

**MEETING OF THE RHODE ISLAND  
REAL ESTATE APPRAISERS BOARD**

**DATE: October 6, 2010**

**TIME: 9:30 a.m.**

**PLACE: Department of Business Regulation  
69-1 Conference Room  
1511 Pontiac Avenue  
Cranston, RI 02920**

**MEMBERS PRESENT:**

**William Coyle, III - Chairman, S. Keith White, Jr. – Vice Chairman,  
Thomas Andolfo, Rory Budlong, Kenneth Cote, Lee Gallucci, Ellen  
Balasco – Deputy Chief of Legal Services, Neena Savage – Chief of  
Legal Services, William DeLuca – Real Estate Administrator, Deanna  
Daniels – Appraisal Section Licensing Aide.**

**The Chairman called the meeting to order at 9:35 a.m.**

**The Chairman asked for a motion to accept the open session minutes**

of the last meeting. Lee Gallucci made the motion. Keith White seconded the motion. All were in favor. The Chairman asked for a motion to accept the executive session minutes of the last meeting. Lee Gallucci made the motion. Keith White seconded the motion. All were in favor.

The following courses and seminars were reviewed:

**Allterra Group, LLC**

**2010 Keynote/Valuation Visionaries**

**2010 Appraiser Town Hall Meeting/Re-Engineering the Appraisal Process**

**Appraisal Institute (Chicago Chapter)**

**Analyzing Tenant Credit Risk & Commercial Lease Analysis**

Ken Cote made a motion to approve both conferences submitted by the Allterra Group for the dates indicated only. Keith White seconded the motion. All were in favor. Ken Cote made a motion to approve the Appraisal Institute's course for a period of one year. Keith White seconded the motion. All were in favor.

A discussion ensued on the Appraisal Foundation's Voluntary Disciplinary Action Matrix. It appeared to the Chairman that the Board and Department are basically following the same process. Bill DeLuca stated the Matrix is more structured and includes more

mitigating situations; it is being encouraged for adaptation by the ASC. Ellen Balasco noted that the most significant aspect of the Matrix is that it requires consistency between complaints and enforcement actions. Tom Andolfo made a motion to have all members review the twenty-five-page document and discuss it at the next meeting. Ken Cote seconded the motion. All were in favor.

An extension request submitted by David C. Spacagna to sit for the Certified Residential exam was addressed. Deanna Daniels advised the Board that Mr. Spacagna's experience log is not up to par with the standards set by the ASC. Many of the Board members felt Mr. Spacagna has had an ample amount of time already to sit for the exam. His initial test card was sent on February 8, 2008 and the first extension was granted on April 6, 2009. If permitted, this would be the second extension granted. After a brief discussion, Keith White made a motion to deny the request. Tom Andolfo seconded the motion. All were in favor.

An upgrade request submitted by Richard P. Carrubba was discussed. Rory Budlong who conducted the review noticed that Mr. Carrubba didn't perform the appraisals submitted nor did the reports mention him assisting with them. According to the cover letter that accompanied the appraisals, Mr. Carrubba felt as the owner of the company he is accountable for the appraisals. Rory made a motion to deny Mr. Carrubba's experience credits. Keith White seconded the motion. All were in favor. Tom Andolfo stated as a trainee, Mr.

**Carrubba should not be reviewing appraisals and that the supervising appraiser has a duty as his supervisor to guide him along through the appraisal process. Rory made a motion to have Mr. Carrubba's supervising appraiser, Elaine Caswell appear at the next meeting. Keith White seconded the motion. All were in favor.**

**Keith White made a motion to convene into executive session at 10:00 a.m. pursuant to RI General Laws, § 42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Seconded by Lee Gallucci. All were in favor.**

**Lee Gallucci made a motion to adjourn from executive session and to reconvene to an open meeting at 11:25 a.m. pursuant to RI General Laws § 42-46-4. Seconded by Rory Budlong. All were in favor.**

**Lee Gallucci made a motion to seal the minutes of the executive session and record the votes taken in executive session pursuant to RI General Laws § 42-46-4 and § 42-46-5. Seconded by Rory Budlong. All were in favor.**

**Lee Gallucci made a motion pursuant to RI General Laws § 42-46-4 that the Board defers disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken pursuant to RI General Laws § 42-46-5(a). Seconded by Rory Budlong.**

**In executive session pending matters, there was one recusal by William Coyle, III related to an open investigative matter.**

**The Vice-Chairman asked for any public comments. There being none, Lee Gallucci made a motion to adjourn. Seconded by Ken Cote. All were in favor. The meeting was adjourned at 11:37 a.m.**

**The next scheduled meeting will be held on November 3, 2010 at 9:30 a.m.**

**Respectfully submitted,**

**Deanna Daniels  
Licensing Aide**