



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

**September 18, 2024**

**Public Minutes**

**Members in attendance:**

Peter Ruffini, *Chairman*

Linda Kody, *Board Member*

Kathy Condon, *Board Member*

**Administrative Staff in attendance:**

Jamie Dalton, *Board Counsel*

Kristin Mitchell, *Executive Director*

Colleen Cavanaugh, *Associate Executive Director*

**Call to Order** – Peter Ruffini opened the meeting at 10:04 a.m.

**Vote on Minutes** - Tabled

**Executive Director Report**

Kristin Mitchell informed the Board of the following information:

Since the Board's last meeting (8/13/24), the Board has received 676 applications for exam.

Since the Board's last meeting, the Board has issued 306 licenses:

231 Salesperson by exam

15 Broker by exam

9 Attorney Brokers

20 Businesses

5 Reciprocal Brokers

26 Reciprocal Salespersons

0 Instructors

0 Schools



Kristin Mitchell informed the Board that PSI was currently about a one-week turnaround time for applications. She also reminded the board that to obtain a physical license, an individual has to go to one of the five PSI sites that issue licenses. They have 30 days to obtain this license after passing the exam. Ms. Mitchell also clarified that to reinstate a license an individual is only required to take 12 continuing education courses.

## **Board Counsel Report**

Jamie Dalton introduced herself as the new board counsel.

## **Application Review**

Kelly Belt – Ms. Belt appeared before the Board to discuss her an application for an Attorney Broker license. She confirmed her BBO license is current and in good standing.

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: Kathy Condon, Linda Kody, Peter Ruffini

## **Discussion**

## **Correspondence – Previewing Agreements**

The Board discussed that the Massachusetts licensing law has not changed. Peter Ruffini will work with Kristin Mitchell and Jamie Dalton to address new developments through the FAQ's on the Board's website.

## **Matters not reasonably anticipated 48 hours in advance of the meeting**

Nothing to report.

At 10:28 a.m., a motion was made by Kathy Condon and seconded by Linda Kody 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: Kathy Condon, Linda Kody, Peter Ruffini

At 10:54 a.m., the Board exited Closed Quasi-Judicial Session and entered Closed Executive Session to discuss individuals' character rather than competence pursuant to G.L. c. 112, § 30A, § 21(a)(1) and 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 pursuant to G.L. c. 30A, § 21(a)(7).

Roll call vote.

In favor: Kathy Condon, Linda Kody, Peter Ruffini

At 12:01 p.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.

Roll call vote.

In favor: Kathy Condon, Linda Kody, Peter Ruffini

During closed session, the Board took the following actions:

- 2024-000706-IT ENF – refer to Prosecutions
- 2024-000123-IT-ENF – dismiss with advisory
- 2024-000163-IT-ENF – refer to Prosecutions
- 2024-000168-IT-ENF – dismiss
- 2024-000193-IT-ENF – refer to Prosecutions
- 2024-000205-IT-ENF – dismiss
- 2024-000206-IT-ENF – dismiss
- 2024-000246-IT-ENF – refer to Prosecutions
- 2024-000256-IT-ENF – dismiss with advisory
- 2024-000260-IT-ENF – dismiss
- 2024-000275-IT-ENF- dismiss
- 2024-000278-IT-ENF- refer to Prosecutions
- 2024-000279-IT-ENF- refer to Prosecutions
- 2024-000325-IT-ENF- refer to Prosecutions
- 2024-000457-IT-ENF- dismiss

At 1:19 p.m., a motion was made by Linda Kody and seconded by Kathy Condon 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:



Kristin Mitchell, Executive Director

10/23/24

Date

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

- September 18, 2024 meeting agenda
- Kelly Belt Attorney broker application and related discipline documents
- Correspondence re: Previewing Agreements