

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF ARCHITECTS**

MINUTES OF THE APRIL 11, 2023 - OPEN PUBLIC MEETING

Board Members Present:

Holly Cratsley, Chair (HC)
Aelan Tierney, Vice-Chair (AT)
Kwesi Sam, Secretary (KS)
John Pesa, Member (JP)

Board Member Absent:

N/A

DPL Staff Present at various times during the meeting:

Colleen Maloney, Associate Deputy Commissioner of Boards
Kathleen McNally, Executive Director
Lynn Read, Board Counsel
Andrew Bridges, Office of Investigations
John E. Hill, Jr., Board Staff

All Present Board members, Staff and Attendees appeared by videoconference.

The Executive Director announced that the Open Public Meeting was being recorded.

1. Meeting was called to order @ 9:02 A.M. by HC. The Chair confirmed attendance of Board members by roll call:

AT – Present
HC – Present
KS – Present
JP – Present

2. **Read and Approve Minutes of Meeting Held January 31, 2023.** The Board reviewed the public meeting minutes from the Architect Board meeting held on January 31, 2023. A **MOTION** was made by JP, to accept the minutes as submitted, seconded by AT. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS - Aye
JP - Aye

The Motion passed.

3. **Election of Officers.** HC advised the Board of her intention of vacating the Board when a replacement can be appointed and opened the topic for discussion. A **MOTION** was made by JP, to Nominate - Aelan Tierney as Chair, Kwesi Sam as Vice-Chair, and John Pesa as Secretary - of the Board, seconded by AT. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS – Aye
JP – Aye

The Motion passed and will be reflected at the next Board meeting as HC continued this meeting as Chair due to possible departure of AT from this meeting.

4. **Executive Director’s Report.** Executive Director McNally reported to the Board on the extension of virtual meeting approval to 2025. No Board action was taken at this meeting.
5. **Board Counsel Report.** Board Counsel reiterated that the virtual meeting extension is not mandatory, thus “in-person” may also be held at the Board’s discretion. No Board action was taken at this meeting.
6. **Reinstatement Application 2023-0212-REIN.** Board Staff introduced history of the application. Discussion was held regarding the length of expiration and the full application. A **MOTION** was made by AT, to approve the application for reinstatement of license, seconded by KS. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS – Aye
JP – Aye

The Motion passed.

7. **Reinstatement Application 2023-0487-REIN.** Due to the late receipt of documents required to complete the application, a **MOTION** was made by JP, to move this item to the next scheduled meeting currently set for June 13, 2023, seconded by KS. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS - Aye
JP – Aye

The Motion passed.

8. **NCARB meeting to be held in June.** AT advised to her intention of attending. An inquiry to other Board member interest was discussed and advisement to submit the required travel forms was mentioned. No further action was taken at this meeting.
9. **Authorization to Represent Board at AIA Meeting.** HC introduced a request received from the AIA Massachusetts of a list of questions submitted for review and response

regarding Architect Title Usage. AT advised to her intention to attend this meeting and offered her responses to the list of questions for review. After discussion of the list of questions, A **MOTION** was made by JP to authorize AT represent the Board at the meeting and to respond to the questions as reviewed at the meeting to be held by the AIA/GAC. Seconded by KS. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS – Aye
JP – Aye

The Motion Passed.

10. **Joint Engineers-Architect Practice Guide.** The Board discussed the most recent updated version of the Joint Engineers-Architect Practice Guide provided by LR. A **MOTION** was made by JP to accept this version of the guide as written. Seconded by KS. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye
KS – Aye
JP – Aye

The Motion Passed.

11. **Draft FAQ.** The Board reviewed the presentation of FAQs and responses by LR. After brief discussion, LR advised to making adjustments to this document for re-presentation at the next Board meeting that is currently scheduled for June 13, 2023. No Board action was taken at this meeting.
12. **Proposed Changes to NCARB Governance.** HC led a brief discussion on the proposed changes to the NCARB governance structure that has not been made to a final product at this time, but “should” be available for further discussion at the next Board meeting currently scheduled to be held in June of 2023. No Board action taken at this meeting.
13. **Next Meeting.** The Board discussed the proposed next scheduled meeting date of June 13, 2023. The meeting is confirmed to be virtual.
14. **Items Not Reasonably Anticipated by the Chair.** A topic of discussion regarding Reinstatement Applications was presented by AT. After discussion, a **MOTION** was made by AT to delegate to Staff Personnel the authority to approve Reinstatement applications of licensees who have maintained a current license in other jurisdictions without any disciplinary actions, or who have a current NCARB file *without* restrictions to the length of expiration of the license held in the Commonwealth. Seconded by JP. The Chair called for a Roll Call Vote:

AT – Aye
HC – Aye

KS – Aye

JP – Aye

The Motion Passed, and staff announced that this topic would be placed on the publicly posted Agenda for the next meeting on June 13, 2023.

15. **Investigative Conference.** A **MOTION** was made to close the Open Public meeting and enter into Investigative Conference pursuant to M.G.L. c. 112, §65 (c), with a 10-15-minute break; to reconvene at approximately 10:30 A.M.; without a return to any open sessions, was made by AT. Seconded by JP. The Chair announced that an Open Meeting would not resume and called for a Roll Call Vote:

AT – Aye

HC – Aye

KS – Aye

JP – Aye

The Motion passed and the Public Meeting was CLOSED at approximately 10:17 AM.

The Executive Director stopped recording the meeting.

Report of actions taken during Investigative Session:

Settlements:

➤ 2023-000032-IT-ENF Guidance given to Office of Prosecutions

Cases:

➤ 2022-001072-IT-ENF Referred to Office of Prosecutions

16. **Adjourn.** A **MOTION** to adjourn today's meeting was made by AT, seconded by KS. The Chair called for a Roll Call Vote:

AT – Aye

HC – Aye

KS – Aye

JP – Aye

The Motion passed and the meeting adjourned at or around 12:01 PM.

The above minutes were approved at the open meeting held on June 13, 2023.

Respectfully submitted,


Kathleen McNally
Executive Director

Documents used in the Open Public session for April 11, 2023:

- **Agenda for the April 11, 2023, Open Meeting**
- **Minutes from the January 31, 2023, Open Meeting**
- **Documents related to 2023-0212-REIN**
- **AIA Massachusetts list of questions for review**
- **Joint Engineers-Architects Practice Guide**
- **Architects' FAQ page**