

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Minutes**

**Meeting of 11/17/15**

Held at  
1000 Washington Street, Boston, MA, 02118  
At 10:00 a.m.  
Room 1D

**Board Members Present:**

Dahria Williams-Fernandes  
Peter Stefan  
Paul Phaneuf  
Carolyn Lindsay  
Thomas O'Donnell

**Staff Members Present:**

Michael Hawley, Executive Director  
Colleen Cavanaugh, Associate Executive Director  
Charles Kilb, Board Counsel  
Robert Williams, Investigator  
Christopher Carroll, Chief Investigator

**Others Present:**

David Roberts	Joseph Doyle Jr
Sheldon Judge	Richard Demers
John Bryant Jr	Kevin Cavanaugh
William Cavanaugh III	James Harris
Augustave Sabia	Sara Collins
Kevin Mercadante	Mark Gerardi
Dennis Dalbec	Richard Cooney
Bryan Surozenski	Albert Leboeuf
Phil Cercone	Rowena Wesley
Paul Smith	Carol Kapinos
Joseph Kozikowski	William Dodenhoff
Michael Sansevero	Mark Chapman
Rebecca Ridley	Chris Moutinho
Michael Roberts	Adrienne Faggas
Roland Malfbouef	Tammy Hill
Thomas Caruso	Margaret Clancy
Nancy Morris	Kathy Jackman
Robert Miller	Richard Kelly
Barry Farrell	Kenneth Pandolf
Kelli McKenney	Cynthia Bryant
Dennis Dalbec	Shannon Henry
John Zemaitis	Robert Zecco

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## Call to Order

Ms. Williams-Fernandes called the meeting to order at 10:16 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

## **Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C**

A motion was made by Ms. Williams Fernandes, seconded by Ms. Lindsay and it was so

Voted: To enter Investigative Conference: Closed session pursuant to M.G.L. c. 112, § 65C.

Public Session resumed.

During the Investigative Conference the Board took the following actions:

EM-16-001 – referred to prosecutions

EM-16-008 – referred to prosecutions

EM-16-009 – dismissed

EM-18-080 – tabled

## **Closed – Executive Session pursuant to M.G.L c. 30A, § 21(a)(1)**

A motion was made by Ms. Lindsay, seconded by Mr. Phaneuf, to go into executive session pursuant M.G.L. c. 30A, § 21(a)(1) for the purpose of discussing an applicant's character versus professional competence. A roll call vote was taken:

Members in favor: Mr. Stefan, aye, Mr. Phaneuf, aye, Ms. Lindsay, aye, Ms. Williams-Fernandes, aye, Mr. O'Donnell, aye.

Members opposed: none

The chair announced that the Board would enter in executive session for the purpose of discussing character rather than competence of certain applicants and that she expected the open meeting to resume in 20 minutes.

The Board resumed open session.

**Type 3 – Review and vote on application**

The Board met with Sara Collins of Richardson Gaffey Funeral Home Faggas Funeral Home.

**Mr. O'Donnell moved to accept the above applicant. Ms. Lindsay seconded.**

**Motion passed unanimously.**

**Type 6 – Review and vote on application**

The Board met with Thomas Caruso of Roberts Mitchell Funeral Service.

**Mr. O'Donnell moved to accept the above applicant. Ms. Lindsay seconded.**

**Motion passed unanimously.**

**Transition from a Type 3 to Type 6- Review and vote on application**

The Board met with David Roberts of F S Roberts and Son Funeral Home

**Mr. O'Donnell moved to accept the above applicant. Ms. Lindsay seconded.**

**Motion passed unanimously.**

**Apprentices – Review and vote on applications**

The Board met with Margaret Clancy of Chapman Cole & Gleason and William Dodenhoff of Hathaway Funeral Service.

**Mr. O'Donnell moved to accept the above applicants. Mr. Phaneuf seconded.**

**Motion passed unanimously.**

The Board met with Bryan Surozenski of Sitkowski & Malboeuf Funeral Home.

**Ms. Lindsay moved to accept the above applicant once we receive the documentation regarding his enrollment in school. Mr. Phaneuf seconded.**

**Motion passed unanimously.**

**Apprentice Renewal Petition- Review and vote**

The Board met with William Cavanaugh of Nichols Funeral Home, Kevin Cavanaugh of Nichols Funeral Home, Richard Demers of MH McDonough & Sons.

**Mr. O'Donnell moved to allow the above applicants to renew their apprentice registrations upon entering a conditional licensure agreement requiring active enrollment in an educational program needed for upgrading to a full funeral director registration. Mr. Phaneuf seconded.**

**Motion passed unanimously.**

**Funeral Assistants - Review and vote on applications**

The Board met with John Bryant of John C Bryant Funeral Home, Phil Cercone of Farley Funeral Home, Dennis Dalbec of Mercadante Funeral Home, James Harris of Solimine Funeral Home, Tammy Hill of Davis Funeral Home, Kathleen Jackman of Robert J Miller Funeral Home, Sheldon Judge of Alfred D Thomas Funeral Home, Richard Kelly of George F Doherty & Sons Funeral Home, Albert Leboeuf of Perry Funeral Home, Christopher Moutinho of Ludlow Funeral Home, Jonathan Nozzolillo of Morris Funeral Home, Kenneth Pandolfi of Barry J Farrell Funeral Home, Paul Smith of Davis Funeral Home, Rowena Wesley of Davis Funeral Home.

**Mr. O'Donnell moved to accept the above referenced applications. Ms. Lindsay seconded.**

**Motion passed unanimously.**

The Board met with Richard Cooney of Mercadante Funeral Home.

**Ms. Williams Fernandes moved to accept the above referenced applicants once all documentation has been submitted. Mr. Stephan seconded.**

**Motion passed unanimously.**

The Board met with Michael Sanservero of Faggas Funeral Home.

**Mr. O'Donnell moved to accept the above referenced applicant. Ms. Lindsay seconded.**

**Motion passed unanimously.**

The Board met with Robert Zecco of Britton Funeral Homes Inc and John Zemaitis of Britton Funeral Homes Inc.

Mr. O'Donnell moved to accept the above referenced applicants. Mr. Stephan seconded.

Motion passed unanimously.

**Establishment Certificate Applications:**

Tighe Hamilton Funeral Home Inc

Board Counsel briefed the Board on the establishment certificate application.

**Mr. O'Donnell moved to accept this funeral establishment application and the Type 3 application for Thomas Grasso. Ms. Lindsay seconded.**

**Motion passed unanimously.**

Cuffe McGinn Funeral Home

Board Counsel briefed the Board on the establishment certificate application. The Board members reviewed the materials with a representative of the establishment. However, the submitted pre-need notification letter appeared to suggest a non-registrant was providing funeral services. The representative for Cuffe McGinn notified the Board that a correction would be no problem and that he had no objection to the Board tabling the matter until its next full meeting.

**Mr. Phaneuf moved to table to the next meeting. Mr. O'Donnell seconded.**

**Motion passed unanimously.**

J. B. Cole & Son, Inc d/b/a Chapman, Cole & Gleason

Board Counsel briefed the Board on the establishment certificate application for both the Yarmouth and Harwich location.

**Mr. O'Donnell moved to accept these funeral establishment applications. Mr. Stefan seconded.**

**Motion passed unanimously.**

**Wall Certificates**

- Jeffrey E. Megna, LLC d/b/a F. S. Roberts and Son Funeral Home
- Frederick N. Dello Russo, LLC d/b/a Mclaughlin Dello Russo Funeral Home
- CSI Funeral Services of Massachusetts, Inc d/b/a Tylunas Funeral Home
- CSI Funeral Services of Massachusetts, Inc d/b/a Ratell Funeral Home
- CSI Funeral Services of Massachusetts, Inc d/b/a Messier Funeral Home
- CSI Funeral Services of Massachusetts, Inc d/b/a Brunelle Funeral Home
- CSI Funeral Services of Massachusetts, Inc d/b/a Devanny-Condron Funeral Home
- Forastiere Family Funeral Service Inc, d/b/a Forastiere Family Funeral & Cremation
- Forastiere Family Funeral Service Inc, d/b/a Forastiere Smith Funeral & Cremation
- Forastiere Family Funeral Service Inc, d/b/a Colonial Forastiere Funeral & Cremation
- Forastiere Family Funeral Service Inc, d/b/a Southwick Forastiere Funeral & Cremation
- Forastiere Family Funeral Service Inc, d/b/a Hafey Funeral Service & Cremation
- Forastiere Family Funeral Service Inc, d/b/a Bryon Keenan Funeral Home & Cremation Tribute Center

All wall certificates were signed. No votes necessary

**Closed – Executive Session pursuant to M.G.L c. 30A, § 21(a)(1)**

A motion was made by Mr. Phaneuf, seconded by Mr. O'Donnell, to go into executive session pursuant M.G.L. c. 30A, § 21(a)(1) for the purpose of discussing an applicant's character versus professional competence. A roll call vote was taken:

Members in favor: Mr. Stefan, aye, Mr. Phaneuf, aye, Ms. Lindsay, aye, Ms. Williams-Fernandes, aye, Mr. O'Donnell, aye.

Members opposed: none

The chair announced that the Board would enter in executive session for the purpose of discussing character rather than competence of an applicant and that she expected the open meeting to resume in 20 minutes.

The Board resumed open session.

### **CEU Provider Applications**

- **MFDA**
  - Unfinished Business: Adaptive Challenges for Funeral Directors
- **Selected Independent Funeral Homes**
  - Funeral Homes 2016 NextGen Seminar
- **HFA**
  - Managing Conflict/Finding Meaning-Supporting Families at Life's End
- **ICCFA**
  - 2016 Wide World of Sales Conference
- **NFDA**
  - Beyond Price-Your Cremation Guide to Mastering Cremation Phone Inquiries

**Mr. Phaneuf moved to accept all the continuing education courses except from the ICCFA. Ms. Lindsay seconded.**

**Motion passed unanimously.**

**Board staff will contact ICCFA to highlight the Board's concerns that the sought after course does not appear to provide funeral director specific education.**

### **Minutes**

**Mr. O'Donnell moved to accept the minutes from the meetings held on October 6, 2015, October 20, 2015, and November 3, 2015. Ms. Lindsay seconded.**

**Motion passed unanimously.**

### **Report from Executive Director Michael Hawley**

Mr. Hawley had nothing to report.

### **Report from Legal Counsel, Charles Kilb**

Mr. Kilb had nothing to report.

**Report from Chief of Investigations, Christopher Carroll**

Mr. Carroll had nothing to report.

**Open session for topics not reasonably anticipated 48 hours in advance of meeting:**

The Board and staff suggested placing the following items on the next agenda: election, draft advisory for pre need letter, violatons/sanctions of past disciplines, and exam review.

**3:53 p.m. Adjournment**

Mr. O'Donnell moved to adjourn the meeting. Mr. Stepan seconded.

Motion passed unanimously

Respectfully submitted,



Colleen Cavanaugh  
Associate Executive Director

**List of Documents used at the meeting:**

Agenda for the November 17, 2015 meeting

**Applications**

**Type 3's**

Sara Collins

**Type 6s**

Thomas Caruso

**Apprentices**

Margaret Clancy  
William Dodenhoff  
Bryan Surozenski

**Apprentice Reinstatements**

William Cavanaugh  
Kevin Cavanaugh  
Richard Demers

**Funeral Assistants**

John Bryant	Phil Cercone
Dennis Dalbec	Deborah Dwyer
Mark Gerardi	James Harris
John Hebert	Tammy Hill
Kathleen Jackman	Sheldon Judge
Carol Kapinos	Richard Kelly
Albert Leboeuf	Michael Levy
Kristopher Mercadante	Christopher Moutinho
Jonathan Nozzolillo	Kenneth Pandolfi
John Sammon	Douglas Sears
Michael Sanservero	Gary Smith
Paul Smith	Cory Sulminski
Rowena Wesley	Gerald White
Robert Zecco	John Zemaitis

**Funeral Establishments**

Tighe Hamilton Funeral Home, Inc  
    ○ Thomas Grasso –Type 3  
Cuffe McGinn Funeral Home  
J.B. Cole & Son, Inc d/b/a Chapman, Cole & Gleason  
    ○ Yarmouth  
    ○ Harwich