



MAURA HEALEY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

YVONNE HAO  
SECRETARY, HOUSING AND  
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**Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Registration of Landscape  
Architects**

1000 Washington Street, Suite 710  
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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  
May 4, 2023 10:30am  
Public Minutes**

**Members in attendance:**

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

**Administrative Staff in attendance:**

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

**Call to Order** –Kimberly Drake opened the meeting at 10:39 a.m.

**Vote on Minutes**

February 2, 2023 public minutes

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To approve the above referenced minutes

In favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

**Reinstatement Process**

**Application Review**



### **1<sup>st</sup> time Exam Application**

Thomas Frontera

A motion was made by Kimberly Drake and seconded by Pamela Shadley and it was so

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

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Matthew Girard

A motion was made by Kimberly Drake and seconded by Marion Pressley and it was so

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

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

William Serrill

A motion was made by Pamela Shadley and seconded by Kimberly Drake and it was so

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

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Matthew Moffit

A motion was made by Mark Zarillo and seconded by Pamela Shadley and it was so

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

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Carlos Nieto

A motion was made by Mark Zarillo and seconded by Pamela Shadley and it was so

Voted: To approve the above applicant to sit for the exam once we receive a stamped reference letter from Rachel Loeffler

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

## **Reciprocity Applications**

James Langenstein

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To approve the above applicant for licensure

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Scott Strynar

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To approve the above applicant for licensure

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

## **Reinstatement applications**

Elena Saporta

The Board wants a statement from her regarding the stamping of plans during the tie her license has lapsed, the last three years. This letter should be submitted before the next board meeting. It should include if she has stamped any plans and work history since her license has lapsed. If the letter is received, the application will be reviewed again at the September 13, 2023 board meeting.

A motion was made by Kimberly Drake and seconded by Pamela Shadley and it was so

Voted: To request the information stated above

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Jarrold Baumann

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To approve the above applicant to continue with the reinstatement process

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Peter Hedlund

A motion was made by Mark Zarillo and seconded by Pamela Shadley and it was so

Voted: To have applicant submit a letter stating what he has done since his license lapsed confirming if he has/has not used his stamp.

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Allison Crosbie

A motion was made by Mark Zarillo and seconded by Pamela Shadley and it was so

Voted: To approve the above applicant to continue with the reinstatement process

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Deborah Meyers

A motion was made by Marion Pressley and seconded by Pamela Shadley and it was so

Voted: To have applicant submit a letter stating what he has done since his license lapsed confirming if he has/has not used his stamp, clarify if he has a license in any other jurisdictions, and if yes, we need those verifications

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Jason Bobowski

A motion was made by Marion Pressley and seconded by Pamela Shadley and it was so

Voted: To approve the above applicant to continue with the reinstatement process

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

## **CORI POLICY**

Lynn Read presented a CORI policy for the board to implement. The board can take time to review and process it and it can be discussed at the September board meeting.

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To adopt the CORI policy for the Landscape Architect Board

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

## **CLARB report**

Mark Zarillo discussed an “In the know” zoom meeting presented by CLARB staff. CLARB was looking to connect with the board to have accurate and updated information for each jurisdiction. Mark will provide board staff with contact information to present this information to CLARB.

## **Reinstatement Application**

The board discussed specific items they want added to the reinstatement application. This should include:

- Minimum of three projects. These projects should include construction drawings (if applicable) and whether or not their stamp was applied,
- Reference letters must be written and signed by the client on their letterhead. Digital signatures will not be accepted.
- Brief history of each year of lapsed license. Provide a detailed summary of work that was performed as well as any projects he/she was part of. Define his/her role in these projects and identify whether or not the stamp was used.
- Licenses can be renewed late the first year after expiration date
- If license lapsed for more than 5 years, all of above needs to be provided as well as a meeting with the board

On the application the following changes should be made:

- Change issue date to original issue date
- Attestation stamp page should include “ stamp, title, or registration number used on an MA projects”
- Separate out the attestation piece so its clear if they did nor did not use the stamp
- Clarify that until reinstated, individuals cannot use title, stamp, or license number for any purpose

Board staff will work with board counsel to make these changes.

A motion was made by Pamela Shadley and seconded by Mark Zarillo and it was so

Voted: To have Pamela Shadley be the final review of the updated reinstatement application. If it is substantially correct, she can approve. If there are any issues it will be brought back to the board at the September board meeting.

In Favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

At 12:43 p.m. A motion was made by Pamela Shadley and seconded by Mark Zarillo and after roll call it was so

Voted: To end the open meeting

In favor: Marion Presley, Mark Zarillo, Pamela Shadley, Kimberly Drake

Respectfully Submitted by:

Kristin Mitchell

Kristin Mitchell, Executive Director 9/13/23  
Date

List of Documents referred to in the open meeting:

## Agenda

## LA applications

Minutes of the February 2, 2023 meeting