



Board of Land Surveyors

Office of Professional Regulation, Vermont Secretary of State

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Tel. (802) 828-5434 • <https://sos.vermont.gov/opr/>

Unapproved Minutes

Tuesday, February 18, 2020

1. The meeting was called to order at 9:04 a.m.

Members present: Joseph Flynn, L.S., Chair; Joseph Nalette, L.S., Vice-Chair; John Diebold, L.S., Secretary; Seth Kittredge, L.S.; and Daniel Coane. Absent: Evelyn Wetzel.

OPR Personnel present: Lauren Laymen, Esq., Staff Attorney and Kara Shangraw, Licensing Administrator I.

Others present: Andy Dussault, Bill Willis, Matt Reed, Paul Hannon, and Mark Day.

The Chair called for approval of the Minutes of the December 17th meeting. Mr. Diebold made a motion, seconded by Mr. Kittredge, to approve the Minutes of the December 17, 2019 meeting as presented. Motion passed.

2. **Disciplinary Matters:**
3. **Topics for Discussion:**
4. **Applications / (See Appendix A):**
5. **Continuing Education Courses for Review:**

“Resolving Boundary Disputes in VT” submitted by NBI Inc., requesting 6.0 hours of continuing education credit. The Board approved the course, approval number issued CE691-0220.

“NCEES Survey Exam Development Workshop” submitted by Joseph Flynn, requesting 17.0 hours of continuing education credit. The Board approved the course, approval number issued CE692-0220.

“VSLS – 2020 Spring Seminar” submitted by Kelly Collar, with the VSLS, requesting 7.0 hours of continuing education credit. The Board approved the course, approval number issued CE693-0220.

6. **Administrative Updates:**
7. **Other Business:**

The Board reviewed the exam questions for the April 17, 2020 State Specific Examination. The Board also discussed other options to administering the exam. Ms. Shangraw advised the Board members about other options of offering the open book examination. The Board would like to continue the discussion at the next meeting.

8. Correspondence:

9. Public Comment:

Mark Day and Paul Hannon with the VSLS attended the meeting to discuss the guidance document from VCGI. Based on the discussion, Mr. Nalette made a motion, seconded by Mr. Diebold, to edit the guidance document. Attorney Laymen will discuss the edits of the document with Attorney Gilman.

Andrew Dussault and William Willis attended the meeting to discuss continuing education from the PDH Academy. The Board advised them that the company would need to apply online for the courses that they would like to offer Vermont Surveyors. The Board gave them the office contact information.

Matthew Reed attended the meeting to drop off his portfolio information for Board review. Board member John Diebold was assigned to Mr. Reed's file.

10. There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Kara Shangraw
Licensing Administrator I

Next Scheduled Meeting – Tuesday, April 21, 2020.
Please check the office [website](#) for updates

Appendix A

Name of Board Member Assigned		Timothy Short
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
McGowan, Hugh, A	Brian Lavery	

Name of Board Member Assigned		Seth Kittredge
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Barnaby, Luke	Robert Townsend	Portfolio Approved August 19, 2014
Paradee, Andrew		
Tetreault, Stephen	Mark Day	02-19-13 / 936

Name of Board Member Assigned		Joseph Flynn
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Beauregard, Zachary		Portfolio
Fortin, Edward	Dana Libby/Doug Henson	
Peters, Seth	Carol Peters	Portfolio

Name of Board Member Assigned		
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Falk, Michael	David Rose	9-18-12 / 4427.75

Name of Board Member Assigned		Joseph Nalette
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Morris, Timothy	Russell Brown	10-15-13 / 950

Name of Board Member Assigned		John Diebold
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Reed, Matthew	Ronald Stancliff	Portfolio