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Maine Building Officials & Inspectors Association

Local Government Center • 60 Community Drive, Augusta, Maine 04330-9486

**MBOIA Meeting Agenda**

**November 16, 2023 – 1:00 pm - Remote Access Zoom**

A. Call to order: Mark Stambach called the meeting to order at 1:04 p.m.

B. Calling of the Roll of Officers: Barb Skelton, Ben Breadmore, Benjamin McDougal, Bill Longley, Brian Longstaff, Donald Fiske, Jeff Wallace, Jonathan Rioux, Justin Brown, Mark Stambach, Mike Falvey, Tom Lister, Chelsea Carl (MMA).

Excused Absence: Stew Brooks, Greg Gilbert, Bill Nash, Ryan Smith

It was determined there was a quorum of at least 7 Officers/Directors to conduct business.

C. Review and acceptance of the minutes from the previous board meetings –June 15, 2023, and October 12, 2023.

Motion made by Don Fiske, seconded by Bill Longley, all approved of the previous board meeting minutes on June 15, 2023.

Motion made by Bill Longley, seconded by Jeff Wallace, all approved of the previous board meeting minutes on October 12, 2023.

D. Communications and Bills – Financials: August and September 2023 – Don Fiske reported the total assets as of August 31, 2023 were \$36,074.06, and as of September 30, 2023 were \$42,299.43.

**Bills paid:** Don Fiske reported the following bills paid since October 12, 2023 Board of Directors Meeting:

Date	Amount	Details
8/15	\$170	City of Portland
9/25	\$318.97	MMA seminar expenses

Motion made by Barb Skelton, seconded by Ben Breadmore, all approved of the financial report for August 2023.

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Motion made by Barb Skelton, seconded by Ben Breadmore, all approved of the financial report for September 2023.

E. Report of Committees

1. **By-Laws Committee** – Barb Skelton  
Barb reported that the by laws committee will be meeting later this to review the by laws and determine if any changes are needed. It is required that any bylaws proposed revisions be advertised 10 days in advance prior to a vote.
2. **ESBOF Committee** – Brian Longstaff  
Brian Longstaff reported that he is working on the agenda for the spring code conference including single and concurrent programming. He has confirmed that Rob Neale will be presenting at a concurrent session, and another presenter is pending. Brian will provide updates at the December annual meeting.
3. **Education Committee** – Jeff Wallace  
Jeff Wallace reported that there is an issue with the agenda for the December training, as the confirmed presenter, Alec Pugh, can offer only 1 hour of training on his topic, when the training is scheduled for 2 hours. Discussion was held on possible solutions including inviting another speaker, expanding the subject matter, and having a longer Q&A or a roundtable session. Jeff Wallace will ask Alec Pugh to add program topics to include drinking water and PFAS to his presentation on wastewater. Mark will be reaching out to a representative from the OCP to see if someone is available to speak at the training.
4. **Legislative Committee** – Tom Lister  
Tom Lister had nothing to report at this time. Barb Skelton spoke about an email she sent out on 11/8 about the planners working on an issue regarding vested rights, and the determination that an application is not complete until a code permit is issued. Mark Stambach is going to be scanning for legislation to keep track of that impacts code enforcement for the next legislative session.
5. **NEBOEA Committee** – Paul Demers  
Ben Breadmore spoke about a code conference that is taking place in Amherst this January, and that he will be in attendance.
6. **NERC Region** – Paul Demers  
Ben Breadmore reported on an upcoming meeting with region 6 and is looking forward to another good year ahead with upcoming training opportunities.  
Ben McDougal spoke to a subcommittee of region 6 that has an initial appeal due Dec 3 to revise specific aspects of the 2024 IEC code. Mark encouraged the board to sit in on NERC committee meetings to discuss key topics of the appeal.  
Breadmore thanked McDougal and Greg Gilbert for their involvement on the board.
7. **Northern Chapter** – Stewart Brooks/Jeff Wallace

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Ben Breadmore reported on the MUBEC training facilitated by Stephen Carr that took place at Jeff’s Catering and spoke to the positive feedback on the training and catering provided. He also spoke about the training that is going to be offered on December 7, as well as plans for a training session in January, and in June on plumbing training. He is also looking a into plans for a legal issue class hosted by MMA legal services as some point in the spring.

8. **Website/Technology Committee** – Don Fiske  
Nothing to report.

9. **Marketing Committee** – Ben McDougal  
Ben McDougal reported that he is working on ordering hats for the spring code conference. He asked the board if they would like to consider ordering new “50<sup>th</sup>” shirts and need to decide by the new year to place an order.

10. **Membership & Nominating Committee** – Tom Lister

New Members: Active members & Subscribing members

Name	Mem Title	Employer/Municipality	Membership Type
Ms Cynthia Abbott	Code Enforcement Officer	Town of Jackson	ACTIVE
Mr Myles M Block	CEO/LPI	Town of Hampden	ACTIVE
Mr Michael Connors	Code Enforcement Officer	Town of Gouldsboro	ACTIVE
Mr Jeffery Drew	Code Enforcement Officer	Town of Madison	ACTIVE
Ms Kearsten Metz	Code Enforcement Officer	Town of Kittery	ACTIVE
Mr. Tyler Pennanen	Code Enforcement Officer	Town of Windham	ACTIVE
Mr Michael Vane	Code Enforcement Officer	Town of Brownfield	ACTIVE
Mr Ben McCall	Municipal Attorney	Jensen Baird	SUBSCRIBING
Mr John Steward	Code Enforcement Officer	Town of Bethel	ACTIVE

Tom Lister corrected John Steward’s membership status to “Active” instead of “Subscribing” as presented.

Barb Skelton suggested the board reach out to Ben McCall to participate on the legislative committee. Jon Rioux will reach out to him.

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Motion by Will Longley, seconded by Ben Breadmore to move the slate of 9 new members as amended. All approved.

Elections are coming this December, as terms are expiring for the executive board and four of the Director's roles. There was open discussion of the board's interest in renewing their candidacy for the coming year, and potential new candidates to join the board. Tom Lister will create the slate for the 2024 board to present at the December annual meeting.

**11. Scholarship Committee – Bill Longley**

Mark Stambach reported that the Code Enforcement Officer Safety Foundation (CEOSF) offered MBOIA 4 scholarships for their Code Official Safety Specialist Program. 4 MBOIA members have decided to take advantage of that opportunity: Ben Torres, Patti McKenna, Michael Falvey and Bryan Belliveau.

**12. Sprinkler Coalition Committee – Barb Skelton**

Nothing to report.

**13. MBOIA Member of the year Committee – Brian Longstaff**

Brian Longstaff reported that he is still soliciting nominations, to ensure the plaque order is in by November 27, and is ready to be presented at the December annual meeting. Tom Lister, Mark Stambach, and Brian Longstaff will meet by that deadline to have a name determined.

**14. Mentorship committee – Jon Rioux**

Jon Rioux reported that he plans to have a kickoff meeting with Mark Stambach following the holiday break to discuss gaps in mentorship opportunities. Jon will also be reaching out to Charles Collins, Executive Director of Workforce Training with the Maine Community College System, and Peter Osbourne, Director of Educational Services at the MMA to identify development opportunities for board mentorship.

**15. New Business**

- **MUBEC Workshop Billing Question**

Barb Skelton reported a question about the registration billing for those who did not attend the MUBEC Trainings in Waterville from 10/26-27 during the active shooter situation during the time. Ben Breadmore explained that a meeting was held with Mark Stambach, Chelsea Carll (MMA) and himself to determine the course of action for these individuals who either chose not to attend due to safety concerns or were in the shelter in place counties at the time of the trainings. A decision was reached to waive the registration fees for those who were in the shelter in place zones, and a letter was sent to the remaining no-shows that they are being billed, but if they choose to contest, they may submit a formal appeal to the board for review. All appeals that may come in can be reviewed in January.

- **Bruce Smith – Honorary Membership**

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Brian Longstaff reported that there was some confusion regarding the membership status of Bruce Smith, a part-time code officer for Scarborough, following a non-member registration fee incurred for his participation in a MUBEC training. Neither the board or Chelsea Carll at MMA could not find a record of Bruce Smith's membership status as an honorary member or as a general member. A question was raised about transferring membership statuses dependent on his employment status, and it was determined that should he become a full-time officer and choose to be an active member, the membership can be adjusted.

A motion was made by Tom Lister, seconded by Bill Longley, to approve Bruce Smith as an honorary member.

- Expense Reimbursements – M. Stambach 05/2023-10/2023  
Mark Stambach made a request for reimbursement for expenses incurred from the hospitality room and food expenditures at the Spring Code Conference, as well as travel/lodging to/from the ICC annual business meeting in St. Louis in October. Deducting cash received from the Spring Code Conference (\$285), total expenses came to \$1547.28. The board decided to reimburse Mark for his full round-trip mileage to Sugarloaf, adding another \$59.60 which brought to new balance to \$1,606.88.

Motion was made by Bill Longley, seconded by Ben Breadmore to reimburse Mark Stambach for these expenses as amended for a total of \$1606.88. All approved.

- 2024 MMA\_MBOIA Administrative Services Agreement

Chelsea Carll reported notable changes to MBOIA's Administrative Services Agreement for next year, including an increase in the website fee (and additional \$652) due to MMA staff maintaining protections for ongoing cybersecurity concerns, managing members-only centers and resources, and keeping the sites up to date. Chelsea indicated a couple other changes from last year's contract including an addition to Section I B, Item 6 A, and creation of Section IV, Item D. Chelsea gave a summary of the annual fee, totaling \$10,180 for 2024.

Motion made by Ben McDougal, seconded by Ben Breadmore to approve the 2024 administrative agreement. All approved.

- 2024 Draft Meeting & Training Calendar

Mark Stambach reported that he has a recent meeting with MFCA's executive director, Chief St. Michel (ret) and Chief Small. They invited MBOIA to host a training session at the MFCA Professional Development conference, seeking training that would benefit both Fire Safety and Code Enforcement officials. MFCA also offered a room for MBOIA to host one of their board meetings. Mark spoke about how MFCA co-sponsors the MBOIA Spring Code Conference, and a discussion was held about the prospect of partnering on their conference or to pass on the opportunity at this time.

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There was discussion about the subject matter of the conference (mainly fire chief administrative topics in 2024), the location of the conference, as well as the general value of the conference to code officers. Ben Breadmore spoke about the networking benefits of the conference, but the Tiny House session last year that did not have the draw of people they expected, attributed potentially to the distance to Sunday River. Don Fiske, Brian Longstaff, and Justin Brown both spoke about keeping the relationship going for the Spring Conference and building a stronger program for next year. The group agreed to pass on this opportunity for this year, and Mark will pass that decision along to MFCA.

Chelsea Carll inquired to the group about confirming dates and venue selections for upcoming trainings in 2024.

Chelsea will reach out to the Clarion for the membership meeting in March (3/7), as the group agreed that its location was convenient for winter travel.

There was discussion as to whether to stay at the Clarion for the September meeting, or to look around at other venues to rotate the locations (for people in other regions of the state). The group talked about returning to Spring Meadows in Gray for the meeting, as they expect it to be a smaller group than this past fall. Chelsea will reach out to Spring Meadows for the September meeting (9/19) to discuss their availability and pricing.

Tom Lister brought up that the MUBEC trainings will likely fill up next year with updates to the code in 2024 and new code officials. The group would like to stay with Jeff's Catering due to the location and size for an anticipated (increased) class size of 60, as well as the Elks Lodge and Clarion for 2024.

### G. Other

- 2024 Code Conference Venue and Rates

Don Fiske volunteered to chair a subcommittee for the conference code rate discussion, along with Ben McDougal, Jon Rioux and Mark Stambach. They will meet and have participation rates ready to present at the December meeting.

- ICC Campaign – Breadmore

Ben Breadmore reported that he will be running for reelection to the ICC board of directors, and inquired whether MBOIA would financially support his campaign for travel expenses.

Mike Falvey made a motion, seconded by Jeff Wallace, to financially support his campaign for the ICC candidacy.

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There was discussion as to the maximum amount of funding that would be needed. Breadmore estimates his budget is \$3000-\$5,000 for travel and lodging, and swag giveaway expenses for interviews in California and Washington state. A friendly motion was made to change the total amount for funding to \$3000 and not exceeding \$4000 without board approval.

Mike Falvey made a motion for the board to financially support Ben Breadmore's campaign for \$3000, not exceeding \$4000 without board approval. Motion was seconded by Jeff Wallace. All approved.

- Annual Meeting Holiday Raffle

Brian Longstaff reminded the group that they needed to decide how much they would spend on holiday raffle prizes for the annual meeting in December. Brian will purchase various gift cards and prizes from amazon and local stores.

Ben McDougal made a motion to spend up to \$400 for the annual meeting holiday raffle, seconded by Don Fiske. All approved.

- Manufactured Housing Board Candidacy - Longstaff

Brian Longstaff is running for the CEO position on the Maine Manufactured Housing Board. There was a discussion.

A motion was made by Ben McDougal, seconded by Tom Lister to formally endorse Brian Longstaff's candidacy for the Manufactured Housing Board. All approved.

## 16. Adjournment

Motion to adjourn by Brian Longstaff, seconded by Don Fiske. Adjourned at 2:53 PM

**Please contact Mark Stambach at [MStambach@lisbonme.org](mailto:MStambach@lisbonme.org) if you are unable to attend the Virtual Zoom meeting.**

Educational Services is inviting you to a scheduled Zoom meeting.

Topic: MBOIA Board of Directors meeting

Time: Nov 16, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88069004155?pwd=TXRFMDdXOHZYZldFcCs2MzNPow44QT09>

Meeting ID: 880 6900 4155

Passcode: 850008

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