



**THE COMMONWEALTH OF MASSACHUSETTS
AUTO DAMAGE APPRAISER LICENSING BOARD**

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GILBERT W. COX, JR.
CHAIRMAN

CARL GARCIA
DAVID KRUPA
JOSEPH COYNE
THOMAS MCCLEMENT

Minutes of Meeting

February 25, 2013

**Auto Damage Appraisers Licensing Board
Division of Insurance, Boston, MA**

Members Present:

Gilbert Cox, Chairman
Carl Garcia
David Krupa
Joseph Coyne
Thomas McClements

Proceeding Recorded By:

P. Abdelmaseh (audio and visual)
J. Gausten (audio)

Review and Approve January 23, 2013 Minutes

Motion made by D. Krupa to accept January 23, 2013 minutes
Motion seconded by D. Krupa
4-0 Vote to accept January 23, 2013 minutes

Glass Repair Law

C. Garcia will be drafting a letter to the Division of Standards regarding clarification about the law when it comes to Glass Repair Shop Licenses.

Approval of "Auto Damage Appraiser Early Technician Program"

Motion made by J. Coyne to accept curriculum in which Susan Conena will be teaching at *Upper Cape Cod Regional Technical School*.

Motion seconded C. Garcia
5-0 Vote to accept

Approval of Intensified Re-inspection Form

Don Spinelli came before the board to request approval of Intensified Re-inspection Form.
D. Krupa noted, only forms used by auto damage appraisers need be approved by the Auto Damage Appraiser Board.

J. Coyne made motion to approve the format of the Intensified Appraisal Form

Motion seconded by C. Garcia
5-0 Vote to accept

ADALB Complaint 2012-03

Letter received by Attorney Castleman will be postponed until next meeting

Next meeting to be held at Division of Insurance on April 23 at 9:30 a.m.

Motion by J. Coyne to go into Executive Session to discuss the reputation, and character of a pending license applicant and complaint against an individual

Seconded by C. Garcia
5-0 Vote
C. Garcia, D. Krupa, T. McClements, G. Cox, and J. Coyne voted in the affirmative

Motion to Adjourn 5-0