



# BOARD OF HOME INSPECTORS PUBLIC AGENDA

## Public Minutes

Home Inspectors Board

Jul 25, 2023 at 9:00 AM EDT

@ 7 EAGLE SQUARE, CONCORD, NH 03301

### Attendance

#### Present:

**Members:** Lee Carroll, James Gray, Joseph Griffin, Nicholas Jette, Perry Lemay, Damon Burt, Kurtis Grasset via Zoom

**Guests:** Bethany Cottrell Director, Elizabeth Eaton Board Counsel, Donna Long Public Information Officer, Rahkiya Medley Board Counsel, Marla Pike Board Administrator

#### I. Call To Order

The Board of Home Inspectors meeting was called to order at 9:01 a.m.

#### II. Review of Public Minutes from March 8, 2023

Board Member James Gray made a motion to approve the minutes from the March 8, 2023, Board meeting. Board Member Damon Burt seconded the motion. The motion passed unanimously.

#### III. OPLC and/or Board Administration Updates: None

#### IV. Public Appearances

A. At 9:30 a.m. Donna Long, Public Relations Officer, came into discuss with the Board how she can provide public and licensee information through a direct email to licensees and/or through social media. Ms. Long explained that the Board can contact the Board Administrator to prepare the communication then would provide the Board Chair for approval of the communication to be email and/or posted to the social media platform.

B. At 9:15 a.m. Bethany Cottrell, Division Director of Licensing and Board Administration, attended the meeting to discuss the CE Broker that will be new for the Licensees in the fall of 2023. Ms. Cottrell explained that the Licensees will be able to log into the CE Broker then upload their continuing education certificates so at the time of renewal the CE requirement information is already there. The Licensee will not be able to renew their license unless they have met the CE requirement.

Ms. Cottrell also discussed the current Board approved courses; the Board only approved the Pre-Licensing course. The Board of Home Inspector rules state the approval of the course not the provider. She will be providing a form for the Board to complete regarding a matrix for the courses that would be approved at renewal.

V. New Business

A. Review for Board Approved Courses

Board Counsel Rahkiya Medley explained to the Board that CE Broker will be handling the Licensees CE's for renewal and audit.

B. American Home Inspections Training - Course approval

Board Member James Gray made a motion to approve this course for Licensees to use towards their CE's. Board Member Perry Lemay seconded the motion. The motion passed unanimously.

C. Sub-Committee Update from Meeting - James Gray and Nicholas Jette

Board Member James Gray and Board Member Nicholas Jette explained to the Board that they met to discuss changes to the 600 rules along with what other States are requiring for licensure.

D. New Board Member - Kurtis Grassett

Board Chair Joseph Griffin introduced the new Board Member Kurtis Grassett who attended the meeting via zoom.

E. American Home Inspectors Training - Course approval

Board Member James Gray made a motion to approve the training course. Board Member Lee Carroll seconded the motion. The motion passed unanimously.

F. Courses Currently on the OPLC Website

This list of courses is currently available on the OPLC website.

VI. Licensure - Reaffirmation of Licensure since March 8, 2023

A. Thomas Toupin #00741 03/08/23 Dorset, VT

B. Wayne M. Swanson #00775 03/22/23 Athol, MA

C. Wesley R. Drew #00776 03/23/23 Hingham, MA

D. Damon Kondrup #00777 03/27/23 Rochester, NH

E. Justin Lupien #00778 04/17/23 Salem, MA

F. Derek S. Oliver #00779 04/18/23 Goffstown, NH

G. Michael Weber #00781 05/11/23 Atkinson, NH

H. Joshua Lopresti #00782 05/23/23 Maynard, MA

I. Michael A. Disario #00783 05/25/23 Plaistow, NH

J. Mark F. Schrader #00784 06/09/23 Denmark, ME

K. Patrick A. Call #00785 07/06/23 Chester, VT

Board Member James Gray made a motion to approve the reaffirm licensure since March 8, 2023. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.

VII. Administrative Rules & Legislative Topics

A. Hom 200 Review Final Proposal

Board Member Lee Carroll approved the Hom 200 rules as amended. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.

B. Hom 600 Review Draft Initial Proposal

Board Member Perry Lemay approved the Hom 600 rules as amended. Board Member James Gray seconded the motion. The motion passed unanimously.

C. House Bill 337 update

Board Counsel Rahkiya Medley discussed House Bill 337 with the Board regarding notifications of public meetings no less than 14 days.

D. House Bill 308 update

Board Counsel Rahkiya Medley discussed House Bill 308 with the Board regarding having quorum for a meeting. A Board Member can attend via zoom if there is not enough Board Members present.

E. House Bill 594 update

Board Counsel Rahkiya Medley discussed House Bill 594 with the Board regarding reciprocity of licensure.

F. House Bill 2

Noted

G. House Bill 655

Noted

VIII. Non-Public Session

Upon the motion of Board Member Perry Lemay and seconded by Board Member Lee Carroll and by roll call vote to conduct a non-public session at 11:03 a.m. for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges. Each Member recorded his or her vote on the motion, which passed unanimously vote of all Members present.

IX. Resume Public Session

Board Member Lee Carroll made a motion to go back into public session. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.

X. Seal The Minutes of the Non-Public Session

Upon return to public session at 12:18 p.m. Board Member Lee Carroll made a motion to seal the non-minutes from public disclosure session are sealed to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective. Board Member Nicholas Jette seconded the motion which passed unanimously with roll call vote of all Member present.

XI. Adjournment - Next Board meeting will be held on September 20, 2023, at 9:00 a.m.

The next Board meeting will be September 20, 2023, at 9:00 a.m. Board Member Perry Lemay made a motion to adjourn the meeting at 12:35 p.m. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.