

**Board of Registration of Real Estate Brokers and Salespersons**  
**1000 Washington Street, Boston, MA 02118**  
**Minutes of February 27, 2019**

**Members Present:**

Kevin Sears, Chair, Industry Member  
Kimberly Allard, Industry Member  
Peter Ruffini, Industry Member

**Administrative Staff Present:**

Shawn Murphy, Executive Director  
Kristin Mitchell, Program Coordinator  
James O'Connor, Board Counsel

**Public Present:**

Kevin Sears, Chair, opened the meeting at 10:30 AM.

**Evacuation Procedures:** James O'Connor reviewed the Evacuation Plan.

**Vote on Minutes of November 20, 2018:** A motion to approve the minutes was made by Peter Ruffini, and seconded by Kimberly Allard and unanimously adopted by the Board.

**The Chairman, Kevin Sears, wanted to acknowledge Stanley Zoll and his excellent service to the Board.**

**Executive Director's Report to the Board:**

- (a) Shawn Murphy gave his report to the Board Members on the status of cases.
- (b) Kristin Mitchell reported updates on applications and the new exam process.

**Instructor Approvals:**

- (a) Peter Ottowitz: The Board upheld the denial made by staff. Peter Ruffini motioned to deny appeal and seconded by Kimberly Allard. Unanimously adopted by the Board.
- (b) Christopher Crowley: The Board upheld the denial made by staff. Peter Ruffini motioned to deny appeal and seconded by Kimberly Allard. Unanimously adopted by the Board.

**Proposed Policy on Escrow Account Signatories:** James O'Connor presented the proposal to the Board. The members asked to add *Salespersons and Non-Licensees are expressly prohibited...* Peter Ruffini motioned to approve and seconded by Kimberly Allard. Unanimously adopted by the Board.

**Executive Session – Closed Session under MGL ch. 30A, Section 21 - Good Moral Character**

A motion to enter into Executive Session – Closed Session under MGL ch. 30A, Section 21 - Good Moral Character was made by Peter Ruffini, seconded by Kimberly Allard and unanimously adopted by the Board.

**The Chair called for a 20 minute lunch break at 2:15pm.**

**A motion to enter into Final Decision and Order – Quasi-Judicial: Closed Session under MGL ch. 30A, Section 18 was made by Peter Ruffini, seconded by Kimberly Allard and unanimously adopted by the Board.**

- a. 2018-000052-IT-ENF – The Board imposed discipline
- b. 2017-001281-IT-ENF – The Board imposed discipline
- c. 2017-000379-IT-ENF – The Board imposed discipline
- d. 2018-000048-IT-ENF – The Board imposed discipline
- e. 2017-001014-IT-ENF – The Board imposed discipline
- f. 2018-001048-IT-ENF – The Board imposed discipline

A motion to enter Open Session was made by Peter Ruffini, seconded by Kimberly Allard and unanimously adopted by the Board.

**Topics not reasonably anticipated by the Chair:**

- (a) Kimberly Allard brought up FAQs. James O'Connor will send out Final Draft
- (b) Scheduled Next Meeting for April 17, 2019 at 10:30am.
- (c) The Board Members wanted to acknowledge Colleen DiGirolamo for her excellent service and dedication to the Board during her years of service. They also wished her luck on her retirement.

Kevin Sears made a motion to adjourn the meeting at 3:20pm, seconded by Peter Ruffini and unanimously adopted by the Board.

  
Kevin Sears, Chair, Real Estate Brokers and Salespersons Board

**List of Documents:**

- 1. Agenda dated February 27, 2019