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**Board of Registration of Registration of Architects**  
**October 1, 2024 Public MEETING MINUTES**

A public meeting of the Massachusetts Board of Registration of Architects (the Board) was held remotely via video and telephone conferencing pursuant to Chapter 20 of the Acts of 2022, allowing remote participation by Board members and the public.

**Attending Members:** Aelan Tierney, Board Chair; Emily Grandstaff-Rice; and Tony Ransom

**Members Absent:** Kwesi Sam

**Staff:** Lynn Read, Board Counsel; John Hill, Board Administrative Staff; and Marjorie Campbell, Executive Director

**Meeting Called to Order**

- Remote meeting procedures – Chair called the meeting to order at 9:04 a.m.
- **Read and Approve Minutes** – Minutes from the August 20, 2024 meeting, Tabled
- **Executive Director Report**
  - Confirmed that the December 17, 2024 Architect Board meeting will be held both in person (in Springfield, MA), as well as a virtual meeting option.
  - Update on the backlog of newly licensed applicants and reciprocity licenses: There have been some delays, given that this is the renewal period for Architects, and we are down a staff member. Board staff is working to improve the turnaround time for licensing and getting additional help. There are an estimated 89 applications currently under review, and 30 new applications that need review.
  - No movement on appointment of a public member, although an email went out to all staff with the open public member position.
  - Schedule 2025 Board Meeting dates: Architect Board meeting dates for 2025 will be as follows:
    - February 11, 2025
    - April 29, 2025 (in Boston)
    - June 10, 2025
    - August 12, 2025
    - October 14, 2025 (in Springfield)
    - December 9, 2025
  - Update on NCARB attending Architect Board Meeting: NCARB representatives were unable to attend a meeting this year; we will try for a 2025 date.



- **Discussion Items**

- Review and Discussion of Sections III and IV of the Analysis from NCARB of Massachusetts' Architecture Licensing Law and Regulations: The Board Chair led a discussion of these sections of the Analysis:
  - Education: Board members discussed that they are willing to entertain an alternative education path as outlined under the NCARB requirement.
  - Experience: there are revisions already proposed in our draft regulations, and another draft will be discussed at the next Board meeting;
  - Exam: there are revisions already proposed in our draft regulations, and another draft will be discussed at the next Board meeting
  - References: Board members discussed that they are willing to remove the references requirement for new applicants
  - Keep the age for new applicants at 21.
  - Massachusetts has the Valor Act to expedite licensing for military families.
  - Reciprocal Licensure: Board members agreed to keep the requirement for NCARB certification.
  - Firm Registration: We do not license firms, but one officer of the Architect Firm must be a Registered Massachusetts Architect.
  - CE's: Keep the current requirement for 12 education units in health, welfare, and safety.
  - Renewal: Governed by Statute, renewals are yearly.
  - Inactive Licenses: Board members are not in favor of having an inactive license status.
  - Reinstatements: We do not require lapsed licensees to retake the exam, but we do have requirements in place to prove competency; no change.
  - Practice Requirements and the Seal: Discussion to provide clarity to Massachusetts Architects as to what documents require a stamp.

At the next meeting, Board members will discuss the remaining sections of this Analysis, and following the completion of the Analysis review; Board Counsel will revise the draft regulations accordingly.

- NCARB Fall Meeting: Upcoming conferences in New Hampshire. Board members may go for all or part of the conference. Reminder to Board members to complete the State-required travel forms.
- State Report: Board members requested a State Report at the next meeting, which would include numbers of Registered Architects both in state and out of state.

- **Request to Terminate Probation:** 2023-001340-CP-ENF: Board members voiced concern that this Licensee did not comply with all the Probation terms. He was late in providing his quarterly reports, and he did not submit a formal written statement requesting to end his probation.
  - **Motion to continue Probation for a Minimum of three months, and Licensee to comply with paragraph #8 of the Consent Agreement and continue to submit quarterly reports,** made by Emily Grandstaff-Rice
  - Motion seconded by Tony Ransom
  - Board Chair called for a roll call vote
  - Members in Favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom

- Members opposed: None
- Motion passes
- **Reinstatement Reviews**
  - 2024-1221-REIN: Board members discussed that this was an incomplete submission, given that no projects or references were submitted.
    - **Motion to Table matter for submission of recent work projects and references**, made by Emily Grandstaff-Rice
    - Motion seconded by Tony Ransom
    - Board Chair called for a roll call vote
    - Members in Favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom
    - Members opposed: None
    - Motion passes
  - 2024-0010-REIN:
    - **Motion to Approve Reinstatement Request**, Made by Emily Grandstaff-Rice
    - Motion seconded by Tony Ransom
    - Board Chair called for a roll call vote
    - Members in Favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom
    - Members opposed: None
    - Motion passes
- **Items Not Reasonably Anticipated 48 hours in advance of meeting**  
 Licensee submitted CE's from Canada for review. However, Board members requested additional time to fully review and may need to check with NCARB.
  - **Motion to table this item for next meeting**, Made by Emily Grandstaff-Rice
  - Motion seconded by Tony Ransom
  - Board Chair called for a roll call vote
  - Members in Favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom
  - Members opposed: None
  - Motion passes

**Moving into closed session at 10:15 am**

- **MOTION to exit open meeting and move into Closed Investigative Conference per M.G.L. c. 112, § 65C** by Emily Grandstaff-Rice. Second by Tony Ransom.
  - Chair called for a roll call vote
  - Members in favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom
  - Members opposed: None
  - Motion Passes

There were no items for reserved Executive Session or Quasi-Judicial Sessions, not held.

**CLOSED SESSION**

**I. Investigative Conference (Closed per M.G.L. c. 112, § 65C):**

The following actions were taken during the Investigative Conference:

**Settlements:**

- 2024-000166-IT-ENF: Guidance given to Prosecutions

**Cases:**

- 2024-000585-IT-ENF: Referred to Prosecutions and to Engineering
- 2024-000555-IT-ENF: Tabled
- 2024-000475-IT-ENF: Referred back to Investigations
- 2023-000727-IT-ENF: Referred back to Investigations

**Adjournment**

- **Motion to Adjourn by:** Emily Grandstaff-Rice, Second by Tony Ransom
- Chair called for a roll call vote
- Members in favor: Aelan Tierney, Emily Grandstaff-Rice, and Tony Ransom
- Members opposed: None
- Motion passes
  
- **Meeting Adjourned at 11:05 am**

Respectfully submitted,

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Marjorie Campbell, RN, JD  
Executive Director

**Documents Used During the Open Meeting:**

- Agenda for the October 1, 2024, Open Meeting
- NCARB Analysis of Massachusetts' Architecture Licensing Law and Regulations
- Documents supporting request to Terminate Probation: 2023-001340-CP-ENF
- Documents supporting request to Reinstate license: 2024-1221-REIN
- Documents supporting request to Reinstate license: 2024-0010-REIN
- Documents from Licensee requesting approval of CE's from Canada