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REGULATION

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COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**Meeting Minutes**  
**STATE BOARD OF BUILDING REGULATIONS AND STANDARDS**  
**BUILDING OFFICIAL CERTIFICATION COMMITTEE**  
**Charlton Public Library**  
**40 Main Street**  
**Charlton, MA**  
***March 7, 2023 9:45 a.m.***

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Meeting called to order by the Chairman at 9:48 a.m. followed by roll call:

**1. Roll Call – Committee members present**

Bill Horrocks, Chairman - *BBRS Representative*  
Jeffrey Clemons, Vice Chair - *Building Officials of Western Massachusetts Member, Pittsfield*  
Henry Fontaine – *MetroWest Building Official Association*  
John Naff - *Member At Large, Wrentham*  
Michael Clancy - *Southeastern Building Official's Association, Hingham*  
Andrew Bobola - *Member At Large, Mattapoisett*  
Michael Giampietro - *Member At Large, Millis*  
Jennifer DeForge – *Member of Academia*

**Committee members absent**

David Fuller - *Massachusetts Building Commissioner's Association, Lowell*  
Bonnie Weeks - *Member At Large, Palmer*  
Vacant - *Massachusetts Municipal Association Representative*

**Staff Present:**

Kimberly Spencer, Office of Public Safety and Inspections  
Charles Kilb, DOL  
Lisa Barros, Office of Public Safety and Inspections

- 2. Members present reviewed minutes from the BOCC meeting on February 7, 2023: MOTION to approve these minutes was made by Jeff Clements and seconded by Michael Giampietro.**



### 3. Application for Certification Packets

- a. On a MOTION by John Naff and seconded Michael Giampietro it was unanimously VOTED to approve the application of **James Campbell** (Town of Plymouth) for certification in the capacity **Inspector of Buildings / Building Commissioner** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2142).
- b. On a MOTION by John Naff and seconded Michael Giampietro it was unanimously VOTED to approve the application of **Bryan Gorman** (No Affiliation) for certification in the capacity **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2340).
- c. On a MOTION by Jeff Clemens and seconded Michael Clancy it was unanimously VOTED to approve the application of **David Guilbert** (City of Chicopee) for certification in the capacity **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2277).
- d. On a MOTION by John Naff and seconded Jeff Clemens it was unanimously VOTED to approve the application of **Richard Forand** (Town of Somerset) for certification in the capacity **Massachusetts Building Commissioner** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2301).
- e. On a MOTION by John Naff and seconded Jeff Clemens it was unanimously VOTED to approve the application of **Jesse Lennox** (City of Attleboro) for certification in the capacity **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2339).
- f. On a MOTION by Jeff Clemons and seconded John Naff it was VOTED to approve the application of **James Perry** (No Affiliation) for certification in the capacity **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2280). Michael Clancy, Michael Giampietro, Andy Bobola opposed.
- g. On a MOTION by Jeff Clemens and seconded Michael Giampietro it was unanimously VOTED to approve the application of **Joseph Lipoma** (No Affiliation) for certification in the capacity **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2341).
- h. On a MOTION by John Naff and seconded Jeff Clemens it was unanimously VOTED to approve the application of **Eric Tetreault** (Town of Andover) for certification in the capacity **Inspector of Buildings / Building Commissioner** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2121).

### 4. Examination Approval Packets

- a. On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously VOTED to DENY the request of **Ruben Arroyo** (Town of Ludlow) for approval to take the required exams to become certified as a building code enforcement official. The Committee was unable to find sufficient supervisory experience in building construction or design in Ruben Arroyo's résumé to determine if they have the minimum qualifications as defined by MGL c 143 § 3.
- b. On a MOTION by John Naff and seconded by Jeff Clemons it was VOTED to grant the request of **Daniel Bailey** (No Affiliation), based on education, for approval to take the required exams to become certified as a building code enforcement official. Daniel Bailey meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process. Andy Bobola abstains.
- c. On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously VOTED to grant the request of **Daniel Barcelos** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Daniel Barcelos meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.
- d. On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously VOTED to grant the request of **Kelly Brancalone** (No Affiliation), based on education, for approval to take the required exams to become certified as a building code enforcement official. Kelly Brancalone meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.

- e. On a MOTION by John Naff and seconded by Jeff Clemens it was unanimously VOTED to DENY the request of **Peter D 'Agostino** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. The Committee was unable to find sufficient supervisory experience in building construction or design in Peter D 'Agostino résumé to determine if they have the minimum qualifications as defined by MGL c 143 § 3.
- f. On a MOTION by John Naff and seconded by Andy Bobola it was unanimously VOTED to grant the request of **Wando De Oliveira** (City of Worcester) for approval to take the required exams to become certified as a building code enforcement official. **Wando De Oliveira** meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.
- g. On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously VOTED to grant the request of **Kenneth Noonan** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Kenneth Noonan meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.
- h. On a MOTION by John Naff and seconded by Andy Bolola it was unanimously VOTED to DENY the request of **Jason Normandin** (No affiliation) for approval to take the required exams to become certified as a building code enforcement official. The Committee was unable to find sufficient supervisory experience in building construction or design in Jason Normandin's résumé to determine if they have the minimum qualifications as defined by MGL c 143 § 3.
- i. On a MOTION by Andy Bolola and seconded by Henry Fontaine it was VOTED to grant the request of **Joseph Trybus** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Joseph Trybus meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process. Jeff Clemons abstained
- j. On a MOTION by Jeffrey Clemons and seconded by Giampietro it was unanimously VOTED to DENY the request of **Alberto Medina-Florez** (No affiliation) for approval to take the required exams to become certified as a building code enforcement official. The Committee was unable to find sufficient supervisory experience in building construction or design in Alberto Medina-Florez résumé to determine if they have the minimum qualifications as defined by MGL c 143 § 3.

## 5. New Employee Report Form Packets

- a. On a MOTION by Andy Bobola and seconded by Michael Giampietro it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Michael Crisafulli** appointed to the position of **Building Commissioner** for the **Town of Wayland** on November 28, 2022. *NERF signed by Town Manager.*
- b. On a MOTION by John Naff and seconded by Michael Clancy it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Paul Coelho** appointed to the position of **Local Inspector** for the **Town of Norwood** on February 13, 2023. *NERF signed by General Manager.*
- c. On a MOTION by John Naff and seconded by Michael Giampietro it was VOTED to acknowledge the *New Employee Report Form* of **Andrew Bolola** appointed to the position of **Building Commissioner** for the **Town of Acushnet** on November 28, 2022. *NERF signed by Chair.* Andy Bobola recused.
- d. On a MOTION by John Naff and seconded by Michael Giampietro it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Frederick Heim** appointed to the position of **Local Inspector** for the **Town of Blackstone**. Appointed, not yet certified, on February 7, 2023. Twelve month grace period expires February 28, 2024. *NERF signed by Town Administrator.*
- e. On a MOTION by John Naff and seconded by Andy Bolola it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Joel Gynan** appointed to the position of **Local Inspector** for the **City of Lynn** on January 25, 2023. *NERF signed by Mayor.*
- f. On a MOTION by John Naff and seconded by Michael Giampietro it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Wando De Oliveria** appointed to the position of **Local Inspector** for the **City of Worcester**. Appointed, not yet certified, on January 31, 2023. Twelve month grace period expires January 31, 2024. *NERF signed by City Manager.*

- g. On a MOTION by Henry Fontaine and seconded by Michael Giampietro it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Paul D'Amore** appointed to the position of **Local Inspector** for the **Town of Chelmsford** on February 6, 2023. *NERF signed by Town Manager.*
- h. On a MOTION by John Naff and seconded by Michael Giampietro it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Jeffrey Macleod** appointed to the position of **Local Inspector** for the **City of Lynn** on September 19, 2022. *NERF signed by Mayor.*
- i. On a MOTION Michael Giampietro and seconded by John Naff it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Chrispher Regan** appointed to the position of **Local Inspector** for the **Town of Plymouth** on October 12, 2022. *NERF signed by Town Manager.*

## 6. Extension Requests to be Certified Packets

*R7.1.7.4-5 a conditional appointee may petition the Building Official Certification Committee (BOCC) using the Extension Request form for an extension of time to comply with the examination schedule of R7. Upon establishment of cause, the BOCC may grant such an extension of time as it may consider appropriate.*

- a) On a MOTION by Jeff Clemons and seconded by Andy Bolola it was unanimously VOTED to DENY the request of **John Albright (Town of Marblehead)** for a first extension of time to become certified as a building commissioner.
- b) On a MOTION by Jeff Clemons and seconded by Michael Clancy it was unanimously VOTED to grant the request of **Eric Roberts (City of Woburn)** for a first extension of time to become certified as a Local Inspector. Said extension shall expire September 31, 2023.
- c) On a MOTION by John Naff and seconded by Michael Giampietro it was unanimously VOTED to grant the request of **Michael Mercurio (Town of Middleton)** for a second extension of time to become certified as a Local Inspector. Said extension shall expire September 31, 2023.
- d) On a MOTION by Jeff Clemons and seconded by Michael Clancy it was unanimously VOTED to DENY the request of **Edward Murray (Town of Brookline)** for a first extension of time to become certified as a Local Inspector.
- e) On a MOTION by Jeff Clemons and seconded by Andy Bolola it was unanimously VOTED to grant the request of **Kenneth Frasier (Town of Douglas)** for a third extension of time to become certified as a Building Commissioner. Said extension shall expire March 31, 2024.

## 7. Hearings

- a. On a **MOTION** by Andy Bobola and seconded by John Naff it was unanimously VOTED to grant **Benjamin Lebowitz (Town of Marblehead)** for approval to take the required exams to become certified as a building code enforcement official. Benjamin Lebowitz was present for the hearing. After testimony by Benjamin Lebowitz and John Albright, Building Commissioner Town of Marblehead, the Committee determined Benjamin demonstrated he meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.

On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Benjamin Lebowitz** appointed to the position of **Local Inspector** for the Town of Marblehead. Appointed, not yet certified, on December 16, 2022. Twelve-month grace period expires December 31, 2023. Six-month period to at least apply for the first exam will expire September 30, 2023. *NERF signed by Chair.*

- b. On a **MOTION** by John Naff and seconded by Jeff Clemons it was unanimously VOTED to table **Slater Panosian (Town of Belmont)** for approval to take the required exams to become certified as a building code enforcement official. The Committee will take Slater Panosian and Glenn Clancy's, Building Commissioner Town of Belmont, under advisement.
- c. On a **MOTION** by Jeff Clemons and seconded by John Naff it was VOTED to grant **Kyle Tucker (Town of Hudson)** for approval to take the required exams to become certified as a building code enforcement official. Kyle Tucker was present for the hearing. After testimony by Kyle Tucker and Jeffrey Woods, Building Commissioner Town of Hudson, the Committee determined Benjamin demonstrated he meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process. Michael Clancy opposed.

On a MOTION by Jeff Clemons and seconded by John Naff it was unanimously VOTED to acknowledge the *New Employee Report Form* of **Kyle Tucker** appointed to the position of **Local Inspector** for the Town of Hudson. Appointed, not yet certified, on November 17, 2022. Twelve-month grace period expires November 30, 2023. Six-month period to at least apply for the first exam will expire September 30, 2023. *NERF signed by Chair.*

## 8. Review Application for Continuing Education

Members present reviewed the continuing education submitted; MOTION to approve, as amended, was made by Jeff Clemons seconded by Michael Giampietro.

Name	Date	Course Description	CEU's	Cat	Course No.
Jesse Anthony	12/07/2022	BCD131 A- 2018 International Residential Code Changes related to wood construction	0		C-4107
	12/07/2022	BCD303A Residential Wood Deck Design	1.0	1	C-4108
James Badera	2/13/2023	Elevation Certificate workshop	6.0	1	C-4109
James Leitch	11/17/2022	How Do Roofs Defend Against Hail Damage	1.0	1	C-4110
	11/21/2022	Cable Railing System	1.0	1	C-4111
	03/17/2022	Engineered I Joints and Firefighter Safety- Live Webinar	1.0	1	C-4112
	02/26/2023	International Building Code IBC Essentials for wood construction based on the ICC #4298, AIA HSW #BCD420	1.0	1	C-4113
Bill Pugliese	02/26/2023	Glazing Strategies for Sound Control	1.0	1	C-4114
	02/26/2023	Underslab Vapor Retarders in Building	1.0	1	C-4115
Tim Sears	01/26/2023	Elevation Certificate Workshop	8.0	1	C-4116
Peter Killer	01/01/2022 02/01/2023	Teaching CSL Prep Classes and CSL C. Ed courses	10	2	No#
D12h-0123	01/26/2023	Stretch Code 2023	3.0	1	D12h-0123
D8-0223	02/07/2023	Stretch Energy Code	3.0	1	D8-0223
D12-0123	01/25/2023	Structural Test and Inspections	2.0	1	D12B-0123
D13-1122	11/29/2022	New Energy Code- Green Community/CSS Licenses	2.5	1	D13-1122
D2-0223	02/27/2023	Fire Escape, Interior Finish, BBRS update	3.0	1	D2-0223
D1-0223	02/28/2023	780CMR 1009 & Status of 10 <sup>th</sup> edition	3.0	1	D1-0223
MW-0223	02/14/2023	Update NFPA-1	0		MW-0223
SE-0223	02/08/2023	Continuation of January energy topic, etc	3.0	1	SE-0223
Boston ISD	02/27/2023	Training for Sanitary Code Update Boston ISD	0	1	C-4117
Christopher Noonan	3/1/2023	CPTC annual conference 2023 1. Roles and Responsibility of planning and Zoning Board of Appeal 2. Writing Reasonable and Defensible 3. Small -scale, All Affordable Housing Development: Challenges and Opportunities 4. Digital Equity Planning and the Digital Divide	4.5	1	C-4118

		5. Zoning for Mutli-family housing per Chapter 40A Section 3A (The MBTA Communities Zoning law) 6. Building community Resilience- Tools and Resources 7. Zoning Exemptions (MIIA) 8. Drafting Zoning Amendments (MIIA) 9. Working with MGL Chapter 40B (MIIA)  10. Community One stop for Growth 11. Planning for Solar- Statewide studies and toolkit for communities 12. Introduction to the zoning act (MIIA) 13. Zoning Pitfalls and Pratfalls: What NOT to do! (MIIA) 14. Rethinking the retail strip 15. How to make Micromobility part of your towns transportation options 16. From plan to implementation- How to turn the vison into reality			
John Carchedi	11/2022	5381 Sustainable Construction completed through University of Texas at El Paso Origins of Sustainable design, the ecological structure matter and the physics laws that govern it. Sustainable construction roadmap. Goal of building sustainably in both commercial and residential applications. Achieve LEED certification	1.0	1	<b>C-4119</b>
	11/2/2022	4354: Mechanical & Electrical Construction completed through University of Texas at El Paso Basic understanding of various technical skills used in managing different types of mechanical and electrical construction	2.5	1	<b>C-4120</b>

**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: 794 certified building inspectors
  - o 482 Inspector of Buildings
  - o 312 Local
- \* Active ONLY: 559 certified / conditional building inspectors
  - o 337 Inspector of Buildings
  - o 222 Local
  - o 53 Conditional local building inspectors
- \* Qualifications Approved
  - o 743 individuals' qualifications have been approved to take the exams

b. BOCC next meeting date April 4, 2023 Charlton Public Library

c. On a MOTION by John Naff and seconded by Jeff Clemons it was unanimously voted to adjourn.