

**STATE OF CONNECTICUT**

**HOME INSPECTION LICENSING BOARD**

TEL. NO. (860) 713-6135

**-MINUTES-**

**AUGUST 24, 2016**

The Connecticut Home Inspection Licensing Board held a meeting on Wednesday, August 24, 2016 which was called to order at 9:41 A.M. in Room 126 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

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

**Board Members Not Present:** James J. O'Neill (*Public Member*)  
William Stanley, Jr. (*Home Inspector*)

**Board Member Vacancies:** Two (*Public Member*)  
One (*Home Inspector*)

**Board Counsel:** Not present, as requested.

**DCP Staff Present:** Robert M. Kuzmich, DCP  
Richard M. Hurlburt, DCP  
Jerry P. Padula, DCP

**Others Present:** Jonathan Harris, Commissioner, DCP  
Leslie O'Brien, Communications and Legislative Program  
Manager, DCP

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:** by Chairman.

Mr. Schaefer called the meeting to order at 9:41 AM.

## **2. REVIEW OF MINUTES OF THE MAY 25, 2016 MEETING THE BOARD.**

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

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

There were no comments or concerns noted from anyone present at this meeting.

## **4. REVIEW OF FINAL DECISIONS AND ORDERS:**

None before the Board today.

## **5. APPLICATIONS FOR REVIEW:**

None before the Board today.

## **6. APPLICANTS APPEARING BEFORE THE BOARD:**

None before the Board today.

## **7. FORMAL HEARINGS TO BE HELD:**

None before the Board today.

## **8. OLD BUSINESS**

### **A. Continuation of discussion concerning proposed changes to the Regulation for Home Inspection.**

Ms. Leslie O'Brien noted that the Department reviewed the Board's draft of the proposed regulation changes and made comprehensive edits among which accommodated Senate Bill 15 and general "housekeeping" type revisions. This revised draft was sent to the Board for their review and comment.

The Regulation draft is now ready for submission to the Office of Policy and Management for their sign-off then to the Office of the Governor and then to the Attorney General's Office.

The Board voted to have the latest draft e-mailed to all Board Members after today's meeting for their final review and then, through the Board Chair, this draft will be approved for processing by the Department. (Schaefer/Kobylenski)

## **9. NEW BUSINESS**

### **A. Home Inspection School Application.**

School (Pre-Licensing):

*All American Association of Home Inspectors DBA All American Training Institute*  
822 N. A1A Highway  
Ponte Verda, Florida 32082

Course (Pre-Licensing): 9-Day Home Inspector Training (classroom) (81 hrs.)

Course (Pre-Licensing): 8-Day Home Inspector Training (classroom) (72 hrs.)

Course (Pre-Licensing): Home Inspection Essentials (120 hrs.)  
(distance learning correspondence)

The Board asked that the Department e-mail a scanned copy of the school submissions to each Board Member subsequent to today's meeting. The Board will review the documentation and take action at their next regular meeting.

**B. DCP Trade Practices Division Complaint Status Report;** review of complaint report submitted by the DCP Trade Practices Division including open, closed, and dismissed cases.

Mr. Hurlburt answered general questions from the Board regarding the home inspector complaints. Mr. Schaefer commented in the general sense regarding the relatively small amount of complaints listed compared to the amount of home inspection transactions taking place on a yearly basis. He complimented the Board and Department noting that the licensing and enforcement process for home inspection are working well.

## **10. OTHER BUSINESS**

### **A. Any correspondence and/or business received in the interim.**

#### **1. E-Mail dated August 16, 2016 from David Sherwood concerning questions on the licensing process.**

Mr. Sherwood is looking for guidance on how to get an inspector licensed in this state that has been inspecting in Pennsylvania and doing inspections for the past 10 years. His question is if this candidate needs to complete the intern process.

In addition, Mr. Sherwood also has another inspector who may move back to Connecticut. from Maryland and licensed for 3 years in Maryland doing inspections and has performed over 700 inspections for US inspect while there. Mr. Sherwood is asking what process this candidate needs to complete to get his license.

The Board determined that both candidates need to apply through the standard Intern Permit process. If either of them have taken qualified, pre-licensing courses and/or have passed the ASHI exam, then they need to provide proof of the same for the Board to consider credit for these items. No credit will be given for the inspections supervised by Mr. Sherwood since these were done without first having the Intern Permit.

B. Mr. Willette asked how Board vacancies can be filled. Mr. Hurlburt noted that interested parties contact the Governor's Office directly or through private home inspection associations. The Commissioner offered his assistance in filling these vacancies and asked that he be copied on any letters submitted by interested parties.

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

There were no comments or concerns noted from anyone present at this meeting.

The meeting adjourned at 10:08 AM. (Willette/Kobylenski)

Note: the next regular meeting of the Board is scheduled for Wednesday, November 23, 2016 beginning at 9:30 AM in Room No. 117 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Respectfully submitted,

Robert M. Kuzmich, R.A.  
License and Applications Specialist

#### **Upcoming Home Inspection Licensing Board Meeting Dates:**

1. November 23, 2016