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**BOARD OF BUILDING REGULATIONS AND STANDARDS NOTICE OF
VIRTUAL MEETING**
11th Edition Process Subcommittee

January 17th, 2025, called to order at 9:01am

Meeting Minutes

1. Roll Call

Lisa Davey - Present

Sy Nguyen – Present

Luke McKneally – Present

Tarika Leskiw – Present

John Nunnari – Present

2. Approval of Minutes from 12/18/24 - Tabled

3. 11th edition drafting

Luke McKneally reviewed the Tracking Log updates that were reviewed and approved at the last meeting because Chair Lisa Davey was not present at last month's meeting. He also made a few updates to the log outside of the meeting and reviewed these changes with the board.

Legal Counsel Charles Kilb indicated that the subcommittee should ensure it isn't making the tracking log too complex. The board members decided to "stress test" the tracking log and use a few examples of the 10TH Edition proposals to enter into the document to identify potential problem areas. An issue arose regarding naming code change proposals and the board was reminded of the previously established "Topic_Proposer_Date" naming convention.

a. Public Input

i. Previously tabled 10th edition proposals

Legal Counsel Charles Kilb indicated that the assumption has been that all the previously tabled 10th Edition proposals would get presented to the BBRS at the beginning of the 11th Edition process at which time they can be sorted and directed to applicable subcommittees. Board members discussed reviewing all these tabled proposals prior to sending them off to a subcommittee.

ii. Statutory public "hearings" - May/November



Legal Counsel Charles Kilb explained that it may be helpful to have a clearer process for reviewing public input. Lisa Davey suggested that once a quarter public input will be reviewed. John Nunnari suggested creating a guidance document for how public input will be reviewed by the BBRS. Tarika Leskiw agreed with the suggestion of a guidance document. Board members clarified and stated that they will suggest the BBRS create this guidance document. The subcommittee will not be creating this document.

iii. Meetings to take input or comment period on agendas

Charles Kilb noted that the subcommittee may want to consider how to handle public comments received outside of the statutory public hearings. He indicated that public comments can come in at any time and may come after subcommittees have completed their drafting work, so an organized process would be important.

b. Draft Timelines

John Nunnari reviewed his Draft Timeline document for the 11th Edition. Charles Kilb asked some clarifying questions on the proposed dates of public hearings. John Nunnari will make some updates to this document and present it for board review at the next meeting.

i. Concurrency Period

Legal Counsel Charles Kilb indicated that the main issues regarding concurrency periods have been addressed by the main board, however, he indicated that the subcommittee should consider whether new concurrency periods are needed for interim changes to the 10th edition. The members discussed separating out technical / grammatical errors, and substantive changes, and that no concurrency period would be required for technical / grammatical changes.

ii. Additional considerations for 11th edition drafting

iii. Staff role in 11th edition

Legal Counsel Charles Kilb clarified the roles of staff in this process in that staff would provide administrative and legal support for each subcommittee and would help maintain all related work, however, the drafting process is designed to be led by each subcommittee's members rather than staff. Chris Rogers presented potential staff limitations for running up to 3 subcommittees at the same time. Board members discussed the possibility of combining certain subcommittees. This will be added to the next meeting agenda.

4. Acronyms and Codes for Tracking Log

Board members reviewed the BBRS Codes document that was created by staff. Several clarification questions will be addressed, and an updated version of this document will be presented at the next meeting

5. Final Work Product of Subcommittee

6. Matters not reasonably anticipated 48 hours in advance of meeting.

Items Relied Upon

- Agenda
- Meeting Recording