

BOARD OF ARCHITECTS
Secretary of State, Office of Professional Regulation
89 Main St., 3rd Floor
Montpelier, VT 05620-3402
APPROVED MINUTES
Meeting of December 2, 2013

1. The meeting was called to order at 10:08 AM by Chairman Wolfstein

Members present: Ed Wolfstein; Chair, Frank M. Guillot; Vice-Chair, Keith Robinson, Janet Stackpole, Jennifer Arbuckle, Liz Merrill

Guests:

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

2. Chair Ed Wolfstein called for approval of the Minutes of the September 30, 2013 meeting. Motion seconded by F. Guillot. Motion passed unanimously.

3. **Case Manager's Report**

The current number of cases pending for the Board is nineteen (19); one (1) is being investigated. Eleven (11) are done and I-Team recommends charges. One (1) pending Intake. One (1) ready for an I-Team meeting. Five (5) closing and were all reviewed and approved at today's meetings.

Closing Report

2012-539: F. Guillot made a motion to approve this closing report. Motion seconded by K. Robinson. Motion carried. (Chairman Wolfstein recused himself from this vote)

2013-325: Chairman Wolfstein made a motion to approve this closing report. Motion Seconded by F. Guillot. Motion carried.

2013-365: J. Arbuckle made a motion to approve this closing report. Motion seconded by F. Guillot. Motion carried. (Chairman Wolfstein recused himself from this vote)

2013-351: Chairman Wolfstein made a motion to approve this closing report. Motion seconded by F. Guillot. Motion carried.

2013-367: J. Arbuckle made a motion to approve this closing report. Motion seconded by F. Guillot. Motion carried. (Chairman Wolfstein recused himself from this vote)

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.

-J. Arbuckle made a motion to approve Paul Selna for licensure based upon his NCARB record. Motion seconded by J. Stackpole. Motion carried.

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

-F. Guillot made a motion to approve Brady Harding for licensure based upon his NCARB record. Motion seconded by chairman Wolfstein. Motion carried.

- J. Stackpole made a motion to approve Thomas Hellman for licensure based upon his NCARB record. Motion seconded by J. Arbuckle. Motion carried.
- J. Stackpole made a motion to approve James Selinka for licensure based upon his NCARB record. Motion seconded by chairman Wolfstein. Motion carried.
- J. Stackpole made a motion to approve Timothy Johnston for licensure based upon his NCARB record. Motion seconded by J. Arbuckle. Motion carried.
- J. Arbuckle made a motion to approve Laurence Frank for licensure based upon his NCARB record. Motion seconded by L. Merrill. Motion carried.
- J. Arbuckle made a motion to approve Jessica Thyme for licensure based upon successfully completing all sections of the A.R.E. Motion seconded by Chairman Wolfstein. Motion carried.
- K. Robinson made a motion to approve James Miller for licensure based upon his NCARB record. Motion seconded by chairman Wolfstein. Motion carried.
- Chairman Wolfstein made a motion to approve Melanie Soos for licensure based upon her NCARB record. Motion seconded by J. Arbuckle. Motion carried.
- K. Robinson made a motion to approve Alexander Matthews for licensure based upon successfully completing all sections of the A.R.E and pending receipt of a current application form. Motion seconded by Chairman Wolfstein. Motion carried.
- K. Robinson made a motion to approve Jeanice Sherman for licensure based upon providing evidence of successfully completing 5600 IDP hours. Motion seconded by J. Arbuckle. Motion Carried.

Applicants for Examination:

- Chairman Wolfstein made a motion to approve Arthur Featherstonaugh to sit for the examination. Motion seconded by J. Arbuckle. Motion carried.

5. Applications reviewed and discussed:

The Board reviewed and discussed the following applications and took action as indicated. The applications will be advised of the Board's conclusions regarding their inquiry or of documents needed to complete their applications.

- K. Robinson made a motion to approve Jeanice Sherman for licensure pending proof of successfully completing the required 5600 IDP hours. Motion seconded by J. Arbuckle. Motion carried.

6. New Business

Chris Winters presented board budgets.

Peter Comart presented the VPCAP proposal and the board would like additional information and time to review the packet provided.

A Matrix will be presented at the next meeting for further review and discussion.

7. Adjournment

Meeting adjourned at 1:00p.m by Chairman Wolfstein.

Next Scheduled Meetings:

January 6, 2014 10:00 am Rules Discussion
February 3, 2014 at 10:00 am Board Meeting

Respectfully submitted,

Danielle Rubalcaba
Licensing Board Specialist
Office of Professional Regulation