

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION IN EMBALMING AND FUNERAL DIRECTING**  
**MINUTES OF THE AUGUST 15, 2023, OPEN PUBLIC MEETING**

**Board Members Present in person:**

Paul Phaneuf, Chair  
Patrick Driscoll, Secretary  
David Brezniak, Member  
Janet Leombruno, Member

**Board Members Absent:**

Richard Gormley, Member

**DOL Staff Present at various times during the meeting:**

Kathleen McNally, Executive Director  
Jenna Hentoff, Board Counsel (JH)  
Andrew Bridges, Investigations  
Andrew Lutynski, Investigations  
Robert Williams, Investigations  
John Hill, Board Staff (JEH)  
Jazmin Lorenzo, Intern

**Public attendees:** Margie Nolan, Tara McGrath, Patti Muldoon, Sandy Ward,

Board Members and Staff attended as noted with members of the public attending remotely.

1. KM made note of the Board Members, Staff and the public in attendance
2. KM advised to the recording of the public meeting.
3. The Chair called the meeting to order at 10:16AM with advisement to the location of Rest Rooms, Exits and Fire alarm procedures for this location.
4. The Chair led the discussion of the Open Public Meeting Minutes from July 18, 2023. A **MOTION** to approve the minutes as submitted was made by JL. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak - Yes  
Janet Leombruno - Yes

The Motion passed.

5. KM provided the Board members with an update as to the online licensing application and renewal process which is going through testing and will be put into production as soon as possible. The Chair questioned whether an establishment would be able to register all of their licensees under one account and was advised that all licensees would have their own accounts in order to renew their individual licenses.
6. JEH asked the Board to review the list of required documents for a new establishment application to determine if all currently included items are required or if there can be adjustments to the options available. After a brief discussion, the Board members suggested some edits going forward.
7. KM advised the Board that staff was going to work on the creation of a website notice containing information regarding the regulatory requirement to submit pre-need information from establishments, including when they are sold or go out of business. After a brief discussion, the Board members made some suggestions for the information to be included.
8. KM reviewed the language to be used on Wall Certificates created by JEH. After a brief discussion, a **MOTION** was made to approve such language going forward by JL. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak - Yes  
Janet Leombruno - Yes

The Motion passed.

9. The Administratively Approved License Registrations Report was provided to the Board for acceptance:

#### **EM Board Licensed Registrants and Establishments**

Tammy Galligo, Boulevard Funeral Home, New Bedford, 7/21/2023 – 6533-EM-A  
Gary A. Levine, Brezniak Funeral Directors, Newton, 7/24/2023 – 1029-EM-FA  
David Plourde, Fay McCabe Funeral Home, Lowell, 7/24/2023 – 51418-EM-3  
Daniel R. Maroney, Wester Mass. Trade and Transfer Svc, Springfield, 7/27/2023 – 1031-EM-FA  
Nicolas Montenegro, Bradley & Fallon Funeral Home, Jamaica Plain, 7/27/2023 – 1032-EM-FA  
Vera Reagan, Dello Russo Funeral Service, Medford, 7/27/2023 – 6534-EM-A  
April Helenek, Smith Kelleher Inc., Shelburne Falls, 7/27/2023 – 6535-EM-A  
Maria Bottaro, Salvatore Rocco & Sons Funeral Home, Everett, 7/31/2023 – 1033-EM-FA  
Eric Daris, Colonial Forastiere Funeral & Cremation, Agawan, 7/31/2023 – 1034-EM-FA  
Mario Camargo, Levine Chapels/Service Corp. Int'l, Brookline, 7/28/2023 – 51419-EM-6  
Robert Abany, Schlossberg Chapel, Canton, 8/10/2023 – 1036-EM-FA

Dahlborg-MacNevin Funeral Home, Lakeville, updated ownership Todd Cheney 100%, - 1084-FE-FE  
 John Monohan, Brezniak Funeral Home, West Newton, 8/11/2023 – 1037-EM-FA  
 Caitlyn Feeley, Tylunas Funeral Home, Springfield, 8/11/2023 – 6536-EM-A  
 Melinda Labo, Dewhirst & Boles Funeral Home, Methuen, 8/11/2023 – 6537-EM-A  
 Richard Nicholas, M.J. Kelly Funeral Home, Lee, 8/11/23 – 6538-EM-A  
 Jamie Messier, Hathaway Family Funerals, Inc., Fall River, 8/11/2023 – 6539-EM-A  
 Shannon Moretti, Byron Keenan Funeral Home, Springfield, 8/11/2023 – 1038-EM-FA

After a brief discussion, a **MOTION** to accept the Administratively Approved License Registration Report as presented was made by PD. Seconded by JL. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
 Patrick Driscoll - Yes  
 Richard Gormley - ABS  
 David Brezniak - Yes  
 Janet Leombruno - Yes

The Motion passed.

10. The Administratively Approved Continuing Education Course Report was provided to the Board for acceptance:

#### CANA

- Should cremated remains rest in peace? Pt2 – Who makes the decision 1.0 Hour

#### The Wilburt Group

- Identification and Chain of Custody – It's No Longer an Option,
  - It's an Obligation 1.0 Hour
- The 8 Pillars of Wellness 1.0 Hour

#### Selected Independent Funeral Homes

- 2023 Annual Meeting – 10 / 11 – 13 / 2023 Chicago, IL 9.5 Hours

#### The New Jersey Funeral Service Education Corp.

- Pediatric Funeral Care 1.0 Hour
- Understanding the Millennial Worker and
  - How They Can Improve Your Business 1.0 Hour
- Embalming Is Science 1.0 Hour
- Joseph Gawler's Sons Funeral Home of the Presidents 1.0 Hour
- Honoring Transgender People:
  - Being a Funeral Professional for Everyone 1.0 Hour
- Introduction to Advanced Reconstructive Surgery Techniques 1.0 Hour
- How Can I Help? 1.0 Hour

After a brief discussion, a **MOTION** to accept the Administratively Approved Continuing Education Report as presented was made by PD. Seconded by JL. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak - Yes  
Janet Leombruno - Yes

The Motion passed.

11. Board Counsel advised that there were no matters to present to the Board for review. No Board action was taken at this time.
12. The Chair began a discussion regarding the timing of the licensure exam for applicants. PD suggested the adoption of a policy to allow applicants to take the exam upon completion of schooling requirements. Board staff advised the Board that administrative matters needed to be addressed prior to discussing implementation of this type of change to the licensing process. The Board tabled further discussion until the November 2023 meeting.
13. JH reviewed the draft continuing education policy for license reinstatements with the Board. The policy intends to clarify the continuing education requirements for reinstatement of a lapsed license which are outlined in the Board's statutes and regulations at G.L. c. 112, § 84 and 239 CMR 3.02. After a brief discussion, a **MOTION** to approve the draft policy was made by JL. Seconded by PD. The Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak - Yes  
Janet Leombruno - Yes

The Motion passed.

14. The Chair began the discussion on the memorandum entered between the Office of the Chief Medical Examiner (OCME) and the Department of Transitional Assistance (DTA) in regard to the burial of unclaimed and/or unidentified decedents. After a discussion regarding the need for the proper burial of such individuals, the Board members asked that counsel review the memorandum. No Board action was taken.
15. The Chair opened the meeting to any matters not reasonably anticipated within 48 hours of the meeting. JEH advised the Board that the invoice for membership to 'The Conference' was in process.

16. The Chair opened the meeting for public comment. Ms. Patti Muldoon of the Funeral Consumers Alliance of Eastern Massachusetts brought forth a question regarding pre-need contracts and whether the Board could maintain such records in case of a funeral establishment's sale or closure to act as another resource for consumers. JH noted the regulatory requirements already in place and how the Board is working to improve notice in case of funeral establishment sales or closures.

17. A **MOTION** to close the Open meeting and enter the Closed Investigative Conference pursuant to G.L. c.112, §65C, and not return to an Open Meeting was made by PD. Seconded by JL. After a brief discussion, the Chair called for a roll call vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak- Yes  
Janet Leombruno - Yes

The Motion passed and the Open Public meeting closed at approximately 11:27 AM.

18. The following actions took place during the Closed Investigative Conference:

- |                      |                       |
|----------------------|-----------------------|
| • 2022-000436-IT-ENF | Dismissal             |
| • 2023-000416-IT-ENF | Dismiss with advisory |
| • 2023-000417-IT-ENF | Dismiss with advisory |

19. A **MOTION** to adjourn and close the meeting was made by JL, seconded by PD. The Chair called for a Roll Call Vote:

Paul Phaneuf - Yes  
Patrick Driscoll - Yes  
Richard Gormley - ABS  
David Brezniak- Yes  
Janet Leombruno - Yes

The Motion passed and the Meeting was closed at approximately 12:18 PM.

The above minutes were taken at the meeting held on August 15, 2023.

Respectfully submitted,

  
Kathleen McNally, Executive Director

Documents used in public session:

- Agenda for the August 15, 2023 Open Meeting
- Draft minutes of the July 18, 2023 Open Meeting
- List of approved license registrants and establishments
- List of approved continuing education courses
- List of conditions for establishment licensure approval
- Letter from MFDA to the Board, dated July 27, 2023
- Draft policy “Continuing Education Requirement for Applicants for Reinstatement of a Lapsed Registration”
- OCME and DTA memorandum

