



**MAURA HEALEY**  
GOVERNOR

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

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

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

1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

**LAYLA R. D'EMILIA**  
UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**SARAH R. WILKINSON**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**Minutes of Wednesday February 14, 2024**

**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 10:00 A.M.

- 1) **Vote on Minutes of November 15, 2023** – Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the minutes as presented.
- 2) **Board Elections**  
– Motion was made by R. Rocha, seconded by C. Garcia and the Board unanimously voted to elect M. Healy as Chair and R. Rocha as Vice-Chair.
- 3) **Executive Director report**  
– K. Gleason reported that the continuing education audit is complete for the Home Inspector licensees and the education provider audit is complete. The Provider list will be posted accordingly by end of the week.
- 4) **Legal Counsel Report** – No matters reported.
- 5) **Review/Discuss Applications for licensure by Endorsement.**
  - a) Mike Sweeney  
After a brief discussion, a Motion was made by M. Healy, seconded by R. Rocha, and the Board unanimously voted to approve the application for licensure by endorsement.
  - b) Kevin Hutchens

- The Board noted that the list of home inspections provided by Mr. Hutchens included properties which do not fall under the jurisdiction of the Board. Mr. Hutchens addressed the Board to provide information on additional inspections he completed that were not of mixed use, condos of more than 4 units or manufactured or mobile homes. The Board stated that he would need to submit updated lists of the required 25 and 100 inspections following such criteria for reconsideration.

After a brief discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to conditionally approve the application upon submission of the updated 25 and 100 inspections lists.

**6) Reviewed/Discussed Application for Licensure Reinstatement**

a) Dave Sherwood

- Mr. Sherwood addressed the Board regarding his application for licensure reinstatement. He stated that he let his license lapse as he did not conduct home inspections in MA and employed other inspectors to do so. He continued to engage in teaching in Connecticut and maintained his Connecticut home inspector license.

A Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the request for reinstatement of Mr. Sherwood's license.

**7) Reviewed Continuing Education Provider/Course application.**

a) A Better School of Building Inspection – The Board noted that this application was withdrawn.

b) Building Inspector of America (Michael McDowell)

- The Board members stated that the application lacked pertinent subject matter and did not meet the requirements for approval as Continuing Education per 266 CMR 5.06 (3) as it did not appear to directly relate to home inspections.

A Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to table further review of the application pending resubmission of the application with revision of the presentation's subject matter and itemization of time allocated to each subject matter.

**8) Reviewed/discussed** reinstatement protocol referenced in 266 CMR 3.02 (2) (c)

- The Executive Director asked whether the Board might consider delegation to Board staff of review of applications for license reinstatement. The Board opted to continue to review reinstatement requests as such requests are not common.

**9) Review/discuss** Regulation Drafts

- Board Counsel presented additional amendments to 266 CMR 2.00, 3.00 and 6.00. The Board was also provided with the draft of 266 CMR 4.00 for review.

After a brief discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to accept the draft regulations as presented.

**10) Discussed** other matters not reasonably anticipated 48 hours in advance of the Board meeting – no matters discussed.

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

At 10:57 A.M., a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to enter closed Investigative Conference.

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

<b>Docket</b>	<b>Board Decision</b>
2023-204744-FI-ENF	Dismiss

**12) Adjournment** - M. Healy made a motion, R. Rocha seconded, and it was unanimously voted to adjourn the meeting at 11:58 A.M.

**List of Documents:**

1. *Agenda*
2. *Draft Minutes of the meeting November 15, 2023*
3. *Mike Sweeney Application documents*
4. *Kevin Hutchens Application documents*
5. *David Sherwood reinstatement application documents*
6. *Draft regulations, 266 CMR 2.00,3.00,4.00 and 6.00*