

## MINUTES

### ELEVATOR INSTALLATION, REPAIR AND MAINTENANCE WORK EXAMINING BOARD

**DECEMBER 9, 2021**

The meeting was called to order by Board Member Paul Farnsworth on Thursday, December 9, 2021 at 9:06 a.m. via Zoom Webinar.

Members Present: Peter Kalousdian, Unlimited Contractor  
Paul Farnsworth, Unlimited Contractor  
Thomas O'Reilly, Unlimited Contractor  
Todd Johnston, Public Member  
Dale Clayton, Public Member

Members Absent: John R. DeRosa, Jr., Elevator Craftsman,  
Acting Chairperson  
Michael Griffin, Elevator Craftsman

Board Vacancies: Public Member

DCP Board Staff: Richard M. Hurlburt, Director, Occupational and  
Professional Licensing  
Karen Layman, License & Application Analyst  
Pamela Brown, Director, Investigations Division  
Janita Hamel, Supervising Special Investigator

Others Present: None

Note: The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division, Richard M. Hurlburt, Director. For more information, refer to website: [www.ct.gov/dcp](http://www.ct.gov/dcp). E-Mail: [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov)

**MOTION TO APPROVE BOARD MEMBER PAUL FARNSWORTH AS TEMPORARY ACTING CHAIRPERSON:**

The Board voted unanimously to approve Paul Farnsworth to act as temporary chairperson for the purposes of today's meeting in the absence of John DeRosa.

**MINUTES FROM PREVIOUS MEETING:**

The Board reviewed the draft minutes of the September 23, 2021 Elevator Installation, Repair, and Maintenance Work Examining Board meeting and voted to approve as written. (Thomas O'Reilly abstained)

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

Board Member Dale Clayton requested an update on the status of the Elevator Board Special Meeting that had been scheduled for October 7, 2021, and subsequently cancelled. Paul Farnsworth will contact Acting Chairperson John DeRosa, Jr. after this meeting and request that he contact Board Members to update them on the status of the October 7, 2021 cancelled meeting.

**DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:**

The Board reviewed the complaint reports submitted by the Investigations Division dated 9-01-21 to 10-31-21.

**Board so noted.**

**OLD BUSINESS:**

**1. Residential Stair Lift Technician License Subcommittee**

A subcommittee comprised of Board Members John DeRosa and Paul Farnsworth has been formed to review current regulations and training requirements for the RSL license and make recommendation for proposed changes.

**No new action was taken on this agenda item.**

**NEW BUSINESS:**

**1. Application report**

The Board reviewed and discussed the application report including applications approved from 9-22-21 to 12-7-21. It was confirmed that the applications listed on this report are in "pending" status, as they have been approved, but the applicants have not taken the exam or received the license yet. Board member Paul Farnsworth requested that the Board

receive an additional report at the next meeting that includes an updated status of these four approved applications.

It was noted that these applications listed on the report reviewed today are *not* part of the list of applications that were included on the October 7, 2021 Elevator Board Special Meeting Agenda.

**CORRESPONDENCE:**

**None**

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

Board member Paul Farnsworth informed the Board that Acting Chairperson John DeRosa, Jr. has been in contact with DCP Commissioner Michelle Seagull regarding the Board's request to take part in monthly Application Review Working Group meetings with staff from DCP and DOL (Dept. of Labor) for the purposes of improving the Board's communication and involvement in decisions related to the application review process.

There being no further business, the meeting adjourned at 9:25 a.m.

Respectfully submitted,

Karen Layman,  
License and Applications Analyst

**2022 BOARD MEETING SCHEDULE:**

March 24  
June 23  
September 22  
December 15