



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



Janet T. Mills
Governor

Joan F. Cohen
Commissioner

**Manufactured Housing Board Public Board Meeting
76 Northern Ave Gardiner, Maine 04345
5/12/2025**

MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Margaret Jones
Susan MacKay
Harvey Wallingford

STAFF PRESENT:

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

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

Review and approval of the February 12th, 2025 minutes.

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

Vote: 6 in favor, 0 opposed.

IV. HEARING

None

V. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

2024-MFG-20112

2 Board members indicated possible conflicts of interest and therefore recused themselves.

A motion was made by Geoffrey Smith and seconded by Patricia Banks to table presentation due to lack of quorum and be brought up again at next board meeting June 10th, 2025.

Vote: 6 in favor. 0 opposed.

2024-MFG-19970

A motion was made by Geoffrey Smith and seconded by Thatcher Butcher to set for hearing and offer a consent agreement to settle the complaint without hearing. CA to contain civil penalty of \$4975.00 with the acceptance of the CA and payment of the penalty due within 30 days from the licensee's receipt of the CA.

Vote: 6 in favor. 0 opposed.

2024-MFG-20424

A motion was made by Geoffrey Smith and seconded by Kimberly Nason to set for hearing and offer a consent agreement to settle the matter without a hearing. The CA to contain a penalty of \$400.00/ violation for a total of \$5,600.00 with the acceptance of the CA and payment of the penalty due within 30 days from the licensee's receipt of the CA.

Vote: 6 in favor. 0 opposed.

2025-MFG-20544

A motion was made by Geoffrey Smith and seconded by Patricia Banks to schedule the matter for hearing and offer a consent agreement to settle the matter without a hearing. The CA to contain a penalty of \$400.00 per violation for a total of \$6,000.00 with acceptance of the CA and payment of the penalty due within 30 days of the licensee's receipt of the CA.

Vote: 6 in favor. 0 opposed.

2022-MFG-18399

A motion was made by Kimberly Nason and seconded by Patricia Banks to dismiss the complaint in accordance with Chapter 370 Section 5(C) of the Board rules.

Vote: 6 in favor. 0 opposed.

2024-MFG-20251

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

Vote: 5 in favor. 1 recused.

2024-MFG-20320

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

Vote: 6 in favor. 0 opposed.

2024-MFG-20321

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

Vote: 6 in favor. 0 opposed.

VI. BOARD ACTIONS

License Application Review DL90001535 (pending)

A motion was made by Geoffrey Smith and seconded by Patricia Banks to preliminarily deny the license, and offer a consent agreement containing the following:

1. A warning
2. Verification from the applicant that the statutory warranty labels have been affixed to (2) each home, along with the numbers of those seals
3. Notification of each home to the Board in accordance with the requirements of the pre-occupation inspection program
4. A penalty of \$125.00 each home total of \$250.00
5. Acceptance of the CA, payment of the penalty and completion of required notifications are due within 30 days of receipt of the CA by the applicant.
6. Once all terms of the Consent agreement have been satisfied and the application has been determined to be complete, Board staff may issue the dealer license to the applicant.

Vote: 5 in favor. 1 opposed-Austin Gregory

VII. DISCUSSIONS

Theresa Desfosses brought up the community park application and the owner information should be listed instead of LLC. Brief discussion on board quorum and lack of attendance by members.

VIII. SENIOR INSPECTOR'S REPORT

Ryan Chandler said 2025 park inspections are now being done since spring is here. Rulemaking process for Modular Homes needs to be updated and asked for a sub-committee. Every board member in attendance wants to join the subcommittee. Ryan will reach out to other boards who were not in attendance to see if they wish to join.

IX. EXECUTIVE DIRECTOR'S REPORT

Legislature has many housing related bills being submitted. Most dealing with community sales and rental rates, and if they should be regulated by statute. Few dealing directly with the Board and its function. Manufactured housing is a center of a great deal of discussion as we are recognized as one of the few affordable housing options available and there are many suggestions on how to preserve that as well as help with the lack of housing in general.

X. PUBLIC OPPORTUNITY TO COMMENT

Public commenter expressed desire to add owner name on Community application and person of contact.

XI. ADJOURNMENT

A motion was made by Thatcher Butcher and seconded by Austin Gregory to adjourn at 10:40 am.

Vote: 6 in favor. 0 opposed.