

# Home Inspection Licensing Board

## Meeting Minutes

**September 17, 2024**

### **BOARD MEMBERS PRESENT**

Lawrence R. Willette	Chairman, Home Inspector
Marc A. Champagne	Home Inspector
Timothy Needham	Home Inspector
Bruce D. Schaefer	Home Inspector

### **BOARD MEMBERS NOT PRESENT**

**BOARD VACANCIES** (1) Professional Member  
(3) Public Members

### **DCP STAFF PRESENT**

Rachelle Hyburg, Board Coordinator  
Janita Hamel, Supervising Special Investigator  
John Mesner, Occupational Trades Manager, Investigations Division  
Marguerite Poisson, License and Application Specialist

### **PUBLIC PRESENT**

Pavlos Karakatsanis  
Melissa Cannata

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)

## **CALL TO ORDER**

Chairman Willette called the meeting to order at 9:00 am.

## **REVIEW OF PREVIOUS MINUTES**

- June 18, 2024, Meeting Minutes
  - Board Member Needham made a motion to approve the minutes. Board Member Champagne seconded. The motion passed unanimously.

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

- None

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

- 05.01.24-06.30.24
  - New: 3
  - Closed: 2
- 07.01.24-08.31.24
  - New: 0
  - Closed: 4

## **DCP LEGAL DIVISION**

- None

## **OLD BUSINESS**

- Karakatsanis License Discussion
  - The Board noted that the additional documentation provided was not what was requested. The Board also inquired about how the applicant handled inspections when they were done in tandem with his supervisor.
  - The Board stated that Mr. Karakatsanis will need to find a supervisor and recomplete the 100 inspections if he cannot get the original inspection log he stated he had.
  - Board Member Schaefer made a motion that the applicant get a supervisor and complete the 100-inspection log requirement. Board Member Champagne seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

- None

## **CORRESPONDENCE**

- None

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

- None

## **ADJOURNMENT**

Board Member Schaefer made a motion to adjourn. Board Member Champagne seconded. The meeting was adjourned at 9:36 am.

Respectfully Submitted,

Rachelle Hyburg  
Board Coordinator

## **2024 SCHEDULED MEETINGS**

December 17