

**HEATING, PIPING, COOLING AND SHEET METAL WORK**  
**EXAMINING BOARD**  
**MINUTES**

**JULY 12, 2018**

The meeting was called to order by Acting Chairperson Cameron Champlin, Jr. at 9:06 a.m. on July 12, 2018 at 450 Columbus Blvd., Hartford, CT, 06103, Hearing Room J.

**Members Present:**

Cameron G. Champlin, Jr.	Unlimited Journeyperson
Thomas F. Casey, Jr.	Unlimited Contractor
David G. Foster	Unlimited/General Contractor
Philip H. Benoit	Sheet Metal Journeyperson

**Members Absent:**

Robert H. Barrieau, Acting Chairperson	Unlimited Contractor
John T. Higgins, Jr.	Unlimited Journeyperson
Michael Rosario	Unlimited Journeyperson

**Board Vacancies:**

Four Public Members  
Sheet Metal Journeyperson

**DCP Board Staff Present:**

Karen Layman, Board Secretary  
Richard M. Hurlburt, Director

**Others present:**

Pamela Brown, Director, Investigations  
Division  
Janita Hamel, Supervisor, Investigations  
Division

**Note:** The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director at (860) 713-6135 or Fax: (860) 706-1255.

**Agency Website:** [www.ct.gov/dcp](http://www.ct.gov/dcp) **Division E-Mail:** [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov)

## **MINUTES OF PREVIOUS MEETING**

1. The Board reviewed the draft minutes from the May 10, 2018 Heating, Piping, Cooling and Sheet Metal Work Examining Board meeting and voted unanimously to approve as written.

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

None

## **APPLICANT TO APPEAR IN PERSON:**

**1. Philip Restivo, Wallingford, CT has submitted an S-8 Limited Journeyman application and has requested to appear before the Board for discussion.**

Applicant did not appear; no action taken

## **OLD BUSINESS:**

### **1. PSI exam review**

#### **a) PSI test development and code updates**

**(Note: State Building Official code updates may not go forward until October 2018.)**

Board so noted.

#### **b) Current PSI Candidate Information Bulletin**

Board so noted.

### **2. DCP application process**

The Board reviewed the documents used by the Department to correspond with applicants regarding incomplete or denied applications. The Board discussed with DCP staff present Richard M. Hurlburt and Karen Layman the process of reviewing applications. The Board was assured that denied applications that are contested by the applicant are brought before the Board.

## **NEW BUSINESS:**

### **1. DCP Self-Serve Walk-in Center Information**

Board so noted.

**2. Insurance Institute for Business & Home Safety – Rating the States 2018 regarding continuing education recommendation**

Board so noted.

**CORRESPONDENCE:**

**1. Email dated June 25, 2018 - Notice of resignation from Jeremy Zeedyk**

Board so noted.

**APPEARANCE BY PAMELA BROWN, DIRECTOR OF INVESTIGATIONS DIVISION:**

Pamela Brown provided the following updates:

1. The Investigations Division staff has met and reviewed the November 16, 2016 Memorandum of Understanding (MOU), and the staff now has a full understanding of related fines and procedures outlined in the MOU.
2. The newly formed Occupation Enforcement Group, consisting of enforcement team, legal division, and Richard M. Hurlburt will meet today. The function of this group will be to review and discuss enforcement cases going forward.
3. Pamela has been working with DCP's IT team to improve the procedure for filing anonymous complaints.

**DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:**

Janita Hamel appeared and submitted complaint reports for Quarter 1 and Quarter 2, 2018 and provided an overview for the Board.

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

None

There being no further business, the meeting adjourned at 10:07 a.m.

Respectfully submitted,

Karen Layman,  
License and Application Analyst

**2018 MEETING SCHEDULE:**

- September 13
- November 8

**All meetings will take place at 450 Columbus Boulevard, Hartford, CT at  
9:00 a.m.**