BOARD OF ARCHITECTS
Secretary of State, Office of Professional Regulation
National Life Building, North, Floor 2, Montpelier, VT 05620-3402
UNAPPROVED MINUTES
Meeting of February 7, 2011

1.   The meeting was called to order at 10:02 AM.

      Members present: Edward Wolfstein, Chairman; Frank M. Guillot, Vice-Chair, Arnold Aho, Secretary; Jennifer R. Arbuckle, Janet Stackpole, Ingrid Moulton Nichols and Heidi Passalacqua.

      OPR Personnel: Larry S. Novins, Board Counsel; Gregg Meyer, Prosecuting Attorney; Terry T. Gray, Unit Administrator; Carla Preston, Case Manager; Chris Winters, OPR Director, Colin Benjamin, Board Counsel and Aprille Morrison, Administrative Assistant.

2.   The Chair called for approval of the Minutes of the December 6, 2010 meeting. Mr. Guillot made a motion, seconded by Chairman Wolfstein, to approve the Minutes of the December 6, 2010 meeting as presented. The question was called and the motion passed unanimously.

3.   **Case Manager's Report**

      Ms. Preston reported on the number of pending cases (six) and their current status. A Report of concluded Investigation for 2010-15 was presented. A motion was made to accept the closing report and passed unanimously.

4.   **Hearings and/or Stipulations**

      a. A Default hearing was scheduled in the matter of Thomas Duncan, Docket Number 2008-358 (ULP-AR02-0908). The Respondent was not present. Prosecuting Attorney Gregg Meyer was present for the State. Larry S. Novins presided for the Board. Mr. Guillot made a motion to accept the charges presented by Mr. Meyer, the motion was seconded by Mr. Aho. The motion passed unanimously. The Board made a motion to impose the maximum fine of $1000.00 on Mr. Duncan. The motion passed unanimously.

5.   **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. Applicants who were approved for licensure based on their successful completion of the Architect Registration Examination must submit updated child support/tax/and unemployment statements and responses to the legal questions (i.e., convictions, discipline in other states, etc.).

Martin Hill	Paul Orban	James Rasche
Regina Leccese	John Roberts	Rohn Price
Henry Christopher Baumbach		Edwin Smart
Kevin Provencher	Mark Salopek	Mary Scro
Randall Walter	Ian McDonald	Arthur Lohsen
Lawrence Goos	Franklin Burr	Adam Davis
Seth Westbrook	Jeffrey Rome	

The following candidates were approved to sit for the Architect Registration Examination (ARE).

  Holly Marsh   Michael Simanskas

6. **Applications reviewed and discussed:**

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

 a. Jon D'Andrea –   Mr. D'Andrea may resubmit his application once he has completed IDP. The Board would like to make Mr. D'Andrea aware that Vermont requires all candidates to take the A.R.E.

 b. C. Stuart White – The Board is requesting verification of Mr. White's New Hampshire license. A current/active license must be presented prior to approval by the Board.

 c. Stephen Foley Jr. – Mr. Foley may resubmit his application once he has completed IDP.

 d. Michael Poster – Mr. Poster does not have enough experience listed on the IDP. The Board is requesting Mr. Poster to obtain experience verification from Murphy & Dittenhafer.

7. **Other Business Introduced:**

 A. The Board reviewed a letter from Jane Alessandra. The letter will be added to Jane's file.
 B.   Chris Winters introduced the new Board Counsel Colin Benjamin.
 C. Mr. Wolfstein and Mr. Guillot will be attending the regional Architecture meeting in March.

8. The next meeting of the Board is scheduled for Monday, March 7, 2011 at 10:00 AM.

9. The meeting was adjourned at 12:18 PM.

Respectfully submitted,

Aprille Morrison
Administrative Assistant
Office of Professional Regulation