



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, LANDSCAPE  
ARCHITECTS AND INTERIOR DESIGN



Janet T. Mills  
Governor

Joan F. Cohen  
Acting Commissioner

**Public Board Meeting**  
**Tuesday, January 21, 2025**  
**AGENDA**

**Location:** 76 Northern Avenue Gardiner, ME 04345

**Time:** 9:00 a.m.

**Room:** Central Conference Room

Information regarding virtual attendance to this meeting will be posted on the Board's website at:  
[Board of Licensure for Architects, Landscape Architects and Interior Designers - Board Meeting Information | Office of Professional and Occupational Regulation \(maine.gov\)](#)

**Contact:** Heidi Lincoln- 207-624-8522 or [Heidi.Lincoln@maine.gov](mailto:Heidi.Lincoln@maine.gov)

**I. CALL TO ORDER**

**II. AGENDA MODIFICATIONS**

**III. MINUTES REVIEW AND APPROVAL**

Review and Approval of November 19, 2024, Minutes

**IV. OUT-OF-STATE TRAVEL REQUEST**

2025 Regional Summit, Philadelphia, PA 02/29/2025-03/01/2025

**V. ELECTION OF OFFICERS**

**VI. COMPLAINTS**

2024-ARC-20406

**VII. ADMINISTRATOR'S REPORT**

**VIII. PUBLIC COMMENT**

*Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board, except for any open application or complaint, including any applications or complaints discussed at this meeting. While the Board cannot take action on any issues presented, the Board will listen to comments and may ask staff to place the issue on a subsequent agenda. At the discretion of the Board Chair, a time limit on comments may be set.*

Office Location: 76 Northern Avenue, Gardiner, Maine 04345  
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[Board of Licensure for Architects, Landscape Architects and Interior Designers | Office of Professional and Occupational Regulation](#)

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**IX. MEETING SCHEDULE**

Next meeting scheduled for March 18, 2025

**X. ADJOURNMENT**

**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. Unanimous.

**DISCIPLINARY PROCESS PRESENTATION – AAG JOHN BELISLE**

AAG John Belisle gave a presentation on the Disciplinary Procedure Process.

**COMPLIANTS**

2024-ARC-20141- A motion was made by Johnson and seconded by Norris to set the matter for hearing and offer a consent agreement for violations of Chapter 17 Sections 4.1 and 4.2. Sanction to include a Warning. Norris and Johnson voted in the affirmative. Damuth opposed. Pullen abstained. Motion Carried.

2024-ARC-20150 - A motion was made by Norris and seconded by Damuth to dismiss with a Letter of Guidance. Unanimous. Pullen abstained. Motion Carried.

**ADMINISTRATOR’S REPORT**

Board members discussed a communication regarding the requirements for seals and stamps. A motion was made by Damuth and seconded by Johnson to direct staff to send a letter to the Maine Municipal Association to provide them with law/rule information regarding seals and stamps. Unanimous.

**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.