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Maine Building Officials & Inspectors Association

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

**MBOIA Meeting Agenda**

**June 13, 2024 – 1:00 pm - Remote Access Zoom**

A. Call to order: Ben McDougal called the meeting to order at 1:04 p.m.

B. Calling of the Roll of Officers: Ben McDougal, Greg Gilbert, Ben Breadmore, Justin Brown, Jake Deslandes, Bill Longley, Brian Longstaff, Jon Rioux, Stew Brooks, Don Fiske, Werner Gilliam, Barb Skelton, Jeff Wallace, Mark Stambach, Chelsea Carll (MMA)

Excused Absences: Paul Demers, Ryan Smith, Michael Falvey

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 meeting – April 18, 2024

Chelsea fixed a typo in the minutes where she gave a board member the incorrect last name.

Motion made by Stew Brooks, seconded by Justin Brown, all approved of the previous board meeting minutes as amended on April 18, 2024.

D. Communications and Bills – Financials: February and March 2024

Financials: February 2024 – Don Fiske reported that total assets as of 2/29/24 were \$36,649.92.

March 2024 - Don Fiske reported that total assets as of 3/31/24 were \$36,905.73.

Bills paid since 4/18/24:

<b>Date</b>	<b>Amount</b>	<b>Detail</b>
4.26.24	\$977.57	Reimbursement to Ben McDougal
4.26.24	\$2,365.42	MMA March Services
4.29.24	\$235	Refund - Standish
5.3.24	\$50	Refund - Lewiston
5.17.24	\$64.36	Colorgraphics
5.21.24	\$25,360.30	Sugarloaf
5.24.24	\$44.14	Reimbursement to Paul Demers
5.30.24	\$148.87	MMA April Services
6.11.24	\$500.00	Elks Club Deposit 10.31.24

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6.11.24	\$500.00	Elks Club Deposit 11.1.24
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Don Fiske that their CD has just renewed, and has \$3,091.20 accrued.

Motion by Stew, seconded by Ben Breadmore, all approved the February and March 2024 financials.

Chelsea Carll clarified whether the MFCA Legislative Breakfast sponsorship fee would be tied to the general sponsorship budget line or the N Chapter sponsorship budget line. McDougal reported that it is the former.

Communications:

Ben McDougal reported that Ryan Smith has left the code enforcement profession and moved back to Indiana. There will need to be discussion to fill his seat on the board and will be added to new business for this meeting.

E. Report of Committees

1. **By-Laws Committee** – Barb Skelton  
No report.
2. **ESBOF Committee** – Brian Longstaff  
No report since the last MBOIA board meeting.
3. **Education Committee** – Jeff Wallace  
Stew Brooks spoke to the work of the Code Conference. Ben McDougal inquired to the group about the status about the brochure for the July Membership and Training. Ryan Smith was seeking a presenter, and in his absence, Jeff Wallace will pick up on the search for a presenter. Jake Deslandes has offered his support. Ben also inquired about the September meeting and October Convention session. The ed committee will have a zoom meeting soon to put confirm for the remaining 2024 workshops.
4. **Legislative Committee** – Werner Gilliam  
Werner spoke to contractor licensing fee changes, and Mark replied that the bill did not pass but may return in the next session.
5. **NEBOEA Committee** – Paul Demers  
Ben McDougal reported that the conference is scheduled for the first week of October.
6. **NERC Region** – Paul Demers  
Ben McDougal reported that there will be an annual meeting in Rhode Island on July 19 with the three regional code groups. Ben Breadmore reported that the RI chapter will be in attendance. McDougal reported that Region 6 has an upcoming meeting this month, and invites other board members to attend.
7. **Northern Chapter Update** – Stewart Brooks/Michael Falvey

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Stewart Brooks reported that 36 are currently registered to attend the half day Northern MBOIA chapter Plumbing Training on June 26<sup>th</sup>. They had a substitute presenter fill in, as Brent Lawson is unavailable.

8. **Website/Technology Committee** – Don Fiske  
Don Fiske reported that MBOIA has established a LinkedIn account, and will be circulating that information to membership.
9. **Marketing Committee** – Ben McDougal  
Ben McDougal reported that he has 30 leftover hats from the conference.
10. **Membership & Nominating Committee** – Bill Longley  
The membership applications will be addressed under new business.
11. **Scholarship Committee** – Bill Longley  
Chelsea Carll reported that \$3000 has been deposited to the scholarship account for MUBEC training.  
Mark Stambach reported that there are 2 scholarship openings available for a 15-hr online training workshop. Mark inquired to the group about creating an application form for membership to apply for the scholarship. Bill Longley will create an application and have it available for the board to review at the next meeting.
12. **Sprinkler Coalition Committee** – Barb Skelton  
Barb reported that she will be speaking with Richard McCarthy about sprinkler certification. Barb will be resigning as secretary for MBOIA as of August 1 when she retires but will renew her membership. Bill Longley has expressed interest in taking over as chair of the Sprinkler Coalition Committee when she leaves.
13. **MBOIA Member of the year Committee** – Brian Longstaff  
No report.
14. **Mentorship committee** – Jon Rioux  
Jon reported that the committee met last month to connect mentors and mentees. He said that the clerk's affiliate group has a good method of keeping mentors and mentees in close communication through group roundtables.

F. New Business

- New Members

Active:

Chad Cleaves	Code Enforcement Officer	Town of Windham
David Dyer	CEO/LPI	Town of Islesboro
Michael W Field	Code Enforcement Officer	Town of Woolwich
Zachary Heffernan	Deputy Code Enforcement Officer	Town of Old Orchard Beach

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Andrew Lowe	Alt CEO/Fire Inspector	Town of Rockport
Alexander Sirois	Code Enforcement Officer	Town of Freeport
Rebekah Thompson	Code Enforcement Officer	Town of Lyman
Joseph Turmel	Code Enforcement Officer	City of Lewiston

Subscribing:

Jonathan Connor	Director of Planning & Code Enforcement	City of Lewiston
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Chelsea Carll raised the case of Paul Demers' membership, as he must transition from a subscribing member with the Maine Fire Marshal Office to an active membership under his new employment as CEO for the Town of Chebeague Island. The group will wait to see his application to approve his membership.

There was a question whether Jonathan Connor will be a subscribing or active member. The group agreed that he would qualify for subscribing membership.

Motion by Bill Longley to approve the member applications as presented with the exception that Jonathan Connor will be approved as a subscribing member, seconded by Stew Brooks. All approved.

Ben McDougal reported that Ryan Smith has left and Barb Skelton will be leaving as of August 1 or has left the board and Ben McDougal inquired if the group wait until December to fill their seats. There was a conversation about Mike Falvey and whether he is staying on the board or not. Don Fiske expressed his concern that the board may struggle to reach a quorum if they do not fill their seats.

Mark has offered to step on the board as a voting member. Ben McDougal will appoint Mark to be a voting member to fulfill Ryan Smith's vacancy on the board.

Ben McDougal reported that two individuals have expressed interest in joining the board and will keep them in mind for future appointments in December.

G. Other

- 2024 Budget  
Ben McDougal inquired whether the budget has been submitted to Chelsea Carll, as the group recently added a revenue line for scholarship funding, and an expense line for ebiz credit card fees. Don Fiske will circulate the budget via email for approval.

ICC Golf Tournament Sponsorship

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Ben Breadmore reported that the ICC Golf tournament has inquired to MBOIA if they will return to sponsor a hole for \$250 at the annual golf tournament.

Motion by Greg, seconded by Don to approve the sponsorship of \$250 for the annual ICC Golf Tournament. All approved.

Ben Breadmore will submit the bill for reimbursement.

### ICC Board Recommendations

Ben McDougal reported that the ICC board has been seeking recommendations for who MBOIA supports for their upcoming election season. Ben inquired to the MBOIA if they are comfortable with him submitting letters of approval on behalf of the board. They agreed.

### MUBEC Ed Committee

Mark reported that the committee is seeking responses for MUBEC training topics. 30 webinars are still available but must be used by the end of the year. There was a discussion.

## H. The Good and Welfare of the Association

### I. Adjournment

Motion to adjourn by Mark, seconded by Ben McDougal, at 2:07 PM. All approved.