



COMMONWEALTH OF MASSACHUSETTS
**Board of Registration
of
Hazardous Waste Site Cleanup Professionals**

**MINUTES
OF
BOARD MEETING
Held on September 9, 2025
[Approved: October 14, 2025]**

Meeting Location: **100 Cambridge Street, Boston, MA and remotely via ZOOM**

Prepared by: Terry Wood

List of Documents Used at the Meeting:

1. Board Meeting Agenda
2. Draft August 12, 2025 Board Meeting Minutes
3. ARP Dockets 1 and 2
4. Draft Response to Comments Document
5. Draft Final Regulation Amendments in Red-line

1. **Call to Order:** Diane Baxter called the meeting to order at 12:13 p.m.
Present remotely via ZOOM: Gail Batchelder, Diane Baxter, Kathy Campbell, Craig Ellis, Kirk Franklin, Deirdre Menoyo, Paul McKinlay and Jamie Smith. Board members present in the room: David Austin. Board members absent: Gregg McBride.

Staff members present in the room: Christopher Borges, Matthew Lyne and Terry Wood.
Staff members present via ZOOM: Notoshia Dix.

Also present remotely via ZOOM were: Kristi Lefebvre, LSPA Communications Manager; Brian Roden and Rebecca Buswell from MassDEP; and Lori McCarthy.

2. **Announcements:** None.
3. **Agenda:** The Board members agreed to follow the agenda as written.
4. **Minutes:** The Board members reviewed the draft minutes of the meeting held on August 12, 2025. A motion was made and seconded to approve the draft minutes as written. All Board members in attendance voted to approve the draft minutes as written by roll call vote except Mr. Ellis who abstained.
5. **Old Business:** None.

6. Decisions Regarding Licensing of Applicants:

A. Application Dockets

The staff presented the following Application Dockets:

New Application Docket Number 1

ARP Members: Gregg McBride, Kathy Campbell, Deirdre Menoyo

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
9769	Lee Penwell-Haley & Aldrich	356	A

Mr. Lyne stated that Mr. Penwell is a standard track candidate who claimed over 13 years of Total Professional Experience (TPE) and 7 years of Relevant Professional Experience (RPE). The ARP believed the applicant had a well-written application and met the requirements for TPE and RPE, and that the applicant's project summaries displayed a solid progression of responsibility over time and demonstrated the applicant had solid experience in many aspects of the MCP. The ARP recommended that Ms. Penwell be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voting in support of the motion.

New Application Docket Number 2

ARP Members: Paul McKinlay, Gail Batchelder, James Smith

Recused Members: None

ID #	Applicant Name/Company Name	ARP #	REC.
4883	Tyler Martz-French & Parrello Associates	357	A

Mr. Lyne stated that Ms. Martz is a standard track candidate who claimed over 11 years of TPE and 5 years of RPE. The ARP believed the applicant had met the requirements for

LSP BOARD MEETING MINUTES SEPTEMBER 9, 2025

TPE and RPE; the applicant's projects displayed a wide breadth of experience in various types of sites, contaminants, and regulatory programs; had well-written project summaries and references that further documented RPE and independent decision-making experience. The ARP recommended that Mr. Martz be approved to take the exam.

A motion was made and seconded to accept the recommendation of the ARP. The motion passed by roll-call vote with all Board members in attendance voting in support.

7. **License Renewals**

A. Renewal Dockets. There were no renewal dockets presented at today's meeting.

B. Renewal Status Report. Mr. Lyne reported that the next renewal date is October 30th and 14 LSPs are up for renewal, and that notifications regarding the renewal deadline were sent to these LSPs last week.

8. **Other Licensing Related Matters**

A. Scheduling of Future Application Review Panels

Mr. Lyne stated that there were no new applications that need to be assigned. He added that, for Mykel Mendes' application (ARP #355), the ARP is still waiting on one reference form.

B. Inactive Status Report

Ms. Dix reported the Total Number of LSPs on Inactive Status: 4

LSP Number	License Status Date	License Status	Last Name	First Name
7416	January 4, 2024	INACTIVE	Connolly	James
8467	April 4, 2025	INACTIVE	Hansel	Kelly
1736	April 30, 2025	INACTIVE	Folan	Daniel
3984	July 1, 2025	INACTIVE	Doherty	James

C. Total Number of LSPs on Active Status: 403

D. Annual Fees Report: Ms. Dix stated that 2026 annual fee invoices will be mailed out in January.

9. **Examinations**

A. Exam Update

Mr. Lyne stated that the first round of the new exams were administered last week on

LSP BOARD MEETING MINUTES SEPTEMBER 9, 2025

September 4th at DEP's Central Regional Office. 6 people took the test and 5 passed. The exam will next be given on October 21st and 22nd when 17 people are scheduled to take it.

Ms. Wood stated that going forward the Board staff plans to offer the LSP exam twice per year, once in the spring and once in the fall.

10. **Continuing Education Committee Report:**

Mr. Austin reported that the Committee met earlier in the day, approved the meeting minutes from last month's meeting, discussed a reoffering of an approved course and approved four new courses.

11. **Professional Conduct Committee Report:**

Mr. Smith reported that the Committee met earlier in the day, approved the minutes from last month's meeting, and reviewed the active case list.

12. **Regulations**

Ms. Wood stated that she had included a draft response to comments document and updated draft red-line of the final regulatory amendments for the Board's review and approval. The only written comments received regarding the proposed amendments came from the Licensed Site Professional Association (LSPA). Several Board members suggested adding additional language to the response to comments document clarifying that, if the Board were to make any of the LSPA's suggested amendments to regulations that the Board did not proposing amending in the public comment draft, the Board would have to bring those additional amendments back out for public comment period and that, considering the majority of the LSPA's comments were relatively minor, the Board would prefer to move forward with the package of amendments but would consider the LSPA's comments in the event of a future amendments package. A motion was made and seconded to approve the draft Response to Comments document with suggested edits and the red-line of the final regulatory amendments. The motion passed unanimously by roll-call vote. The Board clarified that Ms. Wood could make the edits to the Response to Comments document and move the final amendments package on for internal agency review without having to bring the package back to the Board for review.

13. **Application Forms**

Ms. Wood stated that Board staff is working with IT to prepare fill-in PDFs of the amended application forms and, once they are done, the updated forms will be posted to the Board's Web page.

14. **Other Business**

A. Personnel, Budget and Fees: Ms. Wood stated that she had nothing to report.

LSP BOARD MEETING MINUTES SEPTEMBER 9, 2025

B. Web Site Overhaul: Ms. Wood stated that the Board's home page has been updated and the staff will continue to work on the underlying pages.

C. LSP Board Member Vacancies: Ms. Baxter stated that there is currently an open environmental slot on the Board. She encouraged the current Board members to consider whether they know anyone who might be interested.

15. **Future Meeting:** The Board will next meet on October 14, 2025.

16. **Adjournment:** Ms. Baxter adjourned the meeting at 12:33 p.m.