

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

MINUTES OF THE NOVEMBER 19, 2019 OPEN PUBLIC MEETING

A regularly scheduled open public meeting of the Massachusetts Board of Registration of Architects ("the Board") was held on November 19, 2019 at 1000 Washington Street, 7th Floor Conference Room, Boston, MA.

Board Members Present:

John Pesa, Chair

Pip Lewis, Vice Chair

Holly Cratsley, Secretary

Aelan Tierney, Member

Rachael Pauze, Public Member

DPL Staff Present at various times during the meeting:

Matthew Keigan, Executive Director

Lynn Read, Legal Counsel

Clinton Dick, Deputy General Counsel of Enforcement

Members of the Public Present:

John Nunnari, Executive Director AIA Massachusetts

Jessica Metz

- 1: Meeting was called to order @ 10:45 a.m. by J. Pesa.
- 2: The Board reviewed the public meeting minutes from the Architect Board Meeting held on September 17, 2019. H Cratsley made a MOTION, second by P. Lewis, to approve the minutes. R. Pauze abstained. Motion passed.
- 3: J. Pesa advised all present of the procedures for exiting the building in the event of an emergency.
- 4: The Board reviewed reinstatement application # 2019-2026-REIN. A MOTION was made by R. Pauze, second by A. Tierney, to approve the reinstatement on the condition the applicant completes the continuing education requirements for the past two years. Motion Passed.
- 5: The Board reviewed reinstatement application # 2019-1979-REIN. A MOTION was made by A. Tierney, second by P. Lewis, to approve the reinstatement. Motion passed.
- 6: The Board reviewed reinstatement application # 2019-1809-REIN. A MOTION was made by R. Pauze, second by P. Lewis, to approve the reinstatement on the condition that the applicant completes the continuing education requirements for the past two years. Motion Passed.

- 7: The Board discussed the NECARB regional meeting held in Stockbridge, MA. The meeting started on October 25th and concluded on October 27th. Holly Cratsley and John Pesa attended the regional meeting. J. Pesa noted the lack of discipline cases in other New England states. J. Pesa also expressed some concern re: the budget of NECARB.
- 8: The Board reviewed the renewal of license # 7968. The license holder was requesting the Board grant continuing education credit hours for services provided on town planning boards and design boards. A MOTION was made by A. Tierney to deny the request, P. Lewis second. J. Pesa voted against the motion. The Motion passed.
- 9: The Board reviewed the current continuing education requirements. The Board discussed awarding continuing education credit hours for various Board (town and city) service and other Activities. The Board decided to table the conversation and review the continuing education requirements when they perform regulation review.
- 10: The Board reviewed the current policies re: the reinstatement process. The Board discussed potentially delegating authority for complete applications. They also discussed rewording language on the application re: the scope of projects submitted. The Board requested Counsel and staff to work on an affidavit for reinstatement applicants. The Board tabled the discussion and agreed they would continue to review the reinstatement procedures at future meetings.
- 11: The Board was asked to discuss Cladding by Jessica Metz. Ms. Metz was requesting the Board make a determination on whether Cladding repair plans need to be stamped by an Architect or if it was incidental practice related to Engineering work. J. Pesa discussed the fire safety requirements in the building code and noted that depending on the scale of the project, Cladding would fall in the "A" series drawings that would need to be stamped by an Architect. Without knowing the details of the project, the Board was unable to give a definitive answer on whether plans for cladding must either be signed by a corporate officer who is an Architect, or alternatively would be incidental practice of architecture permitted for an engineer.
- 12: Executive Director Matthew Keigan asked the Board to give the licensing staff a time period for moving applications to "abandoned" status if the applicant has been completely unresponsive to requests to provide missing documentation. He explained that the staff would like to clean up the system and can always move forward with an abandoned application if the applicant were to respond to the requests to provide

missing documentation. H. Cratsley made a MOTION, second by P. Lewis, to move applications to abandoned status after 120 days if the applicant never communicates with the staff and is warned that the application will be labeled "abandoned"

13: The Board tabled regulation review due to time constraints.

14: Matthew Keigan discussed Board travel with the Board Members. They were all given a copy of the Executive Office of Housing and Economic Development Travel Policy guidelines. They were also given the necessary forms to be filled out 60 days prior to traveling to an event where they will be representing the Board. Matthew Keigan explain that the forms will need to be filled out even if another organization is paying the related travel costs. He also discussed how and when to fill out the Traveler Voucher Input Form for regular Board meetings.

15: At 1:15 p.m., a MOTION was made by J. Pesa, second by A. Tierney, to go from open session and enter into closed investigative session under G.L. c. 112 § 65C to discuss disciplinary cases. Motion Passed.

Reports of actions taken in Investigative Conference:

➤ 2019-000660-IT-ENF: Forwarded to Prosecution

The Board Resumed open session at 1:45 p.m.

16: Executive Session [CLOSED per M.G.L. c. 30A, § 21(a)]

A MOTION was made by J. Pesa, second by H. Cratsley, to move in a closed executive session at @ 1:47 p.m. to review the character rather than competence of certain applicants, after which the Board would resume open meeting. The Chair called for a Roll Call Vote:

Pip Lewis, Vice Chair – Aye

John Pesa, Chair – Aye

Holly Cratsley, Secretary – Aye

Rachael Pauze, Public Member – Aye

Aelan Tierney, Member – Aye

The Motion Passed. See separate minutes.

17: The Board resumed the open public meeting @ 1:55 p.m.

18: Quasi-Judicial Session [CLOSED per M.G.L. c. 30A, § 18]

A MOTION was made by R. Pauze, seconded by J Pesa, to exit Open Meeting and enter Quasi-Judicial Session pursuant to G.L. c. 30A §18(d) to make decisions required in adjudicatory proceedings brought before the Board, and thereafter to enter into closed Investigative Conference pursuant to G.L. c. 112, § 65C, and not to return to Open Meeting except to adjourn. The MOTION passed 5-0.

During the closed Quasi-Judicial Session, the Board voted to take the following action:

- 2019-000010-IT-ENF Determined Final Decision and Order

19: A MOTION was made by J. Pesa, second by P. Lewis to adjourn. Motion Passed.
Meeting adjourned @ 1:59 p.m.

Respectfully submitted,

Matthew Keigan
Executive Director

Documents used in public session:

Agenda for the November 19, 2019 open meeting

- Minutes of the September 17, 2019 open meeting
- Travel approval forms and guidelines
- NECARB Fall Meeting Agenda
- Reinstatement Application
- Application and supporting documentation for REIN 2019-2026-REIN
- Application and supporting documentation for REIN 2019-1979-REIN
- Application and supporting documentation for REIN 2019-1809-REIN
- Continuing Education Regulations
- Supporting documentation for the renewal of license #7968-AR-AR
- Portion of Minutes from the 9/20/17 Architecture Board Meeting
- Portion of Minutes from the 8/03/17 Architecture Board Meeting
- Email from the Public with a question re: Cladding