



Board of Manufactured Housing Installers

Board Public Minutes

Installers - Manufactured Housing
May 24, 2023 at 11:00 AM EDT
@ 7 Eagle Square, Concord, NH 03301

Attendance

Present:

Members: James Baird, Fred Emanuel, Gary Francoeur, Robert Wentworth, Eric Kaufman, Kevin LaCasse, Linda Rogers

Guests: Board Administrator Michael Gianunzio, Board Administrator Marla Pike, Board Counsel Elizabeth Eaton

I. Call To Order

11:04 a.m.

II. Review of Public Minutes from the March 29, 2022, meeting -

Board Member Eric Kaufman made a motion to approve the minute from the March 29, 2022, Board meeting. Board Member Kevin Lacasse seconded the motion. The motion passed unanimously.

III. Public Appearances -

A. Bethany Cottrell, Director of Licensing and Administration did not attend the meeting. Board Administrator Marla Pike gave the Board a brief overview of what Director Cottrell's position does with overseeing Licensing and Administration. Director Cottrell will be asked to attend the next meeting when scheduled.

B. Donna Long, Programs Information Officer attended the meeting to discuss with the Board how she can help them with providing information on all social media platforms along with doing email blasts to the licensees with any rule's changes.

C. Michael Gianunzio, Senior Board Administrator explained his position to the Board and expressed that he would be reaching out with his direct information.

IV. OPLC and/or Board Administration Updates -

A. Board Meeting schedule for 2023- The Board decided to only meet if there is an application to review or a complaint to address. The Board wanted to also change the time of the meeting to 10:00 a.m.

B. New Board Member - Kevin Lacasse was introduced to the Board as the Installer Member.

C. Board to appoint a Board Chair, Vice Chairperson and Secretary-Tabled

V. Licensure

Reaffirmation of Applicants licensed since March 29, 2022 - Board Member Eric Kaufman made a motion to reaffirm the following licensees. Board Member Bob Wentworth, Jr. seconded the motion. The motion passed unanimously.

A. Paul Ian Cooper #00203 12/20/22 Ctr Conway, NH

B. Bradley Erickson Hamlin #00204 12/20/22 Brownfield, ME

VI. Administrative Rules & Legislative Topics -

A. Board Counsel Elizabeth Eaton gave the Board an update on the House Bill 2 and House Bill 655 legislations. Attorney Eaton expressed that she would have more information for the Board in the fall. The Board will be scheduling another meeting sometime in the fall.

B. Standing Order – The Board discussed doing a standing order with Board Counsel Elizabeth Eaton for a response to the Town Building Inspectors who go outside the scope of the New Hampshire Standard for inspections. This will allow OPLC to respond without having the Board meet for approval.

C. Inst 100 Review draft Initial Proposal - Tabled

D. Inst 200 Review draft Initial Proposal – Tabled

E. Inst 300 Review draft Initial Proposal - Tabled

VII. Non-Public Session

Non-Public session conducted for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges.

VIII. Resume Public Session

IX. Seal The Minutes of the Non-Public Session

Minutes of the non-public session are sealed to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective.

X. Adjournment -

The next Board meeting is to be determined. Board Member Bob Wentworth, Jr. made a motion to adjourn the meeting at 12:30 p.m. Board Member James Baird seconded the motion. The motion passed unanimously.