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GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**Office of Public Safety and Inspections**  
**Board of Building Regulations and Standards**  
1000 Washington Street, Suite 710 • Boston • Massachusetts • 02118

**EDWARD A. PALLESCHI**  
UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**LAYLA R. D'EMILIA**  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

**Agenda**

**STATE BOARD OF BUILDING REGULATIONS AND STANDARDS**  
**BUILDING OFFICIAL CERTIFICATION COMMITTEE**

*February 2, 2021 @ 9:00 a.m.*

*Virtual*

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 857-327-9245](tel:+18573279245), 752283783# United States, Boston

Phone Conference ID: 752 283 783#

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Meeting called to order by the Chairman at \_\_\_\_\_ followed by roll call:

1. Roll Call

|   |                                  |                                 |
|---|----------------------------------|---------------------------------|
| a. Bill Horrocks, Chairman, <i>BBS Representative</i> | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| b. Robert Speroni, Vice-Chairman, <i>MetroWest</i>    | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| c. Michael Giampietro, <i>Member at Large</i>         | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| d. David Fuller, <i>MBCIA</i>                         | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| e. Bonnie Weeks, <i>Member at Large</i>               | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| f. Andrew Bobola, <i>Member at Large</i>              | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| g. Michael Clancy, <i>SEMBOA</i>                      | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| h. Jeffrey Clemons, <i>BOWM</i>                       | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| i. Roger Fuller, <i>MMA Representative</i>            | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| j. John Naff, <i>Member At Large</i>                  | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| k. Vacant, <i>Member of Academia</i>                  | <input type="checkbox"/> present | <input type="checkbox"/> absent |

**Guest Present:**

Kimberly Spencer, Office of Public Safety and Inspections

2. Members present reviewed the minutes from the last meeting on December 1, 2020; motion to approve these minutes was made by \_\_\_\_\_, seconded by \_\_\_\_\_.



| <b>3. Application for Certification Packets:</b>                                 |                                   |   |        |        |
|--|-----------------------------------|---|--------|--------|
| a) Ross, Kevin   | City of Northampton               | Local Inspector<br>Quals approved 12/5/2018<br>Appointed 11/19/2018<br>116 CEU's<br><i>Copies of all exams have been received from ICC</i>              | Motion | Second |
| b) Silva, Michael J.   | Town of Leicester                 | Local Inspector<br>Quals approved 11/12/2020<br><i>Acknowledging NERF 2/2/2021</i><br>0 CEU's<br><i>Copies of all exams have been received from ICC</i> | Motion | Second |
| <b>4. Examination Approval Packets</b> <i>(Copies of resumes provided today)</i> |                                   |   |        |        |
| a) Blute, Reid   | No Affiliation<br>(South Grafton) | Qualifications Local and/or I of B  | Motion | Second |
| b) Brown, Robert   | No Affiliation<br>(Wenham)        | Qualifications Local and/or I of B  | Motion | Second |
| c) Darling, Larry  | No Affiliation<br>(Westfield)     | Qualifications Local and/or I of B  | Motion | Second |
| d) DeVito, Jr., John   | City of Everett                   | Qualifications Local and/or I of B<br><i>NERF requested 1/29/2021</i>   | Motion | Second |
| e) Greene, Kyle  | No Affiliation<br>(Salem)         | Qualifications Local and/or I of B  | Motion | Second |
| f) Harris, Jon   | No Affiliation<br>(Monson)        | Qualifications Local and/or I of B  | Motion | Second |
| g) Johnson, Karl   | No Affiliation<br>(Quincy)        | Qualifications Local and/or I of B  | Motion | Second |
| h) MacPhee, James  | No Affiliation<br>(Royalston)     | Qualifications Local and/or I of B  | Motion | Second |
| i) Mavrelis, Andrew  | No Affiliation<br>(West Roxbury)  | Qualifications Local and/or I of B  | Motion | Second |
| j) Smith, Sean   | No Affiliation<br>(Hyde Park)     | Qualifications Local and/or I of B<br><i>Previously held local certification – revoked for lack of CEU's 2012</i>                                       | Motion | Second |

## 5. New Employee Report Form Packets:

Footnote:

R7.1.7.4 **Conditional appointments** 7. Any individual conditionally appointed as an inspector of buildings/building commissioner shall first be certified as a local inspector. February, 2011'

September 4, 2013 ~ On a **MOTION** by Bill Horrocks and **SECONDED** by Bonnie Weeks it was voted to review and Acknowledge each New Employee Report Form individually

|                       |                    |  |        |        |
|-----------------------|--------------------|--|--------|--------|
| a) Baldacci, Richard  | Town of Swampscott | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 10/12/2020<br>I of B Certification 1/7/2015<br>82 CEU's<br>Signed by <i>Chair</i>                     | Motion | Second |
| b) Bayly, Edward      | Town of Dennis     | Acknowledge NERF <b>Local Inspector</b><br>Appointed 1/4/2021<br>Local Certification 8/4/2020<br>4 CEU's<br>Signed by <i>Chair</i>                               | Motion | Second |
| c) Braga, Joseph      | Town of Dartmouth  | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 1/4/2021<br>I of B Certification 12/5/2019<br>48.5 CEU's<br>Signed by <i>Town Administrator</i>       | Motion | Second |
| d) Chiavarini, Ernest | Town of Westford   | Acknowledge NERF <b>Local Inspector</b><br>Appointed 1/4/2021<br>Local Certification 6/6/2018<br>50 CEU's<br>Signed by <i>Town Manager</i>                       | Motion | Second |
| e) Church, Brenda     | Town of Warren     | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 12/30/2020<br>I of B Certification 12/3/2014<br>78 CEU's<br>Signed by <i>Chair</i>                    | Motion | Second |
| f) Culgin, Sarah      | Town of Ashburnham | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 1/20/2021<br>I of B Certification 5/4/2010<br>100.5 CEU's<br>Signed by <i>Town Administrator - OK</i> | Motion | Second |
| g) Dupell, Mark       | Town of Burlington | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 11/23/2020<br>I of B Certification 1/15/2002<br>71 CEU's<br>Signed by <i>Town Administrator</i>       | Motion | Second |
| h) Fogarty, Robert    | Town of Millis     | Acknowledge NERF <b>Local Inspector</b><br>Appointed 9/14/2020<br>Local Certification 10/15/2018<br>63 CEU's<br>Signed by <i>Town Administrator</i>              | Motion | Second |

|                     |                    |   |        |        |
|---------------------|--------------------|---|--------|--------|
| i) Kollmer, Matthew | Town of Alford     | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 7/1/2020<br>I of B Certification 2/5/2019<br>119.5 CEU's<br>Signed by <i>Chair</i>   | Motion | Second |
| j) McRae, David     | Town of Rutland    | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 11/16/2020<br>I of B Certification 2/13/2018<br>68.5 CEU's<br>Signed by <i>Town Administrator</i>  | Motion | Second |
| k) Morris, David    | Town of Mashpee    | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 1/12/2001<br>I of B Certification 2/4/20<br>92 CEU's<br>Signed by <i>Town Manager</i>  | Motion | Second |
| l) Ringler, Barry   | Town of Foxborough | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 12/7/2020<br>I of B Certification 1/8/2008<br>49 CEU's<br>Signed by the <i>Town Manager</i>  | Motion | Second |
| m) Scott, Douglas   | Town of Ashland    | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 1/25/2021<br>I of B Certification 4/9/2001<br>42 CEU's<br>Signed by <i>Town Manager</i>  | Motion | Second |
| n) Silva, Michael   | Town of Leicester  | Acknowledge NERF <b>Local Inspector</b><br>Appointed 10/19/2020<br>Qualifications approved 11/12/2020<br><i>Local Certification to be reviewed 2/2/2021</i><br>0 CEU's – not required<br>Signed by <i>Chair</i> | Motion | Second |
| o) Tetreault, Eric  | Town of Stoneham   | Acknowledge NERF <b>Building Commissioner</b><br>Appointed 1/5/2021<br>Local Certification 5/9/2018<br>62 CEU's<br>Signed by <i>Town Administrator</i>  | Motion | Second |

## 6. Extension Requests to be Certified Packets:

### Footnote:

**R7.1.7.4.1 Requests for exam schedule extension.** Upon written petition to the BOCC, any conditional appointee unable to comply with the examination schedule as cited in R7.1.7.4 may for cause, be granted an extension of time in order to comply. Petitions shall be forwarded to the clerk of the BOCC on forms for such purpose, and addressed to the office of the BBRS. The conditional appointee shall state all reasons to substantiate the request for an extension of time. Conditional appointees who have not attempted the examination schedule as herein defined during the prescribed period shall not be granted an extension, and no conditional appointee shall be afforded more than three extensions of time beyond the prescribed period for the level of certification sought. **'January 1, 2008'**

|                   |                |   |        |        |
|-------------------|----------------|---|--------|--------|
| a) Scott, William | Town of Agawam | Extension for Building Commissioner (requesting 1 <sup>st</sup> extension)<br>Appointed 10/22/2018<br>103.5 CEU's<br><br>Passed On Boarding 12/2019 | Motion | Second |
|-------------------|----------------|---|--------|--------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Planning on testing march 2021 and finish by Dec 2021. |  |  |
|--|--|--|--|--|

## 7. Hearings:

### Footnote:

**R7.4.1.4 Decisions and discipline of certification holders.** The BOCC shall issue a written decision after the hearing. Decisions shall be issued in a reasonably prompt manner. **The decision of the BOCC shall serve as a recommendation to the BBRS and shall be promptly forwarded by the Administrator to the full board for review.** If after a hearing the BOCC finds that the holder has violated any provision of R7.4.1.5, it may recommend suspension of a certification for a fixed period of time, revocation of a certification permanently, or a reprimand of the certification holder. Further, the BOCC may recommend that any order include appropriate remedial or disciplinary conditions. Once forwarded to the BBRS, the board shall either, adopt the recommendation in its entirety, adopt the recommendation with amendment, reject the recommendation in its entirety, or remand the matter to the BOCC further proceedings. A certificate holder whose certification is revoked may apply in writing to the Board for reinstatement no sooner than one year from the date of the revocation.

|                              |              |  |
|------------------------------|--------------|--|
| Smart, Joseph<br>BOCC 1-2021 | City of Lynn | Qualifications were denied January 5, 2021<br>NERF received with an appointment date of 12/21/2020 |
|------------------------------|--------------|--|

## 8. Review Application for Continuing Education – Exhibit Items attached

At the September 14, 2020 Board of Building Regulation and Standards (BBRS) meeting, BBRS members voted to extend the current training cycle, to maintain certification, through December 31, 2021.

The continuing education submitted was reviewed by members present; **motion to approve was made by \_\_\_\_, seconded by \_\_\_\_. Motion passed by unanimous vote.**

(\*) Courses previously approved

| Name                      | Date        | Course Description   | CEU's | Cat | Course No. |
|---------------------------|-------------|--|-------|-----|------------|
| David Cohen<br>John Moran | 12/23/2020  | Guide to the Structural Evaluation of Existing Timber Structures, TFEC 3-2109 offered by SEAMass   | 1.5   | 1   |            |
| David<br>Lindberg         | 4/7/2020    | ICC - Leadership Series: Challenging Discussions offered by ICC #20596   | 1.5   | 1   |            |
|                           | 12/1/2020   | ICC - 2018 IFC Essentials ICC# 15054 (not accepting credit hrs based on 2018 I code)   | 0     |     |            |
| David Geldart             | 11/5/2020   | Remote Inspections - A tool for the future or a time saving tool for today? Offered by Bldg Energy Codes ICC# 25621                                | 1.0   | 1   |            |
| Russell<br>Wheeler        | 12/30/2020  | ICC - 2015 Commercial Building Inspector: Roof/Ceiling Construction ICC# 11741   | 1.0   | 1   |            |
|                           | 1/13/2021   | Residential Wood Decks DCA-6 2015 IRC offered by NHBOA   | 3.0   | 1   |            |
|                           | 11/17/2020  | Best Management Practices for Groundwater Protection   | 2.0   |     |            |
|                           | 11/12/2020  | Floodplain Management Training New Hampshire Floodplain Management   | 2.0   | 1   |            |
| Joseph Murray             | 12/18/2020  | Ensuring Life Safety in Adaptive Reuse: Using NFPA 101A for Alternative Approaches to Code Compliance  | 1.0   | 1   |            |
|                           | 10/16/2020  | Design Considerations for Below-Grade Waterproofing  | 1.0   | 1   |            |
|                           | 11/20/2020  | Design Practices for Single-Ply Roof Assemblies  | 1.0   | 1   |            |
|                           | 1/21/2021   | Meeting MAAB and ADA Standards in Alterations and Additions offered by BSA   | 1.5   | 1   |            |
|                           |             |  |       |     |            |
| Gary<br>Halvorsen         | 11/5-6/2020 | Building Codes for Basement Finish - 2 day training offered by Building Code College ICC# 26377  | 6.0   | 1   |            |
|                           | 10/23/2020  | Seismic Design basics offered by Natl Inst of Bldg Science   | 1.0   | 1   |            |
| Ronald Durgin             | 12/16/2020  | NEHRP Technical Brief NO. 12, Seismic Design of Cold-Formed Steel Lateral Load-Resisting Systems - A Guide for Practicing Engineers offered by ATC | 1.5   | 1   |            |
| Chris<br>Clemente         | 1/14/2021   | NCD233 Ask the Experts: Construction Fire Safety Discussion Panel Webinar offered by American Wood Council ICC# 26496                              | 1.5   | 1   |            |
| Shannon Hulst             | 3/10/2021   | FEMA Letter of Map Change Process  | 1.0   | 1   |            |

|                |            |  |     |   |                 |
|----------------|------------|--|-----|---|-----------------|
| Greg Arvanitis | 10/14/2020 | ICC Mass Timber Construction / Heavy Timber Construction   | 6.0 | 1 |                 |
|                | 8/12/2020  | 2015 IBC Means of Egress offered through NHBOA   | 6.0 | 1 |                 |
|                | 9/9/2020   | 2015 IRC Performing Residential Building Inspections - ICC   | 6.0 | 1 |                 |
| District 11    | 12/1/2020  | Temp Use of Emergency Elevators<br>This meeting took on the topic scenario of a building provided with a single elevator in which said elevator was rendered out of service for a prolonged period of time (6 months). The question of the continued legitimacy of the existing Certificate of Occupancy was explored in that the certificate was issued conditional on full compliance with ALL portions of the State Building Code inclusive of Accessibility. Factoring into such discussions was the impact to the ability to first responders (Fire Department) to respond effectively to an emergency situation without the assistance of an elevator. Finally, the questions of options for the buildings continued operation were discussed inclusive limited uses of portions of the building, the possible use of a temporary exterior construction elevator and the posting of Fire watches were all discussed. | 2.5 | 2 | <b>A11-1220</b> |
|                | 1/19/2021  | Calculations of Capacities During COVID & Certificates of Inspections for Retailers  | 2.0 | 2 | <b>A11-0121</b> |
| BOWM           | 1/20/2021  | IBC Chapter 7 and related topics from IRC Chapter 3  | 1.5 | 1 | <b>WM-0121</b>  |

## 8b. Review Application for Continuing Education – Exhibit Items attached

The BOCC previously reviewed and approved the following completed continuing education. The building official's training report was updated with the credit hours.

| Name              | Date       | Course Description  | CEU's | Cat | Course No.     |
|-------------------|------------|---|-------|-----|----------------|
| Vincent Tirone    | 12/31/2020 | Concrete Repair Installation - Simpson O/L ICC #1025-5624                                   | 2.0   | 1   | <b>C-2740*</b> |
|                   | 12/30/2020 | Concrete Repair Design - Simpson O/L ICC #1025-5626   | 2.0   | 1   | <b>C-2739*</b> |
|                   | 12/31/2020 | Truss Fundamentals - Simpson O/L ICC #1025-6443   | 2.0   | 1   | <b>C-2742*</b> |
|                   | 12/30/2020 | Deck Inspection for New and Existing Construction offered by Simpson StrongTie              | 1.0   | 1   | <b>C-3113*</b> |
| Louis Santana     | 12/31/2020 | 6 hour CSL CEU's offered through Mass Contractors Academy CS-010211                         | 6.0   | 1   | <b>C-3464*</b> |
|                   | 12/31/2020 | CSL Cont Ed 6 Hr CSL Renewal Course offered by Mass Contractors Academy 010208              | 6.0   | 1   | <b>C-3149*</b> |
| Michael LaVecchia | 12/30/2020 | Deck Building 101 - Beginner's Course - Simpson On Line ICC #1025-157                       | 1.0   | 1   | <b>C-2546*</b> |
| David Geldart     | 2/19/2020  | OSHA Winter 2020 Safety Event   | 4.0   | 1   | <b>C-3334*</b> |
| Russell Wheeler   | 12/29/2020 | 2015 Commercial Building Inspector: Floor Construction ICC# 11739                           | 1.0   | 1   | <b>IC-306*</b> |
| David Roberts     | 1/14/2021  | Boring & Notching in Wood-Frame Const Simpson Strong-Tie ICC# 13482                         | 1.0   | 1   | <b>C-2940*</b> |
|                   | 1/15/2021  | Code Requirements for Conventionally Framed Roofs offered by Simpson StrongTie              | 1.0   | 1   | <b>C-3112*</b> |
| John Erickson     | 1/13/2021  | Wind Design with the 2018 WFCM (not accepting credit hrs based on 2018 I code)              | 0     |     | <b>C-3503*</b> |
|                   | 1/13/2021  | Soft Story Retrofit of Existing Buildings by Simpson StrongTie ICC #1025-3870               | 3.0   | 1   | <b>C-2690*</b> |
| Bryan Butler      | 10/23/2020 | FEMA Elevation Certificate Workshop: completing the FEMA EC Correctly for Everyone - online | 6.0   | 1   | <b>C-3525*</b> |
| Wayne Wilson      | 1/1/2020   | CSL Cont Ed 6 Hr CSL Renewal Course offered by Mass Contractors Academy 010208              | 6.0   | 1   | <b>C-3149*</b> |
|                   | 1/11/2020  | CSL Cont Ed 6 hr CSL Renewal Course Online offered by Mass Contractors Academy C-010210     | 6.0   | 1   | <b>C-3228*</b> |
|                   | 4/16/2020  | Understanding Moment Frames Simpson Strong-Tie ICC# 10789                                   | 2.0   | 1   | <b>C-2943*</b> |
|                   | 4/20/2020  | Concrete Repair Design - Simpson O/L ICC #1025-5626   | 2.0   | 1   | <b>C-2739*</b> |
|                   | 4/21/2020  | Deck Building 101 - Beginner's Course - Simpson On Line ICC #1025-157                       | 1.0   | 1   | <b>C-2546*</b> |
|                   | 5/9/2020   | Truss Fundamentals - Simpson O/L ICC #1025-6443   | 2.0   | 1   | <b>C-2742*</b> |
|                   | 5/10/2020  | Wall Bracing for Wind Design with 2015 IRC Simpson Strong-Tie ICC# 12243                    | 1.0   | 1   | <b>C-2944*</b> |

|  |           |  |     |   |         |
|--|-----------|--|-----|---|---------|
|  | 5/14/2020 | Soft Story Retrofit of Existing Buildings by Simpson StrongTie<br>ICC #1025-3870 | 3.0 | 1 | C-2690* |
|  | 5/18/2020 | Wood, Steel and Concrete Deterioration - Simpson O/L ICC<br>#1025-163            | 1.0 | 1 | C-2542* |
|  | 9/22/2020 | Wind Design with ASCE 7 - Simpson O/L ICC #1025-160                              | 2.0 | 1 | C-2544* |

## 9. Additional Business / Other matters as not reasonably anticipated 48 hours in advance of meeting

### a. For Informational purposes:

There are currently:

- \* Active and Retired: 798 certified building inspectors
  - o 472 Inspector of Buildings
  - o 326 Local
- \* Active ONLY: 626 certified building inspectors
  - o 325 Inspector of Buildings
  - o 243 Local
  - o 58 Conditional local building inspectors
- \* Qualifications Approved
  - o 655 individuals' qualifications have been approved to take the exams, not currently affiliated
- \* 698 certified building inspectors required to have 45 credit hours
  - o 476 More than 45 credit hours
  - o 190 Less than 45 credit hours
    - o 47 between 44 – 40 credit hours
    - o 143 Less than 40 credit hours
  - o 32 have 0 credit hours
- \* 162 certified building inspectors required to have less than 45 credit hours – certified within current training cycle
  - o 69 More than 45 credit hours

### b. Request to *Voluntarily Surrender* Building Official Certification:

|              |                       |         |
|--------------|-----------------------|---------|
| Mark Herweck | Building Commissioner | BO-1583 |
|--------------|-----------------------|---------|

### c. Request from Vincenzo Tirone, Building Commissioner Town of Monson to modify the start of his 18-month grace period to begin December 18, 2020.

Vinny's appointment date was September 22, 2020; subsequently he received active federal orders and was not able to begin working as the Building Commissioner until December 18, 2020. He was active for another three weeks January 2-29, 2021.

### d. Clarification – While the current training cycle has been extended, for certified building officials, through December 31, 2021, are the requirements for a Conditional Inspector still required to accumulate at least 1 credit hour per month?

*110.R7.3.1 Continuing Education Requirements ... Conditional appointees as defined by 780 CMR 110.R7 shall attain at least one contact hour of education credit for each month of employment until such time as the conditional appointee has successfully completed the required examination schedule and is certified as prescribed.*

- e. For discussion: How many towns are too many for one building inspector to handle. It has been brought to the attention of the BOCC there is an individual covering 7 towns, possibly 8 (NERF has not been received).
- f. Discuss possible 780 CMR R7 Regulation Changes for the 10<sup>th</sup> Edition of the Massachusetts Building Code.

Regulation change to notify this office, current State Building Inspector and new State Building Inspector

*110. R.7.2.5 Notification Change of Employment (or Appointment) Location*  
*Conditional and certified individuals shall notify the BBRS of any change in the status or location of their employment. Notification shall be made to BOCC Program Coordinator, the outgoing State Building Inspector and the incoming State Building Inspector, within one month of such change.*

- g. A mailing went to all building inspectors that included updated Building Official ID cards with an expiration date of December 31, 2021. Included in the mailing was a form to make any address, email, etc. corrections and update cities and towns current affiliation. The form also asked to specify what city/ town the building inspector has been appointed as an Alternate Inspector. Four returned forms clearly state certified LOCAL INSPECTORS are working as Alternate Inspectors. Three individuals are the Alternate for more than one community.

*The definition of an Alternate Inspector: 780 CMR 110.R7.1.6.3 Alternate inspector of buildings/building commissioner. An alternate inspector of buildings/building commissioner shall be certified prior to appointment.*

*As a reminder Chapter 1 Section 111 Certificate of Occupancy: 111.1 Use and Occupancy. No building or structure shall be used or occupied, ..., until the building commissioner, inspector of buildings, or when applicable, the state inspector has issued a certificate of occupancy...*

Discussion - Should an email be sent to all building inspectors as a reminder of the above?

- h. Adjourn
- i. 2021 meeting dates will be the First Tuesday of the Month as follows:
  - January 5
  - February 2
  - March 2
  - April 6
  - May 4 (SEMBOA)
  - June 1
  - July 6 (day after hln)
  - August 3
  - September 7 (day after hln)
  - October 5 (UMASS)
  - November 2
  - December 7





Next meeting scheduled for March 2, 2021 - Virtual