



**S T A T E O F C O N N E C T I C U T**  
**D E P A R T M E N T O F C O N S U M E R P R O T E C T I O N**

**A R C H I T E C T U R A L L I C E N S I N G B O A R D**  
*Tel. No. (860) 713-6145*

October 25, 2010

State of Connecticut  
Department of Consumer Protection  
Occupational & Professional Licensing Division  
165 Capitol Avenue  
Hartford, Connecticut 06106

The six hundred and ninety fifth meeting of the Architectural Licensing Board, held on September 17, 2010, was called to order by Chairman S. Edward Jeter at 8:41 AM in Room No. 121 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Board Members Present:</b>     | David H. Barkin<br>Carole W. Briggs<br>Robert B. Hurd<br>S. Edward Jeter   | Board Member<br>Board Member<br>Board Member<br>Chairman/Board Member  |
| <b>Board Members Not Present:</b> | None   |  |
| <b>Vacancy:</b>                   | One  | Public Member  |
| <b>Others Present:</b>            | Robert M. Kuzmich<br>Steven J. Schwane<br>Diane Harp Jones<br>Bruce Bourgojn<br>James Fallon<br>Matthew Calkins<br>William Pratt | Department of Consumer Protection<br>Department of Consumer Protection<br>AIA/CT<br>Department of Transportation<br>Department of Transportation<br>Department of Transportation<br>Department of Transportation |

*Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division.*

For information, contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax (860)-706-1255.

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## **1. Old Business**

1A. Submission of the minutes of the July 16, 2010 Architectural Licensing Board Meeting; for review and approval. *After a thorough review, the Board voted, unanimously, to approve the minutes as submitted. (Briggs/Hurd)*

1B. Continuation of discussion concerning Design-Build; update from Ms. Carole Briggs and Mr. Peter Huntsman. *The Board voted, unanimously, to postpone discussion on this item until their November 19, 2010 Board Meeting since Mr. Huntsman is not present at today's meeting. (Hurd/Briggs)*

1C. Third Draft - Proposed Legislation for 2011 from Mr. Steven Schwane; for the Board's review and discussion. Mr. Schwane highlighted some of the proposed changes which lead into a discussion of the word "electronic" in the description of seals and signatures. It was noted that this term is very broad which was questioned by Ms. Briggs. She fears that that use of this term may allow types of transmissions that are not as secure as the Board would want them. The details of the term are proposed to be defined in the Regulation. Ms. Briggs stated that the Regulation is supposed to match what the statute says and elaborate the same and narrow what the law would allow. Her question is does the Board want such a broad term? Ms. Briggs would prefer that if changes to the law need to be made in the future due to technology, then the proposed revisions should come through the Board again and not be automatically encompassed by the use of very broad terms.

With regards to Section 4, of the draft, Mr. Schwane asked the Board if they want to specify a finite period of time for the suspension of a license as is currently written. Ms. Briggs suggested that the time period be removed which leaves the time frame to be determined by the Board on a case-by-case basis. Mr. Schwane is suggesting to the Board that the term "gross" be removed when defining incompetence and negligence. His reason for removing this term is because there is a separate Consumer Protection Statute Section which applies to all Boards and Commissions that will suffice as a substitute for the same.

Regarding Section 6, Mr. Schwane stated that Ms. Briggs noted that the way the language is currently drafted, architect corporations require two thirds of the stockholders and officers to be licensed in Connecticut. The language he proposed for *Limited Liabilities Companies* states that the members must be licensed in Connecticut or another jurisdiction. He used this language initially because that is what is currently in

the *Limited Liability Statutes*. Ms. Briggs suggested that these statutes should be the same and proposed that the Board require that all members of a *Limited Liability Company* be licensed in Connecticut. Ms. Briggs noted that in all other professions, this is the case. Mr. Hurd would like to investigate to determine if this is true of other professionals in Connecticut.

Mr. Schwane detailed other proposed changes concerning the required information being asked of the applicants on the application forms and the proposed application fee. Mr. Schwane advised the Board that it is very unlikely that their legislative package will be included in the Department's Legislative Package for 2011. The Department's Legislative Liaison has advised that they are under orders to keep the Department Package very limited in size. Basically, what this means is that the Board's package has to be proposed by someone else in order to make it for this upcoming legislative session. After much discussion, the Board agreed to proceed with these changes and have the Department make all the changes discussed today including the ownership changes suggested by Ms. Briggs.

Discussion was held concerning how corporations are to report changes in corporate structure at renewal time to the Department. Mr. Jeter is an advocate of requiring that a company's corporate ownership be recorded on each renewal to be sure Department records are up-to-date.

## **2. New Business**

### **2A. Presentation by the Connecticut Department of Transportation concerning Electronic Seals and Signatures.**

Mr. William Pratt led the discussion by introducing himself to the Board and detailing his professional background and his current duties at the Department of Transportation (DOT). He introduced his colleagues, James Fallon, Bruce Bourgojn, and Matthew Calkins. The Board and all others present introduced themselves as well.

Mr. Pratt gave a brief explanation of the DOT's piloting programs for digital contracts and how electronic signatures place into the same. Mr. Bourgojn gave the Board a background on why DOT went to digital plans noting that their efforts were to satisfy an *Executive Order* from the Governor which stipulated the online bidding process and electronic plans and contracts. He stated that this electronic process is much more secure than traditional paper drawings because they are locked in place and cannot be changed on the signed document.

Mr. Bourgojn stated that the DOT chose *Certified Document Services (CDS)* from *Adobe Systems Incorporated* which utilizes *Portable Document Format (PDF)* files. These files automatically certify to the recipient that the author's identity has been verified by an *Adobe CDS Provider* and that the document has not been altered in any way. A graphic

(blue ribbon) and information bar at the top of the screen confirm this when the document is opened. No additional software download or configuration is required by the recipient of a certified document to validate its authenticity.

The Board's concern with this process, among other things, is the scale of work that architects do compared to other work such as what the DOT does. Mr. Jeter illustrated an example of this concern by asking the question can various parts of smaller building projects be copied; in other words, the veracity of who prepared the plans and who is stamping the same needs to be assured to the Board. Ownership of the plans was discussed comparing the differences between the DOT and plans produced by architects for their clients. The Department of Transportation has plans produced for them exclusively and no one else. When an architect completes a job, many copies of stamped plans are distributed to many parties. It was confirmed that this process can be maintained with the electronic process being demonstrated today. The system closely represents the "*paper/traditional*" world that people are used to in the "*digital world*".

The presentation continued and now addressed final *as-built* plans and how they are produced with the *Adobe CDS System*. Mr. Pratt explained the intricacies of the problems DOT encountered in the production of these type documents noting the use of an *Adobe Viewer* that consolidates all job changes including changes made to contract documents through addendum(s). Mr. Pratt addressed the potential of altered, digitally produced documents after they have been signed. The system can allow additional signatures as in the case of a multi-design professional team in addition to permitting annotation or commenting after the initial signature.

The interface of DOT's document production system was discussed in terms of how it interfaces with other State agencies such as the Department of Public Safety. Mr. Pratt noted that these agencies may not be at the same level of technology as his Department is and what would benefit all if the Regulations stated that this technology is considered an equivalent to traditional paper technology noting that paper drawings can still be produced if requested.

The Board thanked Mr. Pratt and his co-workers for their time and very informative information.

**2B. The following candidates have passed the *Architect Registration Examination* and are recommended by the Department of Consumer Protection for licensing as Architects in the State of Connecticut; the Board voted, unanimously, to approve the following individuals for licensing as architects in Connecticut. (Hurd/Briggs)**

1. Christopher Legiadre
2. Casey L. Nixon

3. Karen J. Pannone

2C. Applications for licensing by waiver of examination; the following individuals are recommended by the Department of Consumer Protection for licensing as architects in the State of Connecticut on the basis of waiver of examination with an NCARB Certificate Record or by Direct Endorsement; ***the Board voted, unanimously, to approve the following individuals for licensing as architects in the State of Connecticut. (Briggs/Hurd)***

|     |                         |   |                         |
|-----|-------------------------|---|-------------------------|
| 1.  | Baker, Jon A.           | Waiver of Examination; California           | (NCARB File No. 45787)  |
| 2.  | Batenhorst, Thomas E.   | Waiver of Examination; Virginia             | (NCARB File No. 37878)  |
| 3.  | Beight, James L.        | Waiver of Examination; Florida              | (NCARB File No. 475484) |
| 4.  | Brotherton, Peter       | Waiver of Examination; New York             | (NCARB File No. 183113) |
| 5.  | Burkhart, Jeff          | Waiver of Examination; Kansas               | (NCARB File No. 69476)  |
| 6.  | Fechtmeister, Robert T. | Waiver of Examination; New York             | (NCARB File No. 67530)  |
| 7.  | Gerding, Daniel J.      | Waiver of Examination; Colorado             | (NCARB File No. 37086)  |
| 8.  | Kiiru, Anthony C.       | Waiver of Examination; Massachusetts        | (NCARB File No. 123159) |
| 9.  | Lickel, Daniel J.       | Waiver of Examination; Washington           | (NCARB File No. 65306)  |
| 10. | Lisowski, Michael R.    | Waiver of Examination; New York             | (NCARB File No. 99115)  |
| 11. | Miller, Robert J.       | Waiver of Examination; Delaware             | (NCARB File No. 123789) |
| 12. | Mongno, Jeffrey M.      | Waiver of Examination; New York             | (NCARB File No. 111239) |
| 13. | Murray, William B.      | Waiver of Examination; New York             | (NCARB File No. 138851) |
| 14. | Raia, Joseph M.         | Waiver of Examination; Massachusetts        | Direct                  |
| 15. | Ratliff, Michael J.     | Waiver of Examination; Missouri             | (NCARB File No. 69005)  |
| 16. | Rohde, Jane M.          | Waiver of Examination; Maryland             | (NCARB File No. 47338)  |
| 17. | Rios, Hector I.         | Waiver of Examination; Massachusetts        | (NCARB File No. 69309)  |
| 18. | Schultz, Robert R.      | Waiver of Examination; New York             | (NCARB File No. 399893) |
| 19. | Schwarz, David M.       | Waiver of Examination; District of Columbia | (NCARB File No. 62392)  |
| 20. | Stoddard, Aida          | Waiver of Examination; New York             | Direct                  |
| 21. | Stotser, Ronald R.      | Waiver of Examination; Georgia              | (NCARB File No. 39730)  |
| 22. | Sullivan, Mark          | Waiver of Examination; New York             | (NCARB File No. 34643)  |
| 23. | Swartz, Michael C.      | Waiver of Examination; Virginia             | (NCARB File No. 125375) |
| 24. | Tuluca, Adrian          | Waiver of Examination; New York             | (NCARB File No. 47678)  |
| 25. | Von Weise, Charles W.   | Waiver of Examination; Illinois             | (NCARB File No. 138599) |
| 26. | Ward, Roy               | Waiver of Examination; Vermont              | Direct                  |

2D. Applications for the Corporate Practice of Architecture; the Department has reviewed and recommends for approval the following applications; ***the Board voted, unanimously, to approve the following applications for the Corporate Practice of Architecture in Connecticut. (Briggs/Hurd)***

Studios Architecture, D.C., P.C. .  
1625 M. Street NW  
Washington, DC 20036

Todd DeGarmo, CEO  
Connecticut Lic. No. 8899

Yarosh Associates, Inc. .  
10 Cape Drive  
Mashpee, Massachusetts 02649

Walter M. Yarosh, CEO  
Connecticut Lic. No. 7001

2E. Update from Mr. Steven Schwane from the Consumer Protection's Legal Division regarding any Board issues. This item was addressed under Agenda Items 1C and 2F.

2F. Any correspondence and/or business received in the interim.

1. Mr. Schwane noted that Ms. Linda Roberts, the Commissioners Liaison for Boards and Commissions, is no longer with the Department. He has spoken with Richard Maloney, Director of the Trade Practices Division regarding the complaint reports she had been providing the Board at their meetings. Mr. Maloney's Division noted that they will continue to provide the Board with reports.

2. Mr. Hurd will be attending the upcoming *NECARB Regional Meeting* to be held October 15<sup>th</sup> and 16<sup>th</sup> in Prouts Neck, Scarborough, Maine. Mr. Kuzmich will e-mail the *Region 1 Report* to Mr. Hurd for his review and comment.

***The meeting adjourned at 10:33 AM. (Briggs/Barkin) The next regular meeting of the Architectural Licensing Board is scheduled for Friday, November 19, 2010 at 8:30 a.m.; State Office Building; Room 121; 165 Capitol Avenue, Hartford, Connecticut.***

Respectfully Submitted,

Robert M. Kuzmich, R.A.  
Board Administrator