



MAURA HEALEY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

YVONNE HAO  
SECRETARY, EXECUTIVE OFFICE  
OF ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Registration of Real Estate Brokers  
and Salespersons**

1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

LAYLA R. D'EMILIA  
UNDERSECRETARY, CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

SARAH R. WILKINSON  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**January 24, 2024**

**Public Minutes**

**Members in attendance:**

*Peter Ruffini, Chairman*

*Kathy Condon, Member*

*Robert Jones, Member – joined at 11:06 a.m.*

*Linda Kody, Member*

**Administrative Staff in attendance:**

*Jenna Hentoff, Board Counsel*

*Kristin Mitchell, Executive Director*

*Colleen Cavanaugh, Associate Executive Director*

*Charles Kilb, Board Counsel*

**Call to Order** – Peter Ruffini opened the meeting at 10:05 a.m.

**Vote on Minutes:**

December 20, 2023 Public minutes

December 20, 2023 Executive minutes

A motion was made by Linda Kody and seconded by Kathy Condon to approve the minutes as drafted and presented.

Voted: To unanimously approve the public and executive minutes listed above as presented.

Roll Call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

**Executive Director Report**

Kristin Mitchell informed the Board of the following information:



Since the Board's last meeting (12/20/23), the Board has received 307 applications for exam.

Since the Board's last meeting, the Board has issued 279 licenses:

- 204 Salesperson by exam
- 23 Broker by exam
- 14 Attorney Brokers
- 19 Businesses
- 7 Reciprocal Brokers
- 10 Reciprocal Salespersons
- 2 Schools

### **Board Counsel Report**

Jenna Hentoff will hold her report until the topic of regulation review discussion later in the meeting.

### **Application Review**

Jenna Hentoff was recused from the following discussion and left the meeting.

Norman Tuttle – He submitted a reinstatement application for his business license. He had discipline entered on his broker license in 2018. He paid the fine, completed the required continuing education courses, and served his probation.

A motion was made by Linda Kody and seconded by Kathy Condon:

To allow the candidate to continue with the application process

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

Jenna Hentoff returned to the meeting.

Renee Hogan – She requested that the stayed suspension on her license be terminated as she complied with terms of the Final Decision and Order issued by the Board in Docket No. 2020-000647-IT-ENF.

A motion was made by Linda Kody and seconded by Kathy Condon:

To allow for the termination of the stayed suspension

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

David Sugarman requested that his and his business licenses be reinstated per the terms of the Consent Agreement he entered with the Board in Docket Nos. 2022-000632-IT-ENF and 2022-000633-IT-ENF as he met all requirements.

A motion was made by Linda Kody and seconded by Kathy Condon:  
To allow the licenses to be reinstated.

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

Mark Bishop submitted a written petition for the reinstatement of his salesperson license in compliance with the terms of a Consent Agreement he entered with the Board in Docket Nos. 2023-000167-IT-ENF and 2023-201468-FI-ENF in which he voluntarily surrendered his broker license and his business license. The terms of the Agreement permitted Mr. Bishop to submit a written petition to the Board at least 180 days after the Effective Date of the Agreement to seek the reinstatement of his salesperson license. Upon review, he complied with all terms of the Agreement, including the submission of a Reinstatement Application and continuing education. Mr. Bishop confirmed that no other disciplinary action was taken against him in connection with this matter and further, that no criminal actions have been filed against him.

A motion was made by Linda Kody and seconded by Kathy Condon:  
To allow the candidate to reinstate his salesperson license

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

## **Discussion**

### **Education Subcommittee Report**

Linda Kody provided the report for the Education Subcommittee's January meeting. The Subcommittee established the 2024 meeting schedule, approved their November meeting minutes, and reviewed guidelines to be used in their review of continuing education submissions. They updated the Buyer Agency Course which was provided to the Board for review.

A motion was made by Kathy Condon and seconded by Linda Kody:  
To approve the Education Subcommittee Report Roll call vote.  
In favor: Kathy Condon, Linda Kody, Peter Ruffini

Regulation Review – The Board held a brief discussion on the draft Sections 3.00 and 7.00 of the Board's regulations as to the requirement to provide the mandatory agency disclosure form. The Board tabled further discussion to allow for Board members, staff or others to propose suggested language.

## **Matters Not Anticipated by the Board**

Nothing to report.

At 10:49 a.m., a motion was made by Linda Kody and seconded by Kathy Condon and it was so

Voted: To Exit Open Session and enter Closed Session pursuant to G.L. c. 112, § 65C for the purpose of conducting investigatory conferences.

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

During closed session, the Board took the following actions:

2023-000234-IT-ENF – refer to Prosecutions (Linda Kody recused)  
2023-000353-IT-ENF – refer to Prosecutions (Linda Kody recused)  
2023-000301-IT-ENF- refer to Prosecutions / open new complaint  
2023-000348-IT-ENF- refer to Prosecutions  
2023-000369-IT-ENF- refer to Prosecutions / open new complaint  
2023-000370-IT-ENF- refer to Prosecutions / open new complaint  
2023-000371-IT-ENF- dismiss  
2023-000401-IT-ENF- dismiss  
2023-000450-IT-ENF- dismiss  
2023-000464-IT-ENF - dismiss  
2023-000465-IT-ENF- refer to Prosecutions  
2023-000466-IT-ENF- dismiss  
2023-000467-IT-ENF- dismiss / open new complaint  
2023-000478-IT-ENF- refer to Prosecutions  
2023-000530-IT-ENF- dismiss  
2023-000549-IT-ENF- dismiss  
2023-000553-IT-ENF- dismiss  
2023-000555-IT-ENF- dismiss  
2023-000564-IT-ENF- dismiss with advisory  
2023-000579-IT-ENF- refer to Prosecutions  
2023-000590-IT-ENF- dismiss  
2023-000591-IT-ENF- refer to Prosecutions/ open new complaint  
2023-000603-IT-ENF- dismiss  
2023-000604-IT-ENF- refer to Prosecutions  
2023-000614-IT-ENF- refer to Prosecutions  
2023-000678-IT-ENF – dismiss with advisory

At 1:56 p.m., a motion was made by Linda Kody and seconded by Kathy Condon and after roll call it was so

Voted: To exit closed session and enter open session for the purpose of adjourning the meeting

Roll call vote.

In favor: Linda Kody, Kathy Condon, Peter Ruffini

Respectfully Submitted by:

A handwritten signature in dark ink that reads "Kristin Mitchell". The signature is written in a cursive, flowing style.

2/21/2024

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Kristin Mitchell, Executive Director

Date

**List of documents used during the Public Meeting:**

- January 24, 2024 meeting agenda
- December 20, 2023 Public minutes
- December 20, 2023 Executive minutes
- Reinstatement application and documents for Norman Tuttle
- Renee Hogan request to terminate stayed suspension and related documents
- David Sugarman petition for reinstatement and related documents
- Mark Bishop petition for reinstatement and related documents
- Updated Buyer Agency continuing education course
- Draft Regulations 254 CMR 3.00 & 7.00