

**Board of Registration of Funeral Directors & Embalmers**  
**PUBLIC MINUTES**  
**October 12, 2022**

The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:30 pm at 7 Eagle Square, Concord, NH. Members present included Vincent A. Baiocchetti III (Chairman), Timothy P. Kenney, Matthew J. Roan, Eric P Rochette and Susan J. Hopkins. Representing the OPLC was Shana Warriner, Board Administrator and Talia Wilson. Board Administrator. Representing the AG's Office Sheri Phillips.

**I. Approval of Public Minutes from September 14, 2022** – S. Hopkins made a motion to approve the minutes from September 14, 2022, M. Roan seconded, motion passes with a roll call vote.

**II. Hearings** - None.

**III. Applicants** –

**a. Glen Hall Apprentice** – S. Hopkins made a motion to approve application, E. Rochette seconded, motion passes with a roll call vote.

**b. Timothy Littlefield Apprentice** - – S. Hopkins made a motion to approve application, E. Rochette seconded, motion passes with a roll call vote.

**c. Adley Faulkner Apprentice** - – S. Hopkins made a motion to approve application, E. Rochette seconded, motion passes with a roll call vote.

**d. Adrienne Webster** - – S. Hopkins made a motion to approve application, E. Rochette seconded, motion passes with a roll call vote.

**e. Richard Cooper** – Approved to test.

**f. Alaina Webster** - Application incomplete unable to test until all application requirements have been received and reviewed by the Board.

**g. Darryl Frank** – Approved to test.

**IV. Review Apprenticeship Extension Requests** – None.

**V. Review Apprenticeship Sponsor Changes** – None.

**VI. Licenses Issued** – Arthur Sutcliffe Embalmer / Funeral Director

**VII. Review Funeral Home and Crematory Inspections** – S. Hopkins made a motion to approve all inspections except for Phaneuf and Diluzio until required payment is received, E. Rochette seconded, motion passes with a roll call vote.

**VIII. Miscellaneous and Other Information**

**a. Milestone Partners Letter** – V. Baiocchetti will schedule inspection.

**IX. Continuing Education Review**

**X. Board Business** – Mr. Li from Atlas Memorial came to speak to the board about the processing time for apprentices and to express concern that he rarely gets responses from email or phone messages from the OPLC office. He asked if there was a way to speed up the process on apprentice applications as they take a lot longer than he anticipated. The Board did say part of the hold up could be criminal record checks and applicants are allowed to get them on their own instead of going through the OPLC if it is received within 30 days, they would still be accepted.

V. Baiocchetti would like clarification from OPLC administration at the next scheduled Board meeting on why there must be two board admins and an attorney at the meetings and would also like to see the appropriation of funds for the Board.

### **XI. Non- Public**

At 4:19 pm, V. Baiocchetti made a motion to go into non-public session, S. Hopkins seconded, motion passes with roll call vote, the board voted to enter non-public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential board business and noting that such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3, II (e), RSA 91-A:5, IV, RSA 325:33, I, RSA 325:34, VI, and the board's executive and deliberative privileges. The Board returned to Public Session at 4:26 p.m.

At 4:38 p.m., V. Baiocchetti made a motion to seal and withhold the minutes of the non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to affect adversely the reputation of a person other than a board member and/or to render the proposed action ineffective is not subject to public disclosure pursuant to RSA 325:33, I, RSA 325:34, VI. S. Hopkins seconded, motion passes with a roll call vote,

The meeting adjourned at 4:42 p.m.