

**HOME INSPECTION LICENSING BOARD**

**SEPTEMBER 20, 2022**

**MINUTES**

The Connecticut Home Inspection Licensing Board held a meeting on Tuesday, September 20, 2022, via the ZOOM webinar meeting platform.

**Board Members Present:** Marc A. Champagne (Home Inspector)  
Richard J. Kobylenski (Home Inspector)  
Lawrence R. Willette (Home Inspector, Chairman)

**Board Members Not Present:** Timothy Needham (Home Inspector)  
Bruce D. Schaefer (Home Inspector)

**Board Member Vacancies:** Three (Public Members)

**DCP Staff Present:** Robert M. Kuzmich, License & Applications Specialist  
Jason Cohen, Director of Operations  
Cynthia Fernandez  
Pamela Brown, Director of Investigations  
Shannon Rivera, Board Administrator  
Erin Walsh, Executive Secretary

**Others Present:** None

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

Website: [www.ct.gov/dcp](http://www.ct.gov/dcp)

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Jason Cohen introduced Shannon Rivera to the board as their new Board Coordinator. Erin Walsh from the Commissioner's office and Shameeka Grose and Ryan Burns from legal were also introduced.

### **1. CALL TO ORDER**

Mr. Lawrence R. Willette called the meeting to order at 9:40 AM

### **2. REVIEW OF MINUTES OF THE JUNE 14, 2022 BOARD MEETING**

The Board voted, unanimously, to approve the minutes of June 14, 2022, as submitted. (Kobylenski/Champagne)

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

There were not comments or concerns from any person present today.

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

Ms. Brown noted that two complaints have been closed and two remain open.

Mr. Willette brought up a question from the last meeting regarding a home inspector who is being questioned about their work, but a complaint has not yet been filed with the department. Could the inspector be proactive and request an investigation?

Ms. Brown responded that the department cannot provide formal legal advice to inspectors as it represents the statute and not the individual. The inspector would need to consult with an attorney and cannot initiate investigation through the department.

### **5. OLD BUSINESS**

A. Mr. Willette asked about moving meetings back to in-person. Mr. Kuzmich responded that he did not have any information. Mr. Willette noted that a hearing is scheduled for November. Ms. Fernandez responded that she has also not heard anything about having meetings in person and that the hearing is scheduled to be held on Teams. Mr. Willette would like to have hearings face-to-face. Ms. Fernandez will investigate whether it is possible.

B. Status on update of revisions to regulations. Mr. Willette stated that he had discussed changes to section 20-491-10 with Ryan Burns and Leslie O'Brien. Mr. Burns noted that

changes were also made to the hot water heater section, but discussion was not necessary. Mr. Willette agreed.

The changes to 20-491-10 were:

(c) The inspector shall report on:

Addition (6) If the warning equipment has been tested, the method of testing and the result of such tests;

Addition (d) If the inspector does not test warning equipment, the inspector shall prominently disclose in the inspection report that no testing of warning equipment was conducted.

Mr. Kobylenski and Mr. Champagne agreed the changes were good.

## **6. NEW BUSINESS**

Mr. Willette noted there were new water regulations from the Dept. of Health. Inspectors have questions about whether they can still take samples and bring them to labs. Mr. Willette confirmed that the responsibility to report the results to the local health department would fall on the lab and that as long as inspectors have been trained and approved by the lab then they would be approved by the health department as well.

Mr. Champagne stated that he also understood there would not be any changes for licensed home inspectors.

## **7. CORRESPONDENCE**

No items were discussed

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

There were not comments or concerns from any person present today.

The meeting adjourned at 9:54 AM (Champagne/ Kobylenski)

Respectfully submitted,  
Erin Walsh, Executive Secretary,  
DCP Commissioner's Office

2022 MEETING SCHEDULE:

December 13, 2022

All meetings will take place at 9:30 over Zoom unless otherwise noted.