



CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR

MIKE KENNEALY  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts  
Division of Occupational Licensure  
Office of Public Safety and Inspections  
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  
OCCUPATIONAL LICENSURE

Recreational Tramway Board  
MEETING MINUTES

April 8, 2022

11:30 am – 1:30pm

Meeting Held via Videoconference  
on Microsoft Teams

General notes on format of these minutes

- *These minutes represent general points discussed by Board members and/or attendees. The minutes are not intended to be a verbatim account of discussions.*
- *Votes are noted as **MOTION** by, seconded by, and whether it was a unanimous or split vote.*
- *The meeting agenda is listed as **EXHIBIT A**; others are listed sequentially as addresses during the meeting.*

1. Chairman Crowley called the meeting to order at about 11:30am. Each member and guest listed below responded present.

**Board Members Present:**

Jeff Crowley, *Chair*  
Paul Maloney  
Roger “Bo” Adams  
Daniel Kilburn  
*Representative of Ski Clubs or Others who  
Patronize Recreational Tramways\**

**Guests Present:**

Cesar I. Lastra – OPSI  
Greer Spatz – DOL  
James Plotkin – DOL  
Paige Brenner – DOL

\* *Board seat open.*

2. **Meeting Minutes for Review and Approval.**

On a **Motion** by Daniel Kilburn, seconded by Paul Maloney, it was voted by a majority **Roll Call** to approve the minutes (EXHIBIT B) for the February 10, 2022, Recreational Tramway Board (RTB) meeting. Jeff Crowley voted **YES**, Paul Maloney voted **YES**, and Daniel Kilburn voted **YES**. The motion passed unanimously.

3. **Review/Vote Tramway Application.**

**Southwick Zoo (Renewal Application)**

An application for a new installation (EXHIBIT C) was submitted by Southwick Zoo for the Board’s review. The application was reviewed by the board. Jeff Crowley noted that there may be some structural issues and that a field review should be conducted. Dan Kilburn confirmed that an



inspection would be scheduled by Jeff Putnam. On a **Motion** by Paul Maloney, **Seconded** by Dan Kilburn it was VOTED by ROLL CALL to approve the application without an inspection being required prior to operation. Jeff Crowley voted **YES**, Paul Maloney voted **YES**, and Daniel Kilburn voted **YES**. The motion passed unanimously.

4. **Review of OPSI Tramway protocols and procedures, including forms.**

No discussion on OPSI Tramway protocols and procedures, including forms.

5. **Review of 526 CMR 10.00.**

Board Counsel James Plotkin and Technical Code Coordinator Cesar Lastra presented to the board the substantive and typographical adjustments made to 526 CMR 10.00. Mr. Plotkin indicated that the proposed amendments may be able to go to public hearing and the secretary of state in enough time to be in effect for operating year 2023. Chair Jeff Crowley mentioned that there would be an updated ANSI standard in the next year. Executive Director Greer Spatz questioned if there was regulatory language to adopt the standard that is currently in effect, and Mr. Plotkin indicated he would check to see if that regulatory language would be allowed by the Secretary of State's office.

Paul Maloney provided comments for 526 CMR 10.00 relating to regulation insurance notes, Prior to Operation Affidavit processing, photo IDs for inspectors, and ANSI language concerns. It was determined that an email with the comments and amendments Mr. Maloney suggested be provided to Board Counsel Plotkin to incorporate into the CMR. Greer Spatz clarified that there should be no email discussions of amendments and comments to remain in compliance with open meeting law.

6. **Jurisdictional Report by the Office of Public Safety and Inspections.**

Daniel Kilburn presented a brief overview of tramway incident reports (EXHIBIT D). It was noted that the Office was aware of 19 incidents in which there was one fatality unrelated to the tramway's operation. Mr. Kilburn stressed the importance of addressing the incidents with the Board and keeping note of any patterns or trends that might develop. Discussion ensued amongst the members. Dan Kilburn indicated a trend of the most recent incident forms being used when reports are filed, and the reports are not always legible. Mr. Kilburn proposed reviewing the current incident report form at the next meeting. Executive Director Greer Spatz proposed staff go over the forms, then present to the board as a uniform review. This will be addressed at the next meeting. Board Counsel Plotkin asked Mr. Kilburn for clarification as to what the "pop" noise was in the 1/19 incident report. Mr. Kilburn clarified the noise was from the affected individual, not from the tramway itself.

7. **Matter not reasonably anticipated 48 hours in advance of meeting.**

No discussion on matters not reasonably anticipated 48 hours in advance of the meeting.

8. **Next meeting date** to be determined.

9. On a **Motion** by Roger "Bo" Adams, **Seconded** by Paul Maloney, it was voted **unanimously** by Roll Call to **adjourn the meeting at 11:48am.**

Documents "**EXHIBIT**" utilized by the Board for discussion:

- A. Meeting agenda.
- B. February 10, 2022 Draft Meeting Minutes.
- C. Southwick Zoo Application for Renewal.
- D. Tramway Incident Spreadsheet