



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

**MINUTES
of
BOARD MEETING
Held on January 21, 2025
[Approved: February 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 November 12, 2024 Board Meeting Minutes
3. ARP Docket
4. Draft Denial Letter
5. Renewal Dockets #1, 2, and 3

1. **Call to Order:** Diane Baxter, Board Chair, called the meeting to order at 12:26 p.m. Present remotely via ZOOM: Gail Batchelder, Kathleen Campbell, Craig Ellis, Kirk Franklin, Gregg McBride, Paul McKinlay, Deirdre Menoyo and Jamie Smith. Board members present in the room: David Austin and Diane Baxter. Board members absent: None.

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: Sneha Kargarla, EEA; Wendy Rundle, LSPA Executive Director; Brian Roden, MassDEP; and Lars Andersen.

2. **Announcements:** Ms. Baxter announced that, due to a late development in a pending disciplinary case, there will be a quasi-judicial session after the Board meeting today. She added that, after the quasi-judicial session, the Board will not return to public session.
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 November 12, 2024. 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 except Ms. Menoyo who abstained.

5. **Old Business:** None.

6. **Update re: Accela/ePlace Database** – Ms. Baxter introduced Sneha Kalagarla, Senior Business Analyst/Project Manager for the Massachusetts Energy and Environmental Information and Public Access System (EIPAS) ePermitting/eLicensing team. Ms. Kalagarla worked on implementation of the LSP online system and came to give an update on the system to the Board. Ms. Kalagarla stated that the LSP online system has been up and running for over 1.5 years and that staff is working hard to ensure the system is working smoothly for everyone and make refinements as needed. She stated that the system recently sent annual fees out to all LSPs and electronic payments are coming in quickly. She added that the LSP online system was recently integrated with the public LSP portal to allow people who search for public LSP information to get the most up-to-date information. She added that the online system sends regular reminders to LSPs regarding annual fees and license renewals. She added that going forward staff is committed to making the system even better. Ms. Wood stated that she wanted to thank Ms. Kalagarla for always be available to the Board staff and responding quickly as issues arise.

7. **Decisions Regarding Licensing of Applicants:**

A. Application Dockets

The staff presented the following Application Docket:

Application Docket Number 1

ARP Members: Kathleen Campbell, Craig Ellis, Gail Batchelder

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
1284	Jeffrey Liddle-Verdantas	343	A

Mr. Lyne stated that Mr. Liddle was a standard track candidate with 14 years of Total Professional Experience (TPE) and 8 years of Relevant Professional Experience (RPE). He added that Mr. Liddle provided 15 project summaries and the ARP felt that the applicant had solid RPE with a good transition from field work to project design and project control as well as a good range of projects involving a diversity of contaminants. Mr. Lyne said that the ARP recommended that Mr. Liddle be approved to take the exam.

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

Application Docket Number 2

ARP Members: James Smith, Paul McKinlay, Kathleen Campbell

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
8206	Zachary Reynolds-ERM	341	D

Mr. Lyne stated that Mr. Reynolds was a standard track candidate claiming 8.5 years of TPE and 5 years of RPE, and had provided 3 RPE Positions with 5 project summaries. He said that the ARP determined Mr. Reynold failed to demonstrate in his Position #1 description that he was a primary decision maker or had overall responsibility for projects. Without Position 1, Mr. Reynolds lacks the 5 years of RPE needed to be approved to take the exam. As a result, the ARP recommended that Mr. Reynold’s application be denied.

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

B. Review of Draft Denial Letter

The Board reviewed the draft denial letter regarding Mr. Reynolds’ application. A motion was made and seconded to approve the draft letter. 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: January 21, 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	4574	Craig		Sasse
2	7505	Michael		Gitten
3	5319	Mark		Casey
4	1278	Jeffrey		Hamel
5	6048	Gregg		McBride
6	4948	Matthew		Madden

A motion was made and seconded to renew the licenses of the LSPs on Docket #1 for the date indicated. All Board members voted in favor by roll-call vote except Mr. McBride who was recused.

Renewal Docket No. 2
Date: January 21, 2025
Renewal Date: 1/30/2025
New Expiration Date: 4/30/2025
 Has requested a 90-Day extension:

	LSP Number	First	Middle	Last
1	7051	Dennis		Giustra

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

Renewal Docket No. 3
Date: January 21, 2025
Renewal Date: 1/30/2025
New Expiration Date: 1/30/2028
 Have completed all requirements for renewal:

	LSP Number	First	Middle	Last
1	6434	Ryan		Niles

2	4108	Samuel		Macintire
3	5521	Neal		Carey
4	4180	Albert		Ricciardelli
5	6764	Laura		Garvey
6	5782	Kevin		Pardise
7	7240	Heather		Ballantyne
8	5843	Michael		Stiller
9	2692	Catherine		Johnson
10	5012	Adam		Cote
11	1708	Derek		Volkin
12	8450	Michael		Cronan
13	4689	Brian		Cote
14	2039	Joseph		McLoughlin

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 except for Mr. Ellis and Mr. McKinlay who were recused.

B. Renewal Status Report. Mr. Lyne reported that 37 LSPs are scheduled to renew by Jan. 30; the renewals of 21 of these LSPs were approved at today’s meeting and 16 LSPs have yet to submit their renewal applications.

9. Other Licensing Related Matters

A. Scheduling of Future Application Review Panels –

Mr. Lyne stated that there is one pending application (William Brochu, GES, #7571) that already has an ARP assigned (ARP #342). He said that the ARP is waiting on two professional references to complete the application. He stated that there were two new applications (Geoffrey Schwartz of GZA and Matthew Bruno of Whitestone Associates in NJ) that need an ARP assigned (ARP #344). Ms. Baxter, Mr. Franklin and Mr. McKinlay volunteered to serve on the 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: 411

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. Failure to make timely payment will result in the suspension of an LSP’s license. She added that, as of 1/21/25, 206 have paid and 215 are outstanding. 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 twice in December and twice so far in January and have another meeting scheduled for tomorrow. He said the committee is almost done with the review of existing questions and the drafting of new questions. Next the committee will work with a psychometrician to complete a technical review of the questions and then to hold a cut score workshop to establish passing scores for the updated versions of the exams.

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 two new courses.

12. Professional Conduct Committee Report:

Mr. Smith reported that the Committee met earlier in the day and reviewed the active case list and was informed about two new complaints – one that was dismissed by staff because the Board lacked jurisdiction and the other that is awaiting a written response from the LSP.

13. Regulations:

Ms. Wood reported that the package regarding the proposed amendments to the Board’s

regulations are currently being reviewed by the MassDEP Commissioner's staff before they move to the Executive Office of Energy and Environmental Affairs.

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. Future Meeting: The Board will next meet on February 11, 2025.

16. Adjournment: Meeting adjourned at 12:50 p.m.