

**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 EXAMINATION AND
REGISTRATION OF ARCHITECTS
MEETING MINUTES**

DATE: May 16, 2016

**PLACE: Department of Business Regulation (DBR)
1511 Pontiac Avenue, Bldg 68-1 Conference Room
Cranston, RI 02920**

MEMBERS PRESENT: Chair John K. Grosvenor, Vice-Chair David R. Prengaman (Present from: 1:06 p.m. – 3:50 p.m.), Secretary Thomas D. Lonardo, and Member David L. DeQuattro (Present were 1:09 p.m. – 4:06 p.m.)

MEMBERS ABSENT: Member Christian J. Ladds

**OTHERS PRESENT: Jenna Algee, Esq., DBR Legal Counsel (Present from 1:06 p.m. – 3:17 p.m.)
Dawne Broadfield, Board Executive**

A. CALLED TO ORDER: Chair Grosvenor called the meeting to order at 1:06 p.m.

B. MEETING MINUTES

(1) Secretary Lonardo moved to approve the open meeting minutes of March 21, 2016 as published. Vice-Chair Prengaman seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, and Secretary Thomas D. Lonardo. Members David L. DeQuattro and Christian J. Ladds were absent from this vote.

(2) Secretary Lonardo moved to approve and seal the executive session meeting minutes of the March 21, 2016 as published. Vice-Chair Prengaman seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, and Secretary Thomas D. Lonardo. Members David L. DeQuattro and Christian J. Ladds were absent from this vote.

C. EXECUTIVE SESSION

(1) Secretary Lonardo moved to convene into executive session at 1:07 p.m. pursuant to RI General Laws §42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Prengaman seconded. Motion passed, 3-0, three (2) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, and Secretary Thomas D. Lonardo. Members David L. DeQuattro and Christian J. Ladds were absent from this vote.

(2) Secretary Lonardo moved to adjourn from executive session and to reconvene to an open meeting at 2:38 p.m. pursuant to R.I.G.L. §42-46-4. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

(3) Secretary Lonardo 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 Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

(4) Secretary Lonardo moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4, as follows: Vice-Chair Prengaman seconded. Member Ladds seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

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Record of Votes Taken in Executive Session:

Executive Session Item C (1) (A) – One (1) matter involving a plan

stamped by an architect / architect firm that is not listed in the Board's records.

Secretary Lonardo moved to instruct Mrs. Broadfield to inquire with the State of Connecticut if the architectural firm holds or has ever held an Architect Certificate of Authorization (COA) and that the Board invite the architectural firm to come before the Board to explain their services to the Board. Member DeQuattro seconded. Discussion occurred. Attorney Algee suggested to add language to the letter that the Board would like to explore with the architectural firm the document received from the municipality further in order to understand the practice on the project. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (1) (B) – One (1) matter pertaining to information that appeared in an article in a newspaper publication on an architectural firm.

Vice-Chair Prengaman moved to send a letter to the attorney representing the architectural firm that the Board would recommend that if the person's title is going to be changed, that the firm submit an amended application for a Certificate of Authorization (COA) that properly reflects the person's role as an officer in the firm along with the name change. Secretary Lonardo seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K.

Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (1) (C) – One (1) Rhode Island Registered Architect submitted renewal application noting disciplinary action in another jurisdiction with no final determination made to date. - This matter was continued.

Secretary Lonardo moved to continue. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (1) (D) - One (1) Rhode Island Registered Architect inquiry as to municipality's actions. -This matter was continued.

Vice-Chair Prengaman moved to send a letter to the municipality reiterating the fact that rough draft drawings or drawings must be prepared by a registered architect and request again that the municipality forward the drawings to the Board for its review. Secretary Lonardo seconded. Discussion occurred. Send a letter that the Board asked for the drawings and kindly ask that you please follow through with our numerous requests. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D.

Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (1) (E) - One (1) matter pertaining to information that appeared in a newspaper article publication on an architectural firm. - This matter was continued.

Vice-Chair Prengaman moved to send a letter thanking the respondent for the response and close. Secretary Lonardo seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, and Secretary Thomas D. Lonardo. Members David L. DeQuattro and Christian J. Ladds were absent from this vote.

Executive Session Item C (1) (F) - One (1) Rhode Island Registered Architect requesting a three (3) month extension to complete the Continuing Education requirements for 2014-2015 – This matter was closed.

Vice-Chair Prengaman moved to send a letter to the Rhode Island Registered Architect requesting that the Rhode Island Registered Architect submit evidence of the completed continuing education for the Board's review two (2) weeks prior to the Board's next meeting by June 30, 2016, to avoid the Board taking any action on the Rhode Island Registered Architect's registration. Secretary Lonardo seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, and Secretary Thomas D. Lonardo. Members David L.

DeQuattro and Christian J. Ladds were absent from this vote.

Executive Session Item C (1) (G) - One (1) Rhode Island Registered Architect requesting an extension to complete and submit the completed continuing education hours to the Board not later than March 24, 2016 (90 days from the date of the letter to the Board).

Secretary Lonardo moved to accept the continuing education completion certificates submitted and to close. Member DeQuattro seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

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Executive Session Item C (1) (H) - One (1) matter pertaining to information that appeared in an announcement on an architectural firm.

Secretary Lonardo moved to continue. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (2) (I) – One (1) matter of potential misleading advertising

Secretary Lonardo moved to send the inquiry “form letter” to Hull

Cove. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (2) (J) - One (1) matter of potential unlicensed activity

A Board member updated the Board that the firm hired another firm for the project. No further action is required, and the matter is closed.

Executive Session Item C (2) (K) – One (1) matter of potential unlicensed activity

Vice-Chair Prengaman moved to send a letter to invite the firm to meet with the Board to explain the details of a project and to identify who the Rhode Island Registered Architect of record is in responsible control of the project. Member DeQuattro seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (2) (L) – One (1) matter of potential unlicensed activity

Vice-Chair Prengaman moved to send a letter to invite the firm to

meet with the Board to explain the details of a large renovation project and to identify who the Rhode Island Registered Architect of record is in responsible control of the project. Secretary Lonardo seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (2) (M) – One (1) Rhode Island Registered Architect requesting an extension to fulfill his/her continuing education (CE) learning units for 2014-2015 due to illness

Vice-Chair Prengaman moved to send a letter granting the Rhode Island Registered Architect a six (6) month extension to obtain the required continuing education. Member DeQuattro seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Executive Session Item C (2) (N) – One (1) anonymous complaint practicing without a Certificate of Authorization – Six (6) months revisit.

Vice-Chair Prengaman moved to have the Board's attorney issue an "Order to Show Cause." Member DeQuattro seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary

Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

D. OLD BUSINESS

(1) Develop a Template for the Renewal Applications submitted for Restoration of an Expired Certificate, which has been allowed to lapse for a period of six (6) months to not more than two (2) years, along with a brief outline setting forth the professional activities during the lapsed period. – This matter was continued.

(2) Any other old business to come before the Board – None at this time.

E. NEW BUSINESS

(1) Board Member Roles and Responsibilities – Discussion

The Board will look at NCARB Model Law as it relates to “Firm Practice” in order to protect the health, safety and welfare of the public. This document will be distributed for review and discussion at the next meeting.

The Member Board Executive (MBE) updated the NCARB Member Board Orientation Manual to reflect Rhode Island Laws, Rules and Regulations and procedures on how the Board operates. The Board will review this manual to confirm that the role of the Board members have not changed.

Secretary Lonardo moved to continue. Vice-Chair Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

(2) Election of Officers

Vice-Chair Prengaman moved that the current slate of officers continue in their positions for another year. Secretary Lonardo seconded. Discussion occurred about Board Member expired terms. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

(3) Newsletter – Developing and Issuing

Vice-Chair Prengaman brought it to the Board's attention for information only.

(4) Certificate of Authorization (COA) – Percentage of Ownership vs Directors and Officers

The Board is discussing the percentage of ownership vs. Director and Officers. As part of the discussion, the Board was going to look at the NCARB Model Law as it relates to Firm Practice and the background behind it. There was a memo done by the DBR Legal

Counsel that came to the conclusion that with two (2) people being “Directors or Officers” and only one person being the architect but having ninety-nine percent (99%) ownership was acceptable.

Member DeQuattro moved to send a letter to NCARB stating that the Board is reviewing the Certificate of Authorization (COA) requirement and the possibility of changing the requirement to percentage of ownership versus Directors and Officers and has an interest in NCARB looking into this and giving their opinion, because the Board feels that the law could be circumvented. Secretary Lonardo seconded. The draft will be prepared and ready for discussed at the July meeting. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair John K. Grosvenor, Vice-Chair David R. Prengaman, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Member Christian J. Ladds was absent from this vote.

Vie-Chair Prengaman will report this subject to the NCARB Board at the Annual meeting, in his capacity as Region 1 Director, as a hot topic in Rhode Island.

(5) Any other new business to come before the Board. – No new business at this time.

F. National Council of Architectural Registration Boards (NCARB) Information and Updates)-(Review/Take Action)

(1) NCARB Announcements, Publications, etc.: – No comments on

the standard publications.

(2) NCARB Annual Meeting – June 15 – 19, 2016 – Seattle, WA

• **FY16 Final Resolutions – The Board voted to approve as follow:**

o **Resolution 1 – Approved**

o **Resolution 2 – Approved**

o **Resolution 3 – Approved**

o **Resolution 4 – Approved**

o **Resolution 5 – Approved**

o **Resolution 6 – Approved**

o **Resolution 7 – Approved**

o **Resolution 8 – Three (3) approved – one (1) against**

o **Resolution 9 – Three (3) approved – one (1) against**

o **Resolution 10 - Against**

• **Funded Delegates – Secretary Lonardo and Member DeQuattro will be the “Funding Delegates”.**

• **Voting Delegates - Credentials Letter – Vice-Chair Prengaman will be the “Voting Delegate”.**

• **Guidelines for Voting Delegates – For information only.**

• **Officers for Candidacy – Uncontested.**

• **MBE, Dawne Broadfield, is a recipient of the NCARB 2016 President’s Medal for Distinguished Service.**

(3) Comments on Upcoming Implementation of NCARB Programs Survey – This was not discussed due to lack of time.

G. APPLICATIONS

(1) Registration(s) requests requesting Reciprocity of his/her Rhode

Island registration for Board action.

- **John Baer – Answered Question – Denied, suspended or revoked in any jurisdiction**

Secretary Lonardo moved to approve. Member DeQuattro seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

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- **William P. McMahon – Disciplinary Action noted.**

Member DeQuattro moved to approve. Secretary Lonardo seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

(2) Registration renewal applications for Board action.

- **Frank D. Mileto, RI Architect #2560 – Disciplinary Action noted on Renewal application. –**

This is continued for another summary description of each project including size, construction budget, client name, scope of services provided and whether the project was commercial or residential

H. APPLICATIONS

(1) Certificate(s) of Authorization (COA) request(s) for Board Action

- **Vickerman & Associates LLC – (Initial COA Application) – Requesting clarification on how to apply.**

Secretary Lonardo moved to send a letter indicating that due to your non-responsive actions, the Board will not take any action on your application at this time and as withdraw your application. Member DeQuattro seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

• Pond & Associates – (Initial COA Application) – Answered question – Practiced or Solicited architectural work or represented himself or herself as an architect in this State prior to having been registered? Based on the approval of the Rhode Island Architect in responsible control at the last meeting, Member DeQuattro moved to approve. Secretary Lonardo seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

• Cube 3 Studio Architecture, LLC

Member DeQuattro moved to return the renewal application to correct the application to indicate the total number of staff. Secretary Lonardo seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

I. NEXT MEETING DATE – July 18, 2016 at 1:00 p.m.

J. ADJOURNMENT

Secretary Lonardo moved to adjourn the meeting at 4:06 p.m. Member DeQuattro seconded. Motion passed, 3-0, three (3) in favor, two (2) absent. Voting in favor were Chair John K. Grosvenor, Secretary Thomas D. Lonardo and Member David L. DeQuattro. Vice-Chair Prengaman and Member Christian J. Ladds were absent from this vote.

Respectfully submitted,

Thomas D. Lonardo, NCARB

Secretary

TDL/dmb

• Posted on July 26 2016 electronically on Secretary of State's Office website. Pursuant to the Open Meetings Law, R.I. Gen. Laws Sec. 42-46-6(b), business not included in this notice may be considered with the consent of the majority of the members, and/or may convene into Executive (closed) Session pursuant to R.I. Gen. Laws Sec. 42-46-5.

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