



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

MINUTES
Of
BOARD MEETING
Held on February 11, 2025
[Approved: March 11, 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 January 21, 2025 Board Meeting Minutes
3. ARP Docket
4. Renewal Dockets #1, 2, and 3
5. 1/16/25 letter from the Licensed Site Professional Association regarding suggestions for improving the LSP application and exam experience

1. **Call to Order:** Diane Baxter, Board Chair, called the meeting to order at 12:23 p.m. Present remotely via ZOOM: Gail Batchelder, Kathleen Campbell, Craig Ellis, Kirk Franklin, Paul McKinlay, Deirdre Menoyo and Jamie Smith. Board members present in the room: David Austin and Diane Baxter. Board members absent: Gregg McBride.

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

Also present remotely via ZOOM were: Wendy Rundle, LSPA Executive Director; Kristi Lefebvre, LSPA Communications Manager; Brian Roden, MassDEP; Lori McCarthy; Christopher Gill, and Lars Andersen.

2. **Announcements:** None.
3. **Agenda:** The Board members agreed to follow the agenda as written.
4. **Minutes:** The Board members reviewed the draft minutes of the meeting held on January 21, 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. Report from Recent Quasi-Judicial Session

Ms. Baxter read the following report from a recent quasi-judicial session:

Administrative Consent Order Resolves Complaint 08C-03

At a quasi-judicial session held on August 13, 2024, Ms. Wood presented a draft Administrative Consent Order (ACO) resolving Complaint 08C-03 to the members of the Board who were present: Mr. Austin and Ms. Baxter were present in person; Ms. Batchelder, Ms. Campbell, Mr. Ellis, Mr. Franklin, Mr. Herron, Mr. McBride and Mr. McKinlay were present remotely. (Mr. Smith was absent.)

Ms. Wood explained that the draft ACO settled the case with an agreement for the LSP to surrender his/her license effective December 31, 2024 and not to reapply for a minimum of one year. After discussion, a motion was made and seconded to accept the ACO. The motion passed unanimously.

Throughout this discussion, the Respondent LSP's name was kept confidential. Now that this matter has been closed, the LSP's name – Thomas P. Luby -- is being made public.

6. Old Business: None.

7. Decisions Regarding Licensing of Applicants:

A. Application Dockets

The staff presented the following Application Docket:

Application Docket Number 1

ARP Members: Diane Baxter, Kirk Franklin, Paul McKinlay

Recused Members: Gregg McBride

ID #	Applicant Name/Company Name	ARP #	REC.
8382	Geoffrey Schwartz-GZA	344	A

Mr. Lyne stated that Mr. Schwartz was a standard track candidate with 25 years of Total Professional Experience (TPE) and 13 years of Relevant Professional Experience (RPE). He added that Mr. Schwartz is a registered PE in 5 states. He stated that the ARP

believed the applicant had more than enough RPE, good experience with various MCP sites as well as non-MCP sites, and strong professional references.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed unanimously by roll-call vote.

8. License Renewals

A. Renewal Dockets. The staff presented the following License Renewal Dockets:

Renewal Docket No. 1
Date: February 11, 2025
Renewal Date: 10/30/2024
New Expiration Date: 10/30/2027

Have completed all requirements for renewal (after 90-day extension):

	LSP Number	First	Middle	Last
1	4900	Christopher		Glod

A motion was made and seconded to renew the license of the LSP on Docket #1 for the date indicated. All Board members voted in favor by roll-call vote.

Renewal Docket No. 2
Date: February 11, 2025
Renewal Date: 1/30/2025
New Expiration Date: 4/30/2025
 Has requested a 90-Day extension:

	LSP Number	First	Middle	Last
1	8467	Kelly		Hansel

A motion was made and seconded to grant a 90-day extension to the LSP listed on Docket #2. All Board members voted in favor by roll-call vote.

LSP BOARD MEETING MINUTES 2-11-2025

Renewal Docket No. 3
Date: February 11, 2025
Renewal Date: 1/30/2025
New Expiration Date: 1/30/2028
Have completed all requirements for renewal:

	LSP Number	First	Middle	Last
1	9714	Thomas		Speight
2	3319	James		Collins
3	6232	Andrew		Lunn
4	1254	Mark		Lovejoy
5	4305	Michael		Sabulis
6	7936	Joseph		Callahan
7	2002	John		Harvey
8	6812	Cole		Worthy
9	5427	Raimundo		Matos
10	1388	Alison		Eliot

A motion was made and seconded to renew the license of the LSP on Docket #3 for the date indicated. All Board members voted in favor by roll-call vote.

B. Renewal Status Report. Mr. Lyne reported that, of the 37 LSPs that were scheduled to renew by Jan. 30, 33 renewed and 4 lapsed.

9. Other Licensing Related Matters

A. Scheduling of Future Application Review Panels –

Mr. Lyne stated that there are two pending applications that already have ARPs assigned: 1) William Brochu, GES, #7571, is assigned to ARP #342. The ARP is waiting on one professional references to complete the application; 2) Matthew Bruno, Whitestone Associates in NJ, #9340, ARP #344. The ARP has requested additional information from the applicant.

LSP BOARD MEETING MINUTES 2-11-2025

He stated that there were three new applications (Matthew Steele, GZA; Mitchell Wiest, EKI Environment & Water, Inc; and Gina Gulseth, SLR Consulting) that need ARPs assigned. Ms. Baxter, Ms. Campbell, Mr. Ellis, Mr. Menoyo, and Mr. Smith volunteered to serve on an ARP.

B. Inactive Status Report

Ms. Dix reported the Total Number of LSPs on Inactive Status: 2

LSP Number	License Status Date	License Status	Last Name	First Name
7303	July 25, 2023	INACTIVE	Charron	Steve
7416	January 4, 2024	INACTIVE	Connolly	James

C. Total Number of LSPs on Active Status: 408

D. Annual Fees Report: Ms. Dix reported that 421 invoices for the 2025 annual fee were sent out to LSPs on January 2nd via email through ePlace. LSPs have 60 days from the date of the invoice (until March 3, 2025) to make payment. Any LSPs who have not paid by the due date will receive a notice that their license will be suspended on April 2, 2025 if they have not paid. She added that, as of today, 334 have paid and 87 have not. Ms. Dix stated that LSPs are encouraged to pay their outstanding balances online; however, they can opt to pay by mail.

10. Examinations

Examination Committee Report: Mr. Lyne reported that members of the exam committee met three times in January to complete review of new and amended questions. He added that the next step will be a technical review of each of the questions with the psychometrician which will start next Wednesday, 2/19.

11. Continuing Education Committee Report:

Report from Today’s Committee Meeting:

Mr. Austin reported that the Committee met earlier in the day and voted to approve six new courses.

Mr. Lyne stated he had just received an email from the course provider for one of the new courses approved today indicating that the provider would now like to offer the course as a Webinar rather than in person. A motion was made and seconded to approve the course as a Webinar provided the course provider submits the all the required information regarding the online version of the course. All Board members in attendance, with the exception of Mr. Franklin who did not vote, voted in favor of the motion by roll-call vote.

12. **Professional Conduct Committee Report:**

Mr. Smith reported that the Committee met earlier in the day, reviewed the active case list and voted to accept new complaint 24C-02 for investigation and appointed a Complaint Review Team to it.

13. **Regulations:**

Ms. Wood reported that the package regarding the proposed amendments had moved from the MassDEP Commissioner's office to the Executive Office of Energy and Environmental Affairs where it is currently under review.

14. **Other Business**

A. Personnel, Budget and Fees: Ms. Wood reported she had no new information regarding personnel or the Board budget.

B. LSP Board Member Vacancies: Ms. Baxter stated that, due to Patrick Herron's recent departure from the Board, 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.

15. **Discussion of 1/16/25 letter from the Licensed Site Professional Association regarding suggestions for improving the LSP application and exam experience**

The Board members discussed the letter. The consensus of the Board members was, in regard to suggestions regarding the experience of approved applicants taking the LSP examination, to wait to consider them until after the Board was done with the current project of revising the LSP exam. As for suggestions regarding the LSP application, several Board members expressed that there may be ways to streamline the application. Ms. Batchelder said that it might be worthwhile to look at some other boards' licensing applications for ideas regarding how to streamline the LSP application. The consensus of the Board was to establish a subcommittee to review the current LSP application and suggest ways to edit it. Ms. Batchelder, Ms. Campbell, Mr. Ellis, Mr. McKinlay, and Mr. Smith all expressed interest in serving on the subcommittee. The Board determined that an initial meeting date for the application subcommittee could be determined during the Board's March meeting.

16. **Future Meeting:** The Board will next meet on March 11, 2025.

17. **Adjournment:** Ms. Baxter noted that, after the Board meeting, the Board would meet in quasi-judicial session and not return to public session. Meeting adjourned at 12:55 p.m.