

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

DATE 28 September 2011

**PLACE 1511 Pontiac Avenue, Building 69-2 Conference Room,
Cranston, RI**

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

MEMBERS ABSENT None

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

Mrs. Lois A. Marshall, Administrative Assistant

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:38
PM.**

Call to Order

AGENDA ITEM 2 Mr. Dowhan made a motion, seconded by Secretary

Pilz, to approve the Regular

Approval of Minutes and seal the Executive Session minutes of the 20 July 2011 meeting with 2

revisions on Regular Session minutes, Agenda Item 7 and a revision on the

Adjournment on the Executive Session minutes. The motion was passed; five in

favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz,

Mr. Dowhan and Mr. Millar.

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 2:42 PM;

five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford,

Secretary Pilz, Mr. Dowhan and Mr. Millar.

Chairman Carter made a motion, seconded by Vice Chair Bradford, 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; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

Chairman Carter made a motion, seconded by Vice Chair Bradford, 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; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

Record of Votes Taken in Executive Session

Executive Agenda Item #3.1. – Disclosure deferred.

Executive Agenda Item #3.2. – Disclosure deferred.

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Executive Agenda Item #3.3. - No votes were taken.

Adjournment - Chairman Carter made a motion, seconded by Vice Chair Bradford, to come out of Executive Session and reconvene to an open meeting pursuant to RIGL §42-46-4. The motion was passed unanimously; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar at 3:21 PM.

In Executive Session open matters (2), there were 0 votes taken. In Executive Session closed matters, there was one vote taken.

End of record of votes taken in Executive Session

AGENDA ITEM 4 1. CLARB Report of Examinee Scores was received.

Correspondence

2. MicroStation Today News was received.

3. 2012 CLARB Nominating Committee Election Ballots completed by Secretary Pilz and submitted to CLARB were received.

4. RIASLA Newsletter was received..

5. An e-mail from Nina Marelli asking the Board to complete a Student Loan

Deferment Form was received. The Board will not sign the Postponement Form but will send a letter stating that experience is part of the registration requirement. Ms. Styron and Secretary Pilz will draft a letter which will be reviewed by Attorney DeQuattro.

AGENDA ITEM 5 a. Rules & Regulations

Old Business

The Board did not hold a workshop today prior to this meeting. We will schedule another workshop prior to the regular meeting in October.

b. Legislation

There were no legislation updates.

c. Miscellaneous

There were no miscellaneous old business items.

AGENDA ITEM 6 a. Miscellaneous

New Business

1. Informational Bulletin

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

b. The next Board meeting will be scheduled for 26 October 2011.

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AGENDA ITEM 7 LA applications

Applications–LA & COA

The Board reviewed the following applications for initial registration:

Kristin Kaczmarek

Vice Chair Bradford made a motion, seconded by Mr. Dowhan, to approve Ms. Kaczmarek's application for registration. The motion was passed; four in favor. Voting in favor were Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar. Chairman Carter abstained.

Amanda Sloan

Mr. Dowhan made a motion, seconded by Secretary Pilz to approve Ms. Sloan's application for registration. The motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

Anne Vaterlaus

Chairman Carter made a motion, seconded by Secretary Pilz, to approve Ms. Vaterlaus's application for registration. The motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

The Board reviewed the following Reciprocity applications:

Regan Ballantyne

Kyle Zick

Chairman Carter made a motion, seconded by Secretary Pilz, to approve Ms. Ballantyne's and Mr. Zick's reciprocity applications for registration. The motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

Travis Pryor

Mr. Dowhan made a motion, seconded by Secretary Pilz to approve Mr. pryor's reciprocity application for registration. The motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

William Anderson, former license #398, request for reinstatement

Mr. Anderson submitted a renewal application and fees. The Board instructed Ms. Styron to ask Mr. Anderson to submit three (3) examples of work performed during the lapsed period of July 2007 to present.

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COA applications

The Board reviewed the following initial Corporation/LLC COA applications:

Ken Kay Associates listing Kenneth J. Kay in responsible charge

Wright-Pierce Limited listing Travis Pryor in responsible charge

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

The Board reviewed the following initial Sole Proprietor COA application:

Anne E. Vaterlaus

The Board reviewed the following initial exempt COA applications:

Regan E. Ballantyne

Matthew O. Mattison

Vice Chair Bradford made a motion, seconded by Secretary Pilz, to approve the above listed COA applications as exempt from the COA requirement since they have stated that they do not intend to practice/offer to practice under their own name/company in RI. The

motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

The Board reviewed the following amended COA application:

Beals & Thomas, Inc – adding Regan Ballantyne as a person in responsible charge along with existing person in responsible, David J. LaPointe

Chairman Carter made a motion, seconded by Mr. Dowhan, to approve the above listed amended COA application. The motion was passed; five in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

Secretary Pilz submitted advertisements on superpages.com of individuals/firms that do not hold COA's listed under Landscape Architects. The Board will review and draft a letter to be sent.

ADJOURNMENT Chairman Carter made a motion, seconded by Secretary Pilz, to adjourn at 4:20 Adjournment PM. The motion was passed; five in favor. Voting in favor were Chairman Carter,

Vice Chair Bradford, Secretary Pilz, Mr. Dowhan and Mr. Millar.

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