

**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.