

**BOARD OF HOME INSPECTORS  
PUBLIC MEETING MINUTES  
September 26, 2022**

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There was a meeting of the Board of Home Inspectors held on September 26, 2022. The public may attend via video/teleconference. The following Board Members attended in person at the Board Office: Vice Chair James Gray, Damon Burt, Lee Carroll, Perry Lemay and Nicholas Jette. Present from OPLC was Board Administrator Marla Pike. Not present were Board Members Joseph Griffin and Gregory Davis.

**I. Call to Order – 9:00 a.m.**

- II. Review of Public Minutes from the May 31, 2022, meeting** – Board member Lee Carroll made a motion to approve the minutes from the May 31, 2022, Board meeting. Board Member Damon Burt seconded the motion, motion passed unanimously.

**III. OPLC and/or Board Administration Updates:**

A. OnBoard Meetings - Board Member Damon Burt and Lee Carroll had questions regarding the OnBoard system specifically how to view the documents and when the documents can be viewed before the Board meeting. Board Administrator Marla Pike explained that once the Board Administrator has the Board agenda ready for the Board Members to review, they will publish the agenda which will send the Members a notice letting them know that they can now view the agenda for the meeting. If a Board Member is on multiple Boards, then they can sign into OnBoard with the same access to view their other Boards.

B. Administrative Law Training - This is a reminder that Executive Director Lindsey Courtney is requiring all Board Members to take the training and hold onto the certificate that is provided at the end of the training. Board Member Lee Carroll has completed that training, the other Board Members requested that Administrative Law Training be emailed to them again so that they could do the training.

C. 2021 Audit Completed by all Licensees - Administrator Marla Pike explained to the Board that all of the licensees that were chosen for the 2021 Audit completed it with no problems and that the 2022 audit will take place early in 2023.

**IV. New Business:**

A. Turnkey Home Inspections System, Zoom Training - The Board reviewed the course information for Turnkey Home Inspections System, Zoom Training and approved the course. Board Member Perry Lemay made a motion to approve the Turnkey Home Inspections System, Zoom Training Course. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.

**V. Licensure**

Applications for Board Reaffirmation - Reaffirmation of Applicants licensed since May 31, 2022 - Board Vice Chair James Gray reviewed the licensed applicants with the Board, Board Member Perry Lemay made a motion to reaffirm the applicants, Board Member Lee Carroll seconded, and the motion unanimously passed.

a. Brian McDonald	#00749	Lunenburg, MA
b. Patrick M. Lee	#00750	Reading, MA
c. Jacob Richard Keller	#00752	Manchester, NH

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**VI. Administrative Rules & Legislative Topics**

- a. Home 218 Waiver of Substantive Rules – The Home 218 Waiver for Substantive Rules will be brought in front of the Board at the next meeting for final approval.

**VII. Non-Public Session**

Upon the motion of Board Member Lee Carroll and the second of Board Member Nicholas Jette, by roll call vote to conduct a non-Public session at 9:11 a.m. 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. Each Member recorded his or her vote on the motion, which passed unanimously vote of all Members present.

**VIII. Resume Public Session**

**IX. Seal The Minutes of the Non-Public Session**

Upon return to public session at 9:57 a.m. Board Member Lee Carroll made a motion to seal the non-minutes from public disclosure 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. Board Member Nicholas Jette seconded the motion which passed unanimously with roll call vote of all Member present.

- X. **Adjournment** - Board Member Perry Lemay made a motion to adjourn the meeting at 10:05 a.m. Board Member Nicholas Jette seconded the motion. The motion passed unanimously.