



# Real Estate Commission Public Meeting

## Minutes

Real Estate Commission (Brokers & Salespersons)  
12/17/2024 8:30 AMEST

### Attendance

#### Present:

Members: Stuart Arnett, Suzanne Brunelle, Matthew Cabana, Susan Doyle, Ralph Valentine

#### OPLC Staff in Attendance:

Rahkiya Medley, Board Counsel

Alex Fisher, Board Administrator

Erica Lamy, Board Administrator

#### I. Call To Order

Ralph Valentine called the meeting to order at 8:39 am

#### II. Approval of the Public Minutes from November 19, 2024

 [Real Estate Commission Public Meeting Minutes 11.19.24.doc](#)

#### Motion:

Motion to approve the public minutes from November 19, 2024 as amended

Motion moved by Suzanne Brunelle and motion seconded by Susan Doyle. Motion passes 5-0-0

#### III. Administrative Rules and Legislative Topics

##### A. Rea 100 and 200- Hearing 9:00AM

 [Opening Statement for RM Hearing Rea 100 and Rea 200.docx](#)









 [Rea 100 Initial Proposal.pdf](#)

 [Rea 200 Initial Proposal.pdf](#)

 [PLC 200s.pdf](#)

public hearing for Rea 100 and 200 occurred from 9:08-9:22 am, no public comments were received.

##### B. Rea 300 - Review Initial Proposal Draft

-  [Rea 300 IP \(2\).docx](#)
-  [3. Tradename Registration and Re-Registration Form - No Notary.docx](#)
-  [4. rec-firm-uniform-consent-form\\_v2.pdf](#)
-  [5. FORM-EQUIVALENCY.doc](#)
-  [6. rec-exam-registration-20230109\\_cbw.docx](#)
-  [1. character ref affidavit-form\\_v2 \(1\).pdf](#)
-  [2. real-estate-broker-experience-form\\_v2.pdf](#)
-  [Real Estate Commission Equivalency Application Form - 7-2022.docx](#)

The Commission reviewed and provided feedback on the proposed rules for Rea 300 and affiliated forms.

#### IV. Welcome Dee Jurius - Executive Director - 10:30AM

##### A. NHAR Update

Dee and Bethany attended and spoke at the public policy summit, generally well received making good progress as an agency. Work is heading in the same direction with statutes and rules. We are in a good place with renewals and initial licenses. Review of cases and settlement agreements, the Board has been doing a lot of work.

Future mandatory date for CE Broker – determining internally what this date will be. All courses have been updated in CE Broker, licensees can use it but it is not mandatory at this time.

Course providers are adding both the OPLC and CE Broker on certificates for look up in CE Broker. This will make look up easier for licensees in CE Broker.

The approved course list has been entered into CE Broker by the CE Broker team— if there is something approved by us that is not there, please reach out and let us know we are happy to address any discrepancies.

Website has been updated; stale information has been removed. Licensing and Board Administrator staff did a full review and revamped the website. We are in early stages of a full website rebuild.

Status of deactivation form and signature required from outgoing Broker – OPLC is in the process of updating. Need to make sure that we are seeing the full picture before making the changes.

##### B. Core Instructor Annual Summit

Instructor training – previously the commission had an annual session for the course providers to talk about new laws and rules to support the trainers to have consistency in what they are teaching. Met with Bob Quinn for the Commission to provide a session. It has come back up, we are in a good place for end of first quarter, beginning of second quarter with the work that the Commission has completed on exam questions.

The commission determine that it would make more sense to do this once the rules are complete.

Bethany can support to coordinate with Board Counsel and Board Administrators to determine time frame. Bethany will determine the location that may make the most sense for location. Susan Doyle indicated it was helpful when DES, HHS, are there others that can come to create a more collaborative effort. OPLC will have an internal meeting before the January 2025 Commission meeting to determine agenda and to talk with Bob Quinn. This will be added to the January 2025 Commission agenda to determine next steps.

DES may be a more comfortable location, we will need 3x the seating if we have it at OPLC. There may be an option to coordinate break out rooms with our conference rooms to address the space concerns.

#### V. Public Comments

Ann Flannigan provided public comment regarding the candidate handbook. The current handbook distributed on 10/31/2024 will require review. Ann referenced discrepancies with the content that are in process of being addressed and updated by OPLC.

#### VI. Non Public Session

Non-Public session conducted for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges.

##### **Motion:**

Motion to move to non-public session at 11:07 am

Motion moved by Ralph Valentine and motion seconded by Matthew Cabana. Motion passes 5-0-0

#### VII. Seal the Minutes of the Non Public Session

Minutes of the non-public session are sealed to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective

##### **Motion:**

Motion to seal the minutes

Motion moved by Ralph Valentine and motion seconded by Susan Doyle. Motion passes  
5-0-0

VIII. Adjournment

The meeting adjourned at 3:58 pm