STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS**
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

Janet T. Mills
Governor

Anne L. Head
Commissioner

**Public Board Meeting**
**Tuesday, September 19, 2023**
**AGENDA**

**Location:** **221 State Street, Augusta, ME 04330**

**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)

**I. CALL TO ORDER**

**II. AGENDA MODIFICATIONS**

**III. MINUTES REVIEW AND APPROVAL**
Review and Approval of July 18, 2023, Minutes

**IV. COMPLAINTS**
A. 2023-ARC-19180

**V. ADMINISTRATOR'S REPORT**
A. Communication – Stamp Requirements
B. Rulemaking Update

**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 November 21, 2023

**VIII. ADJOURNMENT**

# BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS
# BOARD MEETING MINUTES
# July 18, 2023

| **MEMBERS PRESENT:** | **STAFF PRESENT:** |
|---|---|
| William Bisson, Chair | Catherine Pendergast, Administrator |
| Cinderella Norris, Vice-Chair | Samantha Morgan, AAG |
| R. Michael Pullen, Complaint Officer | Kristin Racine, Staff Attorney |
| Lori LaRochelle | Jen Maddox, Office Specialist I |
| | Shara Chesley, Office Specialist I |
| **MEMBERS ABSENT:** | |

**Location: 221 State Street, Augusta** **Start: 9:05 a.m.** **Adjourn: 10:54 a.m.**

**CALL TO ORDER**

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

**AGENDA MODIFICATIONS**

None

**MINUTES REVIEW AND APPROVAL**

A motion was made by LaRochelle and seconded by Norris to approve the minutes of the May 30, 2023 meeting as presented. Unanimous.

**NCARB Annual Meeting, Tampa, FL**

A. A motion was made by Norris and seconded by LaRochelle to authorize William Bisson to attend the NCARB annual meeting. Unanimous.
B. delegate at that meeting.
A motion was made by Pullen and seconded by Norris to authorize William Bisson to act as the Maine delegate at the NCARB annual meeting. Unanimous.

**ADMINISTRATOR'S REPORT**

A. A motion was made by Pullen and seconded by LaRochelle to adopt the rules effective September 15, 2023 (Repeal and Replace: Chapter 10, Definitions, Chapter 12, Licensure of Architects, Chapter 13, Licensure of Landscape Architects, Chapter 17, Grounds for Disciplinary Action, Chapter 18, Documentation and to Repeal: Chapter 15, Application for Licensure and Chapter 19, Incorporation by Reference); Basis Statement and Summary and Responses to Comments: and the Small Business and Economic Impact Statement. Unanimous.

   A motion was made by Norris and seconded by Pullen to delegate authority to the administrator to enter into non-binding agreements with the National Council of Architectural Registration Boards (NCARB) and the Council of Landscape Architectural Registration Boards (CLARB) to manage Maine's examination candidates. Unanimous.

B. Limited Delegation of Authority to Board Administrator - Failure to Report Convictions and/or Discipline Within 10 Days - A motion was made by Pullen and seconded by Norris to adopt the Limited Delegation of Authority to the Board's administrator to prepare letters of guidance for resolving complaints involving failure to report criminal convictions and/or discipline within 10 days, as amended. Unanimous.

C. License Renewal - Failure to Report Convictions and/or Discipline Within 10 Days.
A motion was made by Pullen and seconded by Norris to direct staff to renew the license and issue a letter of guidance regarding the requirement that licensees who are convicted of a crime or who have disciplinary action taken against an occupational or professional license must report the event within 10 days. Letter of guidance to be held in licensee's file for 5 years. Pullen, Norris and Bisson affirmative. LaRochelle opposed. Motion carried.

DRAFT

D. Communication from license – LaRochelle made a motion seconded by Norris to direct staff to reply that the Board does not have jurisdiction over the matter, include applicable law/rules and information on filing a complaint. Unanimous.

**PUBLIC COMMENT**

A public member remarked on the requirements of seals or stamps on technical submissions.

**MEETING SCHEDULE**

The next meeting is currently scheduled for September 19, 2023.

**ADJOURN**

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

Being no further business, the meeting was adjourned at 10:54 a.m.

DRAFT

## Pendergast, Catherine

**From:** Phoebe Najera <pnajera@mhkarchitecture.com>
**Sent:** Thursday, September 7, 2023 2:07 PM
**To:** board, architects
**Cc:** Maddox, Jen
**Subject:** MHK Architecture- Maine Stamp Requirements
**Attachments:** LICENSE ACTIVATION LETTER - KRAGH.pdf

**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.

Good afternoon,

We're ready to set up or digital stamp, before we do, I'd like to request any guidelines we need to follow through (cert every page, cover page skip or not, etc). Please advise.

Thanks

**Phoebe Najera**
*Office Assistant, Naples*
**MHK Architecture**
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