



Board of Land Surveyors

Office of Professional Regulation, Vermont Secretary of State

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Unapproved Minutes

Thursday March 4, 2021 (special meeting) Via Microsoft Teams

1. The meeting was called to order at 12:33 p.m.

Members present via Go-To Meeting: 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 via Go-To Meeting: Gabriel Gilman, Esq., General Counsel; Danielle Rubalcaba, Licensing Administrator III; and Kara Shangraw, Licensing Administrator I.

Others Present via Go-To Meeting: Becky Gilson; Mark Day; Kelly Collar; Malcolm Moore; Tim Cowan; and Ethan Gilmour.

2. The Board discussed the current business process and administration of the Vermont State-specific Land Surveyor Examination. This process was changed in March 2020 due to the ongoing Covid-19 State of Emergency. Specifically, the exam, which had been administered at the OPR office in an open-book format, with two hours allowed for examination, was changed to untimed online administration, within the online application. Based on the information discussed, the Board requested (1) that additional exam items not exposed in the online format be withheld from online exposure, (2) that an attestation be added to the online exam process, in which an applicant will affirm that he or she has destroyed all copies of exam items, and (3) that OPR will explore intermediate options for semi-secure online administration. Check-in and further discussion to follow at the April meeting.
3. There being no further business, the meeting adjourned at 1:48 p.m.

Respectfully submitted,

Kara Shangraw
Licensing Administrator I

Next Scheduled Meeting – Tuesday, April 20, 2021.
Please check the office [website](https://sos.vermont.gov/opr/) for updates