

# Home Inspection Licensing Board

## Meeting Minutes

**March 18, 2025**

### **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

### **PUBLIC PRESENT**

Melissa Cannata  
James Harriott

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**

- December 17, 2024, Meeting Minutes
  - Board Member Schaefer made a motion to approve the minutes. Board Member Needham seconded. The motion passed unanimously.

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

- None

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

- 11.01.24-12.31.24
  - NEW: 0
  - CLOSED: 5
- 01.01.25-02.28.25
  - NEW: 0
  - CLOSED: 1

## **DCP LEGAL DIVISION**

- None

## **OLD BUSINESS**

- Correspondence tabled from the December meeting
  - James Harriott – Housing Code Inspector inspections counting towards Home Inspector licensing requirements.
  - The Board discussed the work performed by Mr. Harriott as a Housing Code Inspector and how it relates to the home inspection requirements for Home Inspector licensing.
  - Board Member Schaefer moved to table this for further review. Board Member Needham seconded. The motion passed unanimously.

## **NEW BUSINESS**

- Alternative Credit Request – Justin Albano, HOI.0000646. Requesting 16 credits for *How to Inspect the Exterior* course through InterNACHI
  - Board Member Needham moved to deny alternative credit. Board Member Champagne seconded the motion. The motion passed unanimously.

## **CORRESPONDENCE**

- None

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

- Chairman Willette discussed a pending CE application
  - The course discusses court procedures but does not review current legislation, laws or regulations.
  - The rest of the board would like to review the application before commenting.
  - This application will be reviewed at the next Home Inspector Board meeting.

## **ADJOURNMENT**

Board Member Schaefer made a motion to adjourn. Board Member Champagne seconded. The meeting was adjourned at 10:00 am.

Respectfully Submitted,

Rachelle Hyburg  
Board Coordinator

## **2025 SCHEDULED MEETINGS**

June 17  
September 16  
December 16