

Aquidneck Island Planning Commission

Meeting of the Board of Directors

AIPC Office 321 East Main Road Portsmouth RI 02871

Friday January 7, 2005

Attendees: Robert Beaver, Peter Martin, Robert Quigley, Richard Wimpres, Art Weber, Tina Dolen, Sandy Thomas, Sue Kennedy

Robert Beaver, Chairman, convened the meeting at 11:45 am.

Minutes from November 22, 2004 meeting were approved as amended.

KEY OUTCOMES: JANUARY 7 MEETING

- The AIPC Board day-long retreat was very productive. The outcomes and recommendations were compiled in a Draft Report. The Board will meet regularly to discuss and refine the retreat topics.**
- The kick-off meeting for Newport County volunteer boards is scheduled for January 13. The title of the event is “Crafting the Future of Newport County” and will cover Legal and Ethical Considerations in Land Use Planning. The AIPC has received 75 responses to the municipal training dinner thus far.**
- AIPC is working with Planners and Pare Engineering Consultants to**

develop municipal and regional TIP and Enhancement projects and will be presenting projects to each Town Council. The TIP/TE project deadline is February 4, 2005.

- **The next Bailey Brook project meeting is scheduled for January 27th. The consultant GeoSyntec is in the process of preparing a draft report of their initial findings for the first phase of the project, which will be disseminated at the meeting.**

- **AIPC Officer Elections - AIPC directors voted the following officers for 2005:**

Peter Martin-President

Art Weber-Vice President

Richard Wimpres-Secretary

Discussion:

AIPC BOARD OF DIRECTORS' RETREAT WITH SUE KENNEDY, FACILITATOR:

The retreat held on December 16, 2004 was viewed as very productive. Sue handed out a Draft Report which reflected the work and outcomes that resulted from the retreat, such as the updated Mission and Vision statements, set of criteria for projects, project matrix, etc. Building board capacity and fund-raising strategies will be discussed and developed by Tina and Sue. It was suggested that the Board meet regularly to discuss and further evaluate the retreat topics (plan on meeting again as a group in about four months). At

that time, an updated version of the report, along with a meeting worksheet, will be available and should be utilized at subsequent meetings. The AIPC is well-positioned internally as a group since the members work well together and are able to discuss individual points of view frankly prior to reaching consensus on many items. We have been able to accomplish a considerable amount in the first workshop.

Sue will change the report to indicate the outcomes/recommendations in bold type as per Robert Beaver's suggestion. He also suggested that the "Next Steps" section be more specific and include dates of the next workshops. Other comments indicated that the AIPC Board members would like training that is directly applicable to regional planning theory; not only for directors, but also available to the public whenever pertinent. When reaching out, AIPC will utilize a two-tier training approach (legislators/councils/boards/administrators and our group). The invitations to various interest groups will be aligned with the workshop content.

Dr. Quigley commented that it is important that the public be made aware of regional planning, but we need to be careful so that AIPC does not give the impression of forcing regionalism (i.e. Cape Cod Commission). We could use assistance from Sue on public relations and communications, such as planning the annual luncheon for the municipalities. Mr. Wimpress suggested the board utilize a project matrix and assign a project liaison for each project. Tina Dolen

commented that we will have a Gant chart with all the pertinent information for each project, indicating time schedule and we can then plug in Board liaisons to each area.

WEST SIDE PLAN STATUS REPORT

Dr. Quigley stated that there are new appointments to the task force and that Tina has the list. The TAC will be invited in June on the ferry trip with refreshments provided. This trip will take place either the third or fourth Friday in June. Peter Janaros is anxious to get involved with the board as well, and could serve in an advisory role. Tina stated that William West is the liaison for Portsmouth and that Louis DePalma is the newly elected Town Council member from Middletown. Other liaisons include Ted Clemens from the Aquidneck Land Trust and Steve Ostiguy from Church Community Housing. Dr. Quigley questioned if a person from affordable housing should be on the Task Force. Tina stated we could screen the agenda in advance from the Cecil Group (AIPC is trying to obtain the agendas earlier) to see if an affordable housing should be present or not.

Tina discussed the progress made at the recent contract review meeting with the consultants. Cecil provided all of the past due deliverables at the last Task Force meeting. We will need to arrange more of these contract review meetings in order to keep Cecil Group on track with their scope tasks. The next public meetings were scheduled for March 30 and April 2, although AIPC decided to eliminate the Saturday April 2 presentation. AIPC will inquire with

Cox Cable as to broadcasting the public meetings. Tina stated that the Louis Berger contract (subcontract) for the TRANSCAD model and other transportation assistance on the WSMP is ready to be signed. Sandy Thomas may take advantage of training offered by Caliper, our licensing agent, for training on the TRANSCAD software.

REPORT FROM THE EXECUTIVE DIRECTOR

The director's report is appended to the minutes.

MUNICIPAL TRAINING

We received 75 responses to the municipal training dinner thus far. Jamestown was the least responsive; however, we have received good representation from the other towns. AIPC will contract with someone to videotape the event.

COMMERCIAL DESIGN GUIDELINES

This item has stalled as Middletown now has a new Town Council who will need to determine if the process goes forward. The previous Town Council member who generated support for the Commercial Design Guidelines is no longer a Council member. AIPC will continue to follow-up with the new Council and will provide legal consultation (Andy Teitz) for Ron Wolanski and the Planning Board for the Council hearing.

REGIONAL WATER UTILITY

The next meeting has been postponed as the cost method analysis, which was to be provided by RIDEC representative, Andy Dyzkewicz, is not yet complete.

AIPC NEWSLETTER

AIPC will disseminate a newsletter. The AIPC newsletter will be provided to state and federal legislators, the municipalities, councils, media outlets, etc.

LAND USE PLANNER REPORT

TIP/TE PROJECTS

Sandy is preparing and coordinating the TIP and Enhancement applications in cooperation with the planners from the three communities. AIPC will also be developing regional applications that will have to obtain the support of all three communities. Pare Engineering (Pam Sherrill) will work with Sandy in preparing the regional submittal.

The individual local and regional projects will be presented to each Town Council-Middletown on January 3rd, Newport on January 12th, and Portsmouth on January 24th. The public hearing date for the East Bay region for all applications is January 31. The TIP/TE projects deadlines are February 4, 2005.

BAILEY BROOK WATERSHED

The next meeting is scheduled for January 27th. The consultant GeoSyntec is in the process of preparing a draft report of their initial findings for the first phase of the Bailey Brook project, which will be disseminated at the meeting. GeoSyntec has reported an identified point source pollution spot where there is a very high bacteria count and a visible discharge plume from the sewer line into the Brook. Tina had previously informed Middletown Town Administrator, Gerry Kempen regarding this problem.

NEW BUSINESS

Tina stated that the AIPC has prepared a memo to Jim Capaldi at RIDOT based on information from from Bill McGlinn, Portsmouth Water and Fire District, on the need to allow for a water main conduit to Aquidneck Island in the event of emergency along the Sakonnet River Bridge. AIPC suggested that the RIDOT proposed “betterment” fee might be avoided if funding from other sources could be identified. Dr. Quigley suggested that the legislators be contacted directly about this issue.

Tina will speak with Sheila Brush about placing a reference to the AIPC on the Smart Growth web pages, although there is a fee

involved.

AIPC has received a quotation from sign maker Tom Cassleman, for an exterior sign. The 4 x 4 two sided sign would cost \$750.00. There was no action taken on the proposal.

Tina suggests setting up a bank account for AIPC petty cash transactions. This would eliminate the current system where staff must purchase supplies from personal accounts. AIPC directors voted to authorize a checking account with a \$1,000.00 revolving balance.

If he is unable to make many meetings, Roger Poisson may need to have an alternate appointed to AIPC as we need representation from the Navy during board meetings.

AIPC BOARD MEMBER ELECTIONS

AIPC board members voted the following slate for 2005:

Peter Martin-President

Art Weber-Vice President

Richard Wimpres-Secretary

Respectfully submitted,

Sandy F. Thomas
Land Use Planner