

**BOARD OF EXAMINATION AND REGISTRATION OF ARCHITECTS  
MINUTES OF MEETING OF THE BOARD**

**DATE: March 21, 2007**

**PLACE: Department of Administration  
One Capitol Hill, Conference Room B  
Providence, RI 02908**

**MEMBERS PRESENT: Dana M. Newbrook, Wilbur E. Yoder, James R. Carlson, Joseph A. Cirillo and Barbara Feibelman**

**OTHERS PRESENT: Adam J. Sholes, Special Assistant Attorney General**

**Peter N. Dennehy, Deputy Chief Legal Counsel, Dept. of Admin.  
Came in at 4:00 p.m. and left at 4:58 p.m.  
Dawne Broadfield, Board Executive**

**CALLED TO ORDER: Chair Newbrook called the meeting to order at 3:40 pm. to commence Board business.**

**MINUTES OF THE MEETING OF THE BOARD**

**(1) Vice-Chair Yoder moved to approve the open meeting minutes of February 21, 2007 as published. Ms. Feibelman seconded. Secretary Carlson abstained. Motion approved.**

**(2) Vice-Chair Yoder moved to approve and seal the executive session meeting minutes of the February 21, 2007 as published. Ms. Feibelman seconded. Secretary Carlson abstained. Motion approved.**

## **EXECUTIVE SESSION**

**The items of the executive session agenda are now published on the open meeting agenda. Attorney Sholes explained that in 2004 the Rhode Island Supreme Court issued a decision saying that all public bodies must be specific enough so that the general public will be aware of what is taking place at the meeting. Attorney Sholes told the Board that the notice and agenda that was posted for this meeting now meets the proper criteria.**

**Attorney Sholes indicated that if there was something that would jeopardize the Board's negotiations, tactics or investigations, the Board could keep that not public for a period of time. Ms. Feibelman asked for clarification that if the items being kept in executive session is not to protect the privacy of any of these individuals but is to protect the Board's strategy, and also asked if the Board had an investigation and investigated someone who did nothing wrong that would still be on the agenda and public. Attorney Sholes stated that was correct.**

**(1) Secretary Carlson moved to convene into executive session at**

**3:45 p.m. pursuant to RI General Laws, § 42-46-5 (a)(2) for sessions or work sessions pertaining to collective bargaining or litigation and § 42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Yoder seconded. Motion approved.**

**(2) Secretary Carlson moved to adjourn from executive session and to reconvene to an open meeting at 3:54 p.m. pursuant to R.I.G.L. §42-46-4. Vice-Chair Yoder seconded. Motion approved.**

**(3) Secretary Carlson moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Yoder seconded. Motion approved.**

**(4) Secretary Carlson moved to record the votes taken in executive session in accordance with Rhode Island General Law §42-46-4 as follows. Vice-Chair Yoder seconded. Motion approved to close Dennis T. Mitchell.**

**03/21/07, Page 1 of 6**

**(5) Secretary Carlson moved 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). Vice-Chair Yoder seconded. Motion approved.**

## **OLD BUSINESS**

### **(1) Amendments to the “Rules of the Board”**

**Update was given. Attorney Dennehy and Mrs. Broadfield are taking the appropriate steps need to proceed to adopting the “Rules of the Board”. The next step is that the notice be faxed to the Providence Journal and the public hearing is scheduled for May 16, 2007 at 4:00 p.m.**

**(2) “Tech Note” – Meeting to be scheduled with Daniel L. Beardsley, Jr., Executive Director, League of Cities and Towns, State Building Code Commissioner and the Board.**

**Mr. Cirillo reported to the Board that no date has been scheduled yet.**

**After discussion, it was suggested that Mr. Cirillo speak with the Building Code Commissioner and ask to be placed on the regular mandated meeting agenda of the building officials. Mr. Cirillo will take this direction and follow-up at the Board’s next meeting.**

**(3) Discussion on “disaster” – Continuity of Operations Plan (COOP)**

**(A) Ms. Feibelman was the next to review the three-ring binder. She felt that the information that Secretary Carlson reported at this meeting on the Providence Urban Search and Rescue team needs to be placed in the three-ring binder and other information now needs to be weeded through. Ms. Feibelman documented her comments along with Secretary Carlson's comments in the three-ring binder. Vice-Chair Yoder will review the three-ring binder for the next meeting.**

**(B) To date the Board is waiting for the results of the "Business Continuity Plan Questionnaire" being put together for the Department of Administration (DOA) by the State Division of Information Technology (DoIT) and their consulting team for this project, LBL Technology Partners.**

**(C) Mr. Cirillo suggested that the Board contact Grover Fugate, Executive Director of Coastal Resource Management Council (CRMC) concerning hurricanes.**

**(D) Secretary Carlson told the Board that in preparing the "Disaster" Program for the New England Conference of Architectural Registration Boards (NECARB) meeting, he spoke to Mr. David Grandpre who is on the Providence Urban Search and Rescue team. This is a team consisting of six structural engineers. These engineers have been trained and are equipped to respond to disasters anywhere that they are dispatched in Rhode Island.**

**Secretary Carlson stated that he will be meeting with Robert Leach and David Grandpre to establish what will be the resource for Rhode Island in event of “disaster”. The Board discussed how to come up with a list of who was interested and who was qualified to assist. Secretary Carlson thought that this meeting will lead to determining how many people should be trained and also to identify the people that are interested in being trained through the AIA membership.**

**Secretary Carlson felt that there is nothing else that the Board needed to do other than Secretary Carlson maintaining liaison with them if the Board concurs. Whatever the group comes up with, the Board can roll into their COOP and have it for government. Secretary Carlson stated that the Providence Urban Search and Rescue team and that will be the resource for the state.**

**03/21/07, Page 2 of 6**

**(4) Update on the Spring 2007 New England Conference of Architectural Registration Boards (NECARB) Conference for Regions 1 and 5 to be held in Newport, RI.**

**Chair Newbrook gave an update of the Spring 2007 NECARB Conference being held on March 29 – April 1, 2007 in Newport, RI.**

## **Programs:**

**Secretary Carlson stated that the National Council of Architectural Registration Boards (NCARB) will make their presentation on the “Resolutions”. After that discussion, the “Panel Discussion on Disasters” will take place. Secretary Carlson thanked all for participating. Secretary Carlson stated each Board member will give a short brief presentation on their material and field questions. Ms. Feibelman has agreed to present the Board’s Continuity of Operation Plan (COOP). Mr. Cirillo has agreed to present what the ICC has relative to disaster certification for professionals. Chair Newbrook has agreed to present the Board’s “Good Samaritan” law and its history of development. Secretary Carlson will speak about available resource material and hand out publications. After the presentations, the panel discussion will be turned over to Vice-Chair Yoder who will moderate the panel and introduce the panel members. The guest speakers include David Odeh, who has spent his career involved in “disaster”; Robert Leach who has the North Ridge experience; Robert Warren from the Rhode Island Emergency Management Agency (RIEMA); Leo Messier from Providence EMA and Robert Luke, President of NCARB, following up on Hurricane Katrina.**

## **Check-In**

**Mr. and Mrs. Cirillo and Chair Newbrook will be present Thursday night to greet guests and hand out the gift packages.**

## **BLUE BOOKS (RECIPROCITY)**

**(A) Secretary Carlson moved to approve the following Blue Books as submitted with an expiration date of December 31, 2007. Vice-Chair Yoder seconded. Motion approved.**

**(1) CLEARY, Kevin H. (4) PILLSBURY, Robert L.**

**(2) FRATTARE, Ronald A. (5) WEST, Christine Malecki**

**(3) LAIRD, Philip (6) WILLIAMS, James D.**

**(B) Secretary Carlson moved to approve the following Blue Book pending receipt of the application with the original signature and the required \$200 certified check with an expiration date of December 31, 2007. Vice-Chair Yoder seconded. Motion approved.**

**(1) AVETTA, Peter Edward**

## **CERTIFICATES OF AUTHORIZATION APPLICATIONS (See Attached List)**

**(A) Vice-Chair Yoder moved to approve the applications for Certificates of Authorization for the Sole Proprietorships for Jonathan Austin Architect; George N. Cucitrone, Jr.; DSH Design Group; William Kenneth Hopkins; Murray Jay Miller, AIA; Robert D. Mitchell as submitted. Ms. Feibelman seconded. Motion approved.**

**(B) Vice-Chair Yoder moved to approve the application for Certificate of Authorization for the Sole Proprietorship for Robert L. Donnelly as submitted and to also notify the Smithfield Building Official that Mr. Donnelly has obtained the proper Certificate of Authorization. Ms. Feibelman seconded. Motion approved.**

**(C) Ms. Feibelman moved to approve the application for Certificates of Authorization for the Sole Proprietorship for 3Six0 Architects pending removal of the “s” on “Architects”. The plural of “Architects” does not conform to the “Rules of the Board” since there is only one architect in the firm. Secretary Carlson seconded. Motion approved.**

**03/21/07, Page 3 of 6**

**(D) Vice-Chair Yoder moved to approve the applications for Certificates of Authorization for the Corporations for Prellwitz/Chilinski Associates, Inc. and Shapiro Petrauskas Gelber ARC d/b/a SPG3. Ms. Feibelman seconded. Motion approved.**

**(E) Vice-Chair Yoder moved to approve the Amended Change in Responsible Charge application for Certificate of Authorization for the Corporation for Bohlin Cywinski Jackson as submitted. Ms. Feibelman seconded. Motion approved.**

**(F) Vice-Chair Yoder moved to approve the Name Change application**

**for Certificate of Authorization for the Corporation for Francis Cauffman, Inc. as submitted. The former name was Francis Cauffman Foley Hoffman Arch. Ltd. Ms. Feibelman seconded. Motion approved.**

**(G) Vice-Chair Yoder moved to deny the Name Change application for Certificate of Authorization for the Corporation for Weinman Architects, Inc. as submitted due to “Architects” in the plural form and having only one architect on staff. The former name was Arthur Weinman, Architects. Ms. Feibelman seconded. Motion approved.**

**(H) Vice-Chair Yoder moved to approve the Renewal with a Change in Responsible Control and Name Change application for Certificate of Authorization for the Corporation for Add, Inc. Architecture + Design as submitted. The former name was Add, Inc. Architecture Interiors Planning. Mr. Cirillo seconded. Motion approved.**

**(I) Vice-Chair Yoder moved to approve the renewal applications for Certificates of Authorization for the Corporations for di Architecture, Inc.; Nelco Architecture, Inc. and Steffian Bradley Architects. Mr. Cirillo seconded. Motion approved.**

**(J) Secretary Carlson moved to approve the Renewal application for Certificate of Authorization for the Sole Proprietorship for Gary Dedeke, A-10,104 as submitted and to deny his request to waive his late fee. Mr. Cirillo seconded. Motion approved**

**(K) Secretary Carlson moved to approve the Renewal application for Certificate of Authorization for the Sole Proprietorship for Mark Humphrys, Architect, A-10,071 as submitted and to deny his request to waive his late fee. Ms. Feibelman seconded. Motion approved.**

#### **(L) Certificate of Authorization**

**Secretary Carlson asked if the Board has the ability to do away with the Certificate of Authorization. Chair Newbrook stated that it would have to be removed from the General Laws. Ms. Feibelman stated that would have a fiscal impact. Secretary Carlson suggested the following questions: is it paying for itself, is it a tax, and does the Board think it is worth having? Chair Newbrook stated that this Board instituted the Certificate of Authorization to tie a corporation to a person.**

**Secretary Carlson suggested that the Board find out how many other states have the Certificate of Authorization.**

#### **NEW BUSINESS**

##### **(1) Discussion on “Pre-Set Fine Amounts for Violations”**

**Secretary Carlson stated that he brought this item to the table. Secretary Carlson stated that he has seen various states that have**

fixed fines for the offenses. Secretary Carlson felt that it would eliminate any questions about what the Board does when someone does something. Secretary Carlson stated that the State of Florida identifies offenses and what the penalties are for a first, second or third offense. Secretary Carlson felt that there is no guidance for the Board, no history or continuity. Secretary Carlson did not know if this has to be law or a rule. Mr. Cirillo felt that fines should be incorporated in the General Laws.

Mr. Cirillo asked that this be kept on the agenda as an open item.

03/21/07, Page 4 of 6

(2) Budget Hearing – House Finance Committee

Secretary Carlson gave the Board an update on the budget hearing that he attended with the 3 other Chairs and Mrs. Marshall. Mrs. Marshall made the presentation reading what she had submitted to the Committee. Not one of the members of the committee had looked at their package of information. The first question the Committee has was what does this Board do. Mrs. Marshall explained that adequately. The next question was how come this is not under the Department of Business Regulation (DBR). Mrs. Marshall answered that since she has been here it has always been an independent Board. The Boards know that this is not the first time that question has been asked. The next question was how much money is the Board bringing in verses what is going out. Mrs. Marshall answered

**the Boards brings in on an average about \$200,000 more than what they spend.**

**Mrs. Broadfield informed Secretary Carlson that the day after the hearing, the House Fiscal Advisor requested the amount of monies that are deposited in each category for each Board for the past four years. It took three days to prepare.**

**Secretary Carlson thought that it would be prudent for this Board to be prepared for a hearing if the House Fiscal Committee suggests that the Boards move under the DBR. Secretary Carlson felt it would be helpful if this Board had the facts and if the Board knew why they did not want to be under the DBR.**

**Attorney Dennehy stated that there are plans for DBR to be moved to a new expanded headquarters out of the Pastore Center. If and when that happens, there is also discussion that these Boards and others that are not connected with the Department of Administration (DOA) be moved to DBR. As far as when that is going to happen is unknown.**

**Mr. Cirillo felt that the Board should ask another Board at DBR whether or not DBR had interfered with their Board actions or tried to influence the Board in any manner.**

**Secretary Carlson again asked if the Board wanted to lower their fees.**

**Secretary Carlson felt that the constituency is not getting the service that they are paying for. They are paying more than the service costs.**

**Attorney Dennehy stated that it was his understanding that the Boards came to the Department of Administration (DOA) because their lease ran out and there was a question on whether the Boards should continue to pay rent on the outside if there was space available in this building (DOA).**

## **ADJOURNMENT**

**Chair Newbrook informed the Board that the next Board meeting is scheduled for April 18, 2007 at 3:30 p.m. at One Capitol Hill, Conference Room B, Providence, RI 02908. Secretary Carlson moved to adjourn the meeting at 5:25 p.m. Mr. Cirillo seconded. Motion approved.**

**Respectfully submitted,**

**James R. Carlson, NCARB, AIA**  
**Secretary**

**JRC/dmb**

**03/21/07, Page 5 of 6**

**C. O. A. APPLICATIONS**

**Board Meeting of 21 MARCH 2007**

**SOLES**

**3SIX0 ARCHITECTS \$50. APPROVED – 03/21/07**

**A-10,530 – Name change from: Christopher Bardt,  
Architect SUBJECT TO REMOVING THE “S”**

**JONATHAN AUSTIN ARCHITECT \$100. APPROVED – 03/21/07**

**GEORGE N. CUCITRONE, JR. - 0 - APPROVED – 03/21/07**

**APPROVED – 03/21/07**

**ROBERT L. DONELLY - 0 - NOTIFY SMITHFIELD BLDG OFFICIAL –  
HAS COA.**

**DSH DESIGN GROUP \$100. APPROVED – 03/21/07**

**WILLIAM KENNETH HOPKINS - 0 - APPROVED – 03/21/07**

**MURRAY JAY MILLER, AIA \$100. APPROVED – 03/21/07**

**ROBERT D. MITCHELL \$100. APPROVED – 03/21/07**

## **CORPORATIONS**

**BOHLIN CYWINSKI JACKSON - 0 - APPROVED – 03/21/07**

**A-14,073 – Change in Responsible Charge - adding**

**Jon C. Jackson**

**FRANCIS CAUFFMAN FOLEY HOFFMAN ARCH LTD**

**Previously Approved by the Board on 01/17/07 - 0 - APPROVED –  
03/21/07**

**Went to RI Sec of State and changed name on 01/26/07**

**NEW NAME: FRANCIS CAUFFMAN, INC.**

**PRELLWITZ/CHILINSKI ASSOCIATES, INC. \$100. APPROVED –  
03/21/07**

**SHAPIRO PETRAUSKAS GELBER ARC**

**d/b/a SPG3 \$100. APPROVED – 03/21/07**

**ARTHUR WEINMAN, ARCHITECTS - 0 - DENIED - 03/21/07**

**Previously Approved by the Board on 12/20/06 ARCHITECTS –  
PLURAL – ONLY ONE ARCHITECT**

**Went to RI Sec. of State and changed name ON STAFF**

**NEW NAME: WEINMAN ARCHITECTS, INC.**

## **RENEWALS**

**ADD, INC. ARCHITECTURE + DESIGN \$50. APPROVED – 03/21/07**

**A-14,325 – Name Change from ADD, INC.**

**ARCHITECTURE INTERIORS PLANNING AND  
CHANGE IN RESP. CONTROL**

**GARY DEDEKE \$25 APPROVED – 03/21/07**

**A-10,104 – Requesting Refund of \$25 Late Fee REQUEST OF  
WAIVER OF LATE FEE DENIED**

**di ARCHITECTURE, INC. - 0 - APPROVED – 03/21/07**

**A-14,217 – Change in Resp. Control**

**Removing Christopher Henderson and  
Adding George Burman**

**MARK HUMPHRYS, ARCHITECT \$25. APPROVED – 03/21/07**

**Requesting Waiver of the \$25 Late Fee REQUEST OF WAIVER OF  
LATE FEE DENIED**

**NELCO ARCHITECTURE, INC. - 0 - APPROVED – 03/21/07**

**A-14,355 - Change in Resp. Control removing Kristen Hill**

**STEFFIAN BRADLEY ARCHITECTS APPROVED – 03/21/07**

**A-14,355 - Change in Resp. Control removing Peter Steffian.**

**03/21/07**

**Page 6 of 6**