

**Massachusetts Board of Registration of Real Estate Appraisers  
Minutes of the Board Meeting held July 11, 2024**

**Time: 10:30 a.m.**

**Location: Microsoft Teams**

**Members Present:**

Michael Giannelli, *Chair, Certified Residential Appraiser Member*  
Paula Wolfe, *Certified Residential Appraiser Member*  
Timothy McDonough, *State Licensed Appraiser/Municipal Assessor*  
Matthew Jenkins, *AMC Member*  
Kenneth Dicks, *Certified General Appraiser Member*  
William McLaughlin, *Certified General Appraiser Member*

**Members Not Present:**

Tracy Sharkey, *Real Estate Broker Member*  
Thomas Kokoliadis, *Vice Chair, Banking Member*

**Administrative Staff Present:**

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

Board members, staff, and members of the public appeared by videoconference.

- I. Call to Order** – Board Chair Michael Giannelli opened the meeting at 10:35 a.m.
- II. Vote on Minutes of May 9, 2024 and June 13, 2024**– After brief discussion, a MOTION was made by Mr. McDonough to approve the draft minutes of the open meetings held May 9, 2024, and June 13, 2024, as written. The Motion was seconded by Mr. Dicks and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”
- III. DOL Report of Executive Director and Board Counsel:** Kristin Mitchell reported to the Board that there were 31 licenses/permits issued since the last meeting. Lynn Read reported to the Board that she has nothing extra to report that is not already on the agenda.

**Next Board Meeting Date**

Subcommittee Meeting Date: August 8, 2024

Full Board Meeting Date: September 12, 2024

- IV. License Application Report:** After discussion, a MOTION was made by Mr. McDonough to accept Colleen Mento’s License application for examination. The Motion was seconded by Ms. Wolfe and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”

After discussion, a MOTION was made by Mr. Jenkins to accept Mary Ellen Rose’s License application for examination. The Motion was seconded by Mr. McDonough

and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”

After discussion, a MOTION was made by Mr. McDonough to table Jeffrey Carlson’s License application and request two new appraisals completed after July 11, 2024 showing an appropriate SOW discussion and adherence to SR 1-1(a) and SR 2-1(b) showing correct employment of methods and techniques. The Motion was seconded by Ms. Wolfe and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”

#### V. License Application – Interviews

**Lauren Drohosky:** Mr. McLaughlin expressed his concerns to applicant regarding her reports. After a brief discussion with the applicant and her supervisors Mr. McLaughlin stated he cannot approve her at this time. A MOTION was made by Mr. Dicks requesting a new log with current reports to be submitted to then be chosen for review. The Motion was seconded by Mr. McDonough and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”

#### VI. Education Report: A MOTION was made by Mr. McDonough to accept reviewers’ decision for Education applications. The Motion was seconded by Ms. Wolfe and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” McDonough – “Yes;” Dicks – “Yes.”

Provider Name	Course Name	Hours	Type	ResFlag	AQB	Online	Recommendations
McKissock, LP	Live Webinar: Cracking the Code-Demystifying Desktop and Hybrid Appraisals	3	CE	E	Yes	Yes	Staff Approved
McKissock, LP	Cracking the Code-Demystifying Desktop and Hybrid Appraisals	3	CE	E	Yes	No	Staff Approved
Appraisal Institute	Online The Discounted Cash Flow Model: Concepts, Issues, and Applications	5	CE	R	Yes	Yes	Staff Approved
ASFMRA	Advanced Rural Case Studies (A400)	36	CE	E	No	No	Board Approved
ASFMRA	Data Analytics for Appraisers	8	CE	E	No	No	Board Approved
Appraisal Institute	Impact of Short-term Rentals (on Real Property Valuation)	7	CE	R/NR	No	No	Board Approved
Appraiser eLearning LLC	2024 Appraisal Summit Day 1	7	CE	E	No	No	Board Approved
Appraiser eLearning LLC	2024 Appraisal Summit Day 2	7	CE	E	No	No	Board Approved
Aloft, Inc	Mastering Market-Based Adjustments	4	CE	R/E	No	Yes	Board Approved
Appraiser eLearning LLC	Scan to Sketch - Practical Application of Mobile Appraising	7	CE	E	No	No	Board Approved
MAAO	M.A.A.O. Course 200 - Principles of Assessing Procedures	30	CE	R/E	No	No	Board Approved

#### VII. Compliance Monitoring:

- (a) Christopher Stickney – 2022-001064-IT-ENF: Mr. McLaughlin and Mr. Dicks chose five reports from the submitted compliance log to review.

**VIII. Discussion:**

- (a) **Subcommittee Formation and Function:** the Board agreed to Ms. Read's request to table this matter until a future meeting.
- (b) **Delegation of Authority to Staff for Routine Matter:** the Board agreed to Ms. Read's request to table this matter until a future meeting.

**Mr. McDonough left the meeting at 11:53 am.**

- (c) **Draft Regulations 264 CMR 2.00, 4.00, 5.00 & 6.00:** Ms. Read presented to the Board the draft regulations for consideration. She explained the changes made to 264 CMR 4.00 as well as the new AQB requirements. Steven Sousa spoke to the Board and provided a clear breakdown of the education piece of the courses. After a brief discussion a MOTION was made by Mr. Jenkins to accept the draft regulations 264 CMR 4.00 as amended. The Motion was seconded by Mr. McLaughlin and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” Dicks – “Yes.”

Ms. Read explained the changes made to 264 CMR 5.00 as well as the corresponding PAVE initiative. After a brief discussion a MOTION was made by Mr. Jenkins to table the draft regulations 264 CMR 5.00 and 264 CMR 6.00 until the next meeting for staff research. The Motion was seconded by Mr. McLaughlin and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” Dicks – “Yes.”

- (d) **Continuing Education Requirements for Reinstatement:** the Board agreed to Ms. Read's request to table this matter until a future meeting.

**IX. Matters Not Reasonably Anticipated:** Nothing to Report

**X. Public Comment:** Chair opened the floor to the public. Steven Sousa asked if he could obtain a copy of the draft regulations. Ms. Read explained how to submit the public records request.

**XI. Executive Session:** None

**XII. Quasi-Judicial Session CLOSED per M.G.L. c. 30A, § 18(d):** None

**XIII. Investigative Conference, Closed Session per M.G.L. c. 112, s. 65C:** A

MOTION was made by Mr. Jenkins to exit Open Session and enter Closed Investigative Conference under M.G.L. c. 112, s. 65C at 1:20pm. The motion was seconded by Ms. Wolfe and unanimously adopted by the Board by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” Dicks – “Yes.”

After the Investigative Conference the following was reported by the Board:

- a. Discussion of the terms of negotiated settlement of complaint(s)
  - i. Nothing to Report
- b. Discussion of Potential Complaints from Fannie Mae: Tabled
- c. Discussion of complaints prior to the issuance of an order to show cause: Tabled

**XIV. Adjourn:**

Mr. Jenkins made a MOTION to adjourn the meeting at 1:30 p.m., seconded by Ms. Wolfe and unanimously adopted by a roll call vote: Giannelli – “Yes;” McLaughlin– “Yes;” Wolfe – “Yes;” Jenkins- “Yes;” Dicks – “Yes.”

The above Minutes were approved at the Open Meeting held September 12, 2024



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Kristin Mitchell, Executive Director  
Board of Registration of Real Estate Appraisers

List of Documents Used in Open Meeting:

1. Agenda for meeting of July 11, 2024
2. Draft Minutes of May 9, 2024
3. License application for examination of Jeffrey Carlson, Colleen Mento and Mary Ellen Rose
4. Draft Regulations 264 CMR 4.00, 5.00 & 6.00