

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

76 Northern Ave, Gardiner, Maine

**MAINE BOARD OF REAL ESTATE APPRAISERS
PUBLIC MEETING
January 6, 2026
MINUTES**

| <u>MEMBERS PRESENT</u> | <u>STAFF PRESENT</u> |
|--------------------------------------|--|
| Wendyann Boston, Chair | John Belisle, Assistant Attorney General |
| Alan Johnson, Vice Chair | Catherine E. Pendergast, Administrator |
| Nathaniel Shipley, Complaint Officer | Jazmyne Marks, Licensing Supervisor |
| Russell Barrows | Heidi Lincoln, Office Specialist I |
| Heather Cote | Shara Chesley, Office Specialist I |
| | |
| | |
| <u>MEMBERS ABSENT</u> | |
| | |
| | |
| | |

Location: 76 Northern Ave., Gardiner, ME

Start: 9:00 a.m.

Adjourn: 10:23 a.m.

I. CALL TO ORDER

The meeting was called to order by the Chair at 9:00 a.m.

II. AGENDA MODIFICATIONS

- A motion was made by Barrows and seconded by Johnson to add an update of the Office of Professional and Occupational Regulation (OPOR) by the OPOR Director, Penny Vaillancourt. Unanimous.

III. OPOR UPDATE

- Penny Vaillancourt, OPOR Director, provided information on development of an OPOR strategic plan which will include anonymous surveys of board members and staff. She also discussed open board member seats.

IV. MINUTES REVIEW AND APPROVAL

- A motion was made by Barrows and seconded by Johnson to approve September 2, 2025, Minutes. Unanimous.

V. ELECTION OF OFFICERS

- A motion was made by Johnson and seconded by Cote to elect Wendyann Boston as Chair; Russell Barrows as Vice Chair; and Nathaniel Shipley as Complaint Officer. Unanimous.

VI. COMPLAINT PRESENTATIONS

- 2025-REA-20769 – A motion was made by Barrows and seconded by Cote to dismiss for lack of jurisdiction and refer the complaint to the Office of the Attorney General with a recommendation to investigate. Boston, Cote, Barrows, and Johnson voted in the affirmative. Shipley abstained. Motion carried.
- 2025-REA-20772 – A motion was made Barrows and seconded by Cote to dismiss for lack of evidence of a violation with a Letter of Guidance regarding a complete workfile. Boston, Johnson, Barrows, and Cote voted in the affirmative. Shipley abstained. Motion carried.
- 2025-REA-20994 – A motion was made by Barrows and seconded by Johnson to dismiss for lack of evidence of a violation with a Letter of Guidance regarding the use of lender report formats for non-lender assignments and employing engagement letters that clearly identify the client and intended user. Boston, Johnson, Barrows, and Cote voted in the affirmative. Shipley abstained. Motion carried.

VII. ADMINISTRATOR'S REPORT

- Board members discussed a licensee communication regarding restricted reports, scope of work and client communication. Board members noted the importance of being careful about being in a position of being an advocate; working with clients to create a credible scope of work and assignment results; and that appraisers are subject matter experts who are required to comply with law.
- The Administrator discussed contracting a qualified individual to assess license upgrade applicants' work samples for USPAP compliance.

VIII. PUBLIC COMMENT

None.

IX. MEETING SCHEDULE

Next meeting scheduled for Tuesday February 3, 2026.

X. ADJOURNMENT

A motion was made by Barrows and seconded by Cote to adjourn the meeting. Unanimous.

Being no further board business, the meeting was adjourned at 10:23 a.m.