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GOVERNOR

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LIEUTENANT GOVERNOR

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

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

**Minutes of October 12, 2022**

**Tele-Meeting via Microsoft Teams**

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

<p><b>Members Present:</b> Elizabeth Martin, <i>Industry Member</i> 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> James Plotkin, <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 10:04 A.M.

1. **Vote on Minutes of August 10, 2022** – Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the minutes as presented.
2. **Executive Director report**
  - a) 2022-2023 Meeting Calendar
    - The Executive Director proposed moving the December meeting to December 16 due to his scheduled paternity leave and reminded the Board that the 2023 schedule will continue to have meetings scheduled every other month. Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to move the December meeting.
  - b) Board Seat Appointments – nothing to report.
3. **Legal Counsel Report** – nothing to report.
4. **Reviewed/Discussed Applications for licensure by Endorsement**
  - a) John Brewster –
    - The Board members discussed the applicant’s online education as well as his list of inspections. After discussion, motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to require more information regarding the online course, home inspections log and history of continuing education.

b) Stephen Lanfredi -

After discussion, motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to table consideration pending documentation of education and continuing education and revision of the home inspections log.

c) Joshua LeBeau -

After discussion, motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to table consideration pending documentation of education and continuing education and revision of the home inspections log.

**5. Reviewed/Discussed Licensure by Endorsement requirement for 1 year of licensure**

- K. Gleason discussed requiring that applicants for licensure by endorsement be licensed in their state for at least one year prior to application, similar to the Board's requirement that home inspector licensees be licensed for at least one year as an associate home inspector. Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to adopt this requirement for the application for licensure by endorsement.

**6. Reviewed/Discussed updates to application instructions**

- The Board reviewed and discussed amendments made to the Board's application instructions for individuals applying for licensure by endorsement, including clarifying the requirement for a list of inspections, the requirement for classroom education and adding the requirement, as voted, for 1 year of prior licensure. Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the edits as discussed.

**7. Review/Discuss draft changes to Board Advisory on Home Inspections**

- K. Gleason discussed additional edits to the Board Advisory on Home Inspections that were made after agency review. After the newly proposed edits were discussed by the Board, motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the draft Advisory.

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

- M. Healy asked for clarification on whether an Associate Home Inspector is required to have 12 continuing education credits within their one year of required licensure or 6 continuing education credits. The Executive Director read 266 CMR 5.01(2) and stated that he will add the regulations for discussion at the next Board meeting.
- K. Gleason asked that the Board discuss the application by endorsement for Peter Fagen, whose application was denied at the August meeting. Mr. Fagen was in attendance as were his previous supervisors, Scott Johnson and Chuck Turner of BPG Home Inspections. Mr. Fagen was sworn in by Board Counsel attested to his credentials. The Board also reviewed the documentation submitted along with his application, including evidence of his Rhode Island license. After discussion, motion was made by E. Martin, seconded by R. Rocha and the Board unanimously voted to conditionally approve Mr. Fagen for licensure pending further review of documentation by the Chair to whom they delegated such authority.

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

At 11:57 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

<b>- Docket</b>	<b>Order</b>
2022-000623-IT-ENF	Dismiss w/Advisory
2022-000606-IT-ENF	Dismiss w/o prejudice

- 10. Adjournment** – M. Healy made a motion, R. Rocha seconded, and it was unanimously voted to adjourn the meeting at 12:53 P.M.

**List of Documents:**

1. *Agenda*
2. *Draft Minutes of the meeting August 10, 2022*
3. *Application documents*
4. *License Application instructions*
5. *Revised Board Advisory on Home Inspections*