

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

**MINUTES OF THE DECEMBER 13, 2022 - OPEN PUBLIC MEETING**

**Board Members Present:**

Holly Cratsley, Chair (HC)  
Aelan Tierney, Vice-Chair (AT)  
John Pesa, Member (JP)

**Board Member Absent:**

Kwesi Sam, Secretary (KS)

**DPL Staff Present at various times during the meeting:**

Brian O'Connell, Deputy Commissioner of Boards  
John Hill, Board Staff  
Lynn Read, Board Counsel  
Mary Pixley, Office of Prosecutions  
Phillip Chan, Office of Investigations  
Salvatore Ciulla, Office of Investigations

All Present Board members, Staff and Attendees appeared by videoconference.

1. Meeting was called to order @ 9:08 A.M. by HC. The Chair confirmed attendance of Board members by roll call:  
AT – Present  
HC – Present  
JP – Present

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2. The Board reviewed the public meeting minutes from the Architect Board meeting held on October 11, 2022. A **MOTION** was made by AT, to accept the minutes as submitted, seconded by JP. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP - Aye  
  
The Motion passed.
3. The Board reviewed the Executive Session minutes from the Architect Board meeting held on October 11, 2022. A **MOTION** was made by AT, to accept the minutes as submitted, seconded by JP. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye  
  
The Motion passed.

4. The Deputy Commissioner reported to the Board regarding the status of the Executive Director's open position and the open seat on the Board. No Board action was taken at this meeting.
5. The Board Counsel reported to the Board. LR advised the Board to the Joint Practice Guide is still undergoing changes, added how the Engineering Board will be meeting prior to the next Architects Board meeting and should have further information then. No Board action was taken at this meeting.
6. The Board reviewed 2022-1657-REIN. Board Staff introduced history of application. Discussion was held regarding the length of expiration, and the projects and letters submitted for review. A **MOTION** was made by AT, to approve the application for reinstatement of license, seconded by JP. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye

The Motion passed.

7. The Board reviewed a request for extension of exam credits. Staff introduced history of the request. Discussion was held regarding the length of time between taking the exams. The question of which exam offered now would encompass any of the missing exam(s) from record. A **MOTION** was made by JP, to approve the extension of exams provided the NCARB would make the determination on which exam(s) would be needed to make up for the missing Building and Technology exam from record, seconded by AT. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye

The Motion passed.

8. The Board Legal Counsel led a discussion regarding the Board FAQ web page. Discussion was held regarding Continuing Education Credits, including self-reporting, various board memberships, acceptable teaching, and what other organizations accept. A **MOTION** authorizing LR to make amendments to the FAQ page for further review by the Board was made by AT, seconded by JP. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye

The Motion passed.

9. The Board discussed the scheduling of the next meeting date of February 7, 2023. A major conflict was noted. A change to January 31, 2023, beginning at 9:00 a.m. was made and confirmed by those in attendance. No further action was taken at this meeting.

10. AT inquired of the Board Policy for Architect title usage status. Board Counsel advised to progress, being currently posted online, a link to the webpage will be sent to the Board electronically. No further action was taken during this meeting.
11. Public Attendee, John Nunnari made inquiry to the FAQ page(s) and Regulation review being reopened for discussion. No further action was taken at this meeting.
12. Board held a brief discussion on the terminology used regarding title usage, internships, perception of fines being concentrated to one group of individuals, firm assignments of titles, what types of enforcement should be offered and to whom, to be reviewed at the next Board meeting.
13. A **MOTION** was made to close the Open Public meeting and enter into Executive Session pursuant to M.G.L. c. 30A, §21(a), starting with a 10 minute break, to reconvene at 11:00 a.m., and then enter into Closed Investigative Session under G.L. c. 112, § 65C, was made by AT, seconded by JP. The Chair announced that the Open Meeting would not resume and called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye

The Motion passed and the Public Meeting is CLOSED.

See separate Minutes of Executive Session.

Report of actions taken during Investigative Session:

Settlements:

- |                      |                                       |
|----------------------|---------------------------------------|
| ➤ 2021-000882-IT-ENF | Guidance to Office of Prosecutions    |
| ➤ 2021-000819-IT-ENF | Confirmed to Office of Investigations |


Cases:

- |                      |                                  |
|----------------------|----------------------------------|
| ➤ 2021-000588-IT-ENF | Dismiss with Advisory            |
| ➤ 2021-000935-IT-ENF | Advisory                         |
| ➤ 2021-000953-IT-ENF | Sent to Office of Investigations |

14. A **MOTION** to adjourn at 12:28 PM was made by AT, seconded by JP. The Chair called for a Roll Call Vote:  
AT – Aye  
HC – Aye  
JP – Aye

The Motion passed and the meeting adjourned 12:29 PM.

The above minutes were approved at the open meeting held on January 31, 2023.  
Respectfully submitted,

  
Kathleen McNally  
Executive Director

Documents used in the Open Public session:

- Agenda for the December 13, 2022 Open Meeting
- Minutes from the October 11, 2022 Open Meeting
- Minutes from the October 11, 2022 Executive Session
- Documents related to 2022-1657-REIN
- Architects' FAQ page