

**Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF ARCHITECTS  
Location: 89 Main Street, 3<sup>rd</sup> Floor, Montpelier, VT 05602**

**UnApproved Minutes**

**August 3, 2015**

**Members present:** Jennifer Arbuckle, Chair; Frank Guillot; Keith Robinson, Secretary; Liz Merrill; Beth Chenette and Matthew Lutz.

**Staff present:** Aprille Morrison, Licensing Board Specialist; Carla Preston, Case Manager, and Annika Green, Prosecuting Attorney.

1. 10:04 a.m. Called to order
2. **Approval of the Minutes of the June 1, 2015 meeting.** Ms. Merrill made a motion to accept the minutes of the June 1, 2015 meeting as presented. Mr. Robinson seconded the motion. Motion passed
3. **Reports/Follow-up cases.** Case Managers Report by Carla Preston

Ms. Preston informed the Board they currently have five (5) cases. One (1) case is pending a hearing, one (1) case is on hold, one (1) case the Investigative Team met and recommended closing, and two (2) cases are pending charges.

4. **Hearings/Stipulations/Concluded Investigations:**

Mr. George Belcher introduced himself to the Board as the primary Administrative Law Officer for the Office of Professional Regulation. Unless Mr. Belcher has a conflict with the Respondent in a case, he will be handling all of the hearing matters for the Board. Both he and Annika Green, Prosecuting Attorney, discussed with the Board the matter pending hearing for Carl Frenning, docket number 2013-712. There was a continuance granted in this matter and will likely be brought in front of the Board at their October meeting.

5. **Licensing – Review the following applications for licensure**

Mr. Guillot made a motion to approve the following applicants for licensure. Mr. Robinson seconded the motion. Motion passed.

Bryan Anderson – NCARB  
Joseph Moyer Jr – Endorsement  
Mark Hutker – NCARB  
Michael Josefek – Endorsement  
Daria Pizzette – NCARB

Stefan Richter - Complete A.R.E.  
Jeffrey McBride – NCARB  
John Kjos – Endorsement  
Ryan Gorscak – NCARB  
Mark Schroeder – NCARB

The Board reviewed and approved the following applicant to sit for the A.R.E. based upon successfully meeting the Vermont requirements:

Shari Vaccarella

The Board requested Ms. Rubalcaba follow up with the following applications:

Andrew Curtis – NCARB – need verification of licensure from Pennsylvania and Canada.

Ron Valdis – NCARB – stated NCARB certificate expired in July – please verify expiration.

**6. Discussion Items:**

Ms. Arbuckle had e-mailed the Board members regarding a notification she received for proposed changes to IDP. The proposed change would be to allow experience older than five (5) years to be applicable for meeting licensure requirements. Members can make their comments directly to NCARB and must be submitted for the initial comment period no later than September 29<sup>th</sup>. Ms. Arbuckle would like this added as an agenda item for the October meeting.

Ms. Arbuckle will be contacting general counsel, Gabriel Gilman, regarding update the Board's Administrative Rules. Mr. Guillot suggested having a "working group" meet prior to the meeting to start the list of changes needed which the Board was in favor of.

Meeting Dates Changes. As there were issues with member participation in the Monday, October 5<sup>th</sup>, meeting date the Board decided to change their meeting date to Tuesday, October 6<sup>th</sup>. Ms. Morrison will update the meeting calendar. As there may be issues for the December meeting date as well, Ms. Arbuckle would like this added as an agenda item for the October meeting.

**7. Adjourn.** There being no further business to attend to Mr. Arbuckle adjourned the meeting at 11:20 am.

**Next Meeting: October 6, 2015**