

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 12/15/15**

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

Board Members Present:

Patrick Driscoll
Carolyn Lindsay
Thomas O'Donnell
Paul Phaneuf

Board Member Absent:

Peter Stefan

Staff Members Present:

Robert Fortes, Deputy Director
Michael Hawley, Executive Director
Shara Benedetti, Associate Executive Director
Charles Kilb, Board Counsel
Christopher Carroll, Chief Investigator
Robert Williams, Investigator
Monique Brown

Others Present:

Mark Gacek
Nathan Price
John Keohane
John Severino
David Tossi
Dennis Frye
Adrienne Faggas
Kevin Reynolds
Cory Sulminski
John Hebert
Alfred Morin, Jr.
Melissa Morin-Bernard
Conrad Goodreau
Douglas Seers
John Everett
Joseph Kozikinski
Gary Smith
John Sammon
William Sullivan

Marc Gaudreau
Kevin Slozak
Andrew Bovoher
Christopher Luciano
Joseph Murphy, Jr.
William Carr
John O'Malley, III
Beverley Mansfield
Richard Mansfield, III
Michael Alario
James Moran
Richard Snyder
Kathy Cartmell-Sirrico
John McDonnell
Deborah Dwyer
Rosaire Beaulieu
Henry Boyle
Philip Lapenta
Brian Farnen

Paul Croutworst
Jeffrey Laforest
William Jackson
Larry Kennedy
Edgar Chalifour
James Kelly
Sarah Bond
Donald Emerson
James John Murphy
Daniel Santolin
Paul Rogers, Jr.
Walter Giroix
Paul Turgeon, Jr.
Gerald Caracciolo
Michael Levey
Mark Chapmen
Glenn Campbell
Robert Parady
Warren Hodgdon
Joseph Seldin

Wayne Hogan
Gerold White
James Tarpy
Theodore Vathally
Donald Mathes
Kathy Doran Boyle
Morgan Mitchell
Richard Ferguson
Nicholas Flynn
John Daub
Brandon Chalifour
Joseph Koukowski
Michelle Gawron
Brian Hafey
David Brazil
Augusteve Sabia
Robert Timmerman, II
John Pews
David Idord
Mark Douglass

Call to Order

Mr. O'Donnell called the meeting to order at 10:04 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 Mr. Phaneuf, seconded by Ms. Lindsay and it was so passed.

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

During the Investigative Conference the Board took the following actions:

EM-15-0023 – Mr. Phaneuf recused himself and left the meeting room. The matter was referred to prosecutions.

EM-14-005 – referred to prosecutions

Public Session resumed.

Report from Deputy Director, Robert Fortes

Mr. Fortes announced recent staff changes and introduced new associate executive director, Shara Benedetti.

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

At 10:20 a.m., a motion was made by Mr. Phaneuf, seconded by Ms. Lindsay, to go into executive session for the following purposes:

- A. Pursuant M.G.L. c. 30A, § 21(a)(1) for the purpose of discussing an applicant's character versus professional competence; and
- B. Pursuant to M.G.L c. 30A, § 21; M.G.L. c. 4 § 7 (Twenty-Sixth)(I); and M.G.L. c. 66A § § 1-3 for the purpose of discussing examination questions and answers.

A roll call vote was taken:

Members in favor: Mr. Phaneuf, aye, Ms. Lindsay, aye, Mr. O'Donnell, aye, Mr. Driscoll, aye.

Members opposed: none

The chair announced that the Board would return to open session in approximately one hour.

At 11:00 a.m. the Board returned to Open Session

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

A motion was made by Mr. Phaneuf, seconded by Ms. Lindsay, and it was so passed.

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

Upon concluding investigative conference, the Board resumed open session.

Review of Minutes

The Board reviewed minutes of the meeting held on December 1, 2015. A motion was made by Mr. Phaneuf, seconded by Ms. Lindsay to accept the minutes of the meeting held on December 1, 2015.

Voted: To accept minutes of meeting on December 1, 2015. **Motion passed unanimously.**

Report from Executive Director Michael Hawley

Mr. Hawley had nothing to report.

Report from Legal Counsel, Charles Kilb

Mr. Kilb presented to the Board a Draft Advisory regarding referencing non registrants in Pre-Need Notifications and other situations. A motion was made by Ms. Lindsay, seconded by Mr. Driscoll to adopt the advisory.

Voted: To adopt the advisory as written. **Motion passed unanimously.**

Mr. Kilb presented to the Board the procedure to approve telecommunications/remote participation for Board members who cannot attend the meeting. Per Attorney General Regulations, the Board would need to adhere to the following rules:

1. Telephone or other equipment must be utilized so the offsite member can be heard and, if in a closed session, the offsite member must verify that no one else can hear the discussion at the remote location without special approval.
2. Non-attending Board members must have approval of the chair and they must be unable to attend the meeting because of:
 - (a) Personal illness;
 - (b) Personal disability;
 - (c) Emergency;
 - (d) Military service; or
 - (e) Geographic distance.
3. A physical quorum must be present at the Board meeting. and
4. All votes taken must be roll call votes.

A motion was made by Ms. Lindsay, seconded by Mr. Driscoll to adopt the procedure as described.

Voted: **Motion passed unanimously.**

Mr. Kilb presented the Board with a Draft CORI Policy. The Board will review this policy at the next meeting. No formal action.

Mr. Kilb presented the Board with current policies of the Board for review. The Board will review these policies at the next meeting. No formal action.

Report from Chief Investigator, Christopher Carroll

Mr. Carroll had nothing to report.

Type 6 – Review and vote on application

The Board met with Richard Snyder of the Sowiecki Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Driscoll seconded.

Motion passed unanimously.

Apprentices – Review and vote on applications

The Board met with Sarah Bond of Acton Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Phaneuf seconded.

Motion passed unanimously.

The Board met with Michelle Gawron of Dracut Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Phaneuf seconded.

Motion passed unanimously.

The Board met with John J. O'Malley, III of Miles Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Phaneuf seconded.

Motion passed unanimously.

The Board met with Nathan Price of Keohane Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Phaneuf seconded.

Motion passed unanimously.

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

The Board met with Walter Giroux of Kozikonski Funeral Home.

Ms. Lindsay moved to accept the above applicant. Mr. Phaneuf seconded.

Motion passed unanimously.

Funeral Assistants, First Time - Review and vote on applications

The Board met with Donald Emerson of Michell Co Funeral Home, John McDonnell of Cartmell Funeral Service, John Murphy of Pillsbury Funeral Home, John Pews of Campbell Funeral Home, Kevin Reynolds of Faggas Funeral Home, John Sammon of Magoun-Biggins Funeral Home, Gary Smith of Magoun-Biggins Funeral Home, James Tarp, Jr. of H.L. Farmer & Sons Funeral Home and Gerald White of H.L. Farmer & Sons Funeral Home.

Mr. Phaneuf moved to accept the above referenced applications. Ms. Lindsay seconded.

Motion passed unanimously.

Funeral Assistants (Transition from Apprentice)

Rosaire Beaulieu of Lavery Chartrand & Alarlo Funeral Home, David Brazil of Prophett-Chapman Cole & Gleason Funeral Home, Gerald Caracciolo of Hafey Funeral Service, William Carr of Doane, Beal & Ames Funeral Home, Brandon Chalifour of Ashley Funeral Home, Roger Cormier of Boucher Funeral Home, Paul Croutworst Farley Funeral Home, John Daub of Flynn & Dagnoli Funeral Home, Debrorah Dwyer of Dwyer Funeral Home, Richard Ferguson of Pillsbury Funeral Home, Dennis Frye of Dirsra-Morin Funeral Homes, Conrad Goodreau of J. Henri Morin & Son Funeral Home, John Hebert of Turgeon Funeral Home, Warren Hodgdon of Paul C. Rogers & Sons Funeral Home, Wayne Hogan of H.L. Farmer-Sons Funeral Home, William Hornblower of CR Lyons & Sons

Funeral Home, Larry Kennedy of H.L. Farmer & Sons Funeral Home , Jeffrey Laforest of Cartmell Funeral Home, Philip Lapenta of Boyle Brothers Funeral Home, Michael Levy of Prohett-Chapman of Cole & Gleason Funeral Home, Beverly Mansfield of Miles Funeral Home, Richard Mansfield, III of Miles Funeral Home , Donald Mathes of Kelly Funeral Home, David Midolo of Campbell Funeral Home , Melissa Morin Bernard of J. Henri Morin & Son Funeral Home, Joseph Murphy Jr. of Doane, Beal & Ames Funeral Home, Robert Parady of Campbell Funeral Home, David Rossi of Douglass Funeral Home, Daniel Santolin of Flynn & Dagnoli Funeral Home, Douglas Sears of John Everett & Sons Funeral Home, Joseph Seldin of Stanetsky Memorial Chapel, John Severino of Douglass Funeral Home, William Sullivan of Magoun-Biggins Funeral Home, Cory Sulminski of Turgeon Funeral Home, Robert Timmerman of Eaton Funeral Home, Theodore Vathally of H.L. Farmer& Sons Funeral Home.

Mr. Phaneuf moved to accept the above-referenced applications. Ms. Lindsay seconded.

Motion passed unanimously.

Establishment Certificate Applications:

Cuffe McGinn Funeral Home

Ms. Lindsay moved to accept this Establishment. Mr. Driscoll seconded.

Motion passed unanimously.

Wall Certificates

J.A. Healy Sons Funeral, LLC.
Michael O'Connor, Brown Flaherty Funeral Service
Charles Keefe, Keefe Funeral Home, Inc.
John Gately, Gately Funeral Service, Inc.
Bradford Dee, Farmer & Dee, Inc.
Roland W. Martin Funeral Home

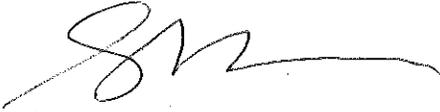
All wall certificates were signed.

2:30 p.m. Adjournment

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

Motion passed unanimously

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Shara Benedetti', with a long horizontal flourish extending to the right.

Shara Benedetti
Associate Executive Director

List of Documents used at the meeting:

Agenda for the December 15, 2015 meeting

Minutes of previous meetings

Draft advisory regarding non-registrants

Draft CORI policy

Copy of existing Board policies

Applications

Type 6s

Richard Snyder

Walter Giroux

Apprentices

Sarah Bond

Michelle Gawron

John O'Malley, III

Nathan Price

Funeral Assistants

Donald Emerson

Kristopher Mercadante

John Pews

John Sammon

James Tarpy

Rosaire Beaulieu

Gerald Caracciolo

Brandon Chalifour

Paul Croutworst

John Daub

Richard Ferguson

Dennis Frye

John Hebert

Wayne Hogan

Larry Kennedy

Philip Lapenta

Marc Lopes

Richard Mansfield

David Midolo

Joseph Murphy Jr

John McDonnell

John Murphy

Kevin Reynolds

Gary Smith

Gerald White

David Brazil

William Carr

Roger Cormier

John Daly

Debra Dwyer

Robert Frost

Conrad Goodreau

Warren Hodgdon

William Hornblower

Jeffrey Laforest

Michael Levy

Beverly Mansfield

Donald Mathes

Melissa Morin Bernard

Robert Parady

David Rossi
James Scott
Joseph Seldin
William Sullivan
Robert Timmerman

Daniel Santolin
Douglas Sears
John Severino
Cory Sulminski
Theodore Vathally

Funeral Establishments

Cuffe McGinn Funeral Home

Wall Certificates

J.A. Healy Sons Funeral, LLC.
Michael O'Connor, Brown Flaherty Funeral Service
Charles Keefe, Keefe Funeral Home, Inc.
John Gately, Gately Funeral Service, Inc.
Bradford Dee, Farmer & Dee, Inc.
Roland W. Martin Funeral Home