



MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY, EXECUTIVE OFFICE
OF ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts
Division of Occupational Licensure**

**Board of Registration of
Landscape Architects**

1000 Washington Street, Suite 710
Boston, Massachusetts 02118

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

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

Massachusetts Board of Registration of Landscape Architects

February 1, 2024 10:30 a.m.

Public Minutes

Members in attendance:

Kimberly Drake, *Chair*
Marion Pressley, *Member*
Mark Zarillo, *Member*

Administrative Staff in attendance:

Colleen Cavanaugh, *Associate Executive Director*
Lynn Read, *Board Counsel*

All Board members and staff, that were present at the meeting, appeared by videoconference.

Call to Order –Kimberly Drake opened the meeting at 10:34 a.m.

Minutes

Review and Approval of Draft Minutes of Public Meeting on December 7, 2023

A MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To approve the above referenced minutes

In favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Election of Officers

After discussion, a MOTION was made by Mark Zarillo and seconded by Marion Pressley and after a Roll Call Vote it was so

Voted: To table the election of officers until all board members are present.

In favor: Mark Zarillo, Marion Pressley, Kimberly Drake



DOL Reports: Executive Director, Board Counsel

Nothing to report.

Application Review

First Time Exam Applications

Meghan Donahoe

After discussion of this application, a MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To approve the above applicant to sit for the exam

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Inthasone Thounsavath

After discussion of this application, a MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To approve the above applicant to sit for the exam

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Reciprocity Applications

Stephen Sales

After review of this application, a MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To approve the above applicant for licensure

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Stephen Kolwicz

After review of this application, a MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To approve the above applicant for licensure

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Yongjae Lee

After review of this application, a MOTION was made by Marion Pressley and seconded by Mark Zarillo and after Roll Call Vote it was so

Voted: To approve the above applicant for licensure

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

CLARB report

Mr. Zarillo reported that CLARB has an “In the Know Series” for web training. CLARB also has a slate of new officers for 2024.

BSLA – Ms. Drake welcomed the BSLA representatives Gretchen Rabinkin and Deb Meyers to the meeting.

Discussion

Use of Title and Stamp While License is Lapsed

Mr. Zarillo expressed his opinion that since we have a title law if an individual is still calling themselves a Landscape Architect during a lapsed period, they are in violation whether or not they used their stamp. So, finding out if they used their stamp when, where, and how does not make the lapse any more egregious.

Policy on Extension of LARE Exam Credits

The members discussed the Draft Interim Policy on Uniform Landscape Architect Examination and Extension of Credits.

A MOTION was made by Mark Zarillo and seconded by Marion Pressley and after Roll Call Vote it was so

Voted: To table discussion of the use of title and stamp while lapsed and the Policy on Extension of LARE Credits until a meeting when all Board members are present.

In Favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Matters not reasonably anticipated by the Board

There were no unanticipated matters.

At 11:21 a.m., the Board exited Open Session and entered Closed Investigative Conference pursuant to G.L. c. 112, § 65C for the purpose of conducting investigatory conferences.

During closed session, the Board took the following actions:

2023-000640-IT-ENF – refer to Prosecutions

At 12:01 p.m., a motion was made by Mark Zarillo and seconded Marion Pressley and after roll call it was :

Voted: To exit closed session and enter open session for the purpose of adjourning the meeting

In favor: Mark Zarillo, Marion Pressley, Kimberly Drake

Respectfully Submitted by:



Kristin Mitchell, Executive Director

5/2/2024

Date:

List of Documents Used in the Open Meeting:

Agenda for February 1, 2024 Meeting

Draft Minutes of the December 7, 2023 open meeting

Applications of Meghan Donahoe, Inthasone Thounsavath, Stephen Sale, Stephen Kolwicz, Yongjae Lee

Draft Policy on Extension of LARE Exam Credits