



Board of Land Surveyors

Office of Professional Regulation, Vermont Secretary of State

89 Main Street, 3rd Floor • Montpelier, VT 05620-3402
Tel. (802) 828-5434 website: <https://sos.vermont.gov/opr/>

Minutes

**Tuesday, August 9, 2022
Via Microsoft Teams**

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

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

OPR Personnel present via Microsoft Teams: Cassandra Diederich, Esq., Staff Attorney and Kara Shangraw, Licensing Administrator II.

2. The Chair called for approval of the Minutes of the June 21st meeting. Mr. Diebold made a motion, seconded by Mr. Coane, to approve the Minutes of the June 21, 2022, meeting as presented. Motion passed.

3. **Disciplinary Matters:**

4. **Topics for Discussion:**

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

Board member Diebold gave his report to the Board on the portfolio for Cody Hicks, Mr. Diebold recommends approval of Mr. Hicks' portfolio. Based on the discussion, Mr. Flynn made a motion, seconded by Mr. Diebold, to approve Cody Hicks' portfolio. Motion passed unanimously.

Board member Flynn tabled his report on the portfolio for Matthew Otterman, Mr. Flynn needs additional time to review the documentation.

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

"Multiple CEU requests" submitted by Heather Schultz, with NYSAPLS, requesting multiple hours of continuing education credit. Based on the information submitted, Mr. Flynn made a motion, seconded by Mr. Kittredge, to approve the courses. Motion passed. The provider will be notified.

"Multiple CEU requests" submitted by Jackie Vincent, with McKissock 100% Education, requesting multiple hours of continuing education credit. Based on the information submitted, Mr. Flynn made a motion, seconded by Mr. Kittredge, to approve the courses. Motion passed. The provider will be notified.

7. **Administrative Updates:**

The review of the State Jurisprudence exam was tabled to the next meeting.

8. Other Business:

9. Correspondence:

10. Public Comment:

11. There being no further business, the meeting adjourned at 9:20 a.m.

Respectfully submitted,

Kara Shangraw, Licensing Administrator II

Next Scheduled Meeting – November 15, 2022
Please check the office [website](#) for updates

Appendix A

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
Otterman, Matthew		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	Portfolio approved License issued June 21, 2022

Name of Board Member Assigned		John Diebold
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Hicks, Cody		Portfolio approved License issued August 9, 2022