



Board of Land Surveyors

Office of Professional Regulation, Vermont Secretary of State

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Unapproved Minutes **Tuesday, October 15, 2019**

1. The meeting was called to order at 9:15 a.m.

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

OPR Personnel present: Lauren Hibbert, Director of OPR; Gabriel Gilman, General Counsel; Lauren Layman, Staff Attorney and Kara Shangraw, Licensing Administrator I.

Others present: Tim Terway and David Fox.

2. The Chair called for approval of the Minutes of the August 20th meeting. Mr. Nalette made a motion, seconded by Mr. Kittredge, to approve the Minutes of the August 20, 2019 meeting as presented. Motion passed.

3. **Disciplinary Matters:**

4. **Topics for Discussion:**

Tim Terway and David Fox with VCGI attended the meeting and discussed the implementation of H.526 with the Board.

5. **Applications / (See Appendix A):**

The Board Graded the October 8, 2019 State Specific Examinations.

Mr. Diebold gave his assessment of Jason Burt's portfolio. Based on the information, Mr. Diebold made a motion, seconded by Mr. Nalette, to approve Mr. Burt's portfolio. Motion passed unanimously.

6. **Continuing Education Courses for Review:**

"Multiple CEU Requests" submitted by Heather Schultz, with NYSAPLS, requesting different hours of continuing education credit. The Board approved the courses, see the approval numbers below:

- National Certified Survey Technician Accreditation – 1.5 Hours – Approval number issued CE682-1019
- Extracting Topographic Features from Scan Data – 1 Hour – Approval number issued CE683-1019
- Protecting Consumers when Retiring or Selling – 1 Hour – Approval number issued CE684-1019

Continuing Education Courses for Review – Continued:

“Legal Descriptions, Title Insurance & Surveys in Real Estate Transactions” submitted by NBI, Inc., requesting 6.0 hours of continuing education credit. The Board approved the course. Approval number issued CE685-1019

“VSLS – December Round Tables” submitted by Kelly Collar, requesting 6.0 hours of continuing education credit. The Board approved the course. Approval number issued CE686-1019.

7. Administrative Updates:

8. Other Business:

The Board discussed the current Rules for changes that need to be made with Attorney Gilman and Attorney Laymen.

The Board held their Election of Officers. Mr. Diebold made a motion to elect Joseph Flynn as chair, and Joseph Nalette as Vice chair. Mr. Flynn made a motion to elect John Diebold Secretary. Motion passed unanimously. Based on the election the officers are as follows:

Joseph Flynn – Chair
Joseph Nalette – Vice-Chair
John Diebold – Secretary

Director Hibbert gave the Board their budget report, the Board does not need to change their fees at this time.

The Board members signed the Wall Certificate.

9. Correspondence:

10. Public Comment:

11. There being no further business, the meeting was adjourned at 1:11 p.m.

Respectfully submitted,

Kara Shangraw
Licensing Administrator I

Next Scheduled Meeting – Tuesday, December 17, 2019.
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
Burt, Jason	Timothy Cowan	Portfolio & License Approved Oct 15, 2019