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Massachusetts Board State Examiners of Electricians
Planning and Research Subcommittee Meeting Minutes
September 18, 2023

Conducted remotely via Microsoft Teams meeting

1. The meeting was called to order by the Chair at 10:00 A.M.

The following Board members were present:

John Bagni, MAVA Member (chair)
Brendan Driscoll, Journeyman Electrician Member
Paul J. Malagrifa, International Municipal Signal Association, Member

The following members of Board Staff were present:

Keith Gleason, Executive Director
Tamara Smith, Program Coordinator
Charles Kilb, Legal Counsel

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1. **Review** Minutes of the meeting May 10, 2023 - tabled
 2. **Reviewed/Discussed** drafting of advisory pertaining to practices, within statutes & regulations.
 - The subcommittee discussed drafting an advisory with the following topics:
 - i. Journeyman License limitations such as the inability to obtain a corporation.
 - ii. Business License (A1, C1) requirements, license number display/advertising requirements, clarification of the role of a business license to Inspectors
 - iii. Notices given to inspectors that work is ready for inspection
 3. **Reviewed/Discussed** updates to Mass.gov FAQs page.
 - The subcommittee members indicated the FAQ page should include much of the advisory content to be drafted.
 - The Executive Director added that he will provide the existing FAQ language for review at a future meeting.
 4. **Reviewed/Discussed** Exam Review Panel update.
 - The Executive Director stated that he will be reaching out to the group of subject matter experts who will be reviewing the examination. He noted that they will be reviewing the



structure of examination questions and that he will be reviewing the Candidate Bulletin to ensure it is up to date.

5. **Discussed** other matters not reasonably anticipated 48 hours in advance of the meeting. No matters presented.

6. **Adjournment**

At 11:24 A.M. P. Malagrifa made a motion B. Driscoll, seconded and it was so unanimously VOTED: to adjourn.

A true copy.

List of Documents used at the meeting

1. Meeting agenda