



STATE OF CONNECTICUT  
Board of Examiners of Environmental Professionals

Board Members:  
Denise Ruzicka, PE, Chairman  
John Adams, LEP  
Christopher Buchholz  
Robert F. Good, Jr., LEP  
Stephen Holtman PE, LEP  
Jeffrey Loureiro, PE, LEP  
Kelly Meloy, LEP  
Elsie Patton  
Alisa Phillips-Griggs  
Carol Violette, PhD, CHMM

MINUTES  
State Board of Examiners of Environmental Professionals  
Regular Meeting – January 14, 2016

A. **Call to Order and Sign-In**

A regular meeting of the State Board of Examiners of Environmental Professionals (“the Board”) was called to order via conference call on Thursday, January 14, 2016 at 9:35 am in the Russell Hearing Room on the 3<sup>rd</sup> floor, 79 Elm Street, Hartford, by Chair D. Ruzicka. Board member E. Patton was present in person, J. Adams, S. Holtman, J. Loureiro, A. Phillips-Griggs, C. Buchholz and C. Violette were present via phone. Also present in person were K. Maiorano Board Administrator, and J. Gilbert of DEEP. N. Walter of EPOC joined by phone.

B. **Reading and Approval of the Minutes**

The draft minutes of the Regular Board meeting of December 10, 2015 were read and approved as written; motion by J. Loureiro, second: E. Patton passed unanimously.

C. **Public Participation**

No public participation

D. **Unfinished Business and General Orders**

• **License Renewal Booklet**

Discussion on this matter was tabled until the Board’s next meeting.

E. **New Business**

• **Application for a new License**

The applicant had submitted an untimely and insufficient application to renew his license in June. He was 1 credit short and did not submit the renewal application until the end of June, beyond the June 1<sup>st</sup> deadline. He had paid the fee of \$467.50 at the time he submitted the renewal. Because he was both untimely and insufficient, his application expired as a matter of law.

The individual was told that he could apply for a new license within 6 months of the expiration of his old license. He submitted an application for a new license on December 30<sup>th</sup>, and paid an additional fee of \$595.00. Upon a review of the LEP regulations, it was decided that the regulations allowed the flexibility to apply the renewal fee he paid of \$467.50 to the fee of \$1,062.50 for a new license. He submitted an application for a new license before December

31<sup>st</sup>, paid the additional 1.5 times fee of \$595.00 and demonstrated that he came into compliance with the 24 credit CEC requirements.

Upon review of the submitted materials and fee payments, Motion to authorize the Commissioner to issue a new license to the applicant A. Phillips Griggs; second C. Buchholz, passed unanimously.

**Course approval request for course titled “Design and Application of In-situ Treatment Technologies” for 4 CECs**

Motion to approve for 5.0 CECs J. Loureiro; second A. Phillips Griggs passed unanimously.

**Complaint #16-101**

S. Holtman agreed to step down to investigate this complaint, with potentially R. Good.

**Motion to add a course approval request for course titled “In-situ Remediation Workshop” to the agenda, J. Adams, second E. Patton, passed unanimously.**

This course was previously offered as a 4 hour course, upon request of attendees, the provider expanded it to 7 hours. Motion to approve revised course CTLEP-407 for 7 CECs S. Holtman, second C. Violette passed unanimously.

K. Maiorano had informed the board she had recently spoken with James Henderson of Castle Worldwide to establish dates for the item development and test assembly workshops. 5 Technical Advisors are need for each.

Item Development will be held on April 20<sup>th</sup>, with E. Patton volunteering to be a technical advisor.

Test Assembly will be held on June 1<sup>st</sup>, E. Patton, C. Violette and S. Holtman volunteered to be technical advisors.

K. Maiorano will contact the Board members to solicit additional technical advisors.

**F. Adjournment**

Upon a motion by J. Adams and seconded by S. Holtman, Chair Ruzicka declared the meeting adjourned at 9:55 am.

Minutes approved February 18, 2016.

Respectfully submitted,

  
Kim Maiorano  
Board Administrator