



**OFFICIAL MINUTES OF:**

Meeting of:	Executive Committee
Date:	June 20, 2007
Time:	8:30 a.m.

**MEMBERS PRESENT**

Vincent Mesoella, Chairman  
Raymond J. Marshall, Executive Director/Secretary  
Angelo Rotella, Vice Chairman  
Robert Andrade, Treasurer

**MEMBERS ABSENT**

**STAFF AND GUESTS PRESENT**

Jean-Marie Grossi, NBC  
Richard Bernier, NBC  
Thomas Uva, NBC

Jason Galego, NBC  
Dan Smith, NBC

**1. Call to Order**

Noting that a quorum was present, Chairman Mesoella called the June 20, 2007 Executive Committee meeting to order at 8:40 a.m.

**2. Approval of Minutes –** *January 25, 2006 Executive Committee*  
*March 8, 2006 Executive Committee*

Finance Chair Andrade asked all Committee members if they have had a chance to review the minutes of the January 25, 2006 Executive Committee meeting. Commissioner Rotella motioned to approve the minutes of the January 25, 2006 Executive Committee meeting, as written. Chairman Mesoella seconded the motion, and the vote taken by the Executive Committee was unanimous. The motion carries.

Finance Chair Andrade asked all Committee members if they have had a chance to review the minutes of the March 8, 2006 Executive Committee meeting. Chairman Mesoella motioned to approve the minutes of the January 25, 2006 Executive Committee meeting, as written. Commissioner Rotella seconded the motion, and the vote taken by the Executive Committee was unanimous. The motion carries.

**3. Items for Action:**

A. *Discussion of Internet Technologies*

Chairman Mesolella stated that he called the Executive Committee to meet today on several on-going discussion items concerning the Narragansett Bay Commission.

Chairman Mesolella noted that he came to the NBC's Corporate Office Building to discuss miscellaneous matters with the Executive Director, Raymond Marshall. He stated that he seen Jean-Marie Grossi, Executive Assistant, literally buried in paper, while she made up Committee and Board meetings packets for the June 20, 2007 Board and Committee meetings. He then noted that just prior to his leaving the Rhode Island General Assembly he had talked about the General Assembly moving toward a paperless process. He noted that if any Commissioners have had the opportunity to watch the General Assembly hearings, they would see that all State Representatives and Senators have a laptop computer in front of them. He noted that basically, all of the members of the General Assembly were provided with a laptop computer, so as matters are passing and as they go in to the General Assembly calendar, all of these matters are listed on the computer, which enables our Legislators to monitor bills and amendments more efficiently and effectively.

Chairman Mesolella continued to note that having seen Jean-Marie buried under mounds of paper, and looking at how much paper we use to print and the expenses related to postage and staff time, he felt that a more efficient way to operate our Board and Committee meetings would be to consider moving in the direction of paperless technology. He noted that he recently met with the Executive Director, Ray Marshall and Joanne Maceroni, our Legislative Manager, and we discussed the technology available and the expense and all of the issues surrounding this matter. The Committee discussed whether or not our Commissioners had access to their own computer system today, or whether or not NBC would have to provide laptops to the Commissioners. They discussed ways to implement this new procedure and to get the thought process going. He noted that before he interjected NBC's Information Technology (IT) Section into this discussion, he decided to bring this matter before the Executive Committee to discuss whether or not the Committee members were in agreement with the Chairman, in that NBC move in the direction of paperless technology.

Chairman Mesolella stated that he certainly recognizes that there would be an expenditure and some type of budget commitment to it, and noted that NBC's IT Section staff can investigate how extensive and costly it would be to implement this new technology.

Commissioner Rotella asked how the employees and guests that attend the meetings will be able to follow the meetings. Mr. Marshall stated that there are several ways this could be done. He noted that NBC staff could still get hard copies, or maybe the IT Section could create a space on the our web site so that interested parties could log in to see the meeting agendas, minutes, etc. Mr. Marshall also stated that NBC has to file all meeting agendas and minutes with the Secretary of State's Office, therefore, it would be a possibility to refer interested parties to a particular web site. Commissioner Rotella asked if NBC presently provides documents to interested parties in the audience? Mr. Marshall stated that not everyone in the audience receives hard copies, but they certainly can if requested.

Commissioner Andrade noted that at his work place, the Pawtucket Credit Union, they have already implemented a system such as this; however, he stated that they have security issues. He noted that with the NBC, everything is public knowledge, so security issues would not be a big issue. All Committee members agreed.

Chairman Mesolella stated that he personally feels that whatever financial commitment NBC would have to make to implement this process, would pay itself back in a short period of time, and is a matter that is certainly worth pursuing. All Committee members agreed.

Commissioner Rotella asked Dan Smith, IT Manager, to come up to the table to discuss the matter further. Mr. Smith stated that approximately a year ago, NBC started to look into something like the Committee is referring to today. He noted that the holdback at that time was budgetary means. Mr. Smith agreed that the Committee's points are well made in that today just about everything is done electronically. He further noted that there is a device available which contains a group of lap top computers, so that as the Board members arrived for their respective meetings, they would be given a lap top and would have everything in front of them and have the capability to process through the meeting agenda items.

Chairman Mesolella noted that a decision can be made as to whether or not the Board members could take the lap top computers home, or if the computers should be left here at NBC's office. Commissioner Rotella noted that having the computers left here in the Board Room may be a better idea, that way NBC can always remain control of them. He also noted that the Board members could take the disc with them when they left the meetings. Commissioner Rotella stated that if there are Board members who do not have access to a computer at home or work, that the NBC could make a computer available to those particular Board members.

Chairman Mesolella asked Mr. Smith whether the NBC has a vendor that we could work with on this purchase. Mr. Smith stated that we have an agreement with Hewlett Packard and that this is not a major issue to pursue. All Committee members agreed that moving toward paperless would be very cost effective to NBC.

Chairman Mesolella asked the members of the Executive Committee to pursue this paperless issue. He then asked the Committee members to work with NBC's IT Manager to investigate this matter.

Mr. Marshall noted that we could probably provide a training session with the Commissioners, when appropriate, to orient them to the new electronic computer system. All Committee members agreed.

Commissioner Rotella motioned to engage NBC's IT Section to plan and create an IT system program to reduce the paperwork involved in NBC's Board and Committee meetings. Commissioner Andrade seconded the motion and the vote taken by the Executive Committee was unanimous. The motion carries.

This ended the discussion of Item A.

*B. Discussion of Status of Land Acquisition*

Chairman Mesolella asked the Executive Director to update the Executive Committee as to the status of a land acquisition with the City of Providence. Mr. Marshall stated that NBC is in the middle of an appraisal process and we are beginning to receive more information at this time. He noted that when NBC met with the City of Providence on May 9, 2007, one thing we were able to work out with them is they wanted to perform a study of their facilities located at the Port of Providence, and to try to come up with a long-term plan for a new public works garage, a transfer station, a new animal pound, and new offices for the public works staff.

Mr. Marshall stated that the City had a scope in-place; however, they did not have the \$19,500 to actually execute the contract. He noted that Chairman Mesolella suggested that NBC

conduct the study for the City, and that we would have a joint committee that would work on this matter, similar to what we did with the Department of Transportation several years ago, that way we could get the study done, which is under \$20,000 to do. He noted that because the cost is under \$20,000, that he could authorize this and would not require Board action. He noted that CDM is the consultant that the City wanted to perform the study and had the scope already drafted. Slight modifications were made and CDM is already working on that. Mr. Marshall noted that probably by the next time this Committee meets, we will have that study complete and there will be some type of an indication as to what the City can locate on the property that they own further up Ernest Street, and then continue to move forward with the acquiring the parcels of land we are interested in.

Mr. Marshall stated that by NBC moving forward to help develop a plan that will identify if the City really needs for the particular parcels the NBC is seeking to acquire. This will be a better basis to work from in future discussions.

Chairman Mesolella stated that this is not a case of the City not having the funds to perform the study. He noted that the City would have to go through a process, so by starting the process ourselves, we will not have to wait months while the City goes through a process, when NBC can complete the work more expeditiously.

Chairman Mesolella noted that he would report to the Board later this morning on this land acquisition matter with the City.

This ended the discussion Item B.

**4. Other Business**

None to report.

**5. Adjournment**

With no further business to come before the Committee, Commissioner Rotella motioned to adjourn. Commissioner Andrade seconded the motion, and the vote taken was unanimous. The meeting adjourned at 8:58 a.m.

Respectfully submitted,



---

Raymond J. Marshall, P.E.  
*Executive Director/Secretary*