



Janet T. Mills  
Governor

STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
REAL ESTATE COMMISSION

Penny Vaillancourt  
OPOR Director



Joan F. Cohen  
Commissioner

**Real Estate Commission Public Meeting  
December 18, 2025  
AGENDA**

**Location:** 76 Northern Ave. Gardiner, ME 04345

**Room:** Central Conference Room

Information regarding virtual attendance to this meeting will be posted on the Board's website at: <https://www.maine.gov/pfr/professionallicensing/professions/real-estate-commission/home/board-meeting-information>

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

**Contact:** Shara Chesley, (207) 624-8521  
[Shara.Chesley@maine.gov](mailto:Shara.Chesley@maine.gov)

**I. CALL TO ORDER**

**II. AGENDA MODIFICATIONS AND APPROVAL**

**III. MINUTES REVIEW AND APPROVAL**

Review and approval of October 16, 2025, minutes.

**IV. PROPOSED DISMISSALS**

2023-REC-18970  
2023-REC-19145

**V. PROPOSED CONSENT AGREEMENTS**

2025-REC-21041  
2025-REC-21043  
2025-REC-21044  
2025-REC-21075  
2025-REC-21076  
2025-REC-21109  
2025-REC-21115  
2025-REC-21122  
2025-REC-21125

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

<https://www.maine.gov/pfr/professionallicensing/professions/real-estate-commission>

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**VI. DIRECTOR'S REPORT**

2027 Core Course Update

**VII. 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*

**VIII. MEETING SCHEDULE**

Next meeting scheduled for January 15, 2026.

**IX. ADJOURNMENT**



**Minutes of the Maine Real Estate Commission Meeting  
October 16, 2025**

<b><u>MEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Leanne Nichols, Chairman	Catherine Pendergast, Director
Jane B. Towle, Vice Chair	Jeffrey Hill, Deputy Director
Edith Fontaine	Lisa Wilson, AAG
Charles Brawn	Randy Dow, AAG
	Jazmyne Marks, Licensing Supervisor
	Heidi Lincoln, Office Specialist I
<b><u>MEMBERS ABSENT</u></b>	Shara Chesley, Office Specialist I

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

**Start:** 9:00 a.m.

**Adjourn:** 12:31 p.m.

**I. CALL TO ORDER**

The meeting was opened by Chair Nichols at 9:00 a.m.

**II. AGENDA MODIFICATIONS**

None

**III. ADJUDICATORY HEARING**

2025-REC-20791 Director v. Stephanie E. McGuire

Hearing officer – Mark Terison opened the hearing at 9:04 a.m. Stephanie E. McGuire was present, representing self. The Director was present. AAG Randy Dow presented the Director’s case.

Public deliberations were conducted at the close of the hearing.

1. A motion was made by Towle and seconded by Brawn that by a preponderance of the evidence demonstrated a violation pursuant to 32 M.R.S. §13197(1) and ground for discipline under 10 M.R.S. §8003 (5-A)(A)(4) for not completing 21 clock hours of continuing education, during her renewal term. Unanimous.
2. A motion was made by Brawn and seconded by Towle that by a preponderance of the evidence demonstrated a violation of 10 M.R.S. §8003 (5-A)(A)(1) for misrepresenting on her license renewal application that she had, at that time, successfully completed 21 clock hours of continuing education, when in fact she had not. Unanimous.
3. A motion was made by Towle and seconded by Brawn that by a preponderance of the evidence demonstrated a violation of 10 M.R.S. §8003 (5-A)(A)(1) for the practice of fraud, deceit or misrepresentation in obtaining a license from a bureau, office, board or commission for altering the dates on her continuing education certificates to make it appear she took those courses during her license term. Unanimous.
4. A motion was made by Towle and seconded by Fontaine that by a preponderance of the evidence demonstrated a violation of 32 M.R.S. §13067-A(1) for demonstrating a lack of trustworthiness to transact real estate brokerage services in such a manner as to safeguard the interests of the public by altering her continuing education course certificates and demonstrating a lack of candor with Commission staff. Unanimous.

5. A motion was made by Fontaine and seconded by Towle that a preponderance of the evidence demonstrated a violation of 32 M.R.S. §13067-A(2) for engaging in any act or conduct that constitutes or demonstrates bad faith, incompetency, untrustworthiness, or dishonest, fraudulent or improper dealing by mispresenting on her license renewal application that she has, at that time, successfully completed 21 clock hours of continuing education, when in fact she had not, and then altering her course certificates to make it appear she had taken the course during her license renewal term, when she had not. Unanimous.
6. A motion was made by Fontaine and seconded by Towle that by a preponderance of the evidence demonstrated a violation of 32 M.R.S. §13067-A(4) for engaging in substantial misrepresentation by omission or commission, but not including innocent misrepresentation, for altering the dates on her continuing education certificates to make it appear she took those courses during her license term. Unanimous.
7. A motion was made by Fontaine and seconded by Brawn that by a preponderance of the evidence demonstrated a violation of 32 M.R.S. §13191(5) for failing to demonstrate that McGuire has a good reputation for honesty, truthfulness, fair dealing and competency. Unanimous.

A motion was made by Brawn and seconded by Towle to uphold the denial of the license renewal application. Brawn and Nichols voted in the affirmative. Fontaine and Towle opposed. Motion failed.

A motion was made by Towle and seconded by Nichols to uphold the denial of the license renewal application and include a civil penalty of \$2,000.00, to be paid within 1 year. Unanimous.

A motion was made by Brawn and seconded by Towle to allow Chair Nichols to sign the Decision and Order when it is written. Unanimous.

Hearing ended at 11:36 a.m. Recording was stopped.

#### **IV. MINUTES REVIEW AND APPROVAL**

A motion was made by Towle and seconded by Brawn to approve the minutes of the August 21, 2025, meeting. Unanimous.

#### **V. PROPOSED DISMISSAL**

A motion was made by Brawn and seconded by Fontaine to approve dismissals 2023-REC-18821; 2023-REC-18823; 2023-REC-18870; 2023-REC-18898. Unanimous.

#### **VI. PROPOSED CONSENT AGREEMENTS**

A motion was made by Fontaine and seconded by Towle approve consent agreements 2025-REC-20898; 2025-REC-20942; and 2025-REC-20965. Unanimous.

Nichols recused and left the conference room.

A motion was made by Brawn and seconded by Fontaine to approve dismissal 2023-REC-18893. Brawn and Towle voted in the affirmative. Fontaine opposed. Motion carried.

A motion was made by Fontaine and seconded by Brawn to approve consent agreements 2025-REC-20842; and 2025-REC-20922. Unanimous.

Nichols rejoined the meeting.

**VII. DIRECTOR'S REPORT**

The Director discussed the expiration of prior Commission member Peterson's term and the process to fill the public member seat.

The Director provided an update on the legislature bill titled: Act regarding the membership of Real Estate Commission.

Commission Member Towle discussed the meeting she attended for the Commission to Recommend Methods for Preventing Deed Fraud in the State.

**VIII. PUBLIC COMMENT**

None

**IX. MEETING SCHEDULE**

The next meeting is currently scheduled for Thursday November 20, 2025.

**X. ADJOURNMENT**

A motion was made by Brawn and seconded by Fontaine to adjourn the meeting at 12:31 p.m. Unanimous.