

# Home Inspection Licensing Board

## Meeting Minutes

**June 17, 2025**

### **BOARD MEMBERS PRESENT**

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 MEMBERS NOT PRESENT**

**BOARD VACANCIES** (2) Public Members

### **DCP STAFF PRESENT**

Rachelle Hyburg, Board Coordinator  
Janita Hamel, Supervising Special Investigator  
John Mesner, Occupational Trades Manager, Investigations Division  
Paul Grabowski, Legal Program Director  
Jason Cohen, Director of Operations

### **PUBLIC PRESENT**

Melissa Cannata  
John Leggiero  
David Sherwood  
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 Schaefer called the meeting to order at 9:00 am.

## **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

Paul Grabowski swore in the new members at 9:05 am.

## **REVIEW OF PREVIOUS MINUTES**

- March 18, 2025, Meeting Minutes
  - Board Member Champagne 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**

- 03.01.25 TO 04.30.25
  - Open: 0
  - Closed: 1

## **DCP LEGAL DIVISION**

- None

## **OLD BUSINESS**

- Supervisor/Intern Training
- Discussion on the definition of a Home Inspection
  - Relates to the James Harriott's request tabled in the March meeting.
    - Per the regulations discussed below, the inspections Mr. Harriott has completed do not meet the requirements for the home inspection training log.
  - 491-28, that states the supervisor is responsible for training and covering all regulations. Inspections for training, part of the 100 inspection requirements for licensing, must be full inspections and be logged in their report.
- Update on the application review for the Law Seminar course discussed in the March meeting
  - The school withdrew their application and submitted a new application that was approved for the CT Law Seminar requirements.

## **NEW BUSINESS**

- Continuing Education Extension Request
  - John Leggiero – HOI.0001025
  - Board Member Gladstone moved to approve an extension through August 31<sup>st</sup> and the licensee will need to provide confirmation of CE completion at the end of the extension. Board Member Willette seconded the motion. The motion passed unanimously.
- New Regulation regarding Supervisor providing written notice to the Department when the relationship with an intern terminated
  - Clarification that it is the supervisor's responsibility to provide notice of when an internship has been 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
    - Mr. Sherwood is before the Board looking for clarification on why Home Inspector courses cannot be held at their training facility which is part of their Home Inspector business. Per the regulations, courses cannot be held on the premise of a home inspection office or franchise.
    - Board Member Willette moved to approve the training facility as an appropriate location for courses. Board Member Gladstone seconded the motion. The motion passed unanimously.
  - Smoke detectors/Solar Panels/Alarm Systems
    - Mr. Sherwood wanted to see if the Board would review an updated SOP regarding this or if he should approach this with a different entity.

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

- James Harriott approached the board for an update on the discussion held earlier in the meeting regarding what acceptable home inspections are for the 100 inspection log.
  - Board Member Willette moved to provide the following statement. All home inspector interns have to complete 100 supervised inspections, and those inspections have to be complete inspections as defined in the regulations. Board Member Needham seconded the motion. The motion passed unanimously.

## **ADJOURNMENT**

Board Member Champagne made a motion to adjourn. Board Member Gladstone seconded. The meeting was adjourned at 9:55 am.

Respectfully Submitted,

Rachelle Hyburg  
Board Coordinator

## **2025 SCHEDULED MEETINGS**

September 16  
December 16