

**Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF PRIVATE INVESTIGATIVE & SECURITY SERVICES**

**Unapproved Minutes  
November 18th, 2016**

Board Members Present: James Eckhardt, Chair; Anita Bobee, Vice-Chair; Robert Wernecke, Secretary; Richard Murphy; and Franklin Davis.

Staff Present: Colin Benjamin, OPR Director; Gabriel Gilman, Board Counsel; Carla Preston, Case Manager; Ashley Cota, Licensing Board Specialist and Kara Shangraw, Licensing Board Specialist.

Others Present: Danny Decoteau; Robert Frankson; and John Newcomb.

1. The meeting was called to order at 9:15 a.m. by the Board Chair, James Eckhardt.
2. The Board reviewed the Minutes of the September 16<sup>th</sup> meeting. Mr. Davis made a motion, seconded by Ms. Bobee, to approve the minutes of the September 16, 2016 meeting as submitted. Motion passed unanimously.

**3. Case Manager Report/Concluded Investigations -**

Ms. Preston gave her Case Managers Report, there are currently 15 pending cases.

Ms. Preston discussed with the Board the changes to the investigative team procedures.

**4. Hearings/Reports/Stipulations**

**5. Reports/Guests/Legislative Updates**

Director Benjamin discussed with the Board its budget. Based on the information provided, Mr. Wernecke made a motion, seconded by Ms. Bobee to accept the offices recommendation and monitor the fees for the next fiscal year. Motion passed unanimously.

Danny Decoteau attended the meeting to discuss the current licensing procedures from the Statutes and Rule regarding sole proprietorship. Based on the information discussed, Attorney Gilman recommended Mr. Decoteau provide the office with a letter asking for a Declaratory Judgement on the issue. Mr. Decoteau will provide the office with the information.

**6. Applications/Programs/Requests to review -**

The Board reviewed the PI & Security services agency-Sole Proprietor application for Vermont Private Investigations (VTPI) with Shawn Waldron as Qualifying Agent. Based on the information submitted. Mr. Davis made a motion, Seconded by Ms. Bobee, to approve Mr. Waldron and VTPI's licenses. Motion passed unanimously.

**6. Applications/Programs/Requests to review – Continued:**

The Board reviewed the Qualifying Agent application for Jeffrey Perry. Based on the information submitted, Mr. Murphy made a motion, seconded by Ms. Bobee, to approve Mr. Perry's Qualifying Agent's application. Motion passed unanimously.

The Board reviewed the Private Investigative Agency application for Hettrick, Cyr & Associates, INC with Brian Cyr as the Qualifying Agent. Based on the information submitted, Mr. Murphy made a motion, seconded by Mr. Wernecke, to approve Mr. Cyr and Hettrick, Cyr & Associates Inc.'s licenses. Motion passed unanimously.

The Board reviewed the Qualifying Agent application for Keith Engle and Agency Application for Church, Engle & Associates. Based on the information submitted, Mr. Murphy made a motion, seconded by Mr. Wernecke, to approve Mr. Engle and Church, Engle & Associates licenses. Motion passed unanimously.

The Board reviewed the request for a waiver of the 40 hours of training course from Samuel Selman. Based on the information submitted, Ms. Bobee made a motion, seconded by Mr. Wernecke, to grant the waiver of the training. Motion passed unanimously.

The Board reviewed the request for a waiver of the 40 hours of training course from Robert Heaney. Based on the information submitted, Mr. Davis made a motion, seconded by Mr. Murphy, to grant the waiver of the training. Motion passed unanimously.

The Board reviewed the PI & Security services agency-Sole Proprietor application for Gary Boutin. Based on the information submitted, Mr. Wernecke made a motion, seconded by Mr. Davis, to approve Mr. Boutin's Sole Proprietor's application. Motion passed unanimously.

**7. Follow Ups**

**8. Correspondence**

**9. Other Business**

**10. There being no further business, the meeting adjourned at 11:45 a.m.**

Respectfully submitted,

Kara Shangraw,  
Licensing Board Specialist