



Board of Land Surveyors

Office of Professional Regulation, Vermont Secretary of State

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Tel. (802) 828-5434 website: <https://sos.vermont.gov/opr/>

Minutes

**Tuesday, March 21, 2023
Via Microsoft Teams**

1. The meeting was called to order at 9:03 a.m.

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

OPR Personnel present via Microsoft Teams: Agatha Kessler, Assistant Director; Lauren Layman, General Counsel; Noura Eltabbakh, Staff Attorney; Dylan Bruce, Policy/Planning Analyst; and Kara Shangraw, Licensing Administrator II.

2. The Chair called for approval of the minutes of the November 15th meeting. Mr. Diebold made a motion, seconded by Mr. Kittredge, to approve the minutes of the November 15, 2022 meeting as presented. Motion passed.

3. **Disciplinary Matters:** None

4. **Administrative Updates:**

Mr. Flynn made a motion, seconded by Mr. Nalette, to enter Executive Session to discuss the State Jurisprudence Exam. Motion passed unanimously. The Board entered Executive Session at 9:25 a.m. Mr. Flynn made a motion, seconded by Mr. Diebold, to exit Executive Session at 10:00 a.m. Motion passed unanimously.

5. **Topics for Discussion:**

Assistant Director Kessler and Mr. Bruce presented the Board's budget and proposed fee adjustments.

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

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

"December Round Tables & Insights from the Certified Flood plain Surveyor Program" submitted by Kelly Collar, with the Vermont Society of Land Surveyors, requesting 6 hours of continuing education credit. Based on the information submitted, Mr. Diebold made a motion, seconded by Mr. Coane, to approve the courses. Motion passed. The provider will be notified.

"VSLS 2023 Spring Seminar" submitted by Birgit McCall, with the Vermont Society of Land Surveyors, requesting 6 hours of continuing education credit. Based on the information submitted, Mr. Diebold made a motion, seconded by Mr. Coane, to approve the courses. Motion passed. The provider will be notified.

Continuing Education Courses for Review – Continued:

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

8. Other Business:

The Board held their Election of Officers. Mr Coane made a motion, seconded by Mr. Diebold to keep the slate of officers the same. Motion passed. The results are as follows:

Chair – Joseph Flynn
Vice-Chair – Joseph Nalette
Secretary – John Diebold

9 Correspondence:

9. Public Comment:

10. There being no further business, the meeting adjourned at 11:03 a.m.

Respectfully submitted,

Kara Shangraw, Licensing Administrator II

Next Scheduled Meeting – Tuesday, June 20, 2023.
Please check the office [website](#) for updates

Appendix A

Name of Board Member Assigned		Joseph Flynn	
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date	
Otterman, Matthew	Thomas C Otterman	Portfolio	

Name of Board Member Assigned			
Name of Applicant	Name of Supervising Land Surveyor	No. of Hours to date	

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