

May 11, 2017

REAL ESTATE APPRAISER BOARD MINUTES

There was a meeting of the Real Estate Appraiser Board on May 11, 2017. The following were present: Sherman, Griffin, Schubert, Carroll, Martin St. Germain and Lamprey. Also present were staff members Bobbie Carter, Dawn Couture and Division Director Capuchino. Kristi Klammet and Vicki Ledbetter Metcalf from the Appraisal Subcommittee were also present.

1. Call to order – 9:00 a.m.

2. Interview/meeting/hearing –

- a. 9:00 a.m. Kristi Klammet and Vicki Ledbetter Metcalf from the Appraisal Subcommittee gave a brief description of who the ASC is, what they do, and their history. Kristi then explained the compliance review process and the preliminary findings which were as follows: Policy Statement 1, Statutes, Regulations, Policies and Procedures Governing State Programs – They had a few suggestions for language changes in the Statutes and Regulations but NH is in compliance. Policy Statement 2, Temporary Practice – NH is in compliance. Policy Statement 3, National Registry – NH is in compliance. Policy Statement 4, Application Process – NH is in compliance. Policy Statement 5, Reciprocity – NH is in compliance. Policy Statement 6, Education – The auditors would like to see Board staff document justification and relativity to the profession, of courses, where subject matter may come into question by pin-pointing the area's that are pertinent to the profession but NH is in compliance. Policy Statement 7, Enforcement – NH is in compliance. Policy Statement 8, Interim Sanctions – Does not apply.

3. Reading and approval of the minutes of the April 6, 2017 meeting – Moved, seconded and voted unanimously to accept the public minutes as written.

4. Communications – General – None.

5. Communications – Board Action – None.

6. Unfinished Business –

- a. 2017 Rule Making – Rule making will begin at the June Board meeting. – Noted.

7. New Business –

- a. Upon the motion of Carroll and the second of Griffin, the Board voted by roll call vote, to conduct a non-public session for the purpose of discussing pending investigations and noting that such a non-public session is authorized by RSA 91-A:3, II (c) & (j), RSA 91-A:5, IV, Lodge v. Knowlton, 11 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 unanimous vote of all members present.

7. New Business, continued –

- b. Upon the motion of Sherman and the second of Schubert, the Board by roll call vote resumed public session.
- c. Upon the motion of Carroll and the second of Griffin, the Board, by roll call vote, resolved to withhold the minutes of the preceding non-public session from public disclosure pursuant to RSA 91-A:3, III on the grounds that public disclosure would be likely to render the proposed action ineffective. Each member recorded his or her vote on the motion, which passed by the unanimous vote of all members present.
- d. Courses for Approval – Moved, seconded and voted unanimously to approve.
- e. Date and time of next meeting – *Friday, June 30, 2017 at 9:00 a.m.*

8. Adjournment – 11:30 p.m.

Respectfully Submitted,



Bobbie Carter
Program Specialist II