



# Board of Funeral Directors and Embalmers

## Public Meeting Minutes

Funeral Directors & Embalmers Board  
Dec 13, 2023 at 3:00 PM EST  
@ 7 Eagle Square Concord NH - Hearings Room

### **Attendance**

#### **Present:**

Members: Terese Barton- Board Administrator , Shane Goulet - Board Counsel, Ryann Healy - Board Member, Susan Hopkins - Board Member, Brenda Rines - Board Administrator, Matt Roan - Board Member, Tracey Sopinsky - LSR.

#### **Absent:**

Members: Vinnie Baiocchetti, Board Member, Eric Rochette, Board Member.

### **I. Call to Order**

Susan Hopkins called the meeting to order at 3:08 pm.

### **II. Approval of Public Minutes**

Upon a motion by M. Roan and seconded by R. Healy to approve the minutes as submitted. Motion approved unanimously.

- A. Funeral Meeting Minutes - 11.8.2023

### **III. Apprentice Embalmer Application**

- A. Alexandra Allen-Byam

Susan Hopkins interviewed Alexandra Allen-Byam and her sponsor via zoom.

### **IV. OPLC/Board Administrator Updates**

### **V. Legislative and/or Rules Updates**

- A. Tina Kelley - Rules Coordinator

- 1. Frl - Hearing 3:45 pm

Hearing opened at 3:45pm and closed at 4:02 pm with no public comments.

- a. Frl 200
- b. Frl 404.01, 404.02, and 404.03

Tabled until the next meeting in January.

- 2. Frl 300 various

Suggested changes were noted, and the revisions will continue at the meeting in January.

### **VI. Old Business**

A. NH Division of Vital Records - Presentation Feedback

M. Roan and R. Healy addressed Ms. Kenniston via zoom on the information request to search FD by zip code and disposition is acceptable to look up. However, the board did not approve the field of FH's who completed the services.

**VII. New Business**

- A. Dalene Paull - Executive Director, The Conference Online - email - Informational only

**VIII. Review Apprenticeship Sponsor Changes - None**

**IX. Review Continuing Education Requests - None**

**X. Review Funeral Home and Crematory Inspections**

A. Susan Hopkins - assigned inspections

1. Rivet Funeral Home - assigned 8/23/2023
2. Waters Funeral Home - assigned 11/13/2023
3. The Pelham Funeral Home - assigned 11/13/23
4. Ross Funeral Home - assigned 11/13/23
5. Brookside Chapel - assigned 11/17/23
6. Zis Sweeney Funeral Home - assigned 11/17/23

B. Matthew Roan - assigned inspections

1. Claremont Crematorium - assigned 11/13/23-inspected 12/11/23
2. Mayhew Funeral Home (Meredith & Plymouth locations) - reassigned 11/21/23-inspected 11/21/23
3. Meredith Bay Crematorium - reassigned 11/21/23-inspected 11/21/23
4. Thibault-Neun Funeral Home - reassigned 11/21/23-inspected 11/21/23
5. Paquette-Neun Funeral Home - reassigned 11/21/23-inspected 11/21/23

C. Ryann Healy - assigned inspections

1. Dupuis Funeral Home - assigned 11/13/23-inspection 11/30/23
2. J. Verne Wood Funeral Home - assigned 11/17/23-inspection 12/14/23

D. Eric Rochette - assigned inspections

1. Emmons Funeral Home Inc - assigned 8/23/2023

E. Vinnie Baiocchetti - assigned inspections

1. Lord Funeral Home - assigned 11/13/23 - inspection date 11/27/23

V. Baiocchetti completed and passed the inspection on 11/27/2023.

2. Lord Funeral Chapel - assigned 11/13/23 - inspection date 11/27/23  
V. Baiocchetti completed and passed the inspection on 11/27/2023.
3. CE Peaslee & Sons Funeral Home - reassigned 11/21/23 - inspection date 12/19/23

**XI. Miscellaneous and Other Information - None**

**XII. Continuing Education Review**

**A. Ryann Healy**

Upon a motion by R. Healy and seconded by M. Roan all continuing education reviewed are approved. Motion passed unanimously.

**B. Susan Hopkins**

Upon a motion by S. Hopkins and seconded by M. Roan all continuing education reviewed are approved. Motion passed unanimously.

**XIII. Non-Public**

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.

Upon a motion by M. Roan and seconded by R. Healy to enter the 1st non-public session by a roll call votes at 3:22 pm.

Upon a motion by M. Roan and seconded by R. Healy to enter the 2nd non-public session by a roll call vote at 4:31 pm.

**XIV. Sealing of Non-Public Minutes**

Return to public session and 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 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.

Upon a motion by M. Roan and seconded by R. Healy to seal the first non-public minutes. Motion passed unanimously.

Upon a motion by M. Roan and seconded by R. Healy to seal the second non-public minutes. Motion passed unanimously.

**XV. Adjournment - Next Board meeting is January 10, 2024**

Upon a motion by S. Hopkins and seconded by M. Roan to adjourn. Motion passed unanimously, adjourned at 5:19 pm.

