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

Meeting Minutes

Location: 49 Lexington Street
Costin Meeting Room
Framingham MA, 01702

Hybrid Meeting

The meeting was called to order at 9:24 AM.

Roll Call

a. Jeffrey Clemons, Chair BOWM	X present	<input type="checkbox"/> absent
b. Andrew Bobola, Vice Chair, BBRS Representative	X present	<input type="checkbox"/> absent
c. David Fuller, MBCIA	X present	<input type="checkbox"/> absent
d. Michael Clancy, SEMBOA	X present	<input type="checkbox"/> absent
e. Henry Fontaine, MetroWest	X present	<input type="checkbox"/> absent
f. John Naff, Member At Large	X present	<input type="checkbox"/> absent
g. Michael Giampietro, Member at Large	X present	<input type="checkbox"/> absent
h. Kevin Ross, Member at Large	X present	<input type="checkbox"/> absent
i. Jeff Richards, Member at Large	<input type="checkbox"/> present	X absent
j. Kevin Sweet, MMA Representative	<input type="checkbox"/> present	X absent
k. VACANT, Member of Academia	<input type="checkbox"/> present	X absent

1) **Review/Vote** Meeting Minutes for January 9, 2024
David Fuller made a motion to approve the meeting minutes for January 9, 2023,
Kevin Ross seconded the motion. The motion passed unanimously.

2) **Discuss/Vote** Elections
After a brief discussion explaining that new BOCC officers were to be elected for the
remainder of 2024, John Naff made a motion to appoint Michael Giampietro to
BOCC Chair. David Fuller seconded the motion. The motion passed unanimously.
Michael Giampietro next made a motion to appoint John Naff to BOCC Vice Chair.
KR seconded. Unanimous.



3) **Review/Discuss** Executive Director Report

a) Meeting Locations

The subcommittee briefly discussed the tentative meeting locations in Boston, North, South, Central, and Western MA. No objections were proposed for the tentative locations and a calendar with the locations will be provided at the next BOCC meeting.

b) Website CEU Updates

The BOCC discussed a few concerns regarding the CEU updates and Expressed concerns some building officials have. All building officials may submit concerns regarding CEUs to staff for review.

c) Notifications to Applicants

Acting Executive Director Andrew Bridges informed the subcommittee that there is a new system in place which will allow the notification regarding an applicant's outcome during the meeting to be received within a week of the meeting. After a brief discussion clarifying the internal process of preparing subcommittee meeting packet for board review, the subcommittee requested a hard cutoff date for applications to be accepted for the meeting to avoid document version confusion.

4) **Review/Discuss** Updated Forms/Policy

After a brief discussion of minor changes to be made to the updated forms, the policy regarding extension of time requests was reviewed by the subcommittee. John Naff made a motion to accept the new policy as drafted. Henry Fontaine seconded the motion and the motion passed unanimously. The new policy will be added to the website for Building Officials to reference.

5) **Hearing** re: BOCC-01-2024

David Fuller made a motion to approve Adam Vanderneck's application for examination approval with the additional information provided by Mr. Vanderneck. Kevin Ross seconded the motion. The motion passed unanimously.

6) **Application for Certification Packets:**

a) Adam Petkus

John Naff made a motion to approve the application for Adam Petkus for a Certified Building Official. David Fuller seconded the motion. The motion passed unanimously.

b) Edward Mierzwa

Michael Clancy made a motion to approve the application for Edward Mierzwa. John Naff seconded the motion. The motion passed unanimously. David Fuller abstained from the motion.

7) **Examination Approval Packets:**

a) Alejandro Jimenez

John Naff made a motion to deny the application for Alejandro Jimenez due to a lack of 5 years' experience. Henry Fontaine seconded the motion. The motion passed unanimously.

b) Christopher Walsh

David Fuller made a motion to approve the application for Christopher Walsh. Jeffrey Clemons seconded the motion. The motion passed unanimously.

c) Denis Desmarnis

John Naff made a motion to approve the application for Denis Desmarnis. Kevin Ross seconded the motion. The motion passed unanimously.

d) John Mushinsky

Kevin Ross made a motion to deny the application for John Mushinsky due to a lack of 5 years of experience or relevant education. Jeffrey Clemons seconded the motion. The motion passed unanimously.

f) Keith Gangell

John Naff made a motion to approve the application for Keith Gangell. David Fuller

seconded the motion. The motion passed unanimously.

g) Kevin Tomso

David Fuller made a motion to table the application for Kevin Tomso pending receipt of resume. John Naff seconded the motion. The motion passed unanimously.

h) Theodore Pontz

i) John Naff made a motion to deny the application for Theodore Pontz due to a lack of 5 years' experience. Jeff Clemons seconded the motion. The motion passed unanimously.

j) Thomas Delany

k) David Fuller made a motion to approve the application for Thomas Delany. Henry Fontaine seconded the motion. The motion passed unanimously.

l) Michael Sullivan

After a discussion regarding Mr. Sullivan's experience with construction, David Fuller made a motion to approve the application for Michael Sullivan. John Naff seconded the motion. The motion passed unanimously.

8) **Extension of Time Requests**

a) Frank Boron

John Naff made a motion to deny the extension of time request for Frank Boron. Michael Clancy seconded the motion. The motion passed unanimously.

b) Leslie Ward

Michael Clancy made a motion to deny the extension of time request for Leslie Ward. Henry Fontaine seconded the motion. The motion passed unanimously.

c) Ricardo Tersarotto

This application was dismissed due to the applicant no longer holding employment necessitating a deadline to complete the tests.

9) **New Employee Report Form**

a) Graham McKissock

John Naff made a motion to deny the new employee report form for Graham McKissock. David Fuller seconded the motion. The motion passed unanimously.

b) John Mushinsky

David Fuller made a motion to deny the new employee report form due to not approving the Examination Application Packet. Kevin Ross seconded the motion. The motion passed unanimously.

c) Marcos Periera

John Naff motion to acknowledge the new employee report form for Marcos Periera. Michael Clancy seconded the motion. The motion passed unanimously. David Fuller abstained from the motion.

d) Thomas Delaney

John Naff made a motion to table the new employee report form for Thomas Delany pending Town Managers signature on the application. Jeffrey Clemons seconded the motion. The motion passed unanimously.

10) **Retirement Notice**

N/A

11) **Applications for Continuing Education**

a) Form A

Berkley MA

District 3

District 8

MetroWest

John Naff made a motion to approve the Form A's as submitted. David Fuller seconded the motion. The motion passed unanimously.

b) Form B
Bryan Gorman
John Carchedi
Michael Robidux
Paul Winchester
Robert Garside
Ronald Durgin
Shukhrat Aziev
Tom Kennedy
Tony Whitman

Kevin Ross made a motion to approve as submitted. John Naff seconded the motion. The motion passed unanimously.

12) **Additional Business / Other matters as not reasonably anticipated 48 hours in advance of meeting.**

- a) BOCC next meeting date March 5, 2023
- b) Adjournment

John Naff motioned to adjourn the meeting at 11:23 AM. Kevin Ross seconded the motion. The motion passed unanimously.