

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF LANDSCAPE ARCHITECTS
SEPTEMBER 14, 2017 PUBLIC MEETING MINUTES**

**A regularly scheduled public meeting of the Massachusetts Board of Registration of
Landscape Architects (“the Board”) was held on September 14, 2017 at 1000
Washington Street, Rm 1A, Boston MA**

1. The **meeting** was called to order by the chair at 10:42 A.M.

Members Present:

Pamela Shadley, LA Member, Chair
Kimberly R. Drake, LA Member
Mark Zarrillo, LA Member
William Costa, Public Member

Administration Present:

Tamara Smith, Program Coordinator
Peter M. Kelley, Board Counsel
Doris Lugo, Investigator

2. Board Review of the June 9, 2017 Open Session Minutes.

A motion was made by Mr. Costa, seconded by Ms. Drake and voted unanimously by the Board to accept the Meeting Minutes with amendments.

3. **An agenda item provided for an update by Chief Investigator Christopher Carroll.**
Nothing to report. No action taken.

4. Applications for Board review:

a) **Examination**

- i. Nina Marelli

Applicant recommended as meeting the Board’s minimum requirements for examination. After discussion, it was so unanimously voted to approve the application.

In favor: Pamela Shadley, Kimberley Drake, Mark Zarrillo, William Costa

b) **Reciprocity**

- i. Jennifer D. Judge

Applicant recommended as meeting the Board’s minimum requirements for reciprocity. After discussion, it was so unanimously voted to approve the application upon receiving passing score on the MA test questions.

In favor: Pamela Shadley, Kimberley Drake, Mark Zarrillo, William Costa

c) **Reinstatement**

- i. James A. Ryan

Applicant recommended as meeting the Board’s minimum requirements for reinstatement. After discussion, it was so unanimously voted to approve the application upon submission of a sworn statement from the applicant as to whether he used his professional stamp on any documents in MA in the time period in question.

In favor: Pamela Shadley, Kimberley Drake, Mark Zarrillo, William Costa

11 AM A motion was made by Mr. Costa, seconded by Mr. Zarrillo and voted unanimously to enter closed session for the purposes of conducting investigatory conferences, settlement and adjudicatory conferences:

- 5. Investigative conference [Closed Session pursuant to G.L. c. 112, §65C] The Board issued the following decision**
 - a. 2017-000643-IT-ENF – forward for prosecution**

11:37 AM A motion was made by Ms. Drake, seconded by Mr. Costa and it was so voted unanimously to exit closed session.

- 6. Miscellaneous matters not reasonably anticipated by the Chair/Board.**
 - The chair briefly discussed the matter of having an official CLARB representative. Counsel stated that the Board should have a formal vote in order to delegate the authority to Mr. Zarrillo therefore it was agreed to add as an agenda item in November.
 - Mr. Zarillo provided an update from CLARB activities indicating that the regional meeting resulted in a tie.
 - Ms. Drake requested an update regarding Board member reappointment statuses. Counsel suggested that the chair bring it up in the future meeting with the Deputy Director. The chair requested that the matter be placed on the November agenda.

The chair requested a motion to adjourn

At 12:23 P.M. a motion was made by Mr. Zarrillo and seconded by Ms. Drake and it was so unanimously voted that the meeting be adjourned.

List of Documents referred to in the open meeting:

- Minutes of the June 6, 2017 meeting