

**NEW HAMPSHIRE REAL ESTATE APPRAISER
PUBLIC MEETING MINUTES
March 24, 2023**

There was a meeting of the Real Estate Appraiser Board held on March 24, 2023. The public may attend via video/teleconference. The following Board Members attended in person at the Board's Office: Sherman, Schubert, Correnti, LeMay and Macagba.

Attended in person were OPLC Board Administrator's Dawn Couture and Marla Pike.

Attended in person was OPLC Attorney Shane Goulet.

I. Call to Order – 9:03 a.m.

II. Approval of Public Minutes – Board Member Schubert had some concerns with some items that were not addressed in the February 2, 2023 meeting minutes. The following items were not addressed in the February minutes;

- The Banking Commission position.
- McKissock denying appraiser certificate for USPAP.
- Not being able to print from OnBoard.

Board Member Correnti made a motion to amend the February 2, 2023 minutes due to the concern of a missing topic item. The Board expressed their concern relative to a quorum based on the vacant positions of the Banking Commission and public member. The motion was seconded by Board Member Schubert. The motion passed unanimously.

Board Member Correnti made a motion to amend the February 2, 2023 minutes due to the concern of a missing topic item. The Board expressed their concern on McKissock not offering USPAP certificates to NH appraisers. The motion was seconded by Board Chair Sherman. The motion passed unanimously.

Board Chair Sherman made a motion to amend the February 2, 2023 minutes due to the concern of a missing topic item. The Board expressed their concern regarding the ability to not print from OnBoard; specifically, not being able to print complaints and work files. It is difficult to review these on a computer screen. The motion was seconded by Board Member Macagba. The motion passed unanimously.

Board Chair Sherman has requested that future agenda items include these three items until the Board has been updated.

III. New Business –

- a. Vacant Banking Commission position – The Board held a discussion of someone to write a letter to a representative on the executive council regarding the how the Banking Commission position has been vacant for about three years and the fact that it is stated in the Board's statute that the Banking Commissioner or designee be a member of the Board. Board Member Schubert made a motion for Chair Sherman to write a letter on behalf of the Board regarding the absent of having the Banking Commissioner or designee on the Board. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- b. McKissock not issuing USPAP certificates to NH appraisers – Administrator Couture to contact McKissock.

- c. OnBoard – Due to the complexity of complaints and the licensees work file, the Board would like the ability to print these at home. The work files are already in public view; the Board does not feel that this should not be holding them back from printing as it's public. Board Chair Sherman volunteered to draft a letter and send to the Board to review.
- d. Brittany Whitcher – Request to take online qualifying education through McKissock – Board Member Correnti made a motion to approve Ms. Whitcher's request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- e. Christina Summers – Request to take online qualifying education through the Appraisal Institute – Board Member Correnti made a motion to approve Ms. Summer's request to take specific qualifying education courses online through the Appraisal Institute. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- f. Josane Cumandala – Request to take online qualifying education through the Appraisal Institute – Board Member Correnti made a motion to approve Ms. Cumandala's request to take specific qualifying education courses online through the Appraisal Institute. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- g. Ken MacIntosh – Requesting to take online qualifying education through McKissock – Board Member Correnti made a motion to approve Mr. MacIntosh's request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- h. Robin LeMauk – Request to take online qualifying education through McKissock – Board Member Correnti made a motion to approve Ms. LeMauk's request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member Schubert. The motion passed unanimously.
- i. Richard Plock – Request to receive continuing education credit for an expired course – Board Member Correnti made a motion to allow Mr. Plock to receive credit for a specific continuing education course he took during the time after the course had expired and prior to it being reapproved for his 2023 renewal. The motion was seconded by Board Member Schubert. The motion passed unanimously.
- j. Alicia Haverty – Review transcripts for licensure approval – The Board received and reviewed Ms. Haverty's transcripts. Board Member Correnti made a motion to approve the transcripts as they do meet the education requirement of the AQB criteria. The motion was seconded by Board Member Macagba. The motion passed unanimously.
- k. Jennifer Zanes – Review transcripts for licensure approval – Ms. Zanes was not on the agenda but she was attending via Zoom. She was informed by the licensing department that her request would be presented to the Board at the March meeting. The Board received and reviewed Ms. Zanes's transcripts. Board Member Correnti made a motion to approve the transcripts as they do meet the education requirement of the AQB

criteria. The motion was seconded by Board Member Macagba. The motion passed unanimously.

- l. Discussion on industry changes – The Board discussed how the industry is continuing to change regarding how appraisals are being processed. The Board acknowledges that there are continuing education courses available on topics regarding industry changes such as hybrid appraisals, desktop appraisals and appraisal evaluations. The Board feels that this is a good example of the importance it is on having someone from the Banking Commission on the Board as they would have more information to provide to the Board.
- m. Request from the Appraisal Institute Massachusetts, Rhode Island & Maine chapter to retroactive approval date for “Economic Outlook and Real Estate Trends 2023” to 1/25/2023 – Board Member Schubert made a motion to approve the request. The motion was seconded by Board Member LeMay. The motion passed unanimously.
- n. Course for approval – Board Member LeMay made a motion to approve the courses as presented. The motion was seconded Board Member Correnti. The motion passed unanimously.

Course	Provider
2023 Appraiser's Conference and Trade Show - Day 1	Appraiser eLearning
2023 Appraiser's Conference and Trade Show - Day 2	Appraiser eLearning
Desktops 101: Navigating GSE Appraisal Modernization	Appraiser eLearning
2020-2021 15-Hour Equivalent USPAP Course	Appraisal Institute
Appraisal of Medical Buildings	Appraisal Institute
Appraising for the Appellate Tax Board – Expanding Your Scope of Work Services	Appraisal Institute - MA, RI & ME Chapter
General Appraiser Report Writing and Case Studies	Appraisal Institute
Online Basic Appraisal Principles	Appraisal Institute
Online Basic Appraisal Procedures	Appraisal Institute
Residential Site Valuation and Cost Approach	Appraisal Institute
Review Case Studies - Residential	Appraisal Institute
Appraising Ag Facilities Feedlot	ASFMRA
Introduction to Vineyard and Winery Valuation	ASFMRA
Rural Sales Analysis and Confirmation	ASFMRA
Ad Hoc	LeMay School of Real Estate
Darker Shades of Grey	LeMay School of Real Estate
Quantitative Analysis Concepts for Appraisers	McKissock
Supervisory Appraiser/Trainee Appraiser	The CE Shop LLC

IV. Rules Review and Other Legislative Topics –

- a. Initial proposal of Rab 100 various sections – The Board held a brief discussion with legal counsel on Rab 102.03 (e) and (f) regarding the Board appointing a complaint officer. Board Chair Sherman made a motion to remove Rab 102.03 (e) and (f) as amended. The motion was seconded by Board Member Correnti. The motion passed unanimously.
- b. HB2 – Attorney Goulet informed the Board of the possibility of all Board/Commissions only having five Board Members.
- c. HB655 – Attorney Goulet provided an update to the Board. This is in the senate now. More standardization with all Boards within OPLC. Separation between complaint board and procedure. Gives OPLC authority to contract an individual expert to work with as an investigator on complaints.

The Board took a break from 11:16 a.m. to 11:24 a.m.

V. Non-Public Session

At 11:25 a.m. upon the motion of Board Chair Sherman and the second of Board Member Correnti, to go into a non-public session the Board, by roll call, voted to conduct a non-public session for the purpose of the reading and approval of the non-public minutes of the February 2, 2023 meeting, and evaluating complaints against licensees, accredited individuals, institution, or organizations, or persons charged with practicing unlawful appraising activity, and noting that such a non-public session is authorized by RSA 91-A:3, II(c), RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. Each Member recorded his or her vote on the motion, which passed by the vote of all members present.

VI. Resume Public Session

At 12:38 p.m. upon the motion of Board Member LeMay and the second of Board Member Schubert, and the Board unanimously voted by roll call, to reconvene the public meeting.

VII. Seal the Minutes of the Non-Public Session

Upon the motion of Board Member Schubert and the second of Board Member LeMay, by roll call voted to seal the minutes of the non-public session from the public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would be likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful appraising activity, RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. The motion passed with each member recording his or her vote on the motion.

VIII. Next Meeting – Friday, April 21, 2023 at 9:00 a.m.

- IX. Adjournment** – Board Member LeMay made a motion which was appropriately seconded by Board Chair Sherman to adjourn the meeting at 12:39 p.m. The motion passed unanimously.