

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF ARCHITECTS**

MINUTES OF THE NOVEMBER 24, 2020 OPEN PUBLIC MEETING

A regularly scheduled open public meeting of the Massachusetts Board of Registration of Architects (“the Board”) was held via Conference Call due to Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.

Board Members Present:

John Pesa, Chair
Holly Cratsley, Secretary
Aelan Tierney, Member
Rachael Pauze, Public Member

DPL Staff Present at various times during the telephone meeting:

Matthew Keigan, Executive Director
Lynn Read, Legal Counsel

1. Meeting was called to order @ 9:09 a.m. by J. Pesa. J. Pesa confirmed attendance of Board members by roll call to ensure quorum.
A. Tierney - Aye
H. Cratsley – Aye
J. Pesa – Aye
R. Pauze – Aye

2. The Board reviewed the public meeting minutes from the Architect Board Meeting held on October 27, 2020. A MOTION was made by A. Tierney, second by H. Cratsley, to approve the minutes with an added line to cite the adjournment of the meeting. The Chair called for a Roll Call Vote:

H. Cratsley– Aye
A. Tierney– Aye
J. Pesa – Aye
R. Pauze - Aye

The Motion passed.

- 3: Executive Director Matthew Keigan informed the Board that the DPL staff has been informed that they will continue to work remotely until March 2021. Mr. Keigan also

informed the Board that the next meeting will be held virtually on the Microsoft Teams application.

3. The Board discussed the “Professional Practice, A Guide to the Practice of Architecture, Engineering, and Land Surveying in Massachusetts.” Lynn Read presented the edits to the document discussed by the Board in the October Board meeting. The Board reviewed the document again and requested additional edits and format changes. The Board will review the guidebook again at the next meeting. No formal action was taken.
4. The Board reviewed reinstatement application # 2020-1389-REIN. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the reinstatement. The Chair called for a Roll Call Vote:
 - A. Tierney – Aye
 - H. Cratsley– Aye
 - J. Pesa – Aye
 - R. Pauze- Aye

The Motion passed.

5. John Pesa announced that the next Board meeting will be held on January 26, 2021.
6. Items Not Reasonably Anticipated: The Board briefly discussed digital stamps. The Board would like to start working on a policy that addresses the use of the digital stamp and asked the staff to place the matter on the Board’s agenda.
7. A MOTION was made by J. Pesa, second by H. Cratsley, to move into closed **Investigative Conference pursuant to G.L. c. 112, § 65C**. The Chair announced that the Open Meeting would not resume. The Chair called for a Roll Call Vote:
 - A. Tierney – Aye
 - H. Cratsley– Aye
 - J. Pesa – Aye
 - R. Pauze – Aye

The Motion Passed.

Report of actions taken in Investigative Conference:

- | | |
|----------------------|---------------------------------------|
| ➤ 2020-001023-IT-ENF | Forwarded to Prosecution |
| ➤ 2020-001125-IT-ENF | Forwarded to Prosecution |
| ➤ 2020-001126-IT-ENF | Forwarded to Prosecution |
| ➤ 2020-001179-IT-ENF | No action taken / file will be closed |
| ➤ 2020-000950-IT-ENF | Dismiss without prejudice |

Respectfully submitted,

Matthew Keigan

Matthew Keigan
Executive Director

Documents used in public session:

- Agenda for the November 24, 2020 open meeting
- Draft Minutes of the October 27, 2020 open meeting
- Supporting documentation for reinstatement application 2020-1389-REIN
- Professional Practice, A Guide to the Practice of Architecture, Engineering, and Land Surveying in Massachusetts