



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
6/10/2025**

MINUTES

MEMBERS PRESENT

Theresa Desfosses, Chair
Thatcher Butcher, Vice-Chair
Patricia Banks
Margaret Jones / Zoom
Kimberly Nason
Geoffrey Smith
Harvey Wallingford

MEMBERS ABSENT

Austin Gregory
Susan MacKay

STAFF PRESENT:

Penny Vaillancourt, Director OPOR
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

II. AGENDA MODIFICATIONS AND APPROVAL

None

III. MINUTES REVIEW AND APPROVAL

Review and approval of the May 12th 2025 minutes.

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

Vote: 5 in favor, 2 abstained: Margaret Jones & Harvey Wallingford, 0 opposed.

IV. HEARING

None

V. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

2024-MFG-20112

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, 1 abstained: Kimberly Nason, 0 opposed.

2024-MFG-20193

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, 2 abstained: Patricia Banks & Theresa Desfosses, 0 opposed.

2024-MFG-20395

A motion was made by Geoffrey Smith and seconded by Thatcher Butcher to offer the licensee a consent agreement with terms of probation for a period of 60 days within which the licensee would have to provide proof of installation of the warranty sticker in the home.

Vote: 7 in favor, 0 opposed.

A motion was made by Geoffrey Smith and seconded by Patricia Banks and in the case of failure to provide such proof, the licensee would agree to pay \$500 to be paid within 30 days from the end of the 60 days of probation.

Vote: 7 in favor, 0 opposed.

VI. BOARD ACTIONS

Review of license application for equivalent experience

A motion was made by Thatcher Butcher and seconded by Geoffrey Smith to table the matter and instructed staff to gather additional information from both the applicant and his supervisor/partners regarding 2 years of work experience; specifically what houses he was involved with (type of home and location), what he actually did in connection with each home, what licensee he worked with, and any further details of what he specifically worked on, such that the board could identify whether his supervised work experience was "equivalent experience" under Chapter 340. A response is due from the applicant within 21 days upon issue of a letter from staff, that outlines the additional information requested. If staff receives enough information to support the application, they can then grant the application. If not, staff can issue a notice of preliminary denial.

Vote: 7 in favor, 0 opposed.

VII. DISCUSSIONS

Board members discussed establishing specific standards and guidelines to obtain licensure and the need to review other board guidelines as well.

VIII. SENIOR INSPECTOR'S REPORT

Manufactured housing community routine park inspections have started, and housing complaints are down considering the amount of homes being sold in Maine. More CEO training will be held in the Fall. The rulemaking committee will start up in couple of weeks and plan to meet one morning once every two weeks.

IX. EXECUTIVE DIRECTOR'S REPORT

Penny Vaillancourt, Director of OPOR, gave legislative updates. OPOR sat on 3 committees with jurisdiction and addressed legislature, which is challenging due to lots of discontent and misinformation.

X. PUBLIC OPPORTUNITY TO COMMENT

None

XI. ADJOURNMENT

A motion was made at 10:45 by Geoffrey Smith and seconded by Thatcher Butcher to adjourn.

Vote: 7 in favor, 0 opposed.