

**Technical Building Codes and Standards Board Meeting Minutes**  
**Maine Office of Community Affairs – Division of Building Codes and Standards**  
**December 18, 2025, 9:00 a.m. via Microsoft Teams**

Board Members Present:

Samantha Horn, Director of Maine Office of Community Affairs /  Chair delegate Greg Gilbert, State Building Official

<input checked="" type="checkbox"/> Marc Veilleux, representing the State Fire Marshal's Office	<input checked="" type="checkbox"/> Mark Stambach, CEO representing a Municipality that is not a Service Center Community	<input checked="" type="checkbox"/> Tom Lister, CEO representing a Municipality that is a Service Center Community
<input checked="" type="checkbox"/> Carl Chretien, representing Residential Builders	<input checked="" type="checkbox"/> Randy Poulton, representing Commercial Builders	<input checked="" type="checkbox"/> David Matero, representing Maine Chapter of the American Institute of Architects
<input checked="" type="checkbox"/> Eric Dube, representing Structural Engineers	<input checked="" type="checkbox"/> Mike Pullen, representing the Maine Historic Preservation Commission	<input type="checkbox"/> Michael Pulaski, Energy Efficiency Representative
<input checked="" type="checkbox"/> Jeffrey LaPierre, Mechanical Engineer	<input checked="" type="checkbox"/> Jay Horr, Lumber Material Dealer	<input checked="" type="checkbox"/> Michael Stoddard, Representing Efficiency Maine

Staff Present: Shannon Quintal

**1. Call to Order – Determination of Quorum**

A. Introduction of Board Members  
Meeting started at 9:03 AM. Quorum confirmed.

**2. Review and approval of the past meeting minutes:**

A. November 13, 2025 Minutes  
Motion to accept minutes as prepared for the November 13, 2025 meeting.  
Motion by Michael Pullen, second by Carl Chretien  
10 in favor, 0 opposed.

**3. Approval of Agenda:**

Motion to approve agenda.  
Motion by David Matero, second by Mark Stambach  
10 in favor, 0 opposed.

**4. Report from Board Chair:**

A. Financial Update – \$949,000  
Planning to spend some as soon as the prequalified vendor list is together and start contracting for technical assistance materials and hiring on a temp contract. MOCA will maintain at least a year of operating expenses in the fund at all times, approximately \$350,000. The Board will not have significant input on the budget, but recommendations on direction of funds should be addressed in late spring for consideration and any developments in legislative sessions that affect the business of the Board, including budgetary changes, will be shared with the Board.

**5. Legislative update:**

A. 132nd Second Session –  
Housing and Economic Development committee has been having sessions. Next sessions: January 6  
Public hearings:

- LD 287 – Act to Require and Encourage Safe and Interconnected Transportation Construction Projects
- LD 1908- An act to require the cooperation of original manufacturers electronic devices to facilitate the repair of those devices.

Work session (scheduled 1PM)

- LD 1806 - Act to Create a Residential Rental Unit Registry
- LD 1247 - Act to Restrict Municipal Ordinance Requirements Regarding Housing Developments
- LD1865 - Resolve, to Create a Tax Incentive Pilot Project to Encourage Businesses to Adopt a 4-day Workweek

January 8

Public Hearing

- LD 1995 - Act to Require the Maine Office of Community Affairs to Establish a Technical Assistance Materials Hub
- 1999 - Act to Exclude Agricultural Leases from the Definition of "Subdivision" Under the Planning and Land Use Regulation Laws

Work Sessions (currently scheduled for 10:30AM)

- LD 128 - Act to Support Permitting of Certain Multifamily Housing Developments Under the Site Location of Development Laws
- LD 161 - Resolve, Directing the Department of Agriculture, Conservation and Forestry to Convene a Stakeholder Group Tasked with a Comprehensive Overhaul and Modernization of the State Subdivision Laws

B. Title 30-A, §4451 – Decertification - Waiting to receive language from the revisor's office for a proposal to change the language in statute dictating the procedures for decertification of code enforcement officers with two additional, more comprehensive, directives on handling decertification through a step program in remedial actions.

**6. Staff Report:**

A. Training Update / Code Officer Training Program with Maine Community Colleges

Community Colleges- Greg Gilbert has been in contact with the community colleges and provided existing test questions to start building a framework for curriculum, planning to set another meeting in the new year and look at platforms to host in conjunction with the community college. Will have more information following the meeting.

Training –

- MBOIA training on Dec. 4, was a presentation by state electrical inspector.
- Working with the Energy Office to plan some trainings with Passivhaus with focus on commercial energy.
- Working on scheduling locations for shoreland zoning and land use with DEP and other partners.
- Prequalified vendor list is done and will be able to provide a more comprehensive training schedule.

B. Custom Codes – Contract has been sent back to ICC, trying to finalize the language to get it set to sign.

**7. Training and Certification Committee:**

A. Report from Committee - Chair, Eric Dube gave a brief update on last meetings activities of continuing to work on checklists for CEOs, gave people on the committee some tasks to do. Next meeting scheduled for next week.

**8. Unfinished Business:**

A. Annual Legislative Report Draft – Document reviewed during the meeting for additional comments. Revisions noted and another draft will be sent to the Board early January for

review and final comment for vote at January meeting. Items to revise: Add summary, condense content, language/word revision and reorder recommendations by priority. Move recommendations regarding stretch code, radon code, and legislature changes to code through statute to agenda for 2026 for further discussion instead.

B. Bulkhead Memo Discussion – There was conflicting information on if bulkheads could be used as Emergency Escape and Rescue Openings (EERO). After being discussed thoroughly, the Board decided bulkheads do qualify as EERO and requested a memo clarifying. Memo draft reviewed during meeting. Tom Lister recommended deleting a misleading sentence on summary, last line of the first paragraph: “Basements do not require a means of egress unless it is the only way in or out of the dwelling unit.” No objections to deletion.

Motion to approve memorandum 25.02 *Bulkhead Doors as Emergency Escape and Rescue Openings* as modified.

Motion by David Matero, second by Eric Dube  
10 in favor, 0 opposed

C. Legal Follow Up

i. Conflict Resolution Procedures

a. IBC – Single stair building height requirements- Conflict between IBC and NFPA 101 for single stair egress/ IBC states three stories above grade plane and NFPA 101 specifies four stories above the level of exit discharge. Greg Gilbert summarized the difference of the language and how the difference could potentially create a five-story building and recommended modifying the language of the IBC to reference and define “lowest level of exit discharge.”

Motion to approve as modified the memo dated 12/18/25 from Greg Gilbert that reviews the conflict resolution process and allows the staff to publish the conflict resolution regarding multifamily single stair egress.

Motion by David Matero, second by Carl Chretien  
8 in favor, 2 opposed. Marc Veilleux and Michael Pullen opposed.

Randy Poulton requested to add to future agendas “Code Amendment/Conflict Resolution Process.”

b. IBC – Elevators – Table until next meeting.

ii. Chapter 7 (formerly Ch. 6)- Energy Code – Tabled until next meeting.  
iii. Adoption of rules more stringent than MUBEC - Tabled until next meeting.

D. LD 1375 working group – update- Tabled until next meeting.

**9. New Business:**

No new business taken up.

**10. Public Comments:**

No public comment made.

**Proposed Next Meeting Date:** January 15, 2026

**Adjournment:**

Motion to table the agenda and adjourn the meeting.

Motion by Randy Poulton, second by David matero.  
10 in favor, 0 opposed.

Meeting adjourned at 11:57AM.

Respectfully submitted,  
Shannon Quintal, Administrative Assistant