



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
March 6, 2026**

MINUTES

MEMBERS PRESENT

Theresa Desfosses, Chair
Patricia Banks
Austin Gregory
Susan MacKay - Zoom
Geoffrey Smith
Harvey Wallingford

MEMBERS ABSENT

Thatcher Butcher, Vice-Chair
Margaret Jones
Kimberly Nason

STAFF PRESENT:

Ryan Chandler, Acting Executive Director & Senior Manufactured Housing Inspector
Jessica Parlin, Manufactured Housing Inspector
Helen Tutwiler, Secretary Specialist
Randy Dow Assistant Attorney General
Mark Terison Hearing Officer
Nicole Sawyer Assistant Attorney General
Kathryn Horst Assistant Attorney General

I. CALL TO ORDER

Board Chair, Theresa Desfosses, called the meeting to order at 9:00 am

II. AGENDA MODIFICATIONS AND APPROVAL

None

III. MINUTES REVIEW AND APPROVAL

None

IV. HEARING Con't from 1/29/26

2023-MFG-19226
2024-MFG-20426

Hearing Officer Mark Terison, Esq., convened the adjudicatory proceeding at 9:02 am.

Following presentation of witnesses and exhibits, the Board made the following motions:

1. By motion made and seconded and adopted unanimously upon a vote of 6 in favor and 0 opposed, found that the Senior Inspector had proven by a preponderance of the evidence the following violations of the Maine Installation Warranty, 10 M.R.S. § 1404-A: lally column cap plates are not square or appropriately sized, and have missing lag bolts; and basement mate-wall carriage bolts are non-approved; and therefore upheld the Senior Inspector's Order of OOC for Conditions #3, #4, and #5; and further apportioned responsibility to the sub-contracted Licensee installer, SCI, for correction of the conditions to journeyman quality workmanship per the manufacturer's installation instructions, with material provided by the builder homeowner, within 30 days of the date of this Decision and Order; and further apportioned responsibility to the sub-contracted Licensee installer, SCI, to verify materials before installation with the Licensee manufacturer, WMHI; and further concluded that any aesthetic or cosmetic work resulting from any raising of the home necessary to make the corrections shall not be the responsibility of the sub-contracted Licensee installer, SCI, but shall be borne by the builder or homeowner.
2. By motion made and seconded and adopted unanimously upon a vote of 6 in favor and 0 opposed, found that the Senior Inspector had proven by a preponderance of the evidence the violations of the Maine Installation Warranty, 10 M.R.S. § 1404-A, and the Maine Manufactured Housing Warranty, 10 M.R.S. § 1404, in the unfinished second floor and attic as identified at pages 2 through 5 of Board Staff Exhibit 14, the Wallen, P.E. Report; and therefore upheld the Senior Inspector's OOC for Condition #6; and apportioned responsibility first to the Licensee manufacturer, WMHI, to prepare a report addressing its instructions for correction of the identified second floor and attic violations to journeyman quality workmanship, and then to provide the report to the sub-contracted installer, SCI, as well as to the Board, within 45 days of the date of this Decision and Order; and further apportioned responsibility to the sub-contracted installer, SCI, for completing the corrections of the conditions to journeyman quality workmanship per the manufacturer's report instructions, within 30 days of the sub-contracted installer's receipt of the manufacturer's report of instructions.
3. By motion made and seconded and adopted unanimously upon a vote of 6 in favor and 0 opposed, found that the Senior Inspector had failed to prove by a preponderance of the evidence the violation of the Maine Installation Warranty, 10 M.R.S. § 1404-A, and the Maine Manufactured Housing Warranty, 10 M.R.S. § 1404, in the improperly fastened garage fascia, and therefore vacated the Senior Inspector's OOC for Condition #7.
4. By motion made and seconded and adopted unanimously upon a vote of 6 in favor and 0 opposed, found that the Senior Inspector had proven by a preponderance of the evidence the violations of the Maine Installation Warranty, 10 M.R.S. § 1404-A, and the Maine Manufactured Housing Warranty, 10 M.R.S. § 1404, in the rear roof as identified in Board Staff Exhibit 14, the Wallen, P.E. Report; and therefore upheld the Senior Inspector's OOC for Condition #8; and apportioned responsibility first to the Licensee manufacturer, WMHI, to prepare a report addressing its instructions for correction of the identified rear roof violations to journeyman quality workmanship, and then to provide the report to the sub-contracted installer, SCI, as well as to the Board, within 45 days of the date of this Decision and Order; and further apportioned

responsibility to the sub-contracted installer, SCI, for completing the corrections of the conditions to journeyman quality workmanship per the manufacturer’s report instructions, within 30 days of the installer’s receipt of the manufacturer’s report of instructions.

5. By motion made and seconded and adopted unanimously upon a vote of 6 in favor and 0 opposed, found that the Senior Inspector had proven by a preponderance of the evidence the following violations of the Maine Installation Warranty, 10 M.R.S. § 1404-A, and the Maine Manufactured Housing Warranty, 10 M.R.S. § 1404: the roof is leaking, and the roof shingles and flashing are not properly installed; and therefore upheld the Inspector’s OOC for Conditions #9 and #10; and apportioned responsibility to the Licensee sub-contracted installer, SCI, for installation of temporary weatherproofing within 7 days; and further apportioned responsibility first to the Licensee manufacturer, WMHI, to obtain a report from the shingle manufacturer addressing instructions for correction of the leaking roof and improperly installed shingles and flashing to journeyman quality workmanship, and then to provide the report to the sub-contracted installer, SCI, as well as to the Board, within 45 days of the date of this Decision and Order; and further apportioned responsibility to the sub-contracted installer, SCI, for completing the corrections of the conditions to journeyman quality workmanship per the roofing manufacturer’s report instructions, within 30 days of the installer’s receipt of the manufacturer’s report of instructions; and further apportioned the total cost of the corrections equally between the sub-contracted installer, SCI, and the manufacturer, WMHI.

Motion made and seconded adopted unanimously upon a vote of 6 in favor and 0 opposed to have the Board Chair review and sign the final Decision and Order written by Hearing Officer Mark Terison.

The adjudicatory hearing adjourned at 12:21 pm.

V. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

None

VI. BOARD ACTIONS

None

VII. DISCUSSIONS

None

VIII. SENIOR INSPECTOR’S REPORT

Receiving a lot of park complaints. 978 Hud homes sold in Maine for 2025 with 300 Pre-Occ inspections done. Seeing increase in Dealer applications lately. Will look into public being able to record meetings next time and apologize for any inconvenience to the public attending today’s meeting.

IX. EXECUTIVE DIRECTOR’S REPORT

None

X. PUBLIC OPPORTUNITY TO COMMENT

None

XI. ADJOURNMENT

Motion to adjourn at 12:48 pm.

Motion made by: Geoffrey Smith

Second: Patricia Banks

Vote Unanimous 5/0

Next scheduled board meeting will be held on Wednesday, April 8, 2026.