

**BOARD OF ARCHITECTS**  
Secretary of State, Office of Professional Regulation  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402  
**APPROVED MINUTES**  
**Meeting of February 11, 2014**

1. The meeting was called to order at 10:05 AM by Chairman Arbuckle.

Members present: Jennifer Arbuckle; Chair, Keith Robinson; Secretary, Liz Merrill, Ed Wolfstein, Ingrid Moulton-Nichols

Guests:

OPR Staff: Danielle Rubalcaba; Licensing Board Specialist, Colin Benjamin; Board Counsel, Carla Preston; Case Manager,

2. Chair Jennifer Arbuckle called for approval of the Minutes of the December 2, 2013 meeting. Motion seconded by Liz Merrill. Motion passed unanimously.

3. **Case Manager's Report**

The current number of cases pending for the Board is seventeen (17); Four (4) on hold, three (3) are in intake pending an I-Team Meeting, six (6) pending a hearing, two (2) pending charges, one (1) closing report recommended, and one (1) pending investigation.

**Closing Reports**

2013-364: Ingrid Moulton-Nichols made a motion to approve this closing report. Motion seconded by L. Merrill. Motion carried. (Ed Wolfstein abstained)

**Stipulation & Consent Orders**

2013-280: E. Wolfstein made a motion to approve this order. L. Merrill seconded this motion. Motion carried. (J. Arbuckle abstained)

2013-281: K. Robinson made a motion to approve this order. L. Merrill seconded this motion. Motion carried. (J. Arbuckle abstained)

2013-278: E. Wolfstein made a motion to approve this order. L. Merrill seconded this motion. Motion carried. (J. Arbuckle abstained)

2013-284: K. Robinson made a motion to approve this order. E. Wolfstein seconded this motion. Motion carried. (J. Arbuckle abstained)

2013-368: K. Robinson made a motion to approve this order. J. Arbuckle seconded this motion. Motion carried. (E. Wolfstein abstained)

2013-369: J. Arbuckle made a motion to approve this order. L. Merrill seconded this motion. Motion carried. (E. Wolfstein abstained)

4. **Applicants for Licensure:**

The Board reviewed and approved the following applicants for licensure on the basis of their National Council of Architectural Registration Boards' (NCARB) Certification, or having met Vermont's requirements.

-E. Wolfstein made a motion to approve Elvin Engel for licensure based upon his NCARB record. Motion seconded by I. Moulton-Nichols. Motion carried.

-K. Robinson made a motion to approve Jack Munson for licensure based upon his NCARB record. Motion seconded by I. Moulton-Nichols. Motion carried.

-J. Arbuckle made a motion to approve Michael McKay for licensure based upon his NCARB record. Motion seconded by K. Robinson. Motion carried.

-K. Robinson made a motion to approve Kelley Banks for licensure based upon the NCARB record. Motion seconded by I. Moulton-Nichols. Motion carried.

-L. Merrill made a motion to approve Patrick King for licensure based upon successfully completing all sections of the A.R.E. Motion seconded by K. Robinson. Motion carried.

-L. Merrill made a motion to approve James Cassidy for licensure based upon successfully completing all sections of the A.R.E. Motion seconded by K. Robinson. Motion carried.

-J. Arbuckle made a motion to approve Giocondo Susini for licensure based upon successfully completing all sections of the A.R.E. pending receipt of a current application. Motion seconded by I. Moulton-Nichols. Motion carried.

**Applicants for Examination:**

-E. Wolfstein made a motion to approve Robert Jimenez to sit for A.R.E. Motion seconded by K. Robinson. Motion carried.

-E. Wolfstein made a motion to approve Jesse Anderson to sit for A.R.E. Motion seconded by I. Moulton-Nichols. Motion carried.

-I. Moulton-Nichols made a motion to approve Joshua Chafe to sit for A.R.E. Motion seconded by J. Arbuckle. Motion carried.

**5. Applications reviewed and discussed:**

-William Hansen Jr.'s application is tabled pending receipt of additional work experience documentation.

**6. New Business**

-I. Moulton-Nichols made a motion draw the line for unprofessional conduct at six (6) months per Carla Preston's propped Matrix Violations Grid. Motion seconded by K. Robinson. Motion carried.

**7. Adjournment**

Meeting adjourned at 12:35p.m by Chairman Arbuckle.

**Next Scheduled Meetings:**

April 7, 2014  
June 2, 2014

Respectfully submitted,

*Danielle Rubalcaba*  
Licensing Board Specialist  
Office of Professional Regulation