



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  
December 10, 2025**

**MINUTES**

**MEMBERS PRESENT**

Theresa Desfosses, Chair  
Thatcher Butcher, Vice-Chair  
Patricia Banks  
Austin Gregory  
Margaret Jones  
Susan MacKay (Zoom)  
Kimberly Nason (Zoom)

**MEMBERS ABSENT**

Geoffrey Smith  
Harvey Wallingford

**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 9:02

**II. AGENDA MODIFICATIONS AND APPROVAL**

None

**III. MINUTES REVIEW AND APPROVAL**

Review and approval of the October 8<sup>th</sup> 2025 meeting minutes.

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

**Vote: 6 in favor, 1 abstain.**

**IV. HEARING**

None

**V. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS**

2022-MFG-18652

2022-MFG-18563

2022-MFG-18601

A motion was made by Thatcher Butcher and seconded by Patricia Banks to table all (3) three complaints and request the sales order from the Manufacturer in order to determine if an error was made shipping home in wrong wind zone.

**Vote: 7 in favor, 0 opposed.**

2025-MFG-20814

A motion was made by Austin Gregory and seconded by Thatcher Butcher to send complaint to hearing with a Consent Agreement \$1000 penalty payable 30 days upon receipt along with a warning to Licensee from the Executive Director selling (2) two homes to unlicensed dealer.

**Vote: 5 in favor, 2 opposed.**

2025-MFG-20956

A motion was made by Theresa Desfosses and seconded by Thatcher Butcher to offer a consent agreement \$1500.00 each home due upon 30 days upon receipt with a reprimand from the Executive Director.

**Vote: 7 in favor, 0 opposed.**

2025-MFG-20962

2025-MFG-20981

A motion was made by Thatcher Butcher and seconded by Margaret Jones to dismiss both complaints per Executive Director Recommendations.

**Vote: 7 in favor, 0 opposed.**

2024-MFG-19970

A motion was made by Austin Gregory and seconded by Margaret Jones to refer the complaint to Attorney General's office for prosecution of unlicensed park practice with copy of letter to the Town office and dismiss complaint.

**Vote: 7 in favor, 0 opposed.**

2025-MFG-20642

A motion was made by Thatcher Butcher and seconded by Margaret Jones to dismiss complaint per inspector recommendations.

**Vote: 6 in favor, 1 Abstain**

2025-MFG-20799

A motion was made by Patricia Banks and seconded by Thatcher Butcher to dismiss complaint per inspector recommendations.

**Vote: 7 in favor, 0 opposed.**

2025-MFG-20870

A motion was made by Austin Gregory and seconded by Patricia Banks to dismiss complaint per inspector recommendations.

**Vote: 7 in favor, 0 opposed.**

## **VI. BOARD ACTIONS**

None

## **VII. DISCUSSIONS**

AAG Presentation on Board Members FOAA Responsibilities PowerPoint presentation.

## **VIII. SENIOR INSPECTOR'S REPORT**

Ryan Chandler reported still really busy with a lot of notifications homes are ready for inspection.

## **IX. EXECUTIVE DIRECTOR'S REPORT**

Peter Holmes announced his retirement at the end of month and mentioned he has worked with many boards. Spoke how he appreciated the Board's expertise, professionalism and takes the time to protect the public.

## **X. PUBLIC OPPORTUNITY TO COMMENT**

Resident of a mobile home park in Old Orchard Beach referred him to Manufactured Housing Board to file complaint against park. Unsure if Manufactured Housing Board will refer his complaint back to AG Office.

Maine Mobile Home Tenant Advocates discuss the earlier complaint regarding unlicensed park suggested Manufactured Housing Board staff send letters to all tenants in unlicensed park regarding today's decision by the board. She has the list and can give it to us.

## **XI. ADJOURNMENT**

A motion to adjourn made by Austin Gregory and seconded by Patricia Bank at 10:43

**Vote: 7 in favor, 0 opposed**