



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

**MINUTES**  
**of**  
**BOARD MEETING**  
**Held on March 29, 2018**  
[Approved: April 26, 2018]

Meeting Location: Massachusetts Department of Environmental Protection  
Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887

Prepared by: L. Williamson

**List of Documents Used at the Meeting:**

1. Agenda
2. Draft Minutes of Meeting held on February 21, 2018
3. Renewal Dockets #1, #2, and #3

1. **Call to Order:** Maria Pinaud called the meeting to order at approximately 1:45 p.m. Also present were David Austin, Kathleen Campbell, Debra Listernick, Gregg McBride, Marc Richards, Farooq Siddique, and James Smith. Gail Batchelder entered the room at approximately 1:50 p.m. Board member Kirk Franklin was absent. Staff members present were Beverly Coles-Roby and Lori Williamson. Also present were Wendy Rundle (Executive Director of the LSPA); Wesley Stimpson; and David LaPusata (MassDEP). Marilyn Wade (LSPA President) entered the room at approximately 1:50 p.m.
2. **Announcements:** No announcements were made.
3. **Agenda:** The Board members agreed to follow the draft agenda.
4. **Minutes of Meeting Held on February 21, 2018:** The members present reviewed the draft minutes of the meeting of the Board held on February 21, 2018. **A motion was made and seconded to approve the February 21, 2018 minutes as written. The motion passed unanimously.**
5. **Decisions Regarding Licensing of Applicants:**
  - A. **Vote on Renewal Dockets:** The staff presented the following License Renewal Dockets.

**Renewal Docket #1**

**Renewal Date: July 30, 2017**

**New Renewal Date: April 30, 2021**

License expired on July 30, 2017 for not submitting renewal documents.

Individual has completed renewal requirements within

1-year deadline and is now eligible for active status:

	<b>LSP #</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	2248	Michael		Zylich

**A motion was made and seconded to renew the license of the LSP on Renewal Docket #1 for the three-year period ending on the date indicated. The motion was approved unanimously.**

**Renewal Docket #2**

**Renewal Date: January 30, 2018**

**New Renewal Date: January 30, 2021**

Has completed all requirements for renewal:

	<b>LSP #</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	4058	Alton	D	Stone

**A motion was made and seconded to renew the license of the LSP on Renewal Docket #1 for the three-year period ending on the date indicated. The motion was approved unanimously.**

**Renewal Docket #3**

**Renewal Date: April 30, 2018**

**New Renewal Date: April 30, 2021**

Has completed all requirements for renewal:

	<b>LSP #</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	5723	Eric	M	Johnson
2	9605	Susan	E	O'Brien
3	3117	Andrew	D	Walker
4	8229	Matthew	P	Calvert

**A motion was made and seconded to renew the licenses of the LSPs on Renewal Docket #1 for the three-year period ending on the date indicated. The motion was approved unanimously.**

- B. Annual Fee Report:** Ms. Coles-Roby reported that 46 LSPs failed to pay their annual fees by the due date. She stated that letters were issued to the 46 individuals on March 20, 2018 informing them that their licenses will be suspended for a period of up to 90-days if the fee is not paid by April 11, 2018. Ms. Coles-Roby stated that as of yesterday, 25 LSPs still have not paid the fee. She stated that if the fee is not paid within the 90-day suspension period, the licenses will be revoked.

*(Dr. Batchelder and Ms. Wade enter the room)*

**6. Other Licensing-Related Matters:**

- A. New Panel Assignments and Scheduling:** The following Board members were assigned to Application Review Panel # 294: Ms. Campbell, Mr. Siddique, and Dr. Batchelder. The following Board members were assigned to Application Review Panel #295: Mr. McBride, Ms. Pinaud, and Mr. Austin.
- B. Appeals Status Report:** There were no pending appeals of any denials by the Board of license applications.
- C. Inactive Status Report:** The staff reported that the following LSPs are currently on Inactive Status.

LSP Number	License Status Date	License Status	Last Name	First Name
9070	January 30, 2017	Inactive	Kemper	Timothy
9830	March 1, 2017	Inactive	Gates	Richard
5019	December 4, 2017	Inactive	Rein	Robert

- D. Total Number of Active LSPs:** The total number of Active LSPs was 516 as of March 28, 2018.

- 7. Examination Report:** Ms. Coles-Roby stated that the exam will be offered in May and November 2018. She stated that six applicants are currently eligible to sit for the exam and, therefore, she anticipates needing only one day for the May offering. She stated she will determine the specific date for the May offering prior to the next Board meeting.

**8. Continuing Education Committee Report:**

- A-B. Report on Course and Conference Approval Requests:** Mr. Siddique reported that the Committee met earlier in the day and made the following course recommendations to the Board.

- 1. NEWMOA: *Back-to-Basics Part 1: Developing the CSM & Site Characterization Plan* (5.5 Technical credits, March 27, 2018, Lebanon, NH, March 28, 2018, Lowell, MA, and March 29, 2018, Danielson, CT).  
Committee Recommendation: **Approve**

2. EPOC: Low Flow Sampling and Hydraulic Conductivity Analysis (4 Technical credits, June 5, 2018, Storrs, CT).  
Committee Recommendation: **Approve**
3. LSPA: Oil and Sediment Toxicity: Characterizing an Oil Site (1 Technical credit, April 17, 2018, Taunton, MA).  
Committee Recommendation: **Approve**
4. MassDEP: Briefing from the Statewide Leadership Team of the MassDEP Bureau of Waste Site Cleanup (2 DEP Regulatory credits, April 3, 2018, Westborough, MA).  
Committee Recommendation: **Approve**

**A motion was made and seconded to accept the Continuing Education Committee's recommendations. The motion passed unanimously.**

9. **Professional Conduct Committee:** The Board agreed to forego a Professional Conduct Committee report, because all the Board members present at this meeting were also present at the meeting of the Professional Conduct Committee held earlier in the day.

10. **Other Business**

- A. **Public Records Requests:** Ms. Coles-Roby reported that the Board received a public records request from one of the Complainants in 17C-05. She stated the Complainant requested license renewal documents for the LSP that is the subject of the complaint. Ms. Coles-Roby stated that when she notified the data subject of the request, the LSP then requested to be provided with copies of everything that was being sent to the requestor. She stated all the requested documents have been provided to both parties.
- B. **309 CMR 4.00 Rules of Professional Conduct- Proposed Amendments Report:** Ms. Coles-Roby stated that she will begin preparing a redline strikeout version of the proposed regulations, and the discussion will be continued at next month's meeting.
- C. **Strategic Plan- Fiscal Year 2018-2019:** Ms. Coles-Roby reported that she has been notified that the Board will be able to begin implementing online payments within the next few months. She stated that the Board needs to schedule its meetings for the next year. Mr. Stimpson asked if any progress had been made on the new exam software. Ms. Coles-Roby responded that no additional progress has been made. Mr. Smith suggested adding the General Counsel position to the list. Ms. Listernick asked if the exam committee was reconvening. Ms. Coles-Roby responded that she will be organizing a conference call. Ms. Pinaud suggested that the Board consider offering a training session next year. Dr. Batchelder agreed with the suggestion and stated that it has been several years since the Board offered a case studies course.

**D. Inquiry from LSP:** Ms. Coles-Roby stated that she received an email from an LSP who has recently taken on a part-time position in addition to his/her full-time employment. The LSP inquired whether he/she needed to provide the Board with his/her contact information associated with the part-time position. The Board members commented that some LSPs use a home address as opposed to business address as their preferred means of communication. The Board agreed that the LSP in question is not required to provide the Board with contact information for the new part-time position.

11. **Future Meetings:** The Board's next meeting will be on April 26, 2018, in MassDEP's Boston office.

12. **Adjournment:** A motion was made and seconded to adjourn, and by unanimous vote, the Board meeting was adjourned at approximately 2:12 p.m.