



Aquidneck Island Planning Commission

Meeting of the Board of Directors

AIPC Conference Room, 437 Broadway, Newport, RI 02840

Minutes for Tuesday, January 19, 2016, 06:00 PM

Board Members (Bold indicates present):

Newport

Hilary Stevens, Chair

Peter Janaros, Vice Chair

John DiBari

Dean Workman

Middletown

Linda Finn

Richard Adams

Diana Skaggs

Gladys Lavine

Portsmouth

Anne Macedonio

Ray Berberick

Gary Gump

Kathleen Wilson

Ex Officio: Erin Donovan-Boyle, Newport County Chamber of Commerce; Daniel Sullivan (interim), Naval Station Newport.

Municipal Liaisons (Bold indicates present):

Rick Lombardi

Middletown Town Council

Marco Camacho

Newport City Council

Keith Hamilton

Portsmouth Town Council

Staff (Bold indicates present):

**Thomas Ardito, Exec.
Director**

**Allison McNally, Office & Project
Manager**

**George Johnson,
Planner**

Welcome and Approval of Agenda

A quorum being present, Hilary Stevens, Chair, called the meeting to order at 6:03 PM. The Board welcomed Ms. Stevens back from her Brazilian adventure. The agenda was unanimously approved.

Approval of Minutes

The regular meeting and executive session minutes of November 17, 2015 were unanimously approved.

Strategic Planning Report

Ray Berberick provided an overview of the Strategic Planning process. A Strategic Plan is in process and will be presented to the Board for approval. The Plan will include a recommended project list and steps to create an Advisory Board. Ray will meet with any members of the Board who wish to provide input or to review in detail the work of the Committee. Ray indicated that all communications regarding Strategic Planning should include Tom Ardito.

Executive Directors' Report

Capacity Building. Tom summarized staff capacity building work so far and recommended that Worldways Social Marketing, Inc., be hired to support the communications portion of this work. Tom described the consultant's experience with similar tasks in Newport and elsewhere and indicated that the company was an excellent fit for AIPC's communications needs. Due to time constraints and after discussions with the funding organization, the van Beuren Charitable



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Foundation (vBCF). Tom asked the Board to approve hiring Worldways on a sole source basis without full and open competition.

After a discussion of the consultant hiring process and role of the Board, Peter Janaros moved that a Request for Proposal (RFP) be issued for strategic planning support and capacity building services, and award of not more than \$10,000 made only after evaluation of proposals by the Board. The motion failed. 6 opposed, 3 in favor.

Dick Adams moved that Worldways, Inc. be hired on a sole source basis as communications consultant with a maximum of \$10,000 awarded. The award should not be considered a precedent and prior to award Tom will provide the Board with sole source justification. During the discussion of the motion Kate Wilson and Marco Camacho explained the sole source contract award process as used by the state and the City of Newport. The motion was approved. 6 in favor, 4 opposed.

Fundraising Consultant. Tom provided a draft Request for Proposals (RFP) (previously sent to the Board for review) for the hiring of a fund raising and communications consultant. As described in AIPC's current grant contract with vBCF, the purpose of the contract will be to assist AIPC in developing and implementing a plan to achieve sustainable funding. The award will be limited to \$40,000.

John DiBari moved that the RFP be released at a date to be set by the Executive Director. The motion was duly seconded and unanimously approved.

A discussion followed on the contractor selection process. Dick Adams moved that the Executive Director ask for volunteers for a selection committee. The committee will select three candidate firms for Board consideration with an award recommendation. The motion was duly seconded and unanimously approved.

Staff Hiring – Communications Specialist. Tom provided the Board a position announcement (previously sent to the Board for review) for a Communications Manager job description. After Board discussion it was agreed by consensus that the job description should be released after eliminating references to “flexibility and sense of humor”.

On a motion by John DiBari, it was unanimously agreed that the Executive Director should make the final hiring decision. Tom should call on Board members for discussion of candidate resumes and interviews as he thinks appropriate.

Finance Committee Report. The report was deferred to the next Board meeting due to time constraints.

Solarize Aquidneck. The report was deferred to the next Board meeting due to time constraints.

Building Status – 437 Broadway. Tom Ardito reported that he and Allison McNally are in discussions with the City of Newport regarding the future of 437 Broadway. Maintenance work



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continues on cleaning up the upper floors and roof repairs, although the property probably will be sold. Tom asked the Board to help locate new offices for AIPC.

Aquidneck Island Water Quality Project. AIPC is working with the municipalities on a proposal to the U.S. Environmental Protection Agency regarding improving Island water quality. A Pre-proposal is in process.

US Navy Representative to AIPC. Tom is working with NAVSTA Newport on a Navy representative to replace Roger Poisson who retired.

Legislative Forum. Tom reported that the Legislative Forum sponsored by AIPC in partnership with the Newport Daily News was a great success. The Pell Center was full and almost all Newport County legislators were present. Tom expects to continue the forums on a regular basis.

Transportation Improvement Program (TIP) Applications. Tom reported that George Johnson did a superb job of preparing and helping the municipalities submit TIP applications. George used the AIPC Aquidneck Island Transportation Study and other sources to prepare and vet projects with the municipalities. George is following up with the municipalities as the TIP process moves forward.

Island Broadband Project. Tom reported that the current grant from the Rhode Island Foundation is being closed out.

Island Commons Project. Tom reported that he serves on the advisory group for Island Commons, a project to support local food sourcing. He indicated that this project seems to have good prospects and AIPC will remain involved and monitor progress.

2016 Meetings

A schedule of AIPC board meetings in 2016 will be provided in the near future.

The Board voted unanimously to adjourn at 8:08 PM.

Respectfully Submitted: /s/ Richard Adams