



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL  
 AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION  
**MANUFACTURED HOUSING BOARD**  
 35 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0035  
 TTY/HEARING IMPAIRED (888) 577-6690

Janet T. Mills  
 GOVERNOR

Anne L. Head  
 DIRECTOR  
 Peter T. Holmes  
 EXECUTIVE DIRECTOR

**MEETING MINUTES**

**August 13, 2024**

**I. OPENING FORMALITIES**

**A. Call to Order by Peter Holmes at 9:01am. Attendance noted.**

	<b>Present</b>	<b>Absent</b>	<b>Zoom</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others Present:

Peter T. Holmes, Executive Director  
 Elizabeth Stivers, Assistant Attorney General  
 Helen Tutwiler, Secretary Specialist  
 Ryan Chandler, Senior Manufactured Housing Inspector

**II. ELECTION OF OFFICERS**

Patricia Banks made a motion to nominate Theresa Desfosses as Chair and Thatcher Butcher as Vice Chair. *Enter Motion & Terms*  
 Seconded by Margaret Jones

OFFICE PHONE: (207)624-8612

EXECUTIVE DIRECTOR (207) 624-8678  
 PETER.T.HOLMES@MAINE.GOV



PRINTED ON RECYCLED PAPER

FAX: (207)624-8637

PHYSICAL LOCATION: 76 NORTHERN AVENUE  
 GARDINER, MAINE 04345

Vote: 6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### III. MINUTES REVIEW AND APPROVAL

Review and Approval of June 17, 2024, Minutes

Patricia Banks made a motion to accept June meeting minutes second by Geoffrey Smith  
Vote: 6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### IV. COMPLAINT PRESENTATION(S)

a. 2024-MFG-19872

Geoffrey Smith made a motion to dismiss second by Thatcher Butcher  
Vote:6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**IV. COMPLAINT PRESENTATION(S) Continued**

b. 2023-MFG-19540

Geoffrey Smith made a motion to dismiss second by Margaret Jones  
Vote:6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**V. HEARINGS**

None

**VI. DISCUSSIONS**

1. Review of proposed changes to Ch 850 per Board’s guidance

No motion needed board approves changes written in red as presented.

2. Discussion of experience requirements for licensing.

Much discussion on how to protect the buyers and 1 year warranty. Discussion to continue at next meeting in October 9<sup>th</sup>.

3. Review experience letter for applicant requesting Dealer License.

Austin Gregory made a motion to accept letter as part of equivalent work experience required second by Thatcher Butcher.

Vote:6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**VII. SR. INSPECTOR'S REPORT**

**VIII. EXECUTIVE DIRECTOR'S REPORT**

**IX. PUBLIC OPPORTUNITY TO COMMENT**

**X. ADJOURN**

Thatcher Butcher made a motion to adjourn second by Geoffrey Smith.

Vote:6/0

	<b>In Favor</b>	<b>Opposed</b>	<b>Recused</b>	<b>Zoom</b>	<b>Absent</b>
Patricia Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thatcher Butcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Desfosses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Gregory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kimberly Nason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geoffrey Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvey Wallingford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Meeting adjourned at 10:35am.

Respectfully submitted,

Helen M. Tutwiler  
Secretary Specialist