



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD



Janet T. Mills
Governor

Penny Vaillancourt
Director

Joan F. Cohen
Commissioner

**Manufactured Housing Board Public Board Meeting
76 Northern Ave Gardiner, Maine 04345
October 8, 2025**

MINUTES

MEMBERS PRESENT

Theresa Desfosses, Chair
Thatcher Butcher, Vice-Chair
Patricia Banks
Austin Gregory
Susan MacKay
Kimberly Nason
Geoffrey Smith
Harvey Wallingford

MEMBERS ABSENT

Margaret Jones

STAFF PRESENT:

Peter T. Holmes, Executive Director
Randy Dow, Assistant Attorney General
Ryan Chandler, Senior Manufactured Housing Inspector
Jessica Parlin, Manufactured Housing Inspector
Helen Tutwiler, Secretary Specialist

I. CALL TO ORDER

Board Chair, Theresa Desfosses, called the meeting to order at 9:04am

II. AGENDA MODIFICATIONS AND APPROVAL

None

III. MINUTES REVIEW AND APPROVAL

Review and approval of the August 20th, 2025 meeting minutes.

A motion was made by Thatcher Butcher and seconded by Geoffrey Smith to approve the minutes as written.

Vote: 6 in favor, 2 abstain

IV. HEARING

None

V. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

2025-MFG-20813

A motion was made by Austin Gregory and seconded by Thatcher Butcher to offer a consent agreement with no fines 30 days upon receipt to provide information on the Home Warranty Seal label already installed in the home and provide pictures as proof to staff.
Vote: 8 in favor, 0 opposed.

2025-MFG-20928

A motion was made by Thatcher Butcher and seconded by Geoffrey Smith to offer a consent agreement \$1000.00 for each of the four invoices dated 2023 and \$500.00 each for the two invoices dated 2024 for a total of \$5000.00 due upon 30 day receipt of CA.
Vote: 8 in favor, 0 opposed.

VI. BOARD ACTIONS

Renewal of Delegation of Authority allowing Executive Director to accept a valid HUD installation license as meeting the experience requirement for licensing as a Dealer, Installer or Mechanic license. A motion was made by Austin Gregory and seconded by Geoffrey Smith to renew date 11/1/25.

Vote: 8 in favor, 0 opposed.

VII. DISCUSSIONS

Discussion on getting more builders licensed as Dealers. Modular training to qualify for equivalent experience in order to get a license.

VIII. SENIOR INSPECTOR'S REPORT

Question was answered as to who is responsible to install seal. Code enforcers call with questions and ask for training dates. Tie downs new regulation Nov 3rd. Busy with pre-occ inspections. 800 Hud homes so far installed in Maine.

IX. EXECUTIVE DIRECTOR'S REPORT

2 day HUD National & 3rd party meeting virtually. New regulations went into effect mid summer. Lack of cooperation with HUD came up as a discussion regarding Maine. New HUD administration seems to be well organized. IBTS meeting to go over Maine's yearly HUD plan. Hud liaison not in attendance due to government shutdown. Northeast has good SAA network. Attending several ongoing legislative committees.

X. PUBLIC OPPORTUNITY TO COMMENT

Public comment from a tenant in community park regarding trees. As of Nov 1st tenant will be responsible for any hazardous trees. Many questions for the board. Who is responsible for other dangerous issues. Wants board to review #5 of the regulations.

XI. ADJOURNMENT

A motion was made at 10:24am by Geoffrey Smith and seconded by Thatcher Butcher to adjourn.

Vote: 8 in favor, 0 opposed.