

**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design Professionals STATE BOARD OF REGISTRATION FOR
PROFESSIONAL LAND SURVEYORS
MINUTES OF THE MEETING OF THE BOARD**

DATE: 8 April 2014

**PLACE: 1511 Pontiac Avenue, Building 68 Conference Room 68-1,
Cranston, RI**

MEMBERS PRESENT: Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta (left at 1:55 p.m.), Member Curtis M. Johnson and Member Mark D. Boyer

**OTHERS PRESENT: Mrs. Lois Marshall, Administrative Assistant
Attorney Neena Sinha Savage, DBR Chief of Legal Services (arrived
at 1:05 p.m. and left at 1:23 p.m.)**

**CALLED TO ORDER: Chair Richard S. Lipsitz called the meeting to
order at 1:04 p.m.**

A. MEETING MINUTES (Review/Discuss/Take Action)

Vice-Chair McCormick made a motion to approve the Regular Meeting Minutes of 11 March 2014. Member Johnson seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

B. EXECUTIVE SESSION

(1) Because of the nature of the following items, Member Boyer moved to convene into Executive Session at 1:05 p.m. pursuant to RI General Laws, §42-46-5(a)(2), for sessions or work sessions pertaining to collective bargaining or litigation and §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Secretary Cotta seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(2) Member Boyer moved to adjourn from Executive Session and to reconvene to an open meeting at 1:12 p.m. pursuant to RI General Laws §42 46-4. Secretary Cotta seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(3) Member Boyer moved to seal the executive session and record the

votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Secretary Cotta seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

4/08/2014, Page 1 of 4

(4) Member Boyer moved that no votes were taken in executive session at this time. Secretary Cotta seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(2) In Executive Session pending matters, there is one (1) pending matter.

(3) The Board did not go into Executive Session on March 11, 2014 therefore there are no minutes to approve.

C. CORRESPONDENCE (Review/Discuss/Take Action)

(1) Rhode Island Society of Professional Land Surveyors

General Membership Meeting – April 17, 2014

2014 Membership Application/Renewal

D. OLD BUSINESS (Review/Discuss/Take Action)

(1) Joint Informational Bulletin

Both the Board of Professional Land Surveyors and the Board of Professional Engineers have agreed to approve the Joint Informational Bulletin. Vice-Chair moved to have the Joint Informational Bulletin incorporated into the Board's Proposed Rules and Regulations for both Boards and to post on them on both Board's website. Member Curtis seconded. Motion passed; five (5) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Secretary Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(2) Professional Development Hours (PDH) Approval Requests

The Board did not receive any submissions of Professional Development Hours at this time.

(3) National Council of Examiners for Engineers and Surveyors (NCEES)

- The Annual NCEES Meeting is scheduled for August 20-23 in Seattle, Washington, Secretary Cotta, Member Johnson and possibly Member Boyer will be attending.**

- Ms. Marshall to notify NCEES of new Board Member Boyer.**

(4) Rules and Regulations

Attorney Savage informed the Board that the Office of Regulatory

Reform has imposed upon all agencies a requirement to submit an economic impact statement, a red flex analyze and a fiscal note for each regulation and these three justifying documents must be submitted forty –five (45) days prior to the a public hearing. Attorney Savage will try to prepare these three documents before the next Board Meeting.

(5) 2014 Legislation – Status Update

No update at this time.

(6) PLS Examination

• Exam Database

Secretary Cotta continues to work on the digitalized format for the Rhode Island State portion of the PLS exam is ongoing.

• RI Portion Exam

There are two candidates that will be sitting for the April 10, 2014 Rhode Island State exam.

(7) Municipal Official's and State Regulatory Acceptance of Improper Plans

- **Follow-up on Letter to State Building Code Commissioner as a result from the Annual Building Officials Meeting**

Vice-Chair McCormick will ask the Rhode Island Society of Professional Land Surveyors to compile a list of all Town Building Official's e-mail address so that the Joint Informational Bulletin can be sent to be used as a reference.

- **Rhode Island Department of Transportation Plan Conformance**

Vice-Chair McCormick moved to draft a letter to Paul Carcieri, Chief Real Estate Specialist at the Rhode Island Department of Transportation, with a copy to Ann Holland and Michael Gaston, requesting that Mr. Carcieri amended the current form letter to conform with the Rhode Island State statute which require that a Professional Land Surveyors prepare conveyance plans, survey maps and other documents.

(8) Any other Old Business

There is no old business at this time.

E. NEW BUSINESS (Review/Discuss/Take Action)

(1) Any Other New Business

No new business at this time.

(2) Comments from the General Public

No comments at this time.

F. Applications (Review/Discuss/Take Action)

(1) Certificate(s) of Authorization (COA) Application(s)

(2) Steven Horsfall

Secretary McCormick made a motion, seconded by Member Johnson, that the Board approve this application provided that person in responsible charge is currently licensed, that the person in responsible charge is not listed on more than two (2) COAs, that there is no disciplinary action and that a current “Certificate of Good Standing” from the Rhode Island Secretary of State’s office is received. Motion passed; five in favor. Voting in favor were Vice-Chair Richard S. Lipsitz, Secretary Michael J. McCormick, Member Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(4) Vineyard Engineering & Environmental Services, Inc.

Secretary McCormick made a motion, seconded by Member Johnson, that the Board approve this application provided that person in responsible charge is currently licensed, that the person in responsible charge is not listed on more than two (2) COAs, that there is no disciplinary action and that a current “Certificate of Good Standing” from the Rhode Island Secretary of State’s office is received. Motion passed; five in favor. Voting in favor were Vice-Chair Richard S. Lipsitz, Secretary Michael J. McCormick,

Member Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

(5) Easterbrook & Associates

Secretary McCormick made a motion, seconded by Member Johnson, that the Board approve this application provided that person in responsible charge is currently licensed, that the person in responsible charge is not listed on more than two (2) COAs, that there is no disciplinary action and that a current “Certificate of Good Standing” from the Rhode Island Secretary of State’s office is received. Motion passed; five in favor. Voting in favor were Vice-Chair Richard S. Lipsitz, Secretary Michael J. McCormick, Member Daniel R. Cotta, Member Curtis M. Johnson and Member Mark D. Boyer.

4/8/2014, Page 3 of 4

(2) Land Surveyor-in-Training/Professional Land Surveyor (LSIT/PLS) Application(s) by Examination and Comity

(A) Daniel McKenzie

Mr. McKenzie’s application is under consideration. The Board is requesting that Mr. McKenzie provide specifics on how his degree, certificates and other courses relate to the provisions of Section 5-8.1-9 of Rhode Island General Laws titled application and qualification for registration.

(B) Robert J. Curran, Jr.

Mr. Curran, Jr.'s application is under consideration. The Board is requesting that Mr. Curran, Jr. provide specifics on how his degree, certificates and any other courses relate to the provisions of Section 5-8.1-9 of Rhode Island General Laws titled application and qualification for registration.

G. Next Meeting 13 May Adjournment

Member Boyer moved to adjourn the meeting at 2:26 p.m. Member Johnson seconded. Motion passed; four (4) in favor. Voting in favor were, Chair Richard S. Lipsitz, Vice-Chair Michael J. McCormick, Member Curtis M. and Member Mark D. Boyer. Secretary Daniel R. Cotta was absent from this vote.

Posted on 14 May 2014 electronically on Secretary of State's Office website; pursuant to the Open Meetings Law, R.I. Gen. Laws Sec. 42-46-6(b), business not included in this notice may be considered with the consent of the majority of the members, and/or may convene into Executive (closed) Session pursuant to R.I. Gen. Laws Sec. 42-46-5.

