



MAURA HEALEY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

YVONNE HAO  
SECRETARY, EXECUTIVE OFFICE  
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Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Registration of Home Inspectors  
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UNDERSECRETARY OF CONSUMER  
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REGULATION

SARAH R. WILKINSON  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

Minutes of Wednesday October 10, 2024

Tele-Meeting via Microsoft Teams

Time: 10:00 a.m.

<b>Members Present:</b> Michael Healy, <i>Industry Member</i> Ronald Rocha, <i>Industry Member</i> Carmen Garcia, <i>Public Member</i>	<b>Administrative Staff Present:</b> Keith Gleason, <i>Executive Director</i> Tamara Smith, <i>Program Coordinator</i> Milla Lewis, <i>Administrative Assistant</i> Charles Kilb, <i>Board Counsel</i>
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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 10:00 A.M.

- 1) **Vote on Minutes of July 10, 2024** – 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**
  - The Executive Director discussed the 2025 Board meeting schedule for January 8, April 9, July 9, and October 9, 2025.
  - Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the dates for 2025.
- 3) **Legal Counsel Report** – No matters reported.
- 4) **Reviewed/Discussed** Reinstatement Application
  - Jack Mason
  - Upon review of Mr. Mason's documents, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve his application for reinstatement of licensure.
- 5) **Discussed** other matters not reasonably anticipated 48 hours in advance of the Board meeting.
  - M. Healy inquired whether there would be a means to allow for the renewal of the Associate Home Inspector's license.

- The Executive Director stated that this was a matter of statute, prior to Counsel Hentoff's departure from DPL she indicated that that she would research the matter to assess if there were options, the matter will be brought back to the Board in 2025 once researched.

6) **Executive Session** – No matters considered

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

At 10:11 A.M. A Motion was made by M. Healy, seconded by R. Rocha to enter Investigative conference. It was noted that the Board did not anticipate reentering public session but would remain in closed session after which the Board would adjourn the meeting. After a roll call vote, the motion passed unanimously.

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

Docket	Board Decision
2021-000497-IT-ENF	Dismiss w/o prejudice
2024-000438-IT-ENF	Forward for prosecution

- b) Discussion of the terms of a negotiated settlement of a complaint

- 2023-000295-IT-ENF – the Board unanimously agreed to table consideration.

8) **Quasi-Judicial**: Closed Session under MGL Ch. 30A, Section 18 – no matters presented.

9) **Adjournment** - M. Healey made a motion, R. Rocha seconded, and it was unanimously voted to adjourn the meeting at 10:53 A.M.

**List of Documents used in the meeting:**

1. *Agenda*
2. *Draft Minutes of the meeting July 10, 2024*
3. *Application for reinstatement of License – Jack Mason*