



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Occupational Licensure

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

BOARD OF EXAMINERS OF SHEET METAL WORKERS MEETING

Meeting Minutes

October 17, 2022

Roll Call, by Chair: Russell Bartash at 8:30 AM

MEMBERS	PRESENT	ABSENT
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	
STAFF		
Ms. Kristina Gasson	X	
Ms. Jenna Cargill	X	
Ms. Mary McCarthy-Collins	X	
Ms. Sharlia Bennett	X	
Mr. Charles Wolf	X	
Mr. Brian Morris		X
Mr. Christopher Lee	X	

Regular Meeting Agenda

- **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 permanently allow for remote meeting participation that is authorized until March 2023. The Board Meeting change in schedule to the 3rd Wednesday of each month at 9:00 a.m. was discussed.

- **Upcoming Board meetings:**

The Board discussed the next scheduled meeting dates:



- Monday, November 21, 2022, at 8:00 a.m.
 - Monday, December 19, at 8:00 a.m.
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- **Approval of past meeting minutes**
A motion was made by Board Member Peter Kelly and seconded by Board Member Timothy Hathaway, to approve the September 19, 2022 Open Meeting minutes. On a roll call vote, the motion passed unanimously by those present.
 - **Subcommittee Meeting Dates Schedule**
The Board discussed the next scheduled meeting dates:

October 27, 2022, 9:30 a.m.
 - **Introduction to Board Counsel Jenna Cargill**
Board Counsel Jenna Cargill was introduced to the members of the Sheet Metal Board by Deputy General Counsel for Boards and Hearings, Kristina Gasson.
 - **Discuss: Update on PSI exam results**
The Board reviewed the most recent PSI exam results. There was no discussion on this topic.
 - **Discuss: Codeword Submissions**
A suggestion submission to the Office of Public Safety and Inspections (OPSI) newsletter was presented for review. Board members were encouraged to submit additional materials.
 - **Review/Vote: Notice to Sheet Metal Licensees Regarding Regulatory Requirements**
The notice was reviewed by the Board Members and submitted to Board Counsel for legal review and approval for posting on the website and distributing to associations and licensees.
 - **Follow-up: DCAMM - DPH Tower Building, 305 South Street, Jamaica Plain, Boston, MA Chemical Inventory 2022 Master List**
The Board discussed correspondence from DCAMM. A request for follow-up information was sent to DCAMM.
 - **Discuss other matters not reasonably anticipated 48 hours in advance of meeting.**
No other matters were discussed.
 - **Investigative Conference (G.L. c. 112, §65C – Closed Session)**
A motion was made at 8:43 a.m. by Board Member John Annarelli and seconded by Board Member Tim Hathaway to adjourn the Public Session to move to closed Investigative Conference to review actions prior to the issuance of an Order to Show Cause. On a roll call vote the motion passed unanimously by those present.

During the closed Investigative Conference, the Board took the following actions:

- 2022-000319-IT-ENF (Return to Investigations)
- 2022-000328-IT-ENF (Return to Investigations)
- 2022-000394-IT-ENF (Return to Investigations)

- **Adjournment**

At approximately 9:36 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,

Mary-McCarthy Collins
Executive Director

Approved at the Public Meeting of November 21, 2022.

Documents used in Public Meeting:

Agenda of October 17, 2022

Draft of the September 19, 2022, Sheet Metal Public Meeting Minutes

PSI Exam Services, Massachusetts Monthly Sheet Metal Examination Results

CodeWord Submission

Sheet Metal Regulatory Requirement Regulations