

# **BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS**

## **MINUTES OF THE MEETING OF THE BOARD**

**DATE 19 November 2008**

**PLACE 1511 Pontiac Avenue, Building 69-1 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT Mr. Carter, Mr. Pilz and Ms. Votta**

**OTHERS PRESENT Ms. Christina Styron, Administrative Assistant  
Mr. Richard W. Berstein, Legal Counsel  
Mr. Brian J. Riggs, DBR Department Budget Administrator**

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:21  
PM.**

**Call to Order**

**AGENDA ITEM 2 Secretary/Treasurer Pilz made a motion, seconded  
by Vice Chair Bradford, to Approval of Minutes approve the minutes  
of the 22 October 2008 meeting. The motion was passed  
unanimously.**

**AGENDA ITEM 3. The Committee did not move to go into Executive Session.**

**Executive Session**

**AGENDA ITEM 4 1. There is no Correspondence.**

**Correspondence**

**AGENDA ITEM 5 There are no LA applications for review.**

**Applications–LA & COA**

**COA applications**

**Tupelo Gardenworks, Ltd. listing Erin J. Muir as the person in responsible charge. The Board will require Erin Muir and Catherine Weaver appear at the November, January or February meeting to further discuss this COA application and Ms. Muir’s employment status.**

**The Board will draft a policy regarding direct control and supervision of landscape architects, testimony to Boards, etc. to post on our website and send to registrants, cities and towns.**

**AGENDA ITEM 6 a. Review & update Rules & Regulations**

**Old Business**

**There is no update on this agenda item. One note – change time for Board meetings in the rules and regulations.**

## **AGENDA ITEM 7 a. Miscellaneous**

### **New Business**

**Discussion with Neena Savage, DBR, Chief of Legal Services –  
Written Memorandum of Understanding regarding Hearing  
Procedures.**

**Attorney Savage addressed the Board regarding DBR's Hearing  
Procedures and the need for the Division of Design Professionals'  
Boards to conform to DBR's legal and administrative processes;  
particularly the need to ensure that the Boards utilize a Hearing  
Officer as well as a prosecuting attorney. She cited a Supreme Court  
Case Arnold v. Lebel. DBR will be drafting legislation to include the  
Division of Design Professionals within those processes.**

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**b. The next Board meeting is scheduled for 21 January 2009 at 2:00  
PM.**

**AGENDA ITEM 8 Chairman Carter made a motion, seconded by Vice**

**Chair Bradford, to adjourn at Adjournment 3:24 PM. The motion was passed unanimously.**

**11-19-08**

