



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

**MINUTES  
OF  
BOARD MEETING  
Held on June 10, 2025**  
[Approved: August 12, 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 May 13, 2025 Board Meeting Minutes
3. ARP Dockets 1 and 2
4. Renewal Docket 1

1. **Call to Order:** Diane Baxter called the meeting to order at 12:12 p.m.  
Present remotely via ZOOM: Gail Batchelder, Kathy 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 via ZOOM: Notoshia Dix.

Also present remotely via ZOOM were: Mariellen Morris, LSPA Executive Director; Brian Roden and Rebecca Buswell from MassDEP; and Christopher Gill, Matthew Kissane and Lori McCarthy.

2. **Announcements:** None.
3. **Agenda:** Ms. Wood stated that she would be discussing under “Other Business” the LSPA’s interest in the Board presenting an ethics course in the spring.
4. **Minutes:** The Board members reviewed the draft minutes of the meeting held on May 13, 2025. 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 with the exception of Deirdre Menoyo who abstained.

LSP BOARD MEETING MINUTES JUNE 10, 2025

5. **Old Business:** None.  
6. **Decisions Regarding Licensing of Applicants:**

**A. Application Dockets**

The staff presented the following Application Docket:

**New Application Docket Number 1**

**ARP Members:** Craig Ellis, Kathy Campbell, James Smith

**Recused Members:** Gail Batchelder

ID #	Applicant Name/Company Name	ARP #	REC.
4861	Rob Huening, Ramboll Group	351	A

Mr. Lyne stated that Mr. Huening is a standard track candidate who claimed over 12 years of Total Professional Experience (TPE) and over 8 years of Relevant Professional Experience (RPE). The ARP believed the applicant had met the minimum requirements for TPE and RPE with a variety of projects. The professional references further supported the applicant's RPE. The ARP recommended that Mr. Huening 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 with the exception of Gail Batchelder who was recused and did not vote.

**At this point in the meeting, at approximately 12:15, Kathy Campbell left the meeting and did not return.**

**New Application Docket Number 2**

**ARP Members:** Craig Ellis, Paul McKinley, Kirk Franklin

**Recused Members:** Diane Baxter

ID #	Applicant Name/Company Name	ARP #	REC.
5468	Amanda Boustany, MassDEP-SERO	353	A

Mr. Lyne stated that Ms. Boustany is a standard track candidate who claimed over 12 years of TPE and over 8 years of RPE. The ARP believed the applicant had met the requirements for TPE and RPE and that her RPE projects demonstrated a good mix of experience and diversity. He added her current role with MassDEP, which was listed as TPE, involves Emergency Response and direct oversight of sites managed by MassDEP. He added that the ARP believed the applicant's professional references further supported her application. The ARP recommended that Ms. Boustany be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voted in support of the motion with the exception of Ms. Baxter who was recused and did not vote, Ms. Campbell who had left the Board meeting, and Mr. Franklin who did not enter a roll-call vote.

7. **License Renewals**

**A. Renewal Dockets.** The staff presented the following application docket.

**Renewal Docket No. 1**  
**Date: June 10, 2025**  
**Renewal Date: 7/30/2025**  
**New Expiration Date: 7/30/2028**  
Have completed all requirements for renewal:

	<b>LSP Number</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	3532	Angela		Boyd
2	9810	Patrick		Corcoran
3	9193	Matthew		Carey
4	6260	Peter		Burnell

A motion was made and seconded to renew the license of the LSP on Docket #1 for the date indicated. All Board members present voted in favor by roll-call vote.

**B. Renewal Status Report.** Mr. Lyne reported that 33 LSPs are up for renewal on July 30<sup>th</sup>; of those 33, 4 were just approved by the Board and it is anticipated the remainder of them will submit renewal applications by the July 30<sup>th</sup> deadline.

8. **Other Licensing Related Matters**

**A. Scheduling of Future Application Review Panels**

Mr. Lyne stated that there are two pending applications that already have ARPs assigned: 1) Corinne McKenzie of Haley and Aldrich, #1440, is assigned to ARP #352. That ARP is awaiting references; and 2) Matthew Kissane, #1760, is assigned to ARP #349. That ARP is planning to meet later this month.

He stated that there is one new application (Brooke Paulsen of Verdantas) that needs an ARP assigned. Ms. Baxter, Mr. McKinlay and Ms. Menoyo volunteered to serve on the ARP.

**B. Inactive Status Report**

Ms. Dix reported the Total Number of LSPs on Inactive Status: 4

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
8467	April 4, 2025	INACTIVE	Hansel	Kelly
1736	April 30, 2025	INACTIVE	Folan	Daniel

**C. Total Number of LSPs on Active Status: 402**

**D. Annual Fees Report:** Ms. Dix stated that one LSP's license is currently suspended due to non-payment of the 2025 annual fee. If that LSP does not pay the annual fee before July 2<sup>nd</sup>, the LSP's license will be revoked.

**9. Examinations Committee Report**

Mr. Lyne reported that the subject matter experts assisting with the exam are in the middle of the cut score workshop with the psychometrician and are scheduled to next meet on June 18, 2025 which should be the final meeting. After the Cut Score Workshop is completed, the psychometrician will derive passing scores for four updated versions of the exam. Board staff will then finalize the exam and schedule exam dates for later this summer.

**10. Continuing Education Committee Report:**

Mr. Austin reported that the Committee met earlier in the day and approved the meeting minutes from last month's meeting. He added that no courses were submitted to the Board for approval since last month so no courses were voted on.

**11. Professional Conduct Committee Report:**

Mr. Smith reported that the Committee met earlier in the day and reviewed the active case list.

12. **Regulations:**

Ms. Wood reported that the public hearing to take oral comments regarding the proposed regulation amendments will take place on June 16<sup>th</sup> at 6:00 p.m. via ZOOM and the public comment period will be open until June 26<sup>th</sup> at 5 p.m. Once the public comment period closes, the Board will review any comments received and then finalize the amendments. The final amendment package will then need to go through agency review prior to the amendments being promulgated. She added that copies of the public hearing notice, proposed amendments and a background document are available on the Board's Web page.

13. **Other Business**

**A. Personnel, Budget and Fees:** Ms. Wood stated she did not have any new information about any of these topics.

**B. Web Site Overhaul:** Ms. Wood stated that the Board staff is working to update the Board's Web site to be more user-friendly.

**C. LSP Board Member Vacancies:** Ms. Baxter stated that 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.

**D. Ethics Course:** Ms. Wood stated that the LSPA has expressed interest in the Board presenting an ethics course next spring. She asked whether any Board members are interested in working on developing a course. Ms. Batchelder said she would be interested.

14. **Future Meeting:** The Board will next meet on August 12, 2025.

15. **Adjournment:** Ms. Baxter adjourned the meeting at 12:29 p.m.