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Minutes

Board of Elevator Examiners
365 East St. – Anne Sullivan Building
Tewksbury, MA 01876
September 21, 2016

Board Members Present:

Patrick Coyle
George Ramian
George Dahlquist
Edward Sandell
Lenny Chase

Guest(s) Present:

Deirdre Ann Hosler (DPS)
Ruthy Barros (DPS)

1. The Board of Elevator Examiners (“Board”) agreed to accept the meeting minutes from September 7, 2016. A motion was put forth by Edward Sandell to accept the minutes. The motion was seconded by George Ramian. **Vote 5-0; All in Favor.**

2. **Board Handbooks and Training from DPS Legal**

Deirdre Ann Hosler, Deputy General Counsel for the Department of Public Safety, along with the Board, reviewed the Board Member Handbook. The Board reviewed all handbook chapters for example, the structure and authority of the Board, the Board’s jurisdiction, meeting procedures and voting. Legal recommended that the Board thoroughly review the handbook, specifically Open Meeting Law Guides and Hearing and Disciplinary procedures. Furthermore, the Board reviewed the conflict of interest law for state employees and personal liability of individual Board members.

Matters not previously anticipated 48 hours in advance of this meeting

A motion was put forth by George Ramian to designate Ruthy Barros to review executive session minutes twice a year (January and July) and report back to the Board. The motion was seconded by George Dahlquist.

Motion: George Ramian

Seconded: George Dahlquist

Vote: 5-0; Unanimous

Exhibit List

Exhibit 1: Meeting minutes from September 7, 2016

Exhibit 2: Board of Elevator Examiners Member Handbook

Motion to adjourn made by: Edward Sandell

Seconded by: Lenny Chase

Vote 5-0; Granted.

Hearing Concluded at 10:15 a.m.

Prepared by: Ruthy Barros