

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

**MINUTES OF THE JANUARY 21, 2020 OPEN PUBLIC MEETING**

**A regularly scheduled open public meeting of the Massachusetts Board of Registration of Architects (“the Board”) was held on January 21, 2020 at 1000 Washington Street, Conference Room 1A, Boston, MA.**

**Board Members Present:**

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

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

Matthew Keigan, Executive Director  
Lynn Read, Legal Counsel  
Seth Henderson

**Members of the Public Present:**

Alison Sheppard

1. Meeting was called to order @ 11:32 a.m. by J. Pesa.
2. J. Pesa advised all present of the procedures for exiting the building in the event of an emergency.
3. The Board reviewed the public meeting minutes from the Architect Board Meeting held on November 19, 2019. MOTION made by A. Tierney, second by H. Cratsley, to approve the minutes. Motion passed.
4. L. Read informed the Board that A. Sheppard was present and wanted to discuss case # 2018-000788-IT-ENF. L. Read informed J. Pesa that he can allow Ms. Sheppard to speak but the Board could not discuss the case in the open portion of the meeting. J. Pesa invited Ms. Sheppard to address the Board. Ms. Sheppard requested clarification re: case # 2018-000788-IT-ENF. She described the case and the history of the property in question. Ms. Sheppard questioned the Board’s decision to dismiss the case and asked the Board to review it again.
5. The Board reviewed reinstatement application # 2019-2286-REIN. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the reinstatement. Motion passed.

6. The Board reviewed reinstatement application # 2019-2312-REIN. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the reinstatement. Motion passed.
7. The Board reviewed reciprocal application # 2019-409-AR-AAPP. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the reinstatement. Motion passed.
8. The Board reviewed the Reinstatement Procedures. The Board discussed potential changes to the application to eliminate any discrepancy between our Elicensing system and the Board’s regulations on renewals. The Board requested the Staff to change the licensing system to make a license expire automatically, without the ability to renew, after ninety days post expiration date. The issue was tabled for the next Board meeting.
9. The Board discussed adopting a CORI policy. Matthew Keigan presented the CORI Policy of the Professional Engineers and Land Surveyors as an example. The Board asked Lynn Read to draft a CORI policy and the issue was tabled until the next meeting in March.
10. The Board continued to review its current regulations. Ms. Read described the process of changing Board Regulations. The Board had a few suggestions but did not make any formal recommendations. The Board tabled the discussion until the next Board meeting.
11. A MOTION was made by P. Lewis, second by H. Cratsley, to move in a closed executive session @ 1:59 p.m. to review minutes from previous executive sessions, 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 except to adjourn the meeting. The Chair called for a Roll Call Vote:

John Pesa, Chair – Aye  
Holly Cratsley, Secretary – Aye  
Aelan Tierney, Member – Aye

The Motion passed.

12. The Board exited the closed executive session @ 2.01 p.m. and entered into closed investigative session under G.L. c. 112 § 65C to discuss disciplinary cases.

Report of actions taken in Investigative Conference:

➤ 2019-001485-IT-ENF	Forwarded to Prosecution
➤ 2019-001461-IT-ENF	Forwarded to Prosecution
➤ 2019-001478-IT-ENF	Forwarded to Prosecution
➤ 2019-001314-IT-ENF	Dismissal with an advisory.

The Board resumed open session @ 3:58 p.m.

13. A MOTION was made by J. Pesa, second by A. Tierney to adjourn. Motion passed.  
Meeting adjourned @ 3:58 p.m.

Respectfully submitted,

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Matthew Keigan  
Executive Director

Documents used in public session:

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- Agenda for the January 21, 2020 open meeting
- Minutes of the November 19, 2019 open meeting
- Supporting documentation for reinstatement application 2019-2286-REIN
- Supporting documentation for reinstatement application 2019-2312-REIN
- Supporting documentation for application 2019-223-AR-AAPP
- Reinstatement Application Form
- Board of Registrations of Professional Engineers and Professional Land Surveyors Policy Bulletin regarding applicants with criminal convictions or pending criminal charges
- Rules and Regulations Governing Architects, 231 CMR 2.00, 3.00 and 4.00