



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
August 20, 2025**

MINUTES

MEMBERS PRESENT

Thatcher Butcher, Vice-Chair
Austin Gregory
Margaret Jones
Kimberly Nason/Zoom
Geoffrey Smith
Harvey Wallingford

MEMBERS ABSENT

Theresa Desfosses, Chair
Patricia Banks
Susan MacKay

STAFF PRESENT:

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

I. CALL TO ORDER

Board Vice Chair, Thatcher Butcher, called the meeting to order at 9:08am

II. AGENDA MODIFICATIONS AND APPROVAL

None

III. MINUTES REVIEW AND APPROVAL

Review and approval of the June 10th, 2025 minutes.

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

Vote: 5 in favor and 1 abstained

IV. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

2024-MFG-20000

A motion was made by Geoffrey Smith and seconded by Margaret Jones to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Board rules.

Vote: 6 in favor, 0 opposed.

2024-MFG-20179

A motion was made by Margaret Jones and seconded by Geoffrey Smith to dismiss the complaint based on the fact that license has lapsed, and the principal licensee has passed away.

Vote: 6 in favor, 0 opposed.

2024-MFG-20377

A motion was made by Austin Gregory and seconded by Geoffrey Smith to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

2025-MFG-20612

A motion was made by Geoffrey Smith and seconded by Austin Gregory to set for hearing and offer a consent agreement if the licensee wishes to settle the matter without a hearing. The terms of the consent agreement to include:

- Admitting the violations,
- Agree to 36 months of probation during which the licensee agrees to provide documentation to the Board staff every 90 days to confirm the licensee's compliance with laws & rules regarding warranty seals.
- Pay a civil penalty of \$200.00 per violation for a total of \$10,800 due within 30 days of execution of the final signatures on the CA.

Vote: 6 in favor, 0 opposed.

2025-MFG-20680

A motion was made by Geoffrey Smith and seconded by Austin Gregory to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

2025-MFG-20849

A motion was made by Geoffrey Smith and seconded by Margaret Jones to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

2025-MFG-20513

A motion was made by Austin Gregory and seconded by Geoffrey Smith to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

2025-MFG-20543

A motion was made by Geoffrey Smith and seconded by Austin Gregory to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

2025-MFG-20637

A motion was made by Geoffrey Smith and seconded by Margaret Jones to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 5 in favor, 1 recused.

2025-MFG-20697

A motion was made by Geoffrey Smith and seconded by Margaret Jones to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Boad rules.

Vote: 6 in favor, 0 opposed.

V. BOARD ACTIONS

Applicant submitted Dealer application after it was discovered during a Pre-Occ Inspection had purchased 5 Hud homes and had them installed without a proper license. A motion was made by Austin Gregory and seconded by Geoffrey Smith to deny license based on unlicensed practice as well as an apparent lack of meeting the experience requirement in rule, specifically lack of experience with installation of manufactured housing.

Vote: 6 in favor, 0 opposed.

VI. DISCUSSIONS

Board discussed Installation Training and changing the Developer Dealer application to include Hud homes.

VII. SENIOR INSPECTOR'S REPORT

Jess Parlin reported very busy with routine park inspections and pre-occ inspections.

VIII. EXECUTIVE DIRECTOR'S REPORT

Still working on legislative issues mostly dealing with newly enacted park regulations, happy to have Randy on board, things are going well.

IX. PUBLIC OPPORTUNITY TO COMMENT

None

X. ADJOURNMENT

A motion was made at 10:28am by Geoffrey Smith and seconded by Harvey Wallingford to adjourn.

Vote: 6 in favor, 0 opposed.