



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

**MINUTES**  
**of**  
**BOARD MEETING**  
**Held on May 14, 2024**  
[Approved: June 11, 2024]

Meeting Location: **100 Cambridge Street, Boston, MA and via ZOOM**

Prepared by: Terry Wood

**List of Documents Used at the Meeting:**

1. Board Meeting Agenda
2. Draft April 9, 2024 Board Meeting Minutes
3. Renewal Dockets #1, 2 and 3

1. **Call to Order:** Diane Baxter, Board Chair, called the meeting to order at 12:30 p.m. Present via ZOOM: Gail Batchelder, Kathleen Campbell, Kirk Franklin, Gregg McBride, and Paul McKinlay. Board members present in the room: David Austin, Diane Baxter and James Smith. Board members absent: Craig Ellis and Patrick Herron.

Staff members present in the room were: Chris Borges, Notoshia Dix, Matthew Lyne, and Terry Wood.

Also present remotely via ZOOM were: Charles Young-LSP & LSPA President, Rebecca Buswell- LSP/DEP, Wendy Rundle-LSPA Executive Director, Kristi Lefebvre-LSPA Communications Manager, and Sarah Phipps-Battelle.

2. **Announcements:** None
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 April 9, 2024 and approved with edits to correct which Board members were present at the April meeting. All Board members in attendance voted by roll-call vote in favor with the exception of Jamie Smith who abstained.
5. **Old Business:** None.

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

**A. Vote on Application Review Panel Docket**

Mr. Lyne stated, as previously reported at the April 9, 2024 Board meeting, that ARP #5450 (Kirk Franklin, Kathy Campbell and Gregg McBride) had asked applicant Jane Parkin Kullman’s application for additional information. He stated that the applicant had supplied to additional information and the ARP would meet to discuss it prior to the Board’s June meeting.

**7. License Renewals**

**A. Renewal Docket.** The staff presented the following License Renewal Dockets:

**Renewal Docket No. 1**  
**Date: May 14, 2024**  
**Renewal Date: 1/30/2024**  
**New Expiration Date: 1/30/2027**

Has completed all requirements for renewal after 90-day extension:

	<b>LSP Number</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	4521	Raymond		Ball
2	4003	Stefan		Sokol

**A motion was made and seconded to renew the licenses of the LSPs on Docket #1 for the dates indicated. All Board members voted in favor by roll-call vote.**

**Renewal Docket No.**

**2**

**Date: May 14, 2024**  
**Renewal Date: 4/30/2024**  
**New Expiration Date: 4/30/2027**

Has completed all requirements for renewal:

	<b>LSP Number</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
--	-------------------	--------------	---------------	-------------

Minutes of LSP Board Meeting, May 14, 2024

1	9367	Stephen		Boynton
2	8815	Kenneth		Gendron
3	3972	Derek		Tomka
4	8229	Matthew		Calvert
5	5586	Francis		Ricciardi
6	3904	Adam		Last
7	3675	Reginald		Achilles
8	9985	James		Greacen
9	5211	Marc		Richards
10	5723	Eric		Johnson
11	9347	Andrew		Stead

**A motion was made and seconded to renew the licenses of the LSPs on Docket #2 for the dates indicated. All Board members voted in favor by roll-call vote with the exception of Mr. McKinlay who was recused and did not vote.**

**Renewal Docket No.**

**3**

**Date: May 14, 2024  
 Renewal Date: 4/30/2024  
 New Expiration Date: 7/30/2024**

Have requested a 90-Day extension:

	<b>LSP Number</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	2248	Michael		Zylich
2	3117	Andrew		Walker

**A motion was made and seconded to grant the LSPs on Docket #3 with a 90-day extension to renew their licenses by the date indicated. All Board members voted in favor by roll-call vote.**

**B. Renewal Report.** Matthew Lyne reported that there was a renewal roster of 31 LSPs due to renew by April 30, 2024; 24 of the 31 LSPs successfully renewed; 2 LSPs (Bruce Tease and Michael Billa) informed the Board they are retiring; 2 LSPs were suspended for non-payment of the annual fee; 3 LSPs did not renew so their licenses have lapsed.

**8. Other Licensing Related Matters**

**A. Scheduling of Future Application Review Panels** – There are no new applications to assign today.

**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:** 417

**D. Annual Fees Report:** Ms. Dix reported that five LSPs have still not paid their annual fees and their LSP licenses are currently suspended. The deadline for payment of the outstanding annual fees to avoid license revocation is June 30, 2024.

**E. Update re: ACCELA Portal:** Ms. Dix reported that 10 LSPs not yet linked to ACCELA.

**9. Examinations**

**Examination Committee Report:** Mr. Lyne reported that the exam committee met on April 17<sup>th</sup> and May 1<sup>st</sup> and are continuing to review existing questions for compliance with recent amendments to the MCP as well as drafting new questions for a 4<sup>th</sup> version of the exam. The committee’s next meeting is on May 22<sup>nd</sup>.

**10. Continuing Education Committee Report:**

**A. Report from Today's Committee Meeting:**

Mr. Austin reported that the Committee met earlier in the day and voted to approve five courses.

**11. Professional Conduct Committee Report:**

Mr. Smith reported that the Committee met earlier in the day and went over the active case list and voted to assign a Screening Team to review Complaint 23C-01, the LSP's response and other documentation in order to make a recommendation to the Committee whether to accept the Complaint for investigation.

**12. Other Business:**

**A. Personnel, Budget and the Board's Paper Files:** Ms. Wood stated, due to the current state hiring freeze, the open attorney position cannot be posted at this time. She stated that, in terms of the Board budget, money was put aside to support contracting with a psychometrician to assist with the development of updated exams and a Request for Responses had been posted to the MA COMMBUYS Web site last Friday looking for bids from psychometricians. All bids are due by June 7, 2024. She also stated that, as first discussed at last month's meeting, she is reviewing the boxes filled with the Board's paper files to determine what, pursuant to state law, may be discarded and what must be kept. She aims to be done with that project within the next month.

**B. LSP Board Member Vacancies:** Ms. Baxter stated that one of environmental seats on the Board remains open and information is available on the Board's Web site regarding the requirements for the vacancy and how to apply.

**13. Other Business**

**A. Regulations Revision Update:** Ms. Wood reported that she will forward within the next week an updated draft red-line document regarding proposed amendments to the LSP Board's regulations to those Board members who had indicated previously an interest in serving on the regulations subcommittee. The Board members on the regulations subcommittee indicated they could meet in the morning of June 11<sup>th</sup> prior to the Board meeting to discuss the proposed amendments.

**14. Future Meeting:** The next meeting will be held on June 11, 2024, and will be both in person at 100 Cambridge Street, Boston and via Zoom.

**15.** Ms. Baxter noted that, after the Board meeting, the Board would meet in quasi-judicial session and not return to public session.

16. **Adjournment:** Meeting adjourned at 12:45 p.m.