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OCCUPATIONAL LICENSURE

**BOARD OF EXAMINERS OF SHEET METAL WORKERS**

**MEETING MINUTES**

Monday, November 21, 2022

**Roll Call, by Chair: Russell Bartash at 8:01 AM**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mr. Russell Bartash, Chair	X	
Mr. John Annarelli	X	
Mr. Jon Desmond	X	
Ms. Julie DeStefano	X	
Mr. Tim Hathaway	X	
Mr. Peter Kelly	X	
Mr. Brian O'Connell	X	
<b>STAFF</b>		
Ms. Kristina Gasson	X	
Ms. Jennifer Cargill	X	
Ms. Mary C. McCarthy-Collins	X	
Ms. Sharlia Bennett	X	
Ms. Aashna Alim	X	
Mr. Charles Wolf		X
Mr. Brian Morris	X	
Mr. Christopher Lee	X	

**Regular Meeting Agenda**

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**1. Housekeeping / Announcements / Ground rules**

Chairman, Russell Bartash provided information about virtual meeting participation. Board Counsel Kristina Gasson indicated that there was pending legislative action to extend the remote meeting authorization currently scheduled until March 2023.



**2. Approval of past meeting minutes**

- **October 17, 2022, Sheet Metal Board Meeting Minutes Open Session**

- A motion was made by Board Member Tom Hathaway and seconded by Board Member Julie DeStefano to accept the October 17, 2022 Open Meeting minutes. On a roll call vote, the motion passed unanimously by those present.

**3. Subcommittee Meeting Dates Schedule**

- Executive Director Mary McCarthy-Collins informed the board members that she intended to schedule Code Subcommittee meetings and that members should email her with their availability.

**4. Discuss: Update on PSI exam results**

- The Board reviewed the most recent PSI exam results. There was no discussion on this topic.

**5. Building Code Coordinating Council**

- Board Member Peter Kelly provided information to the Board Members about the 10<sup>th</sup> Edition of the Building Code

**6. Proposed 2023 Board Meeting Calendar**

- Meeting day and time will change as of January 2023.

**7. Codeword Submission**

- Codeword is the DOL'S Inspectional Services electronic newsletter.
- Board member Tim Hathaway made a motion seconded by Board Member John Annarelli to approve the article with amendments

**8. Review of Sheet Metal Forms and applications**

- The Board discussed adding language to forms that must be submitted with an application through EPlace Portal. The Board will review the forms next month.

**9. DCAMM-DHP Tower Building, 305 South Street, Jamaica Plain, Boston, MA Chemical Inventory 2022 Master List**

- Mary McCarthy-Collins reported that a second request has been made to DCAMM for more detailed information.

**10. Notice to Sheet Metal Licensees Regarding Regulatory Requirements**

- The Board voted to accept the draft document and send it to Legal for review.

**11. Discuss other matters not reasonably anticipated 48 hours in advance of meeting.**

- Mr. McIntosh, the Superintendent – Director Shawsheen Valley Technical High School, introduced himself as a representative of MAVA with a request for consideration of a Restricted Sheet Metal Instructor License. Attorney Gasson explained the process to amend a regulation and indicated that the regulations are due to be reviewed in 2023. Chrisman Bartash asked Mr. McIntosh to provide materials for review.

**12. Investigative Conference (M.G.L. c. 112, §65C – Closed Session)**

- A motion was made at 8:48 A.M. by Board Member Jonathan Desmond and seconded by Board Member John Annarelli to adjourn the Public Session to move to closed Investigative Conference and not to return to the open meeting. On a roll call vote the motion passed unanimously by those present.
- During the closed Investigative Conference, the Board took the following actions:
  - 2022-000394-IT-ENF (Return to Investigators)
  - 2022-000328-IT-ENF (Return to Investigations)
  - 2022-000319-IT-ENF (Return to Investigations)
  - 2022-000532-IT-ENF (Dismissed with Advisory)

**13. Adjournment**

- At approximately 9:00 AM, Board Member John Annarelli made a motion seconded by Board Member Tim Hathaway to adjourn the meeting. On a roll call vote the motion passed unanimously by those present.

Respectfully submitted,

  
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Mary McCarthy-Collins  
Executive Director

Approved at the Public Meeting of December 16, 2022.

Documents used in Public Meeting:

Agenda of November 21, 2022

Draft of the October 17, 2022, Sheet Metal Public Meeting Minutes

PSI Exam Services, Massachusetts Monthly Sheet Metal Examination Results

Codeword Submission

Notice to Sheet Metal Licensees Regarding Regulatory Requirements