



Board of Funeral Service

Office of Professional Regulation, Vermont Secretary of State

89 Main Street, 3rd Floor • Montpelier, VT 05620-3402
Tel. (802) 828-1134 • www.sec.state.vt.us/professional-regulation.aspx

UNAPPROVED MINUTES

May 21st 2018

Board Members present: James Minor

Board Members present via phone conference: Michael Donahue, Alexandra Thayer and Daniel Coane

Board Members Absent: Larry Gile

Staff present: Gabe Gilman, General Counsel; Ashley Cota, Licensing Administrator I

1. Call to Order

- a. Meeting called to order at 2:00 pm by Michael Donahue.

2. Approval of Minutes; Additions and Deletions to the Agenda

- a. James Minor made a motion to approve the March 8th, 2018 minutes, seconded by Alexandra Thayer. Motion Carried.

3. Topics for Discussion

- a. General Counsel Gabriel Gilman discussed with the board the process of the inspection reports.

4. Applications

- a. Alexandra Thayer made a motion to approve the Funeral establishment applications for Ker Phaneuf Funeral Homes and Crematorium, Cremation Society of New Hampshire and the Crematory Establishment application for Ker Phaneuf Funeral Homes and Crematorium, to allow discrepancies on the forms and inspection report to be addressed. Motion seconded by Danny Coane. Motion Carried.

5. Adjournment

- a. Alexandra Thayer made a motion to adjourn the meeting at 2:25 pm. Motion seconded by Danny Coane. Motion carried.

Respectfully Submitted,

Ashley Cota

Upcoming Meeting for 2018: July 10th, 2018