



Real Estate Commission

Office of Professional Regulation, Vermont Secretary of State

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Minutes

Thursday, May 24, 2018

Commission Members Present: David Raphael, Gloria Rice, Donna Murray, Wendy Beach, Mikail Stein. **Absent:** Joyce Cameron. **OPR Staff Present:** Gabriel Gilman and Judith Roy. **Others Present:** Stephen Peters, Katrina Delabruere, Brian Armstrong, Mark Montross, Randy Mayhew, Betty McEnany and Teresa Merelman.

1. Called to Order at 9:32

2. No changes were offered to the agenda

3. Approved April 26, 2018 minutes with changes

- a. Added Brian Armstrong's name to item 8.a.

4. Disciplinary Matters

- a. Stipulation and Consent Order – Elizabeth Horan, Docket Number 2018-33

Donna Murray move to approve the Stipulation and Consent Order as presented. Gloria Rice seconded the motion. The motion carried unanimously.

- b. Stipulation and Consent Order – Leebeth Lemieux; Dusty Trail Realty, LLC
Docket Numbers 2018-23 and 2018-22

Wendy Beach move to approve the Stipulation and Consent Order as presented. Gloria Rice seconded the motion. The motion carried unanimously.

- c. Order to Remove Conditions – Josiah Allen Real Estate; Laura Beckwith

Gloria Rice move to approve the proposed Order to Remove Conditions as presented. Mikail Stein seconded the motion. The motion carried unanimously.

5. Topics for Discussion

- a. The mandatory course outline was discussed at length. Members will gather more information and come up with an outline to bring back to the Commission at a future date in June. OPR General Counsel advised that topic designations must be noticed at a duly-warned public meeting and endorsed by a majority of a quorum present and voting. For this reason, the Commission may call a special meeting to review and approve designated topics. The meeting will be noticed on the Office website when scheduled and will be open for online participation.

6. Administrative Updates

- a. Gabe Gilman spoke to the Commission regarding emails and public record retention. He explained that all emails sent or received by members about Commission business must be forwarded to Judith Roy for public record retention, consistent with Governor Scott's E.O. 19-17, §§ 3(A)(11)-(12).

7. Education Review – none

8. Other Business – Old Business

- a. David Raphael gave an update on the administrative rules workgroup. There is not much to report at this time because the group met for the first time last month. The workgroup is planning to develop a list of rules for particular attention, but at this time all rules will be reviewed
- b. 2018 initiatives and goals. There is nothing to report at this time.
- c. OPR update on new public member appointment was given. The Office identified at least one candidate and is still waiting to hear from the Governor's Appointments Office.
- d. There was nothing to report on the board-based regulation conversion to advisory model. This will remain on the agenda for further discussion in the future.

9. Correspondence

10. Public Comment

11. Adjourned at 10:46 am.

Next Scheduled Meeting – Thursday July 26, 2018
Please check the office [website](#) for updates