



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

**MINUTES  
OF  
BOARD MEETING  
Held on October 14, 2025**  
[Approved: November 18, 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 September 9, 2025 Board Meeting Minutes
3. ARP Docket 1
4. Renewal Dockets 1 and 2

**1. Call to Order:** Diane Baxter called the meeting to order at 12:31 p.m.

Present remotely via ZOOM: Gail Batchelder, Kathy Campbell, Craig Ellis, Kirk Franklin, Gregg McBride, Deirdre Menoyo, Paul McKinlay 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: Kristi Lefebvre, LSPA Communications Manager; Brian Roden from MassDEP; Lars Anderson, Shaina Cohen, and Lori McCarthy.

**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 September 9, 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.

**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: David Austin, Diane Baxter, Kirk Franklin**

**Recused Members: Craig Ellis**

ID #	Applicant Name/Company Name	ARP #	REC.
8304	Mykel Mendes-WSP USA	355	A

Mr. Lyne stated that Ms. Mendes is a standard track candidate who claimed over 13 years of Total Professional Experience (TPE) and 8 years of Relevant Professional Experience (RPE). The ARP believed Ms. Mendes application exhibited good experience that involved a diverse set of contaminants, and that the applicant's professional references highlighted the applicant's decision-making experience. The ARP recommended that Ms. Mendes 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 voting in support of the motion except Mr. Ellis who did not vote.

**7. License Renewals**

**A. Renewal Dockets.** . The staff presented the following renewal dockets.

**Renewal Docket No. 1**

**Date: October 14, 2025**

**Renewal Date: 10/30/2025**

**New Expiration Date: 10/30/2028**

Have completed all requirements for renewal:

LSP Number	First	Middle	Last

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1	8744	Kathleen		Murphy
2	5830	Kenneth		McDermott
3	5736	Brian		Butler
4	2563	Frank		Postma
5	3635	Thomas		Hevner
6	1203	Michael		Kulbersh

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

**Renewal Docket No. 2**

**Date: October 14, 2025**

**Renewal Date: 1/30/2025**

**New Expiration Date: 10/30/2028**

Have completed all requirements for renewal (previously lapsed):

	<b>LSP Number</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>
1	4753	Ronald		Adams

A motion was made and seconded to renew the licenses of the LSPs on Docket #2 for the date indicated. All Board members present voted in favor by roll-call vote.

**B. Renewal Status Report.** Mr. Lyne reported that the next renewal date is October 30<sup>th</sup>, 14 LSPs are up for renewal, 7 LSPs were renewed at today's meeting and the other 7 have until the end of the month to submit renewal applications.

### **8. Other Licensing Related Matters**

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

Mr. Lyne stated that there is 1 new application (Lars Andresen from Tighe & Bond) that need to be assigned. Ms. Batchelder, Ms. Baxter, Mr. Ellis and Ms. Campbell all volunteered.

#### **B. Inactive Status Report**

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

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LSP Number	License Status Date	License Status	Last Name	First Name
7416	January 4, 2024	INACTIVE	Connolly	James
8467	April 4, 2025	INACTIVE	Hansel	Kelly
1736	April 30, 2025	INACTIVE	Folan	Daniel
3984	July 1, 2025	INACTIVE	Doherty	James

**C. Total Number of LSPs on Active Status:** 408

**D. Annual Fees Report:** Ms. Dix stated that 2026 annual fee invoices will be mailed out in January.

### **9. Examinations**

#### **A. Exam Update**

Mr. Lyne listed the names of the people who passed the LSP examination when it was offered on September 4<sup>th</sup> at DEP's Central Regional Office:

- Lauren Brown
- Jennifer McKechnie
- Matthew Tate
- Jessica Englehart
- Jane Parkin-Kullmann

He stated that the exam will next be given on October 21st and 22<sup>nd</sup> when 17 people are scheduled to take it.

He then thanked the following Exam Committee members, outside volunteers, and staff who assisted with creating the updated versions of the exam and/or participated in the Cut-Score workshops:

- Gail Batchelder
- David Austin
- Paul McKinlay
- Gregg McBride
- Kirk Franklin
- John Fitzgerald
- Joseph Spencer
- Chris Borges

### **10. Continuing Education Committee Report:**

Mr. Austin reported that the Committee met earlier in the day, approved the meeting minutes from last month's meeting and approved two new courses.

### **11. Professional Conduct Committee Report:**

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Mr. Smith reported that the Committee met earlier in the day, approved the minutes from last month's meeting, reviewed the active case list, received an update regarding Case 05C-07 and dismissed new Complaint 25C-01.

**12. Regulations**

Ms. Wood stated that the final regulatory amendments package is currently in the DEP Commissioner's office for review.

**13. Application Forms**

Ms. Wood stated that Board staff continues to work with IT to prepare fill-in PDFs of the amended application forms. She said that, once they are done, the updated forms will be posted to the Board's Web page.

**14. Other Business**

- A. Personnel, Budget and Fees:** Ms. Wood stated that she had nothing to report.
- B. Web Site Overhaul:** Ms. Wood stated that the Board's home page has been updated and the staff will continue to work on the underlying pages.
- 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.

**15. Future Meeting:** The Board will next meet on November 18, 2025.

**16. Adjournment:** Ms. Baxter adjourned the meeting at 12:44 p.m.