

**STATE OF CONNECTICUT**

**HOME INSPECTION LICENSING BOARD**

TEL. NO. (860) 713-6135

**-MINUTES-**

**NOVEMBER 28, 2018**

The Connecticut Home Inspection Licensing Board held a meeting on Wednesday, November 28, 2018 in Hearing Room J., 450 Columbus Boulevard, North Building, Hartford, Connecticut 06103.

Board Members Present: Richard J. Kobylenski (*Home Inspector*)  
Lawrence R. Willette (*Home Inspector*)  
Bruce D. Schaefer (*Home Inspector*)  
William Stanley, Jr. (*Home Inspector*)

Board Members Not Present: None

Board Member Vacancies: Three (*Public Members*)  
One (*Home Inspector*)

DCP Staff Present: Karen Layman, License & Applications Analyst, DCP

Others Present: Louis Nero, Jr.

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax (860)-706-1202.

**Agency Website:** [www.ct.gov/dcp](http://www.ct.gov/dcp) **Division E-Mail:** [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov)

**1. CALL TO ORDER:**

Mr. Willette called the meeting to order at 9:32 AM.

**2. REVIEW OF MINUTES OF THE AUGUST 22, 2018 MEETING THE BOARD.**

The Board voted to approve the minutes as submitted. (Kobylenski/Willette)

**3. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY.**

None

**4. DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:**

(A) The Board reviewed two complaint reports dated 7-01-18 to 8-28-18 and 8-29-18 to 10-26-18. The Board commented on what is, in their opinion, the relatively low amount of cases reflected in the reports, considering the amount of work performed in this field. The Board requested that a representative from DCP Investigations Division attend their next meeting for general discussion regarding complaints.

(B) The Board requested that a representative from DCP Investigations Division attend their next meeting to provide an overview of the online complaint process, including anonymous complaints.

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

(A) 2019 Schedule for Board, Commission, and Council Meetings

**Board so noted.**

(B) Continuing education provider submission – ASHI Annual Conference,  
January 21 -24, 2019

**After review and discussion, the Board voted unanimously to approve this continuing education submission. (Kobylenski/Willette)**

**7. OTHER BUSINESS**

None

## **8. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY.**

Louis Nero, Jr., attended to express his interest in applying for the vacant Home Inspector Board Member position. The Board encouraged him to apply through the Office of the Governor.

The meeting adjourned at 9:43 AM. (Schaefer/Willette)

Respectfully submitted,

Karen Layman,  
License and Applications Analyst

Note: The next regular meeting of the Home Inspection Licensing Board is scheduled for Wednesday, March 22, 2019 beginning at 9:30 AM; 450 Columbus Boulevard, North Building, Hearing Room J, Hartford, CT 06103.

### 2019 Home Inspection Licensing Board Schedule:

- March 22
- June 21
- November 20
- December 13