



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
**Board of Registration of Funeral Directors and Embalmers**  
7 Eagle Square, Concord, NH 03301-2412  
Phone: 603-271-2152

**PUBLIC MINUTES**  
**February 9, 2022**

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The regular meeting of the State Board of Registration of Funeral Directors and Embalmers was called to order at 3:32 pm at 7 Eagle Square, Concord, NH. Members present included; Vincent A. Baiocchetti III (Chairman), Timothy P. Kenney, Daniel B. Stockbridge, and Susan J. Hopkins. Absent; Eric P. Rochette

On a motion made by Timothy P. Kenney and seconded by Susan J. Hopkins, the Board approved the regular meeting minutes of January 12, 2022.

**APPLICANTS:**

Kelly Gagnon (Chadwick Funeral and Cremation Services) - Embalmer Apprentice  
Ms. Gagnon and her sponsor were present to meet with the Board.

The Board reviewed the apprenticeship application and discussed apprenticeship requirements, laws and rules with Ms. Gagnon.

Emma Crews (Phaneuf Funeral Home) - Embalmer Apprentice  
Ms. Crews and her sponsor were present to meet with the Board.

The Board reviewed the apprenticeship application and discussed apprenticeship requirements, laws and rules with Ms. Crews.

Taylor Gaudet (Phaneuf Funeral Home) - Embalmer Apprentice  
Ms. Gaudet and her sponsor were present to meet with the Board.

The Board reviewed the apprenticeship application and discussed apprenticeship requirements, laws and rules with Ms. Gaudet.

On a motion from Vincent A. Baiocchetti, seconded by Susan J. Hopkins, the Board voted to approve the applications above.

**REVIEW APPRENTICE EXTENSION REQUEST(S):**

Roland Bergeron (4th extension) – On a motion by Susan J. Hopkins, seconded by Daniel B. Stockbridge, the Board voted to approve Mr. Bergeron’s apprenticeship extension for one year. The Board noted that this is Mr. Bergeron’s fourth and final extension.

**APPRENTICESHIP SPONSOR CHANGES:**

Hollie Preston notified the Board that she has changed her sponsor to Sayr Rivera & co-sponsor Jerelyn Serra.

**LICENSES ISSUED:**

Robert Dewhirst was issued an Embalmer & Funeral Director license.  
Kelley Molloy was issued an Embalmer & Funeral Director license.

**MISCELLANEOUS & OTHER INFORMATION:**

Tom McAnespie, Director, Abandoned Property Division met with the Board to discuss the unclaimed property compliance initiative to identify deceased/presumed deceased preneed contract beneficiaries. The Abandoned Property Division requested input from the Board regarding unclaimed preneed contracts where services were not provided. The Board will review the questions presented and discuss/vote on answers at the next meeting.

Austin Perrin notified the Board that he is now employed at Bennett Funeral Home.

The Board reviewed a letter from Frank B. Mesmer, Jr., Esq. regarding Goodwin Funeral Home. The letter notified the Board of concern that the Funeral Home is no longer in operation, but the sign is still up, and the website is still active. The Board discussed the concern, noting that the concern is not against a licensee of the Board, it is in regard to unauthorized advertising. On a motion by Vincent A. Baiocchetti, seconded by Daniel B. Stockbridge, the Board voted to refer to the matter to the OPLC Enforcement Division to notify the Department of Justice.

Embalmer Apprentice Rebecca LeBlanc notified the Board that she had allowed her license to expire in August of 2021 due to the fact that she had completed her apprenticeship requirements and was unaware that she needed to maintain an active license as she was working on passing her national exams. On a motion from Vincent A. Baiocchetti, seconded by Susan J. Hopkins, the Board voted to table discussion to non-public. After discussion in non-public session, on a motion from Timothy P. Kenney, seconded by Susan J. Hopkins the Board voted to notify Ms. LeBlanc and her sponsor that she is required to have an active license in order to take the Embalmer practical exam and that she will need to re-apply for an apprentice license in order to reinstate her license. The Board further noted that Ms. LeBlanc is not allowed to perform services as an apprentice and is only authorized to perform services of unlicensed personnel until she successfully reinstates her license.

The Board Administrator provided the Board with updated licensee lists and a list of licenses issued from January 1, 2021 to February 4, 2022.

**CONTINUING EDUCATION:**

On a motion from Timothy P. Kenney, seconded by Daniel B. Stockbridge, the Board voted to approve the following continuing education courses;

National Funeral Directors Association requested continuing education credit for the following online courses;

- Practical Ideas for the Caregiver Community, June 15, 2022 1 hour
- From Donation to Goodbye, April 7, 2022 1 hour
- 2022 Annual All-Staff FTC Training 2 hours

Education Workers Group requested continuing education credit for the following online courses;

- Upselling Without Upsetting the Client 1 hour
- Understanding Hospice and Palliative Care 1 hour
- Modern Funeral Customs 1 hour
- Limiting Exposure to HIV / AIDS 2 hours
- Complying with the FTC Funeral Rule 2 hours

- Funeral Products and the Environment 2 hours
- OSHA Compliance for Funeral Homes 2 hours
- Helping Parents Cope with Unexpected Death 1 hour
- Ethics, Attitude and Customer Service 3 hours
- When Children Die: Guidance for the Final Arrangements 1 hour
- Helping Parents Help Children Cope with Death 1 hour
- Burial with Military Honors - Best Practices 3 hours
- Funerary Ethics and Best Practices 2 hours
- Perinatal Bereavement and Memorialization 2 hours
- The Sociology of Death 2 hours
- Restorative Art and Modern Techniques 3 hours
- Funeral Home and Heroin Overdose Training 2 hours

Cremation Association of North America requested continuing education credit for the following online courses;

- Aftercare: An Introduction 2 hours
- Communication Skills Fundamentals 1 hour
- Complying with the FTC Funeral Rule 1 hour
- Ethics in Funeral Service 2 hours
- Presentation Without Preservation 1 hour
- The Cremation Choice 2 hours
- The Power of Presence: Introduction 2 hours
- The Power of Presence: Part 2 2 hours
- Three Tools for Improving Your Business 1 hour

**BOARD BUSINESS:**

Peter Morin provided an update to the Board that HB 1320 is still in committee, the committee is split.

Mr. Morin asked for clarification regarding uploading CEUs to the online portal. The Board Administrator explained that the function has not been enabled for this license type. The request has been submitted to the IT department. There has not been an estimated timeframe of completion provided.

**NON-PUBLIC SESSION:**

At 5:15 pm, on a motion by Vincent A. Baiocchetti, seconded by Susan J. Hopkins and by a unanimous 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 6:12 p.m.

At 6:13 p.m., on motion by Timothy P. Kenney, seconded by Daniel B. Stockbridge the Board voted 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.

The meeting adjourned at 6:15 p.m.