

# Home Inspection Licensing Board

## Meeting Agenda

**June 17, 2025**

A scheduled meeting of the Home Inspection Licensing Board will be held at 9:00 am.

**Microsoft Teams** [Need help?](#)

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Meeting ID: 222 212 066 377

Passcode: KE34cP22

**Dial in by phone**

[+1 860-840-2075,,714279125#](#) United States, Hartford

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Phone conference ID: 714 279 125#

TEAMS SUPPORT: <https://portal.ct.gov/support>

## BOARD MEMBERS

Bruce D. Schaefer	Chairman, Home Inspector
Lawrence R. Willette	Home Inspector
Marc A. Champagne	Home Inspector
Timothy Needham	Home Inspector
Stephen M. Gladstone	Home Inspector
S. Derek Phelps	Public Member

## BOARD VACANCIES

(2) Public Members

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection

Website: [www.ct.gov/dcp](http://www.ct.gov/dcp)

Email: [dcp.boards.commissionsandhearings@ct.gov](mailto:dcp.boards.commissionsandhearings@ct.gov)

## **BOARD MEMBER UPDATES**

- Position Changes
  - Bruce Schaeffer – Chairman
  - Lawrence Willette – Home Inspector
- New Members to be sworn in
  - Stephen M. Gladstone, Home Inspector
  - S. Derek Phelps, Public Member

## **CALL TO ORDER**

## **REVIEW OF PREVIOUS MINUTES**

- March 18, 2024, Meeting Minutes

## **COMMENTS OR CONCERNS OF ANY PERSON PRESENT**

## **DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT**

- Review of the complaint status report
  - 03.01.25 to 04.30.25

## **DCP LEGAL DIVISION**

## **OLD BUSINESS**

- Supervisor/Intern Training
- Discussion on the definition of a Home Inspection
  - James Harriott's request tabled in the March meeting.
- Update on the application review for the Law Seminar course discussed in the March meeting

### **NEW BUSINESS**

- Continuing Education Extension Request
  - John Leggiero – HOI.0001025
- New Regulation regarding Supervisor providing written notice to the Department when the relationship with an intern terminated

### **CORRESPONDENCE**

- Correspondence from David Sherwood of Sherwood Inspection Services, requesting time to discuss the following items:
  - Teaching Home Inspectors at their training center and getting credits for it
  - Smoke detectors/Solar Panels/Alarm Systems

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT**

### **ADJOURNMENT**