

**BOARD OF HOME INSPECTORS MEETING**  
**May 31, 2022, at 9:00 a.m.**  
**Public Minutes**

There was a meeting of the Board of Home Inspectors on May 31, 2022. Board Chair Joseph Griffin called the meeting to order at 9:05 a.m. Also present were Board members Damon E. Burt, James Gray, Gregory Davis and Lee Carroll. Joining by electronic remote Nicholas Jette. Absent was Board member Perry LeMay. Present from OPLC were Board Administrators Bobbie Mayo, Dawn Couture and Marla Pike. Sherri Phillips from the Department of Justice was also present.

**1. Interview/meeting** – None

**2. Approval of Minutes** - Board member James Gray made a motion to approve minutes from the April 19, 2022, pending the addition of his name being added to the list of Board members that attended the April 19, 2022, meeting. Board member Greg Davis seconded; the motion passed 5-0. Board member Lee Carroll abstained.

**3. Interviews/meetings** -Staff member Tina Kelley joined the meeting to explain the rule making process and timelines. She informed the Board that once a rule making committee is established, all meetings must be noticed in order for the members of the public to have the option to attend and add input. The Board committee meetings are to be held at OPLC with an Administrator.

**4. Reading of Communications** - None

**5. Applications and Consideration of Applications** -

Reaffirmation of Applicants licensed since April 19, 2022 - Board chair Joseph Griffin reviewed the licensed applicants with the Board, Board member Lee Carroll made a motion to reaffirm the applicants, Board member James Gray seconded, and the motion unanimously passed with a roll call vote.

Timothy A. French	#00742	Licensed	4/19/2022	Sanbornton, NH
Travis C. Long	#00743	Licensed	4/20/2022	Keene, NH
Alexandra Gomez	#00744	Licensed	4/20/2022	Groton, NH
William J. Henshaw	#00745	Licensed	4/20/2022	Salem, NH

## **6. Unfinished Business-**

- a. Home Inspectors Walk Through Letter - Counsel Sher Phillips attended the meeting to advise the Board on how the ethics letter should be addressed to the Home Inspector licensees. Ms. Phillips advised that the letter should sound less legal and more general, and the letter does not need to state any disciplinary action to be taken. The Board discussed to have the Board chair Joseph Griffin work with counsel on revising the letter to be sent out to the licensees on not performing walk through inspections. A motion was made to send the letter pending approval by legal counsel and the Board chair Joseph Griffin by Board member Damon Burt, Greg Davis seconded, and motion unanimously passed with a roll call vote. A brief discussion was held wherein it was decided that Board chair Joseph Griffin would work with Board counsel to draft a letter to send to all licensee regarding “walk through inspections” a motion was made by board member

## **7. New Business-**

- a. Discuss Setting up a committee to update the SOP and Course requirements - Staff member Tina Kelley informed the Board that any changes to the SOP would need to be discussed in a place where the public would be able to attend the meeting. The SOP committee will be Board members Greg Davis, Nicholas Jette and James Gray. Board Administrator Pike is to send all the three committee members as well as Chairman Griffin available dates for June and July to meet within the OPLC.
- b. Administrative Law Training required for Board Members – Noted. Board Administrator Pike to resend the notification and link to all the Board members.

## **8. Non-Public Session-**

- a. Upon the motion of Greg Davis and the second of James Gray, the Board, by roll call vote, voted to conduct a non-public session at 10:04 a.m. Such a non-public session is authorized by RSA 91-A:3, II(j), 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 unanimously vote of all members present.
- b. Upon return to public session at 10:30 a.m. Lee Carroll made a motion to seal the non-minutes from public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful brokerage activity, RSA 91-A:5, IV, Lodge v. Knowlton, 11 N.H. 574 (1978), and the Board’s executive and deliberative privileges. James Gray seconded motion passed unanimously with roll call vote.

9. **Adjournment** – 10:43 a.m. Joseph Griffin made a motion to adjourn seconded by James Gray motion passes with a roll call vote.

10. Date and Time of Next Meeting- September 26, 2022, at 9:00 a.m.