

**Massachusetts Board of Registration of Real Estate Appraisers  
Minutes of the Board Meeting held March 13, 2025**

**Time: 10:00 a.m.**

**Location: Microsoft Teams**

**Members Present:**

Michael Giannelli, *Chair, Certified Residential Appraiser Member*  
Thomas Kokoliadis, *Vice Chair, Banking Member*  
Kenneth Dicks, *Certified General Appraiser Member*  
Timothy McDonough, *State Licensed Appraiser/Municipal Assessor*  
Matthew Jenkins, *AMC Member*

**Members Not Present:**

Paul Yorkis, *Real Estate Broker Member*  
Paula Wolfe, *Certified Residential Appraiser Member*  
William McLaughlin, *Certified General Appraiser Member*

**Administrative Staff Present:**

Kristin Mitchell, *Executive Director*  
Lynn Read, *Board Counsel*

Board members, staff, and members of the public appeared by video conference.

- I. Call to Order** – Board Chair Michael Giannelli opened the meeting at 10:10 a.m.
- II. Vote on Executive Minutes of November 14, 2024 and Open Meeting of January 9, 2025**– A MOTION was made by Mr. McDonough to approve the draft minutes of the executive session held November 14, 2024 and open meeting held January 9, 2025, as written. The Motion was seconded by Mr. Kokoliadis and unanimously adopted by a roll call vote: Giannelli – “Yes;” Kokoliadis - “Yes”; McDonough - “Yes”; Jenkins – “Yes”; Dicks – “Yes”.
- III. DOL Report of Executive Director and Board Counsel:** Kristin Mitchell reported to the Board that there were 54 licenses/permits issued since the last meeting. Ms. Mitchell also informed the board and public of the agency’s move on March 24, 2025 to One Federal Street Boston, MA. After that date all items and people are to go to or be sent to that address. Lynn Read updated advised of scholarships being offered by the Appraisal Foundation for appraisers interested in the PAREA module. Ms. Mitchell also informed the Board of the upcoming audit in June
- IV. License Application Report:** A MOTION was made by Mr. McDonough to ratify reviewers’ decisions for License Applications. The Motion was seconded by Mr. Kokoliadis and unanimously adopted by a roll call vote: Giannelli – “Yes;” Kokoliadis - “Yes”; McDonough - “Yes”; Jenkins – “Yes”; Dicks – “Yes”.

| <u>Applicant</u> | <u>License Type</u> | <u>Last Action Taken</u> |
|------------------|---------------------|--------------------------|
| PL               | CG                  | Board Approved           |
| JM               | CG                  | Board Approved           |
| SR               | CR                  | Board Approved           |
| LD               | CG                  | Board Approved           |
| KF               | CR                  | Board Approved           |
| MT               | CR                  | Board Tabled             |
| CP               | CR                  | Board Approved           |

- V. Education Report:** A MOTION was made by Mr. McDonough to ratify reviewers' decisions for Education applications. The Motion was seconded by Mr. Dicks and unanimously adopted by a roll call vote: Giannelli – “Yes;” Kokoliadis - “Yes”; McDonough - “Yes”; Jenkins – “Yes”; Dicks – “Yes”.

| Provider Name            | Course Name   | Hours | Type | ResFlag | AQB | Online | Recommendations |
|--------------------------|---|-------|------|---------|-----|--------|-----------------|
| McKissock, LP            | Live Webinar: The Appraiser's Guide to the New URAR                               | 7     | CE   | R       | Yes | Yes    | Staff Approved  |
| McKissock, LP            | Small Spaces, Big Impact-Appraising ADUs  | 3     | CE   | E       | Yes | Yes    | Staff Approved  |
| McKissock, LP            | The Appraiser's Guide to the New URAR   | 7     | CE   | R       | Yes | No     | Staff Approved  |
| ASFMRA                   | Appraisal Through the Eyes of the Reviewer  | 7     | CE   | E       | No  | No     | Board Approved  |
| Appraiser eLearning      | Valuation Bias and Fair Housing Laws and Regulations- with Appraiser eLearning    | 7     | CE   | E       | No  | No     | Board Approved  |
| Green Mountain eLearning | Measuring Square Footage with ANSI  | 4     | CE   | NR/R/E  | No  | Yes    | Board Approved  |
| Appraisal Institute      | Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications | 14    | CE   | E       | No  | No     | Board Approved  |
| MBREA                    | Measuring and Applying Market Condition Changes In Your Appraisal                 | 7     | CE   | R/NR    | No  | No     | Board Approved  |
| Appraisal Institute      | General Appraiser Sales Comparison Approach                                       | 27    | CE   | E       | Yes | No     | Staff Approved  |
| Appraisal Institute      | Appraiser's Guide to the New URAR   | 7     | CE   | E       | Yes | No     | Staff Approved  |
| Appraisal Institute      | Residential Market Analysis and Highest & Best Use                                | 15    | CE   | R       | Yes | No     | Staff Approved  |
| Appraisal Institute      | Appraisal of Manufactured Homes and Next-Generation Manufactured Homes            | 8.5   | CE   | R       | Yes | No     | Staff Approved  |
| Appraisal Institute      | Fair Value, Market Value, Fair Market Value                                       | 7     | CE   | E       | Yes | No     | Staff Approved  |
| Appraisal Institute      | The Appraiser as an Expert Witness: Preparation and Testimony                     | 15    | CE   | R       | No  | No     | Board Approved  |
| Appraisal Institute      | Advanced Residential Applications and Case Studies/Part 1                         | 15    | CE   | E/R     | Yes | No     | Staff Approved  |
| Appraisal Institute      | Advanced Residential Report Writing/Part 2  | 29    | CE   | R       | Yes | No     | Staff Approved  |

|                     |   |     |    |     |     |     |                |
|---------------------|---|-----|----|-----|-----|-----|----------------|
| Appraisal Institute | Online Analyzing Operating Expenses                                       | 7   | CE | R/E | Yes | Yes | Staff Approved |
| Appraisal Institute | OL Appraisal of Manufactured Homes and Next Generation Manufactured Homes | 8.5 | CE | R   | Yes | Yes | Staff Approved |

**VI. Board Discussion and Potential Votes:**

(a) **Training Logs and Federally Related Transactions:** Lynn Read discussed a memo from Steve Sousa explaining Federally Related Transactions. Ms. Read stated that experience logs are not required to consist of only Federally Related Transactions.

(b) **Draft Announcement on Continuing Education for Reinstatement:**

Ms. Read discussed that the Board's regulations require applications for reinstatement to include Continuing Education approved by the Board. Therefore, the regulations prohibit blanket acceptance of CE from out of state that is not Board-approved.

**VII. Matters Not Reasonably Anticipated:** Nothing to report

**VIII. Quasi-Judicial Session CLOSED per M.G.L. c. 30A, § 18(d):** The Quasi-Judicial Session was postponed until after Investigative Conference.

**IX. Investigative Conference, Closed Session per M.G.L. c. 112, s. 65C:** A MOTION was made by Mr. McDonough to exit Open Session and enter Closed Investigative Conference under M.G.L. c. 112, s. 65C at 10:37 a.m. The Motion was seconded by Mr. Kokoliadis and unanimously adopted by the Board by a roll call vote: Giannelli – “Yes;” Kokoliadis - “Yes”; McDonough - “Yes”; Jenkins – “Yes”; Dicks – “Yes”.

The following actions were taken by the Board:

- a. Discussion of the terms of negotiated settlement of complaint(s): None
- b. Discussion of complaints prior to the issuance of an order to show cause:
  - i. 2024-000903-IT-ENF: Dismissed with Advisory

**X.** A MOTION was made by Mr. McDonough to exit Closed Investigative Conference under M.G.L. c. 112, s. 65C and enter Closed Quasi-Judicial Session under M.G.L. c. 30a, § 18(d). The motion was seconded by Mr. Jenkins and unanimously adopted by the Board by a roll call vote: Giannelli – “Yes;” Kokoliadis - “Yes”; McDonough - “Yes”; Jenkins – “Yes”; Dicks – “Yes”.

2022-001065-IT-ENF: Board decided terms of Final Decision and Order

A MOTION was made by Mr. McDonough to exit Closed Quasi-Judicial Session under M.G.L. c. 30A, § 18(d) and enter Open Session. The motion was seconded by Mr. Dick and unanimously adopted by the Board by a roll call vote: Giannelli – “Yes;” Kokoliadis – “Yes;” McDonough – “Yes;” Jenkins – “Yes;” Dicks – “Yes”.

Mr. Gianelli made a request for three new reports from Mark Tomaso with original comparable photos. Members instructed staff to send reports to Mr. Gianelli and the Board will accept his decision.

**XI. Adjourn:**

Mr. McDonough made a MOTION to adjourn the meeting at 12:17 p.m., seconded by Mr. Dicks and unanimously adopted by a roll call vote: Giannelli – “Yes;” Kokoliadis – “Yes;” McDonough – “Yes;” Jenkins – “Yes;” Dicks – “Yes”.

The above Minutes were approved at the Open Meeting held May 8, 2025



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Kristin Mitchell, Executive Director

Board of Registration of Real Estate Appraisers

List of Documents Used in Open Meeting:

Agenda for meeting of March 13, 2025

Draft Minutes of January 9, 2025

License applications for examination of Paul LaPointe, Jake Mucci, Sacharie Rystrom, Mark Tomaso, Lauren Drohosky, Kathleen Foster and Christopher Porter