



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS



Joan F. Cohen
Commissioner

Penny Vaillancourt
Director

Public Board Meeting
Tuesday, June 23, 2026, at 9:00 A.M.
AGENDA

Location: 76 Northern Ave Gardiner, ME 04345

Contact: Heidi Lincoln (207) 624-8522, Heidi.Lincoln@maine.gov

Room: Central Conference Room
<https://mainestate.zoom.us/j/86242053871?pwd=JfPFZi04y7HXNpPvu7nSPxmkgCfBTY.1>

I. CALL TO ORDER

II. AGENDA MODIFICATIONS

III. MINUTES REVIEW AND APPROVAL

Review and Approval of April 28, 2026, Minutes

IV. COMPLAINT PRESENTATIONS

- 2026-LSU-21243

V. ADMINISTRATOR'S REPORT

- Delegation Memo
- Communication Regarding Possible Unlicensed Practice
- Communication Regarding Subsurface Utility Engineering
- May LSU Report

VI. 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. 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.

VII. MEETING SCHEDULE

Next meeting scheduled for August 25, 2026.

VIII. ADJOURNMENT

Office Location: 76 Northern Avenue, Gardiner, Maine 04345
Mailing Address: 35 State House Station, Augusta, Maine 04333

[Board of Licensure for Professional Land Surveyors | Office of Professional and Occupational Regulation](#)

BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS
MINUTES
April 28, 2026

MEMBERS PRESENT:	STAFF PRESENT:
Jeramiah Raitt, Chairman	Candice Wright, Regulatory Board Manager
Bruce Martinson, Vice Chairman	Samantha Andrews, Assistant Attorney General
Michaeline Mulvey, Complaint Officer	Jazmyne Marks, Licensing Supervisor
Stevenson Sheppard	Heidi Lincoln, Office Specialist I
	Shara Chesley, Office Specialist I
MEMBERS ABSENT:	

I. CALL TO ORDER

The meeting was called to order at 9:02 a.m. by Chairman Raitt.

II. AGENDA MODIFICATIONS

Board Member Martinson requested that an agenda item be added to the Administrator’s Report.

III. MINUTES REVIEW AND APPROVAL

A motion was made by Martinson and seconded by Sheppard to approve the minutes as written. Mulvey abstained. Motion carried.

IV. TRAVEL REQUEST

A motion was made by Sheppard and seconded by Mulvey to approve Board Members Raitt and Martinson’s travel request to attend the 2026 NCEES Annual Meeting in Henderson, Nevada on August 18-21, 2026. Unanimous.

V. COMPLAINT PRESENTATIONS

- 2026-LSU-21243 – A motion was made by Sheppard and seconded by Martinson to table the complaint and request additional information from the licensee and complainant. Martinson and Sheppard voted in the affirmative. Raitt recused. Mulvey abstained. Motion carried.
- 2026-LSU-21247 – A motion was made by Martinson and seconded by Sheppard to dismiss for lack of sufficient evidence of a violation. Raitt, Sheppard, and Martinson voted in the affirmative. Mulvey abstained. Motion carried.
- 2026-LSU-21265 – A motion was made by Sheppard and seconded by Martinson to dismiss with a letter of guidance and be on the licensee’s file for two (2) years . Raitt, Martinson, and Sheppard voted in the affirmative. Mulvey abstained. Motion carried.
- 2026-LSU-21274 – A motion was made by Sheppard and seconded by Martinson to refer the complaint regarding unlicensed practice to the Office of the Attorney General. Raitt, Martinson, and Sheppard voted in the affirmative. Mulvey abstained. Motion carried.

VI. ADMINISTRATOR’S REPORT

Board Member Martinson brought up a concern regarding potential unlicensed practice. Assistant Attorney General, Samantha Andrews advised Martinson to forward all communication to Administrator Pendergast.

VII. PUBLIC COMMENT

None

VIII. MEETING SCHEDULE

The next regular Board meeting is scheduled for June 23, 2026.

IX. ADJOURNMENT

A motion was made by Mulvey and seconded by Martinson to adjourn the meeting at 10:42 a.m. Unanimous.

DRAFT



Office of Professional & Occupational Regulation

Board of Professional Land Surveyors
Catherine E. Pendergast, Board Administrator

Phone: (207) 624-8518
Fax: (207) 624-8637
TTY USERS CALL MAINE RELAY 711
E-Mail: Catherine.Pendergast@maine.gov

MEMORANDUM

To: Board Members
From: Catherine Pendergast, Board Administrator
Date: June 16, 2026
Subject: Limited Delegation of Authority to Board Staff

The Director of the Office of Professional and Occupational Regulation (OPOR) requested a comprehensive delegation which includes the current delegation of authority to board staff to prepare letters of guidance for resolving complaints regarding failure to report convictions/discipline, the current application process and, as a result of a law which recently went into effect, complaint dismissal (in consultation with AAG) when conduct described in a complaint is not within the Board's authority

Maine Board of Licensure for Professional Land Surveyors – Board Policy

Limited Delegation of Authority to Board Staff

Effective Date:

June 23, 2026

Expiration Date:

June 30, 2028, unless rescinded earlier

I. Summary

Pursuant to 10 M.R.S. § 8003(5-A)(D)(6) and (6-A), the Maine Board of Licensure for Professional Land Surveyors adopts the following policy delegating to Board staff certain actions, including but not limited to the review and approval of certain applications and the determination of whether a pending complaint is within the Board’s authority to enforce.

This policy expires on June 30, 2028, but may be revisited by the Board at any time.

II. Relevant Law

Pursuant to 10 M.R.S. § 8003(5-A)(D)(6), the Board may “[d]elegate to staff the authority to review and approve applications for licensure pursuant to procedures and criteria established by rule.”

Pursuant to 10 M.R.S. § 8003(5-A)(D)(6-A), the Board may “[d]elegate to staff the authority to determine if a pending complaint describes a violation of law or rule that is not within the authority of the ... board ... to enforce.”

Pursuant to 32 M.R.S. § 18213 the Board shall “evaluate the qualifications of applicants for licensure.”

Pursuant to 10 M.R.S. § 8003(5-A)(3) and 5 M.R.S. §§ 5301-5303, the Board may refuse to approve an application for licensure if the applicant was convicted of a crime described in 5 M.R.S. § 5301(2) and the application was submitted within 3 years of the applicant’s discharge from the correctional system. For purposes of this Delegation Order, such crimes will be referred to as “Potentially Disqualifying Crimes.”

Pursuant to 10 M.R.S. § 8003(5-A)(A)(11), the Board has the authority to impose discipline against an applicant or licensee for any violation of the reporting requirements imposed in 10 M.R.S. § 8003-G(2), including the duty to report disciplinary action and criminal convictions within 10 days.

Pursuant to 10 M.R.S. § 8003(5-A)(B), the forms of discipline that the Board may impose include: the denial or refusal to renew a license; a warning, censure, or reprimand; imposition of probation; suspension of a license; revocation of a license or registration; and civil penalties of up to \$1,500 for each violation.

Pursuant to 10 M.R.S. § 8003(5-A)(C), the Board “may execute a consent agreement that resolves a complaint or investigation without further proceedings.”

III. Limited delegation of authority to Board staff

The Board delegates limited authority to Board staff as outlined below and in Attachment 1:

1. Application Reviews: Board staff may conduct reviews of applications as identified in Attachment 1.
2. Criminal Conviction – Disclosure on Application: Board staff may issue a license to an otherwise qualified applicant who discloses a criminal conviction on an application for licensure that is not a Potentially Disqualifying Crime after consultation with the Assistant Attorney General assigned to the Board.
3. Criminal Conviction – Failure to report: Board staff may renew a license and issue a letter of guidance to a licensee who discloses a criminal conviction for a non-Potentially Disqualifying Crime on a renewal application that the licensee failed to previously report within 10 days of the conviction, after consultation with an Assistant Attorney General assigned to the Board.
4. Previously Reviewed Disclosures: Applications on which an applicant discloses criminal convictions that have been previously reviewed and approved by the Board can be reviewed and approved by Board staff.
5. Requests to Withdraw application: If an applicant requests to withdraw an application for licensure for reasons other than to avoid the Board’s preliminary denial based on a potential violation of either a statutory provision or a Board rule, then Board staff is authorized to grant such request for withdrawal.
6. Complaints: Board staff may review pending complaints and administratively dismiss those that deal with issues exclusively outside the authority of the Board.
7. Subpoenas: The Board administrator may, in the aid of the Board’s investigative authority, issue subpoenas on behalf of the Board in accordance with 10 M.R.S. § 8003-A(2) and 5 M.R.S. § 9060, only after consultation with the Assistant Attorney General assigned to the Board.
 - In the event a subpoenaed party fails to comply with a Board subpoena, the Board administrator may seek to compel compliance with the advice and assistance of the Assistant Attorney General assigned to the Board.

Adoption

Adopted by the Board on June 23, 2026 by a vote of _ in favor, _ opposed, _ abstained.

Date: May 28, 2026

Chair

Members of the Board voting:

Jeramiah Raitt, Chair
Michaeline Mulvey
Stevenson Sheppard
Bruce Martinson

DRAFT

Delegation of Authority to Board Staff – Attachment 1

Actions	Considerations	Prerequisites
Application Review:		
Board Staff may review initial and renewal applications for Professional Land Surveyor and Land Surveyors-in-Training.	Renewal applications submitted more than 90 days after renewal date must include proof of completion of continuing education, late fee, renewal fee and additional late fee.	
Board Staff may issue license to initial applicant who discloses conviction.	Must be non-Potentially Disqualifying Crime	Consult with AAG
Board Staff may renew license for licensee who discloses conviction that was not timely reported.	<ul style="list-style-type: none"> ▪ Must be non-Potentially Disqualifying Crime ▪ No prior failure to timely report ▪ Failure to report is the only violation 	Consult with AAG
Board Staff may approve applications that include disclosures that were previously reviewed and approved by the Board.		
Board Staff may grant requests for application withdrawal.	So long as not trying to avoid denial based on violation	

Complaints:		
Board Staff is authorized to dismiss a pending complaint describing conduct that is not within the authority of the Board.		Consult with AAG



Office of Professional & Occupational Regulation

Board of Professional Land Surveyors
Catherine E. Pendergast, Board Administrator

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Fax: (207) 624-8637
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E-Mail: Catherine.Pendergast@maine.gov

MEMORANDUM

To: Board Members
From: Catherine Pendergast, Board Administrator
Date: June 16, 2026
Subject: Communication Regarding Subsurface Utility Engineering

The following communication to the Board was received from the State Board of Licensure for Professional Engineers.

Pendergast, Catherine

From: Wojdyla, Christine M
Sent: Friday, March 20, 2026 4:30 PM
To: Pendergast, Catherine
Cc: board, prolandsur
Subject: FW: Jurisdictional requirements in ME to certify SUE

Hello, Cathy:

We received the below communication last week. Do you have any information regarding land surveyors and the inquiry presented?

Thank you very much for your review, and please indicate any questions.

With gratitude,

Christine

Christine M. Wojdyla
Executive Director
State Board of Licensure for Professional Engineers
92 State House Station
Augusta, ME 04333-0092
207-441-9863

From: Alec Kurowski <alec@doucetsurvey.com>
Sent: Thursday, March 12, 2026 1:20 PM
To: Engineers, Professional <Professional.Engineers@maine.gov>
Subject: Jurisdictional requirements in ME to certify SUE

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Doucet Survey is a NH based surveying firm that was recently acquired by a national survey and mapping firm. I'm reaching out to the Geologist Licensing Board with a question regarding what professional license can certify a Subsurface Utility Engineering (SUE) deliverable. The practice adheres to the ASCE 38-22 "Standard Guideline for Investigating and Documenting Existing Utilities." That document states that "*When performing work in accordance with ASCE 38-22, Deliverables are sealed as professionally prepared documents by appropriate professionals. For the purposes of this standard, the term professional represents mainly professional civil engineers with the applicable training and experience; however, the term may also include licensed surveyors, geophysicists, or geologists, depending on jurisdictional requirements or allowances for responsible charge of performing and sealing such work.*" It further states that "...many licensing agencies have adopted regulatory or interpretive definitions for Direct Supervision, so licensees should always review the laws of the jurisdiction."

Can the Board of Licensure provide documentation on the Jurisdictional requirements in ME as to who can certify SUE compliant services?

Thank you in advance for fielding this question.

Alec Kurowski

Project Manager

SAM (Surveying And Mapping, LLC)

(f/k/a Doucet Survey)

372 West Street, Suite 101

Keene, NH 03431

(603) 659-6560 – Office

(603) 216-5801 – Office Direct

(603) 762-5490 – Cell

Alec@doucetsurvey.com

www.sam.biz

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Board of Professional Land Surveyor
FISCAL YEAR 07/01/2025-06/30/2026
May-26

To: Catherine E. Pendergast, Administrator & Jazmyne Marks, Licensing Supervisor

From: Heidi Lincoln, Office Specialist I

Subject: Monthly Report - MAY 2026 - Licensing & Examinations

New Licenses Issued/NEW IN MONTH		May-26	YTD FY 2025- 2026	2024-2025	2023-2024	2022-2023
Professional Land Surveyors	PLS	4	23	17	20	12
Land Surveyor in Training	LSIT	1	17	10	5	3
Total New		5	40	27	25	15
New Pending Licenses/ACTIVE PENDING		May-26	YTD FY 2025- 2026	2024-2025	2023-2024	2022-2023
Professional Land Surveyors	PLS	1	20	13	12	7
Land Surveyor in Training	LSIT	0	3	1		
Total Pending		1	23	14	12	7
Year to Date (YTD)		YTD 2025	2024	2023	2022	
Professional Land Surveyors	PLS	507	508	488	476	
Land Surveyor in Training	LSIT	64	50	45	42	
Total Active		571	558	533	518	
EXAM		May-26	YTD FY 2025- 2026	2024-2025		
MSMC		0	27	14		
MSMC NEW PENDING EXAM		1				
Total		1	27	14		