



**Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Registration of Home Inspectors**

1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

**MAURA HEALEY**  
GOVERNOR

**EDWARD A. PALLESCHI**  
UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

**LAYLA D'EMILIA**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**YVONNE HAO**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**Minutes of Wednesday February 8, 2023**

**Tele-Meeting via Microsoft Teams**

**Time: 10:00 a.m.**

<p><b>Members Present:</b> Michael Healy, <i>Industry Member</i> Ronald Rocha, <i>Industry Member</i> Carmen Garcia, <i>Public Member</i></p>	<p><b>Administrative Staff Present:</b> Keith Gleason, <i>Executive Director</i> Tamara Smith, <i>Program Coordinator</i> Milla Lewis, <i>Administrative Assistant</i> Jenna Hentoff, <i>Board Counsel</i></p>
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**INFORMATIONAL NOTE: All votes were taken by roll call. Where a motion is noted to pass unanimously, each member voted in favor.**

**Call to Order** – Chair M. Healy opened the meeting at 10:03 A.M.

- 1) **Vote on Minutes of December 16, 2022** – Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the minutes as presented.
- 2) **Executive Director report** – K. Gleason stated he along with Counsel are still conducting research regarding the feasibility of an Associate Home Inspector license renewal.
- 3) **Legal Counsel Report** – nothing to report
- 4) **Board Elections of Chair & Vice-Chair**  
Motion was made by R. Rocha, seconded by C. Garcia and the Board unanimously voted to nominate and elect M. Healy to continue as Board chair.  
Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to nominate and elect R. Rocha as vice chair.
- 5) **Review/Discuss Applications for licensure by Endorsement**
  - John Brewster – The Board members discussed the applicant’s online education for licensure. After discussion, the members concurred and reiterated to Mr. Brewster the education submitted, having been a self-paced online course, did not meet the requirements for endorsement.

**6) Reviewed/Discussed Correspondence**

- Counsel addressed the Board regarding correspondences received from Stephen Verbeek. Counsel stated that she and staff would discuss and send a response to Mr. Verbeek on behalf of the Board based upon the Board’s prior discussions on the topic and in light of the legal questions asked.

**7) Reviewed/Discussed regulations and amendments**

- Counsel provided the draft amendments to the Board’s regulations at 266 CMR 2.00, 3.00, 4.00 and 6.00.
- Counsel indicated that Section 3.00 corrected a statutory reference. Counsel further amended Section 4.00 regarding proration on Associate Inspector CEs to refer to Section 5.01(2).
- The members further agreed to continue reviewing the draft regulations at the April meeting.

**8) Discussed other matters not reasonable anticipated 48 hours in advance of the Board meeting.**

- The Executive Director inquired as to whether it may be appropriate to amend regulations to address fraud or misconduct in the application for licensure. Counsel stated that there are statutory provisions that may be applicable; however, she will investigate whether there would be any redundancy and/or the feasibility of adding such a provision.

**9) Complaints / Investigative Conference, Closed Session per M.G.L. c. 112, s. 65C:**

At 10:45 A.M., M. Healy made a motion, R. Rocha seconded, and it was unanimously voted to enter closed investigative conference. While the Board reserved the right to re-enter open session at any time, the Board did not anticipate returning to open session except to adjourn.

- Discussion of complaints prior to the issuance of an order to show cause

Docket	Order	Recused
2022-000888-IT-ENF	Dismiss w/o prejudice	

**10) Adjournment** - R. Rocha made a motion, M. Healy seconded, and it was unanimously voted to adjourn the meeting at 10:51 A.M.

**List of Documents:**

1. *Agenda*
2. *Draft Minutes of the meeting December 16, 2022*
3. *Application documents for John Brewster*
4. *Draft regulations, 266 CMR 2.00, 3.00, 4.00 and 6.00*