

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
July 15, 2014**

MEMBERS PRESENT: Terrence DeWan, Vice-Chair Cinderella Norris R. Michael Pullen Janet Hansen William Bisson (arrived at 9:25) Lori LaRochelle	MEMBERS ABSENT: None OTHERS PRESENT: Carol Leighton, Administrator Catherine Pendergast, Licensing Supervisor Kim Baker, Licensing Clerk Robert Perkins, AAG
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CALL TO ORDER

The meeting was called to order by Vice-Chair Terry DeWan at 9:08 a.m.

OLD BUSINESS

Action on Minutes of November 19, 2013 Meeting

A motion was made by Pullen and seconded LaRochelle by to approve the minutes of the November 19, 2013 meeting. Unanimous.

NEW BUSINESS

Administrator's Report

John Griffin - Request for Reinstatement beyond 2 years after expiration – A motion was made by Hansen and seconded by LaRochelle to offer a consent agreement to include: a \$1200 fine and all back fees; licensee to notify all clients for which plans were signed during the unlicensed period; license to be issued upon receipt of balance of fines and copy of notification to clients. The Chair will sign on behalf of the Board after the consent agreement has been signed by the licensee. Bisson abstained; Pullen, DeWan, LaRochelle, Norris and Hansen voted in the affirmative. Motion carried.

Timothy Seaman – Undisclosed Discipline - A motion was made by LaRochelle and seconded by DeWan to offer a consent agreement to include: a warning and a \$400 fine to be paid within 30 days. The Chair will sign on behalf of the Board after the consent agreement has been signed by the licensee. Unanimous.

Dave Gleason – Undisclosed Discipline - A motion was made by LaRochelle and seconded by DeWan to send a letter of guidance regarding the requirement to notify the Board within 10 days of any disciplinary action. Unanimous.

Thomas Hamilton - Undisclosed Discipline - A motion was made by LaRochelle and seconded by DeWan to offer a consent agreement to include: a warning and a \$400 fine. The Chair will sign on behalf of the Board after the consent agreement has been signed by the licensee. Unanimous.

A motion was made by Norris and seconded by Bisson to establish a Board policy to delegate authority to staff to issue letters of guidance to be signed by the Chair for first offenses of the 10 day notification of discipline requirement. Such letters of guidance will remain in licensee's file for 5 years. Unanimous.

Election of Officers

A motion was made by LaRochelle and seconded by Bisson to elect Hansen as Chair, DeWan as Vice-Chair, and Pullen as Complaint Officer. Unanimous.

Complaint Officer's Report

2013-ARC-9575 – A motion was made by LaRochelle and seconded by Bisson to dismiss the complaint as recommended by the complaint committee. Pullen abstained; Norris, DeWan, LaRochelle, Bisson and Hansen voted in the affirmative. Motion carried.

Application Review

A motion was made by DeWan and seconded by Bisson to approve the following reciprocal license applications: Joseph Mattei, Charles Young, and Douglas Green. Unanimous.

A motion was made by LaRochelle and seconded by DeWan to approve the following LARE applications: Joshua Tompkins, Erin Kay. Unanimous.

A motion was made by Norris and seconded by to approve the following ARE applications: Tracie Reed, Riki Nishimura, William Fellis, Joan Klein, Ryu Kwang-Wook, James Quattrone, William Siemerling, Jenifer Richard, . Unanimous.

Out-of-State Travel Requests

A motion was made by DeWan to approve a travel request for Janet Hansen to attend the National Council of Architectural Registration Boards (NCARB) Annual Meeting on June 17-22, 2014; seconded by Bisson. Unanimous.

A motion was made by LaRochelle and seconded by Norris to approve the following travel requests:

National Council of Interior Design Qualification (NCIDQ) Annual Meeting in Albuquerque, NM, November 14 & 15, 2014;

Council of Landscape Architect Registration Boards (CLARB) Annual Meeting in Reston, VA, September 24 - 27, 2014;

New England Council of Architectural Registration Boards (NECARB) Annual Meeting in Vermont, November 7-8, 2014.

Unanimous.

AIA Maine Report

No report.

Next Meeting Scheduled for September 16, 2014

OTHER BUSINESS

ADJOURN

Being no further business, the meeting adjourned at 10:45 a.m.