

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS  
AND INTERIOR DESIGNERS  
BOARD MEETING MINUTES  
November 19, 2024**

**MEMBERS PRESENT:**

Cinderella Norris, Chair  
R. Michael Pullen, Complaint Officer  
Mark Johnson  
Kristen Damuth

**STAFF PRESENT:**

Catherine Pendergast, Administrator  
John Belisle, AAG  
Jazmyne Marks, Licensing Supervisor  
Heidi Lincoln, Office Specialist I  
Shara Chesley, Office Specialist I

**MEMBERS ABSENT:** None

**Location:** 76 Northern Avenue, Gardiner

**Start:** 9:05 a.m.

**Adjourn:** 11:21 a.m.

**CALL TO ORDER**

The meeting was called to order by Chair Norris at 9:05 a.m.

**AGENDA MODIFICATIONS**

None

**MINUTES REVIEW AND APPROVAL**

A motion was made by Pullen and seconded by Johnson to approve the minutes of the July 16, 2024 meeting as presented. Chair Norris, Pullen, Johnson, and Damuth voted in the affirmative. Motion carried.

**DISCIPLINARY PROCESS PRESENTATION – AAG JOHN BELISLE**

Due to having new board members, AAG presented the Disciplinary Process.

**COMPLIANTS**

2024-ARC-20141- A motion was made by Johnson and seconded by Chair Norris to offer a consent agreement and set for hearing for violations of negligence in Chapter 17; items 4.1 & 4.2. Sanction as a warning. Norris and Johnson voted in the affirmative, Damuth opposed. Pullen abstained. Motion Carried.

2024-ARC-20150 - A motion was made by Chair Norris and seconded by Damuth to dismiss with a Letter of Guidance regarding the importance of maintaining their Maine Architect License and the usage of wording. Norris, Damuth, and Johnson voted in the affirmative. Pullen abstained. Motion Carried.

**ADMINISTRATOR’S REPORT**

Board members discussed a matter that was brought to the Administrator’s attention; regarding a municipality that was accepting \_\_\_\_\_ without a licensee’s seal; which is required in Maine Statue. A motion was made by Damuth and seconded by Johnson to create a memo as a reminder for the Maine Municipal Association to send to all State of Maine Municipalities that in Maine Statue an Architect, Landscape Architect and Interior Designers need to submit their documents with an approved Seal. Norris, Pullen, Johnson, and Damuth vote in the affirmative.

**PUBLIC COMMENT**

None.

**MEETING SCHEDULE**

The next meeting is currently scheduled for January 21, 2025.

**ADJOURN**

A motion was made by Pullen and seconded by Johnson to adjourn. Unanimous.

Being no further business, the meeting was adjourned at 11:21a.m.