



COMMONWEALTH OF MASSACHUSETTS
**Board of Registration
of
Hazardous Waste Site Cleanup Professionals**

**MINUTES
OF
BOARD MEETING
Held on August 12, 2025
[Approved: September 9, 2025]**

Meeting Location: **100 Cambridge Street, Boston, MA and remotely via ZOOM**

Prepared by: Terry Wood

List of Documents Used at the Meeting:

1. Board Meeting Agenda
2. Draft June 10, 2025 Board Meeting Minutes
3. ARP Dockets 1, 2 and 3
4. Renewal Dockets 1 and 2
5. Waiver Petition
6. LSPA Documents regarding Comments on LSP Board's Proposed Regulation Amendments: Letter, List of Comments, Suggested Continuing Education-related Definitions, and Suggested Table of Continuing Education Course Attendance Requirements
7. Draft Updated Application Forms: Instructions, Professional Reference Form, Forms 1, 2 and 3

1. **Call to Order:** Diane Baxter called the meeting to order at 12:26 p.m. Present remotely via ZOOM: Gail Batchelder, Kathy Campbell, Kirk Franklin, Gregg McBride, Paul McKinlay, Deirdre Menoyo and Jamie Smith. Board members present in the room: David Austin and Diane Baxter. Board members absent: Craig Ellis.

Staff members present in the room: Christopher Borges, Matthew Lyne and Terry Wood.
Staff members present via ZOOM: Notoshia Dix.

Also present remotely via ZOOM were: Mariellen Morris, LSPA Executive Director; and Lori McCarthy.

2. **Announcements:** None.
3. **Agenda:** The Board members agreed to follow the agenda as written.

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4. **Minutes:** The Board members reviewed the draft minutes of the meeting held on June 10, 2025. A motion was made and seconded to approve the draft minutes as written. All Board members in attendance voted to approve the draft minutes as written by roll call vote.
5. **Old Business:** None.
6. **Decisions Regarding Licensing of Applicants:**

A. Application Dockets

The staff presented the following Application Dockets:

New Application Docket Number 1

ARP Members: Craig Ellis, Deirdre Menoyo, James Smith

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
1760	Matthew Kissane, Fuss & O'Neill	349	A

Mr. Lyne stated that Mr. Kissane is a standard track candidate who claimed over 13 years of Total Professional Experience (TPE) and over 6 years of Relevant Professional Experience (RPE). The ARP believed the applicant had met the minimum requirements for TPE and RPE, and that the applicant's project summaries were focused on site redevelopment & utility work mainly consisting of soil management and RAM-related activities, and displayed a solid progression of responsibility over time. The ARP recommended that Mr. Kissane be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voting in support of the motion.

New Application Docket Number 2

ARP Members: Diane Baxter, Paul McKinley, Deirdre Menoyo

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
6735	Brooke Paulsen, Verdantas	354	A

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Mr. Lyne stated that Ms. Paulsen is a standard track candidate who claimed over 9.5 years of TPE and 9 years of RPE. The ARP believed the applicant had met the requirements for TPE and RP. He stated that the applicant submitted 17 project summaries which the ARP believed demonstrated sufficient RPE. The ARP recommended that Ms. Paulsen be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voting in support of the motion with the exception of Mr. McBride who did not vote.

New Application Docket Number 3

ARP Members: Diane Baxter, Paul McKinley, Kirk Franklin

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
1440	Corinne McKenzie, Haley & Aldrich	352	A

Mr. Lyne stated that Ms. McKenzie is an alternate track candidate because her 2005 college degree was in Environmental Studies, a major not among those accepted by the Board as standard track, and claimed more than 15 years of TPE and 10 plus years of RPE. The ARP believed the applicant met the minimum requirements for TPE and RPE for an alternate track applicant and that the applicant's 6 project summaries demonstrated a broad range of experience and responsibilities. The ARP recommended that Ms. Paulsen be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voting in support of the motion.

7. License Renewals

A. Renewal Dockets. The staff presented the following application docket.

Renewal Docket No. 1
Date: August 12, 2025
Renewal Date: 7/30/2025
New Expiration Date: 7/30/2028
Have completed all requirements for renewal:

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	LSP Number	First	Middle	Last
1	6645	Katherine		Fogarty
2	4513	Marilyn		Wade
3	9458	Rachel		Leary
4	5323	James		Matz
5	8848	Jedd		Steinglass
6	4396	Brian		Horan
7	5888	James		Soukup
8	4437	James		Parker
9	9874	Jason		Ward
10	2304	Edward		Kontos III
11	2893	Andrea		Stiller
12	9138	Navpreet		Brolowski
13	7249	Michael		Girioni
14	2160	Jeffrey		Larsen
15	3495	Todd		Bridgeo
16	4422	Alison		Holmes
17	1548	James		Curtis
18	3835	Jerome		Tolosko
19	4312	Thomas		Campbell
20	2961	Brian		Miller
21	4284	Bruce		Ross
22	6161	Patricia		Pinto

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23	3206	Jeff		Lambert
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A motion was made and seconded to renew the license of the LSP on Docket #1 for the date indicated. All Board members present voted in favor by roll-call vote with the exception of Mr. McKinlay who was recused and did not vote.

Renewal Docket No. 2
Date: August 12, 2025
Renewal Date: 4/30/2025
New Expiration Date: 4/30/2028
Have completed all requirements for renewal:

	LSP Number	First	Middle	Last
1	5877	Kenneth		Lento

A motion was made and seconded to renew the license of the LSP on Docket #2 for the date indicated. All Board members present voted in favor by roll-call vote.

B. Renewal Status Report. Mr. Lyne reported that 33 LSPs were up for renewal on July 30th; of those 2 (Robert Francis and Mike Penzo) had previously informed the Board they were retiring; 33, 5 were approved by the Board at the June meeting and the remaining 24 were just approved.

8. Other Licensing Related Matters

A. Scheduling of Future Application Review Panels

Mr. Lyne stated that there are three new applications that need ARPs assigned:

Mykel Mendes-WSPUSA

Lee Penwell- Haley & Aldrich

Tyler Martz- French & Parrello Associates (Wall, NJ)

All Board members in attendance indicated they would be willing to serve on an ARP.

B. Inactive Status Report

Ms. Dix reported the Total Number of LSPs on Inactive Status: 4

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LSP Number	License Status Date	License Status	Last Name	First Name
7416	January 4, 2024	INACTIVE	Connolly	James
8467	April 4, 2025	INACTIVE	Hansel	Kelly
1736	April 30, 2025	INACTIVE	Folan	Daniel
3984	July 1, 2025	INACTIVE	Doherty	James

C. Total Number of LSPs on Active Status: 403

D. Annual Fees Report: Ms. Dix stated there was nothing new to report.

9. Examinations

A. Upcoming Exam Dates

Ms. Wood stated that, now that the four updated versions of the LSP examination are ready, Board staff has scheduled the following four exam dates: September 4th and 5th, 2025 and October 21st and 22nd, 2025.

B. Waivers

Ms. Dix reported that Anthony Brokowski had submitted a written waiver request, a copy of which was included in the packet for today's meeting, asking the Board to waive the two-year deadline for a successful applicant to pass the LSP examination. Mr. Brokowski's two-year window closed as of October 11, 2024 but the Board has not offered the LSP examination since March 2024. A motion was made and seconded to grant Mr. Brokowski's waiver request to allow him to take the exam when it is offered this September or October. The motion passed unanimously by roll-call vote.

Ms. Dix noted that two additional approved applicants -- Michael Scherer whose eligibility is due to end on 9/8/25; and Jonathon Puliafico whose eligibility is due to end on 9/12/25- would be unable to sign up for the October examination dates due to the ending dates of their respective two-year windows to pass the exam. She stated that Board staff wanted to ask the Board to waive the two-year deadline to allow Board staff to email both applicants to let them know they could sign up for either the upcoming September or October dates. A motion was made and seconded to waive the two-year window to allow both applicants the flexibility to take the LSP exam in either September or October 2025. The motion passed unanimously by roll-call vote.

10. Continuing Education Committee Report:

Mr. Austin reported that the Committee met earlier in the day, approved the meeting minutes from last month's meeting, and approved two existing and four new courses.

11. Professional Conduct Committee Report:

Mr. Smith reported that the Committee met earlier in the day, approved the minutes from last month's meeting, reviewed the active case list and discussed an update regarding completed disciplinary case 05C-07.

12. Regulations

Ms. Wood stated that the public comment period regarding the proposed regulatory amendments closed on June 26th and the Board received written comments from the Licensed Site Professional Association (LSPA) and no one else. She stated that copies of the written comment documents from the LSPA were included in today's Board packet. She asked the Board members how they would like to proceed regarding review of the LSPA's comments. She stated that, while not legally required, the Board should consider whether they want to draft a Response to Comments document which would be posted on the Board's Web site and explain the Board's response to the comments. She said the Board also needs to decide how they want to proceed regarding the review of the LSPA's comments and said the Board could do a detailed review today of each comment or, provided the Board wanted to draft a Response to Comments, she could prepare a draft with proposed responses to the LSPA's comments for review at the Board's next meeting. After discussion, a motion was made and seconded to direct Ms. Wood to draft a Response to Comments document for review at the Board's September meeting. The motion passed unanimously by roll-call vote.

13. Review Draft Updated Application Forms

Ms. Wood stated that the application subcommittee had prepared updated draft application forms and that a red-lined copy of the forms was included in the packet for today's meeting. She next went over the proposed changes to the instructions form, professional reference form, and forms 1,2,3. A motion was made and seconded to accept the proposed changes to the forms. The motion passed unanimously by roll-call vote.

14. Other Business

A. Personnel, Budget and Fees: Ms. Wood stated that the final FY 2026 LSP Board budget was \$394,154, down from the Board's FY 2025 budget of \$432,899. She added that she believes the FY 2026 budget will be sufficient to support the Board's needs.

B. Web Site Overhaul: Ms. Wood stated that the Board staff is still working to update the Board's Web site to be more user-friendly.

C. LSP Board Member Vacancies: Ms. Baxter stated that there is currently an open environmental slot on the Board. She encouraged the current Board members to consider whether they know anyone who might be interested.

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15. **Future Meeting:** The Board will next meet on September 9, 2025.
16. **Adjournment:** Ms. Baxter adjourned the meeting at 1:07 p.m.