

# **BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS**

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

**DATE 23 March 2011**

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

**MEMBERS PRESENT Chairman John Carter, Vice Chair Sara  
Bradford and Board Member Michael  
Dowhan**

**MEMBERS ABSENT Secretary Steven Pilz and Board Member Scott  
Millar**

**OTHERS PRESENT Ms. Christina M. Styron, Administrative  
Assistant**

**Mr. Brian J. Riggs, DBR Department Budget Administrator (Present  
2:48 to 3:05)**

**Mrs. Lois A. Marshall, Administrative Assistant**

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:14  
PM.**

## **Call to Order**

**AGENDA ITEM 2** Chairman Carter made a motion, seconded by Vice Chair Bradford, to approve Approval of Minutes the Regular and Executive Session minutes of the 23 February 2011 meeting. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.

**AGENDA ITEM 3** Because of the nature of the following items, Chairman Carter made a Executive Session motion, seconded by Vice Chair Bradford, to hold an Executive Session according to Section 42-46-5a of the Rhode Island General Laws, for sessions or work sessions pertaining to collective bargaining or litigation under Section 42-46-5(a)(2) and for investigative proceedings regarding allegations of civil or criminal misconduct under Section 42-46-5(a)(4) and the motion was passed at 2:45 PM; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.

Chairman Carter made a motion, seconded by Mr. Dowhan, to seal the executive session and record the votes taken in executive session

**pursuant to RIGL §42-46-4 and §42-46-5. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**Chairman Carter made a motion, seconded by Mr. Dowhan, pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

### **Record of Votes Taken in Executive Session**

**Executive Agenda Item #s 3.1. – Disclosure deferred.**

**Adjournment - Chairman Carter made a motion, seconded by Mr. Dowhan, to come out of Executive Session and reconvene to an open meeting pursuant to RIGL §42-46-4. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan at 3:04 PM.**

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**In Executive Session open matters (1), the vote was five in favor.**

**End of record of votes taken in Executive Session**

**AGENDA ITEM 4 1. There was no correspondence.**

**Correspondence**

**AGENDA ITEM 5 a. Rules & Regulations**

**Old Business**

**We will schedule a workshop prior to the regular meeting on 27 April 2011.**

**b. Legislation**

**1. S007 – Landscape Gardeners – There was no update on this agenda item.**

**c. Miscellaneous**

**1. New England Landscape**

**We will be sending a letter stating that since previous requests for a response have been ignored, the Board is requesting that they appear for an informal conference to discuss this matter and that if they do not appear, the Board can take further action including penalty fines for unlicensed activity up to \$2500.**

## **AGENDA ITEM 6 a. Miscellaneous**

### **New Business**

#### **1. Informational Bulletin**

**The Board will work on drafting a new Informational Bulletin to Cities and Towns.**

**b. The next Board meeting is scheduled for 27 April 2011.**

## **AGENDA ITEM 7 LA applications**

### **Applications–LA & COA**

**Christopher Manchester – applying for registration by examination**

**Chairman Carter made a motion, seconded by Mr. Dowhan, to approve Mr. Manchester's application for registration. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**Nicole Pastre – applying for the RI State Exam**

**Mr. Dowhan made a motion, seconded by Vice Chair Bradford, to approve Ms. Pastre's application to take the RI State examination. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**Anne Vaterlaus – applying for the RI State Exam**

**Mr. Dowhan made a motion, seconded by Vice Chair Bradford, to approve Ms. Vaterlaus's application to take the RI State examination. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

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**Regan Harrold – applying for reciprocity from MA**

**Mr. Dowhan made a motion, seconded by Vice Chair Bradford, to require Ms. Harrold to take the RI State examination. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**Bruce Johnson – applying for reciprocity from WA**

**Mr. Dowhan made a motion, seconded by Vice Chair Bradford, to require Mr. Johnson to take the RI State examination. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**Stephen Kolwicz – applying for reciprocity from OH**

**Mr. Dowhan made a motion, seconded by Vice Chair Bradford, to require Mr. Kolwicz to take the RI State examination. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**The Board reviewed requests for reinstatement from Kenneth Kay, LA #56 and Albert Veri, LA #77.**

**Chairman Carter made a motion, seconded by Mr. Dowhan, to approve Messrs. Kay and Veri reinstatement applications. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**COA applications**

**The Board reviewed the following initial Corporation/LLC COA application:**

**Karen Krider Design, LLC.. listing Karen Krider in responsible charge**

**Vice Chair Bradford made a motion, seconded by Mr. Dowhan, to approve the above listed COA application pending receipt of a Certificate of Good Standing from the RI Secretary of State. The motion was passed: three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

**The Board reviewed the screenshots for the Individual LA Registration renewal. We will ask RI.Gov to add something to the effect of "You do not enter your SS# or Tax ID# on this on-line renewal but you may be required to provide this information at a later date" in the Tax Payer Status affidavit screenshot.**

**AGENDA ITEM 8 Chairman Carter made a motion, seconded by Mr. Dowhan, to adjourn at 3:55 Adjournment PM. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford and Mr. Dowhan.**

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