



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

Division of  
Design  
Professionals

BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 23 April 2014  
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Pilz, Secretary Sara Bradford (Present 2:13 p.m. – 3:54 p.m.), Members John Carter and Margaret E. Ryan

MEMBER ABSENT: None

OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:20 p.m. – 3:54 p.m.)  
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:08 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Chair Dowhan move to accept 26 February 2014 open meeting minutes. Member Carter seconded. Motion passed, four (4) in favor, one (1) abstained. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz abstained from the vote since he was not present for the meeting.

Chair Dowhan moved to accept 26 February 2014 executive meeting minutes. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Ryan. Vice-Chair Pilz and Member Carter were abstained from the vote since they were not present at the meeting.

Chair Dowhan move to accept 26 March 2014 open meeting minutes. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford. Members Carter and Ryan abstained from the vote since they were not present for the meeting.

Chair Dowhan moved to accept 26 March 2014 executive meeting minutes. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford. Members Carter and Ryan abstained from the vote since they were not present for the meeting.

(3) **APPLICATIONS**

**LA Registration by Reciprocity (RI State Supplemental Exam – PENDING)**

(a) **Lynn A. Moore**

Vice-Chair Pilz moved that the Board approve *Lynn A. Moore* for the RI State Supplemental Exam (RI SSE) based on the review of the application which appears satisfactory, with the comment of her work experience, specifically the requirement of her work experience under herself, given the context of her employment and years of employment with a professional office and her accompanying registrations in other states, the Board felt as though the work experience is acceptable to the Board in this instance. The Board considered the work experience at its discretion and can accept the landscape architect of supervision as being herself. Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

(b) **Lynn E. Wolff**

Vice-Chair Pilz moved that the application package for *Lynn E. Wolff* be approved to take the Rhode Island State Supplemental Examination (RISSE). Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

**LA COA APPLICATIONS:**

**Amended COA Applications**

(a) **Beta Group, Inc., COA #LA.0023120-COA**

(Change in Responsible Charge – Adding Steven P. D’Ambrosia, RI LA #613, Nathan T. Socha #610, and Scott T. Ridder, RI LA #483)

Secretary Bradford moved to accept the amended COA application for *Beta Group, Inc., COA #LA.0023120-COA*. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

(4) **OLD BUSINESS**

1. **Rules and Regulations**

Attorney Algee updated the Board. The Rules and Regulations document is ready for public hearing when the Board is ready. The Board will incorporate the changes made by Secretary Bradford, and then send the document back to Attorney Algee. Chair Dowhan moved to continue and schedule a workshop to finalize these changes. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

2. **State Annual Building Officials Meeting**

Member Carter updated the Board. Member Carter will send out the draft Powerpoint Presentation to the Board for review and continue to next month.

3. **CLARB’s requirement for candidates to maintain a Council record in order to have exam results released to the state**

Chair Dowhan will follow-up with a telephone call to CLARB.

(5) **NEW BUSINESS**

1. **Certificate of Registration (COR) – (For Member Input)**

The Board reviewed the Wall Certificate and pocket license that is now issued in the new e-licensing system. In doing so, the term “Certificate of Registration” does not appear anywhere on the new Wall Certificate or pocket license as it did previously. The Board will

request that the language be changed to mirror the language on the previous Wall Certificate and pocket license. The Board continued to view the language change.

**2. For Letter for Review and Approval – COA No Longer Valid-LA in Responsible Charge No Longer Employed**

Vice-Chair Pilz moved to revise the “form letter” as per the Board’s discussion and to immediately issue this letter to *Millstone Engineering, P.C.* as prepared. After further discussion, Vice-Chair Pilz moved that this letter first become a “form letter” for a registrant who is informing the Board of change in COA status, and secondly that it be revised and issued to Millstone Engineering, P.C. as noted in the Board’s discussion at this meeting. Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

**3. RI State Supplemental Exam (RI SSE) Study Materials**

A response will be sent to applicant, David Warner, that the content of the letter previously sent is what the Board provides to applicant, and that the Rhode Island American Society of Landscape Architects (RIASLA) does offer a study course for the RI SSE. This matter is tabled for further review.

**4. a. Meeting Schedule**

**b. Next meeting – May 28, 2014**

**(6) CORRESPONDENCE**

1. **CLARB March 2014 Member Board E-News** – So noted

2. **CLARB Request – CLARB is seeking one (1) Member Board partner to collaboratively explore, within the context of a pilot project, how to regulate public welfare or well-being in a specific jurisdiction.** – The Rhode Island Board will not be participating.

**(7) EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:23 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Pilz and Secretary Bradford seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:54 p.m. pursuant to Rhode Island General Laws, §42-46-4. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

**(8) ADJOURNMENT**

Chair Dowhan moved to adjourn the meeting at 3:54 p.m. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.