



**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

**December 20, 2023**

**Public Minutes**

**Members in attendance:**

*Peter Ruffini, Chairman*  
*Kathy Condon, Member*  
*Robert Jones, Member*  
*Linda Kody, Member*  
*Kathy Condon, Member*

**Administrative Staff in attendance:**

*Jenna Hentoff, Board Counsel*  
*Kristin Mitchell, Executive Director*  
*Colleen Cavanaugh, Associate Executive Director*

**Call to Order** – Peter Ruffini opened the meeting at 10:09 a.m.

**Vote on Minutes:**

November 29, 2023 Public minutes  
November 29, 2023 Executive minutes

A motion was made by Cliff Ponte and seconded by Linda Kody 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: Cliff Ponte, Robert Jones, Linda Kody, Kathy Condon, Peter Ruffini

**Executive Director Report**

Kristin Mitchell informed the Board of the following information:



Since the Board's last meeting (11/29/23), the Board has received 276 applications for exam.

Since the Board's last meeting, the Board has issued 198 licenses:

- 139 Salesperson by exam
- 7 Broker by exam
- 35 Businesses
- 8 Attorney Brokers
- 7 Reciprocal Salespersons
- 2 Reciprocal Brokers

The Board members were notified of a meeting Board staff had with PSI during the week prior to the meeting. PSI has recruited 4 additional employees to assist in helping them get caught up and shorten the turnaround time for license applications.

### **Board Counsel Report**

Jenna Hentoff had nothing to report.

### **Discussion**

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 10:20 a.m., a motion was made by Linda Kody and seconded by Robert Jones and it was so

Voted: To Exit Open Session and enter Closed Quasi-Judicial Session for the purpose of conducting adjudicatory conferences pursuant to G. L. c. 30A, § 18, ¶ 5(d).

Roll call vote.

In favor: Cliff Ponte, Linda Kody, Kathy Condon, Robert Jones, Peter Ruffini

At 10:42 a.m., a motion was made by Linda Kody and seconded by Cliff Ponte and it was so

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

Roll call vote.

In favor: Robert Jones, Cliff Ponte, Kathy Condon, Linda Kody, Peter Ruffini

At 11:17 a.m., a motion was made by Kathy Condon and seconded by Linda Kody and it was so

Voted: To Exit Closed Session and entered Closed Executive Session for the purpose of discussing individuals' character, rather than competence (M.G.L. c. 30A, § 21(a)(1)) and/or to comply with the public records law pursuant to G.L. c. 66, § 10 and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual (M.G.L. c. 30A, § 21(a)(7))

Roll call vote.

In favor: Robert Jones, Cliff Ponte, Kathy Condon, Linda Kody, Peter Ruffini

At 11:38 a.m., the Board exited Closed Executive Session and entered Closed Session pursuant to G.L. c. 112, § 65C for the purpose of conducting investigatory conferences.

During closed session, the Board took the following actions:

2023-000355-IT-ENF – refer to Prosecutions (Peter Ruffini recused)  
2023-000299-IT-ENF – refer to Prosecutions  
2023-000300-IT-ENF- return to Investigations  
2023-000367-IT-ENF- refer to Prosecutions  
2023-000377-IT-ENF- dismiss (Cliff Ponte recused)  
2023-000378-IT-ENF- return to Investigations (Cliff Ponte recused)  
2023-000408-IT-ENF- dismiss  
2023-000473-IT-ENF- dismiss with advisory  
2023-000493-IT-ENF- refer to Prosecutions/ open new complaints  
2023-000503-IT-ENF- dismiss  
2023-000510-IT-ENF- dismiss  
2023-000513-IT-ENF- dismiss  
2023-000532-IT-ENF- refer to Prosecutions  
2023-000529-IT-ENF- refer to Prosecutions  
2023-000546-IT-ENF- dismiss/ open new complaint  
2023-000561-IT-ENF- refer to Prosecutions/ open new complaint  
2023-000583-IT-ENF- refer to Prosecutions  
2023-000584-IT-ENF- dismiss  
2023-000570-IT-ENF- dismiss  
2023-000571-IT-ENF- dismiss

At 1:42 p.m., a motion was made by Linda Kody and seconded by Robert Jones 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: Robert Jones, Cliff Ponte, Kathy Condon, Linda Kody, Peter Ruffini

Respectfully Submitted by:



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Kristin Mitchell, Executive Director

Date

1/24/24

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

- December 20, 2023 meeting agenda
- November 29, 2023 Public minutes
- November 29, 2023 Executive minutes
- Draft Regulations 254 CMR 3.00 & 7.00