. Breakfast is \$19 per person.
 - Will need to find out availability for May 2026.
 - ✓ Potential Dates for joint seminar:
 - The tentative date is May 21, but flexible for other dates.
 - ✓ 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: TBD.