



Aquidneck Island Planning Commission

Meeting of the Board of Directors

AIPC Conference Room, 55 John Clarke Rd, Middletown, Rhode Island, RI 02842

Minutes for Tuesday, September 13, 2016

Board Members (Bold indicates present):

Newport

Hilary Stevens, Chair
Peter Janaros, Vice Chair
John DiBari, Fin. Comm. Chair
Dean Workman

Middletown

Linda Finn
Richard Adams
Diana Skaggs
Gladys Lavine

Portsmouth

Sara Churgin
Ray Berberick
Keith Humphreys
Kathleen Wilson

Ex Officio: Erin Donovan-Boyle, Newport County Chamber of Commerce

Municipal and US Navy Liaisons (Bold indicates present):

Rick Lombardi
Middletown Town Council
Cornelia Mueller
NAVSTA Newport

Marco Camacho
Newport City Council

Keith Hamilton
Portsmouth Town Council

Staff (Bold indicates present):

Thomas Ardito, Exec. Director
Liza Burkin, Program Specialist

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 6:00 PM. The agenda was unanimously approved.

Approval of Minutes

The minutes of July 12, 2016 were unanimously approved.

Chair Opening Remarks

Hilary welcomed Sara Churgin and Keith Humphreys to the Board as Portsmouth representatives. Sara is an attorney with extensive experience in agricultural management, water quality and other environmental issues. Hilary noted that Sara will bring to the Board a new and much needed level of expertise.

Keith is a real estate professional with wide experience and involvement in civic matters including strategic planning, staff development, marketing, problem analysis and resolution and in the transfer of surplus Navy land to island municipalities.

Hilary also welcomed to the AIPC staff Liza Burkin who will be managing and supporting AIPC programs and communications.

Governance

Hilary reminded the Board that matters discussed in Executive Session were not to be discussed with non-Board members or the general public. She emphasized that to breach Executive Session confidentially was a serious breach of Board member responsibilities.

Financial Report

John DiBari provided the current financial report. He indicated that there were no unexpected or unusual revenue or expense items to report. As expected revenues are higher than budgeted due to grant income received earlier than budgeted and salaries are under-budget due to changes in staffing and the salary payment schedule. He also noted that contractual expenses are under-budget as a result of delays in receipt of invoices.



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John said that there were no changes to budget line items since the previous report. Allison said that work with KLR was proceeding on schedule; she is meeting weekly with Sandy Ross at KLR. Allison reported that the revised Chart of Accounts is complete and the procedure changes recommended by the Portsmouth Finance Director had been implemented and work is proceeding on KLR recommended improvements

Reports to municipalities on AIPC financial changes will be delivered to the councils and administrations this month. Tom again expressed his and the Board's thanks to Ray Berberick for his work on the financial process.

Current financial reports are available in the AIPC office.

Executive Directors' Report

Welcome to New Board Members. Tom began by again welcoming Sara and Keith to the AIPC Board and Liza to the AIPC staff. Tom indicated that Liza will be primarily involved in media and communications. AIPC staffing in this area may be increased at some future date, for the immediate future he expects Liza to handle AIPC's communications and media needs.

Energy Forum. Plans for the Energy Forum are essentially complete and seating is rapidly filling up. Reminders to municipal administrators will be sent this week. It is expected that the Pell Center will be full for the forum.

AIPC Draft Management Manual. The manual has been distributed to all Board members. Board members are asked to read and review the draft manual and provide any comments to Tom and/or Allison. The manual is a compilation of Best Practices for non-profits, including federally recommended Best Practices for non-profits receiving federal grants.

USS JFK Park. Rick Lombardi provided an update on progress securing the decommissioned USS John F. Kennedy as a park and visitor center at Pier One. Rick said that the Navy had approved the JFK for transfer to a JFK Foundation and work was well underway to create a visitor center similar to the Yorktown facility. He asked that the Board invite a representative of the JFK foundation to speak to the AIPC Board in the near future. The Board agreed to hear a presentation on the JFK proposal.

Prior to recessing open session and reconvening in executive session the Board discussed appropriate uses of executive sessions. Dawn Euer, AIPC attorney, explained that executive sessions were appropriate when discussing matters protected under lawyer-client privilege and when discussing possible litigation.

Board Recess and Reconvening in Executive Session Pursuant to provisions of RIGL, Sections § 42-46-5 (2) Litigation – Attorney Client Privileged Information

On a motion by Richard Adams, duly seconded, it was voted unanimously to recess open session and reconvene in Executive Session.

The Board then recessed and reconvened in Executive Session at 6:46 PM.

On a motion by Mr. Adams, duly seconded and unanimously approved, the Open Session was reconvened at 8:05 PM.

On a motion by Richard, duly seconded, the Board unanimously approved AIPC's Conflict of Interest and Non-Discrimination policies.

On a motion of Richard Adams duly seconded, it was voted unanimously to seal the Executive Session minutes pursuant to Section RIGL 42-46-7.

The Board of Directors meeting was adjourned at 8:11 PM. The next meeting is scheduled for 11 October at the AIPC Office Conference Room.

Respectfully Submitted: /s/ Richard Adams