



**MAURA HEALEY**  
GOVERNOR

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

**YVONNE HAO**  
SECRETARY, EXECUTIVE OFFICE  
OF ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
**Board of Examiners of Sheet Metal Workers**  
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**LAYLA R. D'EMILIA**  
UNDERSECRETARY, CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**SARAH R. WILKINSON**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**BOARD OF EXAMINERS OF SHEET METAL WORKERS**  
**MEETING MINUTES: March 18, 2025**

Roll Call by Chair: at 9:07 AM

MEMBERS	PRESENT	ABSENT
Mr. Russell Bartash, Chair	X	
Mr. Peter Kelly, Vice Chair	X	
Mr. Daniel Flynn	X	
Mr. Andrew DeAngelo		X
Mr. Tim Hathaway	X	
Mr. Scott Demers	X	
Ms. Mary McCarthy-Collins	X	
STAFF	PRESENT	ABSENT
Mr. Ryan Doherty	X	
Mr. Philip Chan	X	
Ms. Sharlia Bennett	X	
Mr. Charles Wolf	X	
Mr. Brian Morris	X	

**Housekeeping / Announcements / Ground rules**

**Approval of meeting minutes**

- Public Meeting Minutes of 02/12/2025: Peter Kelly made a MOTION to APPROVE the minutes of February 12<sup>th</sup>. Mary McCarthy-Collins SECONDED the MOTION. On a roll call vote the MOTION passed.
- Executive Session Minutes of 02/12/2025: Scott Demers made a MOTION to APPROVE the minutes of February 12<sup>th</sup>. Dan Flynn SECONDED the MOTION. On a roll call vote the MOTION passed.

**Upcoming Board meetings**

- Wednesday, April 16, 2025, at 9:00 AM
- Wednesday, May 21, 2025, at 9:00 AM



- Wednesday, June 18, 2025, at 9:00 AM

### **Other Business**

- DOL will be moving on March 24<sup>th</sup>, 2025, to One Federal Street, Boston. Executive Director Ryan Doherty advised the Board that the first day Board staff will be in the new office will be March 27<sup>th</sup>.

### **Upcoming Code Subcommittee Meeting**

- Tuesday, March 25, 2025, at 10:00 AM
- Thursday, April 3, 2025, at 10:00 AM

### **Discussion**

- Chair and Vice Chair Elections
  - Dan Flynn nominated Russell Bartash to be Chairman of the Board. Mary McCarthy-Collins seconded the nomination. On a roll call vote the nomination PASSED and was unanimous. Russell Bartash abstained.
  - Russell Bartash nominated Peter Kelly to be Vice Chairman of the Board. Mary McCarthy-Collins seconded the nomination. On a roll call vote the nomination PASSED and was unanimous. Peter Kelly abstained.
- Add Scott Demers as alternate Code Subcommittee member
  - On a roll call vote the item PASSED and was unanimous.
- Update on PSI exam results from last month
- Updated Board CORI Policy
  - Board Counsel Philip Chan introduced the draft CORI policy and discussed a new section regarding attestation questions. After a brief discussion Peter Kelly made a motion to amend the proposed timeframe an applicant must wait to reapply for licensure if they incorrectly answer one or more attestation questions, from 6 months to 30 days. Tim Hathaway seconded the motion. On a roll call vote the motion PASSED and was unanimous.
- Peterson School Synchronous Education Request
  - Peter Kelly made a motion to APPROVE the Peterson School request to offer hybrid sheet metal education, on a temporary basis until June 2026. Tim Hathaway seconded the motion. On a roll call vote the motion PASSED and was unanimous.
- Application for Variance - Daniel Kleeberg
  - Peter Kelly made a motion to DENY the application for variance and reaffirm the Board's Code Advisory – Commercial Kitchen Grease Duct Testing. Dan Flynn seconded the motion. On a roll call vote the motion passed. Tim Hathaway and Scott Demers abstained their votes.

### **Review Correspondence**

- None

### **Topics Not reasonably anticipated 48 hours in advance of meeting**

- None

### **Executive Session**

**CLOSED under G.L. c. 30A, s. 21(a)(7) to comply with G.L. c. 4, s. 7, para. 26(c) and G.L. c. 214, s. 1B**

### **Quasi-Judicial Adjudicatory Session**

**CLOSED pursuant to G. L. c. 30A, § 18, ¶ 5(d)**

### **Investigative Conference**

**CLOSED per M.G.L. c. 112, §65C**

**Adjournment**

At approximately 10:27 AM Scott Demers made a MOTION to go into Executive Session. Tim Hathaway SECONDED the MOTION. On a roll call vote the MOTION passed.

Items relied upon in the meeting

Agenda

Draft Minutes

PSI Metrics

Draft updated CORI policy

Peterson School Synchronous Education Request

Application for Variance – Daniel Kleeberg

Board Code Advisory - Commercial Kitchen Grease Duct Testing