

STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
*BOARD OF HOME INSPECTORS*

7 EAGLE SQUARE, CONCORD, NH 03301-4980  
Telephone: 603-271-2152  
TDD Access: Relay NH 1-800-735-2964  
[www.oplc.nh.gov](http://www.oplc.nh.gov)

**BOARD OF HOME INSPECTORS  
PUBLIC MINUTES**

**JANUARY 24, 2024**

**I. Call to order**

The regularly scheduled meeting of the New Hampshire Home Inspectors was held at 7 Eagle Square, Concord, NH on January 24, 2024. Unless otherwise indicated, the members present and participating were;

James Gray  
Nicholas Jette  
Kurtis Grasset  
Perry Lemay  
Damon Burt  
Charlene Anstead, Board Administrator  
Cassandra Brown, Board Counsel

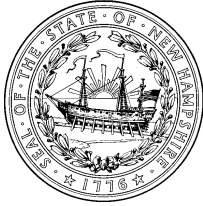
Board Chair James Gray opened the public session at 9:08 am.

***Motion to commence 1<sup>st</sup> non-public session:***

***10:01 am.*** *On motion of Nicholas Jette and seconded by Perry Lemay, the Board voted to conduct a Non-Public session conducted 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.*

***Motion to keep minutes of 1<sup>st</sup> non-public session confidential:***

*Upon the motion of Perry Lemay and seconded by Kurtis Grasset, the Board voted to seal the minutes of the preceding non-public session. Minutes of the non-public 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.*



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**II. Approve public minutes from December 14, 2023**

On a motion by James Gray and seconded by Perry Lemay, the Board voted approve the public minutes of the December 14, 2023 meeting as amended.

**III. OPLC and/or administrator updates**

A. Board Chair and Vice Chair nominations

On a motion by James Gray and seconded by Perry Lemay while Damon Burt abstained, James Gray nominated himself for Board Chair.

On a motion by Nicholas Jette and seconded by Kurtis Grasset while Damon Burt abstained, Nicholas Jette nominated himself as Board Chair.

On a motion by James Gray and seconded by Perry Lemay, the Board voted to table this topic until next meeting when the deciding vote will be present to participate.

B. Division Director Bethany Cotrell – new online renewal process

On a motion by Nick Jette and seconded by Kurtis Grasset, the Board voted to table this update until the next scheduled meeting.

C. Deputy member for legislative session

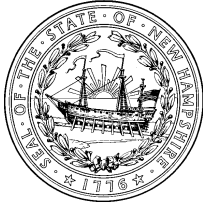
On a motion by Perry Lemay and seconded by Kurtis Grasset, the Board voted to deputize all members to represent the Board of Home Inspectors during legislative sessions.

D. Director of Enforcement Jessica Kiapolites

Director Kiapolites informed the Board that OPLC will be implementing a new case management system to assist in streamlining the complaint process. Director Kiapolites also informed the Board that the Enforcement process is now in statute.

The Board requested that they receive a report from Director Kiapolites updating the Board on complaints that are open and pending to be reviewed by the Board at their next scheduled meeting.

**IV. Licensure – Applications**



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There were no license applications for the Board to review at this time.

**V. Administrative rules and legislative topics**

A. Home 600's

OPLC Rules Coordinator Tina Kelley informed the Board that she will submit Home 600's as a conditional approval request which will go to JLCAR. Rules Coordinator Kelley will bring back the response for the Board to decide on the response, where it will then move forward to adopt.

Rules Coordinator Kelley informed the Board that Rule 105.02 needs to take priority because it has expired. Coordinator Kelley explained that Home 100's needs attention due to upcoming expiration.

Board Counsel Goulet informed the Board that although these rules are expired, they may still be used because they are "organizational rules" in content.

**VI. Adjournment**

On a motion by Nicholas Jette and seconded by Kurtis Grasset, the Board adjourned the meeting at 10:30 am