

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

**MINUTES OF THE MAY 14, 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

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

Matthew Keigan, Executive Director  
Lynn Read, Legal Counsel  
Doris Lugo  
Jenna Hentoff

**Members of the Public Present during the telephone meeting:**

1. Meeting was called to order @ 9.47 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
  
2. The Board reviewed the public meeting minutes from the Architect Board Meeting held on April 2, 2020. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the minutes. The Chair called for a Roll Call Vote:  
H. Cratsley– Aye  
A. Tierney– Aye  
J. Pesa – Aye  
  
The motion passed.
  
3. Executive Director Matthew Keigan discussed how the COVID 19 outbreak was affecting the Division of Professional Licensure (DPL) and Governor Baker’s executive order to extend renewal dates by 90 days for certain professional licenses during the state of emergency. Mr. Keigan informed the Board that most of DPL’s staff was working

remotely. Mr. Keigan also relayed information from NCARB and their operations during the COVID 19 outbreak.

4. Board Counsel Report: Ms. Read said she would comment during Board discussion.
5. The Board had planned to host a listening session for the public on proposed regulations changes. The Board wants to get public feedback before reviewing and potentially changing their regulations. There were no public members at the meeting. The Board decided to table the session until a later date.
6. The Board reviewed the CORI policy drafted by Legal Counsel. The Board had one minor edit of correcting the date on the form. A MOTION was made by H. Cratsley, second by A. Tierney, to approve the CORI policy with the corrected date. The Chair called for a Roll Call Vote:  
H. Cratsley– Aye  
A. Tierney– Aye  
J. Pesa – Aye

The motion passed.

7. The Board reviewed a delegation memo prepared by Lynn Read. The first delegation reviewed addressed reinstatement applications.

The Board Voted to:

*Delegate authority to the Executive Director, or if not available, the Associate Executive Director, to reinstate licenses that expired within the last three years, and licenses expired longer than three years where the applicant holds a current and valid certificate from the National Council of Architectural Registration Boards (NCARB). The Board must continue to review any work experience provided for license holders who have been expired for more than three years and do not have a NCARB certificate. This delegation of authority shall remain in effect and force unless and until overridden by a subsequent vote of the Board.*

A MOTION made by H. Cratsley, second by A. Tierney, to approve the delegation of authority. The Chair called for a Roll Call Vote:

Roll Call Vote:  
H. Cratsley– Aye  
A. Tierney– Aye  
J. Pesa – Aye

The Motion passed

The second delegation reviewed addressed applicants with minor discipline.

The Board Voted to:

*Delegate authority to the Executive Director, or if not available the Associate Executive Director, to approve applications for licensure or reinstatement that include admissions that the applicant has received discipline by other states solely for violations of Continuing Education requirements or an out of state violation that is not a violation in Massachusetts. Applications for reciprocity showing discipline for any other violations shall be reviewed by the Board. This delegation of authority shall remain in effect and force unless and until overridden by a subsequent vote of the Board.*

A MOTION was made by A. Tierney, second by H. Cratsley, to approve the delegation of authority. The Chair called for a Roll Call Vote:

Roll Call Vote:

H. Cratsley– Aye

A. Tierney– Aye

J. Pesa – Aye

The Motion passed.

8. The Board discussed the upcoming meeting dates. The Board decided add a meeting in June and adjust the meeting dates in July and September. Below are the following dates for Architect Board meetings for the rest of 2020.

June 30<sup>th</sup>

July 28<sup>th</sup>

September 29<sup>th</sup>

November 24<sup>th</sup>

Locations and times were not determined.

9. The Board discussed the upcoming NCARB annual meeting. The meeting will be held virtually due to the COVID 19 outbreak. The Board decided that John Pesa would cast the election votes on behalf of the Board at the annual meeting.
10. A MOTION was made by J. Pesa, second by H. Cratsley, to move 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:
  - John Pesa, Chair – Aye
  - Holly Cratsley, Secretary – Aye
  - A. Tierney – Aye

During the closed Investigative Conference session, the Board voted to take the following actions:

Review of Cases:

- 2020-000059-IT-ENF Forward to Prosecutions

- 2020-000335-IT-ENF Forwarded to Prosecutions
- 2020-000231-IT-ENF Sent back to investigations
- 2020-000322-IT-ENF Forwarded to Prosecutions
- 2019-000225-IT-ENF Guidance given to Prosecutions

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

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Matthew Keigan  
Executive Director

Documents used in public session:

- Agenda for the May 14, 2020 open meeting
- Minutes of the April 2, 2020 open meeting
- CORI Policy Draft
- Letter from NCARB re: Annual Meeting
- Delegation Drafts from Board Counsel