

Home Inspection Licensing Board

Meeting Minutes

September 16, 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

PUBLIC PRESENT

Peggy Hudnutt

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

Website: www.ct.gov/dcp

Email: dcp.boards.commissionsandhearings@ct.gov

CALL TO ORDER

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

REVIEW OF PREVIOUS MINUTES

- June 17, 2025, Meeting Minutes
 - Board Member Champagne made a motion to approve the minutes. Board Member Gladstone seconded. The motion passed (5-0-1).

COMMENTS OR CONCERNS OF ANY PERSON PRESENT

- None

DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT

- Review of the complaint status report
 - 05.01.25 to 06.30.25
 - Open: 0
 - Closed: 6
 - 07.01.25 to 08.31.25
 - Open: 0
 - Closed: 2
 - The reports will remain on next meetings agenda so the department has a chance to provide clarification.

DCP LEGAL DIVISION

- None

OLD BUSINESS

- Continuing Education Extension Request Follow-up
 - John Leggiero – HOI.0001025
 - The Board reviewed the 20 credits completed by the licensee
 - Board Member Willette moved to note that the licensee completed their continuing education requirements by the approved extension. Board Member Gladstone seconded. The motion passed unanimously.

NEW BUSINESS

- Board Member Gladstone noted that the board may be able to provide further clarification on the actual requirements of the internship program.
 - The Board discussed creating a work group/committee that can further work on this and will consult with DCP on creating that group.
 - The Board participated in an in-depth discussion on the importance of making changes that protect consumers while also ensuring the pathway to licensure remains accessible and supportive. And believe that providing clarity will help interns gain the full range of necessary experience.

CORRESPONDENCE

- None

COMMENTS OR CONCERNS OF ANY PERSON PRESENT

- Board Member Champagne asked that there be a review on the Continuing Education approval process at the next meeting, and inquired if the Board could receive a quarterly report on approved courses.

ADJOURNMENT

Board Member Willette made a motion to adjourn. Board Member Champagne seconded. The meeting was adjourned at 9:30 am.

Respectfully Submitted,

Rachelle Hyburg
Board Coordinator

2025 SCHEDULED MEETINGS

December 16