



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Janet T. Mills  
Governor

Anne L. Head  
Commissioner

**Public Board Meeting**  
**Wednesday, March 13, 2024**  
**AGENDA**

**Location:** 76 Northern Ave Gardiner, ME 04345  
**Room:** Central Conference Room  
**Time:** 2:30 p.m.  
**Contact:** Shara Chesley- 207-624-8521 or [Shara.Chesley@maine.gov](mailto:Shara.Chesley@maine.gov)

**Option for Virtual Attendance by the Public:**

In addition, though not required by law, this meeting is being made virtually available using the Zoom platform to members of the public who do not attend in-person. A link for the public to access the Board of Real Estate Appraisers meeting virtually will be posted on the Real Estate Appraisers Board website at:

<https://www.maine.gov/pfr/professionallicensing/professions/board-real-estate-appraisers/home/board-meeting-information>

The Board of Real Estate Appraisers expects that members of the public who attend the meeting virtually will be able to provide public comment to the same extent as members of the public who attend in-person.

**I. CALL TO ORDER**

**II. AGENDA MODIFICATIONS**

**III. MINUTES REVIEW AND APPROVAL**

Review and approval of March 5, 2024 Minutes

**IV. CONSENT AGREEMENT**

2022-REA-18817 and 2023-REA-18887 Seth A. Tompkins

Status conference with Board to consider Consent Agreement.

**V. 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.*

## **VI. MEETING SCHEDULE**

Next meeting scheduled for Tuesday, April 2, 2024.

## **VII. ADJOURNMENT**

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
76 Northern Ave, Gardiner, Maine

MAINE BOARD OF REAL ESTATE APPRAISERS  
**PUBLIC MEETING**  
March 5, 2024  
MINUTES

<b><u>MEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Wendy Boston, Chair	Cathy Pendergast, Administrator
Nathan Shipley, Complaint Officer	John Belisle, Assistant Attorney General
Alan Johnson, Vice-Chair	Regina Ritchie, Licensing Supervisor
Russell Barrows	Kaleigh Kennedy, Office Specialist I
Jacques Weinstein	Shara Chesley, Office Specialist I
<b><u>MEMBERS ABSENT</u></b>	<b><u>OTHERS PRESENT</u></b>
	None

**Location: 76 Northern Ave. Gardiner ME**

**Start: 9:02 a.m.**

**Adjourn: 10:44 a.m.**

**I. CALL TO ORDER**

The meeting was called to order by the Chair at 9:02 a.m.

**II. AGENDA MODIFICATIONS**

None.

**III. MINUTES REVIEW AND APPROVAL**

A motion was made by Barrows and seconded by Weinstein to approve the January 2, 2024 minutes as presented. Unanimous.

**IV. ADUDICATORY HEARING**

2023-REA-19191 Brian C. Underwood

Recording started at 9:05 a.m.

Hearing officer- Mark Terison opened the hearing at 9:05 a.m. Brian C. Underwood was present, represented by self. AAG Katie Johnson presented the Board's case.

Public deliberations were conducted at the close of the hearing.

A motion was made by Barrows and seconded by Weinstein that a preponderance of the evidence showed a violation of Board Rule Chapter 220 § 2(1) & (3) for failing to complete 14 hours of continuing education approved by the Board or the Appraiser Qualifications Board in the 2022 calendar year and prior to license renewal, in violation of 10 M.R.S. § 8003(5-A)(A)(5). Disciplinary sanctions include a WARNING and \$200 civil penalty. Unanimous.

A motion was made by Johnson and seconded by Barrows to allow Chair Boston to sign the Decision and Order when it is written. Unanimous.

Hearing ended at 9:35 a.m. Recording was stopped.

## **V. COMPLAINT PRESENTATIONS**

2023-REA-19594- A motion was made by Weinstein and seconded by Barrows to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19605- A motion was made by Barrows and seconded by Weinstein to dismiss. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19612- A motion was made by Johnson and seconded by Barrows to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

2023-REA-19661- A motion was made by Barrows and seconded by Johnson to dismiss with a letter of guidance. Boston, Johnson, Barrows and Weinstein voted in the affirmative. Shipley abstained.

## **VI. ADMINISTRATOR'S REPORT**

The administrator shared with the Board an email regarding a GSE update of Unacceptable Appraisal Practices. No action was taken.

The administrator discussed with the Board an Appraisal Review Inquiry. The Board indicated a license would be required in Maine to conduct review appraisals as outlined in the email inquiry.

The administrator discussed with the Board an updated experience investigation form which conforms with the 2024 edition of USPAP. The revised form will be used going forward as part of the application process for initial licensure and upgrades.

The administrator discussed with the Board an Experience Requirements Memo. No action was taken.

The administrator reviewed with the Board the Board Meeting Rules of Conduct.

## **VI. PUBLIC COMMENT**

None.

## **VII. MEETING SCHEDULE**

The next meeting is currently scheduled for Tuesday, April, 2, 2024.

## **VIII. ADJOURN**

A motion was made by Shipley and seconded by Barrows to adjourn the meeting. Unanimous. Being no further board business, the meeting was adjourned at 10:44 a.m.