



Janet T. Mills  
Governor

STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
REAL ESTATE COMMISSION

35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035



Joan F. Cohen  
Commissioner

**Public Commission Meeting  
August 21, 2025  
AGENDA**

**Location:** 76 Northern Ave. Gardiner, ME 04345

**Room:** Central Conference Room

Information regarding virtual attendance to this meeting will be posted on the Board's website at:  
<https://www.maine.gov/pfr/professionallicensing/professions/real-estate-commission/home/board-meeting-information>

**Time:** 9:00 a.m.

**Contact:** Shara Chesley, (207) 624-8521  
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- I. CALL TO ORDER**
- II. AGENDA MODIFICATIONS AND APPROVAL**
- III. ADJUDICATORY HEARING**  
Director v. Jourdan St. Laurent
- IV. MINUTES REVIEW AND APPROVAL**  
Review and approval of July 17, 2025, minutes.
- V. PROPOSED DISMISSALS**  
2022-REC-18665  
2022-REC-18740  
2022-REC-18757  
2023-REC-18822  
2023-REC-19136
- VI. PROPOSED CONSENT AGREEMENTS**  
2025-REC-20836  
2025-REC-20864
- VII. DIRECTOR'S REPORT**  
PL 69: An Act Regarding Disclosures by Sellers of Residential Real Property of Notices of Shoreland Zoning Ordinance Violations

**VIII. PUBLIC COMMENT**

*Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board, except for any open application or complaint. While the Board cannot take action on any issues presented, the Board will listen to comments and may ask staff to place the issue on a subsequent agenda. At the discretion of the Board Chair, a time limit on comments may be set*

**IX. MEETING SCHEDULE**

Next meeting scheduled for September 18, 2025.

**X. ADJOURNMENT**

**Minutes of the Maine Real Estate Commission Meeting  
July 17, 2025**

<b><u>MEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Leanne Nichols, Chairman	Catherine Pendergast, Director
Edith Fontaine	Jeffrey Hill, Deputy Director
Charles Brawn	Lisa Wilson, AAG
	Laurie Northrup, Field Investigator
	Jazmyne Marks, Licensing Supervisor
	Shara Chesley, Office Specialist I
<b><u>MEMBERS ABSENT</u></b>	Heidi Lincoln, Office Specialist I
Jane B. Towle, Vice Chair	
Forrest C. Peterson	

**Location:** 76 Northern Ave Gardiner, ME

**Start:** 9:05 a.m.

**Adjourn:** 10:11 a.m.

**I. CALL TO ORDER**

The meeting was opened by Chair Nichols at 9:05 a.m.

**II. AGENDA MODIFICATIONS**

A motion was made by Brawn and seconded by Fontaine to add proposed dismissal 2022-REC-18807 and a request for an extension /modification of consent agreement 2025-REC-20591. Unanimous.

**III. MINUTES REVIEW AND APPROVAL**

A motion was made by Brawn and seconded by Fontaine to approve the minutes of the May 15, 2025, meetings. Unanimous.

**IV. PROPOSED DISMISSAL**

A motion was made by Fontaine and seconded by Brawn to approve dismissals for 2022-REC-18666; 2022-REC-18701; 2022-REC-18727; and 2022-REC-18807. Unanimous.

**V. PROPOSED CONSENT AGREEMENTS**

A motion was made by Fontaine and seconded by Brawn to modify the consent agreement 2025-REC-20591 extending the terms of the Agreement to September 30, 2025. Unanimous.

**VI. DIRECTOR'S REPORT**

1. The Director introduced a new Commission staff member, field investigator Laurie Northrup.
2. The Director provided an update on recent changes to the license renewal audit process. Licensees are now notified they have been chosen for an audit at the time of renewal. Previously licensees received notice of audit after they had completed the renewal process.
3. The Director presented a draft Basis Statement and Summary and Response to Comments and Small Business Impact Statement for proposed Rulemaking:

Repeal:

Chapter 300: GENERAL INFORMATION

Chapter 340: COMPLAINTS AND INVESTIGATIONS

Chapter 350: ADJUDICATORY HEARINGS

Chapter 360: PREREQUISITES TO LICENSURE BY INDIVIDUALS

Chapter 370: CONTINUING EDUCATION

Chapter 390: LICENSING PROCEDURES AND REQUIREMENTS

Chapter 400: AGENCY/DESIGNATED BROKER RESPONSIBILITIES

Chapter 410: MINIMUM STANDARDS OF PRACTICE

Replace:

Chapter 300: COMMISSION MEETINGS

Chapter 340: COMPLAINTS AND INVESTIGATIONS

Chapter 350: ADJUDICATORY HEARINGS

Chapter 360: APPROVAL OF QUALIFYING EDUCATION COURSES

Chapter 370: CONTINUING EDUCATION

Chapter 390: LICENSING PROCEDURES AND REQUIREMENTS FOR INDIVIDUALS AND AGENCIES

Chapter 400: REAL ESTATE BROKERAGE AGENCY AND DESIGNATED BROKER RESPONSIBILITIES

Chapter 410: MINIMUM STANDARDS OF PRACTICE

Commission members were in agreement on responses to comments with the exception of comments regarding the addition of Chapter 400 Section 1(J) Responsibilities of Designated Broker, "Affiliated licensees are properly licensed including completion of continuing education requirements for license renewal." A motion was made by Brawn and seconded by Fontaine to respond to comments on Chapter 400 Section 1(J) by thanking the commenter, but they will proceed without adopting the comment. Fontaine and Brawn voted in the affirmative. Nichols opposed. Motion carried.

A motion was made by Brawn and seconded by Fontaine to accept the Basis Statement and Summary and Response to Comments and Small Business Impact Statement as amended with final approval by Chair. Fontaine and Brawn voted in the affirmative. Nichols opposed. Motion Carried.

A motion was made by Fontaine and seconded by Brawn to adopt Rules as presented. Fontaine and Brawn voted in the affirmative. Nichols opposed. Motion Carried.

4. The Director discussed Resolve Chapter 104, ***Resolve, to Establish the Commission to Recommend Methods for Preventing Deed Fraud in the State*** approved by the Governor on July 1, 2025. Commission membership includes the chair of the Real Estate Commission or the chair's designee. Chair Nichols will designate a Real Estate Commission member.

**VII. PUBLIC COMMENT**

None

**VIII. MEETING SCHEDULE**

The next meeting is currently scheduled for Thursday August 21, 2025.

**IX. ADJOURNMENT**

A motion was made by Brawn and seconded by Fontaine to adjourn the meeting at 10:11 a.m. Unanimous.

STATE OF MAINE

—  
IN THE YEAR OF OUR LORD  
TWO THOUSAND TWENTY-FIVE

—  
H.P. 267 - L.D. 413

**An Act Regarding Disclosure by Sellers of Residential Real Property of  
Notices of Shoreland Zoning Ordinance Violations**

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 33 MRSA §173, sub-§8**, as enacted by PL 2023, c. 602, §5 and reallocated by RR 2023, c. 2, Pt. A, §52, is repealed and the following enacted in its place:

**8. Shoreland zoning ordinance.** Detailed information on any of the following related to a shoreland zoning ordinance adopted pursuant to Title 38, chapter 3, subchapter 1, article 2-B:

- A. A notice of violation issued by a municipal official or state agency;
- B. A pending enforcement action;
- C. Litigation;
- D. A court judgment; and
- E. A settlement or consent agreement.