

**PLUMBERS' EXAMINING BOARD  
MEETING MINUTES**

Meeting Date: December 11, 2023

Meeting Location: Office of Professional and Occupational Regulations, Central Conference Room, 76 Northern Avenue, Gardiner and virtually pursuant to Section 2 (a.) (ii) of the Board's Remote Participation Policy adopted by the Board on July 7, 2023.

Time Meeting Scheduled to Begin: 9:00 a.m.

Time Meeting Began: 9:00 a.m.

**I. CALL TO ORDER**

Members present:

Percy Brown Jr., Chairman (remote)  
Nicholas Adams (remote)

Members absent:

Robert Hodgkin Jr.

Staff Present:

Karen Ross, Interim Board Manager  
Peter Holmes, Executive Director  
Kristin Racine, Deputy Director  
Matthew Fournier, Planning and Research Associate II  
Michael Day, State Plumbing Inspector  
Betsy Stivers, Assistant Attorney General

**II. AGENDA MODIFICATIONS AND APPROVAL**

A motion was made to approve the agenda as written.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

**III. MINUTES REVIEW AND APPROVAL**

A motion was made to accept the meeting minutes from the October 2, 2023 meeting as written.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

**VI. COMPLAINT PRESENTATIONS**

a. 2023-PLU-19477

A motion was made to dismiss the complaint based on no evidence of plumbing work was performed or violations of the Board's laws or rules, and to refer the complaint to the Office of the Attorney General Consumer Protection and the Hancock County District Attorney's Office.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

*b. 2023-PLU-19508*

A motion was made to dismiss the complaint and issue a letter of guidance for not getting a plumbing permit and calling for and inspection. The letter of guidance to remain on file for five years.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

**V. EXAM APPLICATION PRESENTATION**

*a. Ralph Painter Howe – Master Exam*

A motion was made to preliminarily deny the application based on insufficient supervised work experience, provided by the applicant.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

*b. Andrew Mize - Journeyman Exam*

A motion was made to table the decision and direct staff to request additional information detailing to the number of hours of out of state work experience in the field of plumbing installations of the applicant.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

**VI. RULEMAKING CHAPTER 4, INSTALLATION STANDARDS**

A motion was made to adopt the proposed draft of Chapter 4 and to direct staff to draft responses to the public comments.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

**VII. BOARD MANAGER'S REPORT**

Peter Holmes gave the report.

**VIII. BOARD INSPECTOR'S REPORT**

Michael Day gave the inspector's report to the Board.

**IX. OPPORTUNITY FOR PUBLIC COMMENT**

None

**X. ADJOURN**

A motion was made to adjourn the meeting.

Motion: Nicholas Adams

Second: Percy Brown Jr.

Voted 2 in favor, none opposed. Motion carried.

The meeting was adjourned at 10:13 a.m.