

**DRAFTED MINUTES**  
**CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT**  
**OFFICIALS**  
**EXECUTIVE BOARD MEETING**  
**TUESDAY SEPTEMBER 5, 2017**

**MEMBERS PRESENT:** Caleb Cowles, President; Deborah Miller, 1<sup>st</sup> Vice President; Ebrima Jobe 2<sup>nd</sup> Vice President; Marjorie Beauchette, Secretary; Amy Lehaney, Director; Ryan Stewart, Director; Cedric Goo, Director; Judith Dicine, Esq. – Advisor.

**MEMBERS ABSENT:** Sean Tipps, Treasurer, Jennifer Eielson, Immediate Past President

**GUESTS PRESENT:** Dawn Severine, Heather Oatis

**I. CALL TO ORDER**

Caleb Cowles called the meeting to order at 12:50PM.

**II. OPENING REMARKS:** Caleb indicated that we need to address 2 things today our taxes and C.O.N.C.O.R.D. Our filing with the State and what direction we want to go to with the Summer and Spring event. As they're getting more challenging. Our number are less than we would like to see as far as attendees. Successful campaign for our membership that is currently live on our website.

**III. REPORTS OF OFFICERS**

A. **Treasurer:** Caleb indicated that a contribution was made to the Hoarding Conference, which we had voted on and that should reflect on the report. He'll confirm with Sean on that. Cedric made a motion to accept the Treasury report and all were in favors.

B. **Secretary:** Copies were made available via e-mail to all members. Motion was made to approve the secretary report as written and all were in favors.

**IV. REPORTS OF COMMITTEES**

A. **Education:** Dawn is looking at the website and so far everything looks good. Scholarships are available from September 1st through the 30<sup>th</sup> and must be updated every year as the deadline can be changed. Debbie should have the most current scholarship application. It was also stated that a link to our scholarship application must be available on the website as well.

Dawn will make all the changes necessary and send copies to members for review and final approval. It was also stated that we can go through October 30<sup>th</sup> as the deadline. Dawn's information is to be added into the website for contact and the minimum amount for the scholarship.

- B. Membership:** We need to continue the raffle at every seminar and everyone appears to be very responsive to the \$5.00 raffle, in addition to our \$25 gift during the holiday. We need to find a way to attract students majoring in public health into our association. The membership is written very clearly in the by-law, bringing students at a discounted rate will include a change in our by-law. We have 2 categories of membership. We can also adopt other association/organization definition in order to make that accommodation. Heather will check into the CEHA by law and see what they have. We don't need to necessarily change the entire by-law. We need to be more inclusive and with the scholarship involve that can definitely increase our membership. We don't see anyone East from Hartford to our Seminar. We need to reach out to them. They used to be at our seminar. We had a huge e-mail list in the past. Caleb indicated that he's using the same e-mail server from Jen. It is really not a bad idea to get the college students into our seminar. Changes will have to be made to our by-law review. Dawn stated that with Ryan on board hopefully, we'll get more building, fire people into our organization. Ryan indicated that we will need to probably get in touch with the State Fire Marshal, as they meet annually in Rocky Hill. Caleb indicated when credits are given; we do have a large attendance from both Building or Fire.

**C. Legislative:**

- D. By Law:** Cedric term will be expired in June and would like to see new faces into our board. If someone wants to run it will be a great idea. The whole board is up for re-election. We're expecting a lot of changes this June and that our by-law also covers the moving up of officers.

**V. UNFINISHED BUSINESS**

- A.** Nothing to report.

**VI. NEW BUSINESS**

- A.** PMC is the new code we're trying to develop and/or adopt in order to deal with housing issues affecting our communities. Chapter one is the Administrative Chapter. Chapter 7 is the Fire Chapter. The FM Association opposed to having any of their language falls under any other jurisdiction and they want no referrals. This will be in effect possibly next year. This really makes no sense to code enforcement officials. How long will it really take to make sure that a structure

has working smoke detectors in place? The Fire Marshal Association indicated that we do not have the certification. Amy then asked will they be willing to come to one of our seminar to train us. We need to send out a survey to see how many local health departments, code enforcement officials are checking on smoke detectors and depending on the number we should take it to them and let them see how many different municipalities are currently doing checking on those smoke alarms. It is being done, Fairfield has code that covers smoke detectors, Stamford has a code and other municipalities might also have one too. At the end of the day life safety is our priority.

- B.** Our information with C.O.N.C.O.R.D needs to be updated. We have a tax number which was given to us when we did our filing. Our tax should have been done back in 2010 and every year after that. This may have been done in the past, but we can't recall that also should have been done after the money was stolen. We also have a certificate of insurance, which is current. It was also confirmed that CAHCEO is membership funded.
- C.** We need to file our tax with the State; there is a tax number on file and that information is also available online. This is something that needs to be done every year.
- D.** For our winter seminar Caleb was approached by Consumer Protection. We can incorporate smoke detectors, electrical panel, what kind of license do they need. Our speaker can be someone from Smoke Detectors Company. Keep in mind we don't want to enforce fire code; we just need to recognize the danger. Ryan will look into someone who can help with that. We can do that by September and lock down the credit, before it is sent out. In the past we had ServPro and few others.
- E.** For our Spring Seminar, we need at least 3 ideas for training and ICC topics. A plumbing one can also be great. Our last speaker on plumbing was great. It is more so if you see something, say something.
- F.** Digital update – it is not worth it to have our scholarship into social media. We don't have enough people to help with that, so in the meantime, Heather has agreed to maintain our website as far as sharing information, adding section ect...

**VII**                    **ANNOUNCEMENTS, PROGRAM**

**VIII.**                   **ADJOURNMENT**

- A.** The meeting was adjourned at 1:28 pm.

Respectfully Submitted,  
**Marjorie F. Beauchette** Secretary Connecticut Association of Housing Code Enforcement