

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

DRAFT MINUTES OF THE SEPTEMBER 28, 2021 OPEN PUBLIC MEETING

Board Members Present:

John Pesa, Chair
Holly Cratsley, Vice Chair
Aelan Tierney, Secretary

DPL Staff Present at various times during the meeting:

Matthew Keigan, Executive Director
Lynn Read, Board Counsel
Alan VanTassel – Investigations

All Board members and staff appeared by videoconference.

1. Meeting was called to order @ 9:04 a.m. by J. Pesa. J. Pesa confirmed attendance of Board members by roll call.

A. Tierney - Present
H. Cratsley – Present
J. Pesa – Present

2. The Board reviewed the public meeting minutes from the Architect Board Meeting held on August 10, 2021. H. Cratsley requested we add a line to the minutes re: the organization plan filed under Article 87. A MOTION was made by A. Tierney, second by H. Cratsley, to approve the minutes as amended. The Chair called for a Roll Call Vote:

H. Cratsley– Aye
A. Tierney– Aye
J. Pesa – Aye

The Motion passed.

3. The Board reviewed the state report drafted by staff. This state report is put in the meeting binder for attendees of the New England regional NCARB meeting. This report gives statistics on the number of registered Architects in Massachusetts. The Board had no comments on the report.
4. J. Pesa addressed the issue of unlicensed Architectural practice in the Commonwealth. He stated that the Board has seen an increase in the amount of complaints concerning

individuals holding themselves out to be Architects while not being licensed. He highlighted the importance of being licensed and keeping your license current if practicing in Massachusetts. J. Pesa wanted to remind the public of M.G.L. Chapter 112 60K:

Section 60K. No person shall, directly or indirectly, engage in the practice of architecture in this commonwealth, except as hereinafter set forth in section sixty L, or use the title "architect", "registered architect", "architectural designer", or display or use any words, letters, figures, title, sign, card, advertisement or other device to indicate that such person offers to engage or engages in the practice of architecture unless he is registered under the provisions of sections sixty A to sixty O, inclusive

5. The NECARB Board of Directors will hold its fall meeting October 23-25, 2021 in Burlington, VT. There will be several activities geared to helping NCARB become a more diverse, equitable, and inclusive organization. Attendance can be in person or through a virtual platform. The Board discussed the upcoming event and different committee gatherings they are involved with through NCARB.
6. The Board reviewed # 2021-586-AR-REN. A **MOTION** was made by A. Tierney second by H. Cratsley, to approve the renewal on the condition staff sends the licensee a letter that emphasizes the importance of responsible control for Architects practicing in the state of Massachusetts. The Chair called for a Roll Call Vote:

A. Tierney – Aye
H. Cratsley– Aye
J. Pesa – Aye
7. The Board reviewed # 2021-359-AR-AAPP. A **MOTION** was made by H. Cratsley, second by A. Tierney, to approve the application. The Chair called for a Roll Call Vote:

A. Tierney – Aye
H. Cratsley– Aye
J. Pesa – Aye
8. The Board reviewed a continuing education waiver request from Thomas Kearns. Mr. Kearns acknowledged that he did not complete two hours of continuing education during the 2019-2020 licensing period. Mr. Kearns cited hardships associated with the pandemic. After a discussion, it was discovered that Mr. Kearns’ activities during that time period may qualify for the missing two hours. Mr. Kearns was instructed to review the regulations that cover continuing education for this Board and to follow up with the Executive Director Keigan. Mr. Keigan will determine if Mr. Kearns’ waiver request will

need to come back to the Board for review or the continuing education provided is sufficient.

9. The Board reviewed reinstatement application # 2021-1344-REIN. A **MOTION** was made by A. Tierney, second by J. Pesa, to approve the reinstatement. The Chair called for a Roll Call Vote:

A. Tierney – Aye
H. Cratsley– Aye
J. Pesa – Aye

10. The Board reviewed reinstatement application # 2021-1441-REIN. A **MOTION** was made by A. Tierney, second by H. Cratsley, to approve the reinstatement. The Chair called for a Roll Call Vote:

A. Tierney – Aye
H. Cratsley– Aye
J. Pesa – Aye

11. The Board reviewed reinstatement application # 2021-1439-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

12. The Board reviewed a Frequently Draft Question (FAQ) and response drafted by Board Counsel Lynn Read. The purpose of the FAQ was to give guidance on what qualifies as a “contact hour”. A **MOTION** was made by H. Cratsley, second by A. Tierney, to approve the draft as written . The Chair called for a Roll Call Vote:

A. Tierney – Aye
H. Cratsley– Aye
J. Pesa – Aye

13. The Board changed the next meeting date from November 30, 2021 to December 14, 2021. The meeting will be held virtually.

14. Topics Not anticipated:

- Executive Director Keigan informed the Board that Rachael Pauze (Public Member) resigned from the Board on September 27th, 2021. Board Counsel Read informed the Board that she had communicated the resignation to management.

15. A **MOTION** was made by J. Pesa, second by H. Cratsley, to move into a closed executive session (Pursuant to G.L. c. 30A, §21(a)(1) – Medical Information) @ 10:22 a.m., after which the Board would enter into Investigative Conference Closed per G.L. c. 112, s. 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

Report of actions taken in Investigative Conference:

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|----------------------|------------------------------|
| ➤ 2020-001536-IT-ENF | Guidance given to Prosecutor |
| ➤ 2020-001185-IT-ENF | Guidance given to Prosecutor |
| ➤ 2020-000186-IT-ENF | Guidance given to Prosecutor |
| ➤ 2021-000462-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000494-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000542-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000543-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000560-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000575-IT-ENF | Forwarded to Prosecution |
| ➤ 2021-000570-IF-ENF | Forwarded to Prosecution |
| ➤ 2021-000357-IT-ENF | Dismissed |
| ➤ 2021-000356-IT-ENF | Dismissed |
| ➤ 2021-000454-IT-ENF | Dismissed |

Respectfully submitted,



Matthew Keigan
Executive Director

Documents used in public session:

- Agenda for the September 28, 2021 open meeting
- Draft Minutes of the August 10, 2021 open meeting
- Documents related to application # 2021-359-AR-AAPP
- September 2021 MA State Report provided to NCARB
- Draft FAQ on Continuing Education Nano credits
- Documents related to application # 2021-1344-REIN
- Documents related to application # 2021-1439-REIN
- Documents related to application # 2021-1441-REIN
- Documents related to renewal # 2021-586-AR-REN
- Letter from T.K. / CE Waiver Request