

# Home Inspection Licensing Board

## Meeting Minutes

**March 19, 2024**

### **BOARD MEMBERS PRESENT**

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

### **BOARD MEMBERS NOT PRESENT**

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

### **DCP STAFF PRESENT**

Rachelle Hyburg, Board Coordinator  
Pamela Brown, Director of Investigations

### **PUBLIC PRESENT**

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 9:03 am.

## **REVIEW OF PREVIOUS MINUTES**

- December 19, 2023, Meeting Minutes
  - Board Member Needham made a motion to approve the minutes. Board Member Schaefer seconded. The motion passed unanimously.

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

- None

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

- 11.01.23-12.31.23
- 01.01.24-02.28.24
  - 1 Closed and 2 Open

## **DCP LEGAL DIVISION**

- None

## **OLD BUSINESS**

- Revisit and discuss inspector notifications of amendments to the regulations.
  - Board members reported that they have not received any notice. The board is looking for updates on when the notice is being sent to inspectors.

## **NEW BUSINESS**

- Discuss procedures for investigating possible unlicensed Inspectors.
  - DCP's Pamela Brown discussed the complaints process.
  - Board Member Needham made a motion to pass along the 2 complaints that Chairman Willette were made aware of to DCP for investigations. Board Member Schaefer seconded the motion. The motion passed unanimously.

## **CORRESPONDENCE**

- DCP's Marguerite Poisson reached out the Chairman Willette regarding verification of the required 100 inspection log for an applicant.
  - Board Member Schaefer made a motion that a valid inspection log be submitted with their application. Board Member Champagne seconded the motion. The motion passed unanimously.

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

- Board Member Champagne asked about how reciprocal licensee's qualifications are verified. It has been brought to his attention that there was a NY licensed individual performing inspections in CT without a CT license.
  - Board discussed the process in how to handle this situation. Board Member Champagne will look further into this and provide advice on submitting a complaint.
  - In this discussion the Board also discussed how out of state applications are reviewed. The Board would like further clarification on this process and made the following motion, so DCP is aware of their stance on this. Board Member Schaefer made a motion to have the Board review all applications for licenses from out of state applicants. Board Member Needham seconded the motion. The motion passed unanimously.

## **ADJOURNMENT**

Board Member Schaefer made a motion to adjourn. Board Member Champagne seconded. The meeting was adjourned at 9:32 am.

Respectfully Submitted,

Rachelle Hyburg  
Board Coordinator

## **2024 SCHEDULED MEETINGS**

June 18

September 17

December 17