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Maine Building Officials & Inspectors Association

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

**MBOIA Meeting Agenda**

**October 12, 2023 – 1:00 pm - Remote Access Zoom**

**A. Call to order:** Mark Stambach called the meeting to order at 1:07 pm.

**B. Calling of the Roll of Officers:** Mark Stambach, Barb Skelton, Ben McDougal, Don Fiske, Greg Gilbert, Mike Falvey, Bill Longley, Jon Rioux, Tom Lister, Brian Longstaff, Ryan Smith, , Stewart Brooks, Jodine Adams at 1:35, and Chelsea Carll (MMA).

**Excused Absence:** Jeff Wallace, Ben R.K. Breadmore

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

**C. Review and acceptance of the minutes:** Minutes from the June 15, 2023, board of directors meeting was not provided in time for review and is tabled for approval until the next board of directors meeting in November.

**D. Communications and Bills – Financials: May, June, July 2023 – Don Fiske**

**Communications:** Chelsea Carll reported on Don's behalf regarding the following correspondence received:

[Code Enforcement Officer Safety Foundation](#) (CEOSF) emailed MBOIA on September 29 inviting the board to become a partner with their Foundation. A partnership would come at no cost, it is simply an opportunity for MBOIA to have their logo on the CEOSF website and promote their support of officer safety in this profession. In return, MBOIA would have a link to the CEOSF website under MBOIA's resources and reporting incidents.

Ben McDougal motioned to approve the partnership participation with the CEOSF. Seconded by Greg Gilbert. All approved.

**Bills paid:** Chelsea Carll reported on Don's behalf on bills paid since June 15, 2023 Board of Directors Meeting:

City of Portland	\$170	Code Conference Registration Refund
MMA	\$1393	May Services
Stewart Brooks	\$779.34	Northern Chapter Training supplies
Parsonage House	\$1701.00	Catering fees for July 13 mtg
Permit Tech Nation	\$250	Donation
MMA	\$91.14	June Services

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Integra Code Consultants	\$1000	Speaker fee R. Neale Code Conference
MMA	\$318.97	July services
Ben Breadmore	\$250	ICC Golf Tournament Sponsorship

Mark Stambach inquired to Chelsea Carll if a bill has been submitted to ICC for reimbursement of Rob Neale’s speaking fees. Don and Mark will follow up via email to inquire further.

**Financial Report:** Don Fiske reported the total assets as of May 31, 2023 was \$64,893.80, June 30, 2023 was \$38,975.91 and July 31, 2023 was \$36,384.84.

Don Fiske reported that he will begin drafting the board’s budget for 2024 and will circulate with the board for review via email.

Motion made by Barb Skelton, seconded by Tom Lister, all approved of the financial reports.

E. Report of Committees

- 1. By-Laws Committee** – Barb Skelton  
Barb Skelton reported that the by-laws committee has corresponded via email about the question of raising membership fees.  
Barb will call a meeting with the By-Laws committee regarding next year’s rates so that they may be presented at the annual meeting in December for approval.  
Bill Longley volunteered to fill the vacant position on the committee.
- 2. ESBOF Committee** – Brian Longstaff  
Brian Longstaff will update the group at the next meeting regarding ESBOF’s educational training for spring 2024.
- 3. Education Committee** – Jeff Wallace  
Jeff Wallace was absent. Mark Stambach reported on Jeff’s behalf on the October MUBEC trainings that are going to be held at the end of October. Stephen Carr will conduct training on October 24 and 25 regarding building code changes and the science behind coding, and workshops on October 26 and 27 will be presented by Rob Neale regarding IRC and IBC significant changes. Mark encouraged the group to attend these training courses. Rob Neale was recently awarded the Educator of the Year award from the ICC conference in October, and Mark spoke highly of his work and educational contributions to the profession.

Ryan Smith reported on progress for the training held at the annual meeting in December. He will be holding a meeting with Jeff Wallace to discuss the direction for a speaker and topic and welcomes suggestions. Jon Rioux suggested they reach out to the Code Enforcement Officer Safety group for ideas. Bill Longley suggested a possible presenter, Alex Pugh, regarding new changes for water treatment systems requirements going into law soon. Ryan and Jeff plan to solicit speakers in the next couple of weeks.

Barb Skelton spoke about last week’s MMA Convention, and the MBOIA - The Code Enforcement Officer as an Asset to the Community session held by Tom Lister, Mark

Stambach, and Paul Demers. The session was well received with an attendance of 30 people. Skelton thanked Tom, Mark, and Paul for their work on their presentation.

4. **Legislative Committee** – Vacant

Tom Lister volunteered to chair the committee. Greg Gilbert volunteered to join the committee as well. The board anticipates another busy season of legislative bills for review in the upcoming year.

5. **NEBOEA Committee** – Paul Demers

Paul was absent, and Ben McDougal reported on his behalf about the NEBOEA conference he recently attended in early October at UMass Amherst. He spoke about the benefits of training and networking with professionals outside of Maine. Don Fiske echoed the value of the discussions held at the conference and said that they are working to provide day passes for the next conference to bolster participation from Maine.

6. **NERC Region** – Paul Demers

Mark reported on the annual meeting for the NERC Region 6 that occurred at the ABM in St Louis, He said that there was good representation for the Region. He spoke about the board's budget challenges due to limited income. He mentioned that the board had considered raising the membership dues for each state, but decided against it for this year. He spoke to the value of the associations' work, including their support in sending candidates to the ICC boards, including the ICC Board of Directors, of which Ben Breadmore is a member. He also spoke to their involvement in code development and their review to the proposed 2024 energy code. The code development group is always looking for additional help and talent for their efforts.

Mark requested from the board that NERC membership fees be approved for 2024.

Motion made by Ben Dougal to approve the funding for the membership fees, seconded from Greg Gilbert. All approved.

Greg Gilbert thanked Mark and Ben McDougal for their involvement in NERC. Greg plans to submit a second appeal to the code development committee regarding code development, interpretation of procedural language, and standardization of processes. He also spoke about a Code of Honor scholarship through ICC to pay for next year's ABM attendance.

Ryan Smith was awarded a scholarship for the ICC Building Safety Leadership Experience and spoke highly of his engagement with the ICC.

7. **Northern Chapter**– Stewart Brooks/Michael Falvey

Mike Falvey reported efforts to solicit speakers and welcomes suggestions.

8. **Website/Technology Committee** – Don Fiske

Don Fiske had nothing to report.

9. **Marketing Committee** – Ben McDougal

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Ben reported that he is putting together an order of branded hats for the code conference. He proposed a quantity of 150 bucket hats in a set of colors at about \$13 per hat.

Motion made by Mike Falvey to move forward with the purchase of the hats, seconded by Don Fiske, all approved.

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

Three applicants up for review as follows:

SUBSCRIBING	Mr. Todd Buckmore	Ordinance Compliance Officer	Waterville
ACTIVE	Ms. Jennifer Cormier	Planning and Codes Coordinator	Belfast
ACTIVE	Mr. Kert Jackson	Deputy Code Enforcement Officer	Buxton

Moton made by Greg Gilbert, seconded by Ben McDougal, all approved the new active and subscribing members.

**11. Scholarship Committee** – Bill Longley

Bill Longley had nothing to report.

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

Barb Skelton had nothing to report.

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

Brian Longstaff will submit the nomination form to Chelsea to circulate for member of the year. The cutoff for nominations is mid-November, and the winner will be announced at the December annual meeting with a plaque.

**14. Mentorship committee** – Vacant

Mark Stambach reported that Werner Gillam is no longer on board and is seeking a new chair. Jon Rioux volunteered to chair the committee. Additional committee members to join are Bill Longley, Ryan Smith, and Greg Gilbert. Barb Skelton will remain on the committee.

F. New Business

1. New Members

This item was moved up in the agenda to the membership committee report.

2. Director Position replacement for Werner Gilliam

Werner Gilliam has resigned from the board and a vacant Director position has become available until the December meeting.

Motion made by Ben McDougal, seconded by Mike Falvey, all approved to appoint Justin Brown to the vacant position until December elections of 2024 board officers.

G. Other

3. 2024 Code Conference Venue

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A venue has not been selected for the code conference 2024 yet and other venue ideas were discussed. There was discussion as a group about returning to Sugarloaf due to its remote location, and consideration for other venues such as Holiday Inn by the Bay in Portland due to its proximity to the airport. Melissa White reviewed the pros and cons of Sunday River and spoke to the concerns with capacity limits for their large sessions.

Chelsea Carll will investigate the availability for Sugarloaf again for the third week in May 2024, and inquire about multi-year contracting. She will report back to the group via email.

### 4. Event fees for Code Conference

Mark reported that due to inflation, the budget has been affected and will need to consider an increase in participation fees for the code conference. The budget review for 2024 with Don Fiske will include consideration for funding required for the code conference and will aid in the decision-making regarding the participation rate.

There was discussion about the prospect of increasing rates for ticket sales to at least break even on the conference budget.

Don Fiske volunteered to chair a subcommittee for the conference code rate discussion, along with Ben McDougal, Jon Rioux and Mark Stambach. The group will report their findings at the next meeting. Chelsea Carll to share a summary of total attendees and total expenses from last year's conference to assist the subcommittee.

### 5. Website/Technology Committee – Lung Cancer Link Inquiry

Barbara brought up an outstanding inquiry from a lung cancer group seeking to publicize it on the MBOIA website. The group decided to the table for further discussion until the next meeting.

### H. The Good and Welfare of the Association

Nothing to report.

### I. Adjournment

Motion to adjourn by Ben McDougal, seconded by Don Fiske, all approved. Adjourned at 2:40 PM.