



**S T A T E O F C O N N E C T I C U T**  
**D E P A R T M E N T O F C O N S U M E R P R O T E C T I O N**

**B O A R D O F L A N D S C A P E A R C H I T E C T S**

*Tel. No. (860) 713-6135*

May 26, 2010

State of Connecticut  
Department of Consumer Protection  
Occupational & Professional Licensing Division  
165 Capitol Avenue  
Hartford, Connecticut 06106

The Board of Landscape Architects held a regular meeting on March 23, 2010, which was called to order by Board member Stephen Wing at 9:45 AM in Room No 121 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

**Board Members Present:**

Vincent C. McDermott	Chairman (participation by telephone)
W. Phillips Barlow	Board Member
Paul E. Courchaine	Board Member
Nancy J. Rudek	Board Member
Shavaun Towers	Board Member
Stephen Wing	Board Member

**Board Members Not Present:**

Denise E. Cooper	Board Member
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**Others Present:**

Robert M. Kuzmich, R.A.	License and Applications Specialist/DCP
Steven J. Schwane	Administrative Hearings Attorney/DCP
Linda Roberts	Executive Assistant/DCP

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax (860)-706-1255.

Agency Website: [www.ct.gov/dcp](http://www.ct.gov/dcp)

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## 1.) Old Business

1A. Minutes of the December 8, 2009 meeting of the Board; for review and approval. After a thorough review, the Board voted to approve the minutes as written. (Courchaine/Barlow) It is noted that Ms. Rudek and Ms. Towers abstained from the vote.

1B. Update from Mr. Vince McDermott and continuation of discussion of issues pertaining to meeting held with Department of Environmental Protection and Department of Consumer Protection Representatives on September 23, 2009. Mr. McDermott summarized this matter to date for the benefit of new Board Member Nancy Rudek. Last September 2009, members of the Board and the Department meet with the *Department of Environmental Protection (DEP)*. The meeting centered on two main issues; the omission of landscape architects as part of those people permitted to do coastal site plans and authorizing unlicensed individuals to perform the work of licensed professionals. He meet with Betsy Wingfield who is the head of permitting and two other individuals who are involved with coastal site plans and storm water general permitting. Mr. McDermott thought the central issue was the lack of understanding on the part of the DEP regarding what landscape architects do which they readily admitted.

Mr. McDermott noted that he received a draft from the DEP which made changes in guidance by a substituting more generic language to include those individuals licensed by the *Department of Consumer Protection (DCP)* to perform this work. He also noted that the he sought the advice of DCP's Deputy Commissioner as to what direction the Board should take at this point. He asked if she thought it might be best if she contacted her counterpart in the DEP to discuss this matter. The Board in the past wanted to push this issue. DCP's Deputy Commissioner Jackie Mandyck suggested that the Board Attorney Peter Huntsman contact his counterpart at the DEP to try and resolve this issue.

Mr. McDermott noted that this matter is too large and encompassing for this Board to take this issue on by themselves. *As such the Board voted, unanimously, to request*

*action of their Attorney Peter Huntsman to intervene to affect coordination between Design Professionals relative to proposed regulations for Storm Water General Permitting. (Wing/Towers)*

## **2.) New Business**

2A. Swearing-in of new Public Board Member Nancy J. Rudek by Department of Consumer Protection Commissioner Jerry Farrell, Jr. Mr. Schwane swore-in new Public Board Member Nancy J. Rudek. All Board Members welcomed her and look forward to working with her in the future.

2B. Application of Mr. Zachary T. Crawford for licensing by written examination; Mr. Crawford is applying with a CLARB Council Record (No. 33714) and has passed the Landscape Architect Registration Examination with the Council of Landscape Architectural Registration Boards. ***Upon completion of a thorough review, the Board voted, unanimously, to approve Mr. Crawford's application. (Courchaine/Barlow)***

2C. Application of Ms. Kathleen M. Lessard for licensing by written examination; Ms. Lessard is applying with a CLARB Council Record (No. 3138) and has passed the Landscape Architect Registration Examination with the Council of Landscape Architectural Registration Boards. It was noted by Mr. Robert Kuzmich that the applicant's CLARB Council Record had not yet been received as of this meeting date. ***So as not to delay action until their next meeting scheduled for June 15, 2010, the Board voted to conditionally to approve this application subject to receipt of the CLARB Council Record by the Department and review of the same by Board Chair Vincent McDermott. (Towers/Courchaine)***

2D. Application of Ms. Jessica A. Matteson for licensing by written examination; Ms. Matteson is applying with a CLARB Council Record (No. 32321) and has passed the Landscape Architect Registration Examination with the Council of Landscape Architectural Registration Boards. Mr. Kuzmich noted that this applicant has listed experience with James Doyle Design Associates. He noted that this firm was included in a complaint received by the Department and the question came up in the past regarding their status as licensed design professionals. Ms. Roberts noted that there is an open case against Doyle that can not be discussed by the Board at this time. It was also determined that the experience gained by this applicant under this employer is not needed to meet the regulatory requirements for the same. ***Upon completion of a thorough review, the Board voted, unanimously, to approve Ms. Matteson's application. (Courchaine/Barlow)***

2E. Application of Ms. Tracey L. Miller for licensing by written examination; Ms. Miller is applying with a CLARB Council Record (No. 34810) and has passed the Landscape

*Architect Registration Examination with the Council of Landscape Architectural Registration Boards. Upon completion of a thorough review, the Board voted, unanimously, to approve Ms. Miller's application. (Courchaine/Barlow)*

2F. Application of Ms. Mary Ann O'Neill for licensing by written examination; Ms. O'Neill is applying with a CLARB Council Record (No. 4533) and has passed the Landscape Architect Registration Examination with the Council of Landscape Architectural Registration Boards. *Upon completion of a thorough review, the Board voted, unanimously, to approve Ms. O'Neill's application. (Courchaine/Barlow)*

2G. Ethics News document from the Department of Consumer Protection; for the Board's information. Ms. Roberts explained to Board members that they are not allowed to use their position on the Board to their own personal advantage such as advertisement of the same on their business cards, etc. This notice is given by the department

2H. Connecticut State Library Filing Requirements for Maps as published in the Connecticut Law Journal; for the Boards information. Mr. Schwane noted that the regulations changes are done and published in the Connecticut Law Journal. A copy of this publication is included in the Board's agenda.

2I. Update from the Trade Practices Division regarding Complaints; for the Board's information. Ms. Roberts noted that there are two active complaints that are in the process of being investigated and therefore can not be discussed at this time. Ms. Roberts distributed a spread sheet for the Board's use showing complaints for the past year that are now closed. She briefly described their nature for the Board's information.

2J. Update from the Department's Legal Staff regarding any Board issues or otherwise. Mr. Schwane distributed a draft of the proposed regulations by the Engineer's Board which changes their regulation to permit a signature and seal by the use of digital signature. He explained that he is not sure of where in the approval process this revision is and that it has been turned over to the Department's personnel in charge of following these proposals through the legislative process.

It was decided that this Board will await the outcome of the Engineer's Board changes before they enact any further changes of their own regarding this matter.

2K. Any correspondence and/or business received in the interim.

No items were discussed.

*The meeting adjourned at 10:32 AM. (Barlow/Courchaine) The next regular meeting of the Board is scheduled for Tuesday, June 15, 2010, 9:30 AM, Room 121, State Office Building, 165 Capitol Avenue, Hartford, Connecticut.*

Respectfully submitted,

Robert M. Kuzmich, R.A.  
Board Administrator