



# **Board of Land Surveyors**

## **Office of Professional Regulation, Vermont Secretary of State**

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### **Minutes**

**Tuesday, November 15, 2022  
Via Microsoft Teams**

1. The meeting was called to order at 9:10 a.m.

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

OPR Personnel present via Microsoft Teams: Gabriel Gilman, Esq., General Counsel and Kara Shangraw, Licensing Administrator II.

2. The Chair called for approval of the Minutes of the August 9<sup>th</sup> meeting. Mr. Diebold made a motion, seconded by Mr. Flynn, to approve the Minutes of the August 9, 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 Michael Gaines, Mr. Diebold recommends approval of Mr. Gaines' portfolio. Based on the discussion, Mr. Flynn made a motion, seconded by Mr. Nalette, to approve Michael Gaines' portfolio and issue his license. Motion passed unanimously.

Board member Flynn gave his report on the portfolio for Matthew Otterman, Mr. Otterman's portfolio is incomplete. Mr. Otterman will be notified of what is needed.

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

**"The Art of Retracement"** submitted by John Doody, with the Connecticut Association of Land Surveyors, requesting 3.5 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 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 Board discussed the State Jurisprudence exam. Based on the discussion, the Board would like Ms. Shangraw to send out 50 questions at a time for the Board to review to be sure that they are still relevant questions for the examination.

## **8. Other Business:**

Mr. Flynn made a motion, seconded by Mr. Diebold to table the election of officers to the next meeting.

Mr. Flynn discussed the NCEES national examination, as well as the next annual meeting being held in Boston, Massachusetts in August of 2023.

Mr. Flynn advised the Board that VCGI would like to attend the next Board meeting to discuss their requirements.

## **9. Correspondence:**

## **10. Public Comment:**

11. There being no further business, the meeting adjourned at 9:54 a.m.

Respectfully submitted,

Kara Shangraw, Licensing Administrator II

Next Scheduled Meeting – Tuesday, March 21, 2023.  
Please check the office [website](#) for updates

**Appendix A**

Name of Board Member Assigned		
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
McGowan, Hugh, A	Brian Lavery	

Name of Board Member Assigned		<b>Seth Kittredge</b>
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		<b>Joseph Flynn</b>
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		<b>Joseph Nalette</b>
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		<b>John Diebold</b>
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date
Gaines, Michael		Portfolio approved. License issued 11/15/2022

