



# Board of Manufactured Housing Installers

## PUBLIC Agenda Minutes

Installers - Manufactured Housing  
Aug 1, 2023 at 10:00 AM EDT  
7 Eagle Square, Concord, NH, USA

### **Attendance**

#### **Board Members Present:**

Gary Francoeur, Chair (GF), Eric Kaufman (EK), James Baird (JB), Linda Rogers (LR), Kevin Lacasse (KL), Bob Wentworth (BW)

#### **Absent:**

Fred Emanuel

#### **Staff:**

Michael Gianunzio, Administrator, Elizabeth Eaton, Board Counsel, Tina Kelly, Rules Specialist

- I. Call To Order 10:22 am
- II. Review of Public Minutes from the May 24, 2023, meeting:

#### **Motion:**

Upon a motion by EK, with a second by BW, the Board voted to approve the minutes unanimously

- III. OPLC and/or Board Administration Updates:
- IV. Administrative Rules & Legislative Topics-
  - A. Board Counsel to discuss legislation.
    1. HB 2 Update
      - a. Non issue for this Board, everything was taken regarding Installers before it passed.
    2. HB 655 Update
      - a. Requires Boards to come up with objective requirements for licensure so OPLC can issue the license. Currently the Installers Board reviews all applications, this will change.
      - b. Complaint changes include complaints going through Enforcement, Liz to look into the policy that states complaints have to come in writing and report back to the Board.

- c. When a complaint comes in that has merit, the Board will get an update on the status of the complaint (under investigation, under review, etc...) When completed, the Board will receive an ROI.
  - d. When it comes to hearings, the Board is going to be the deciders of fact, the Board no longer appoints the Hearings Officer.
- 3. HB 337 Update
  - a. Publish agenda 14 days prior and making public minutes available sooner.
  - b. This has not been signed yet
- 4. HB 308 update
  - a. Allows the Board Chair to allow someone to participate remotely and still count for quorum.
- 5. HB 594 update
  - a. Reciprocity bill, anyone with an active license in good standing from a jurisdiction with substantially similar requirements will be issued a license.
  - b. OPLC is undertaking identifying the jurisdictions that meet this requirement.

V. Inst 100 Review draft Initial Proposal

**Motion:**

Upon a motion by BW, with a second by KL, the Board voted to accept the initial proposal and start the rule making process; unanimous.

VI. Inst 200 Review draft Initial Proposal

**Motion:**

Upon a motion by BW, with a second by JB, the Board voted to accept the initial proposal and start the rule making process; unanimous.

VII. Inst 300 Review draft Initial Proposal

**Motion:**

Upon a motion by EK, with a second by BW the Board voted to accept the initial proposal as amended and start the rule making process; unanimous.

Per Tina, the Board will have time prior to the Final Proposal to make any changes and review.

Board requested that 301.02 recognize that the experience and training be completed within 2 years of application

The Board will have to meet more often in the coming months as the rules have deadlines. Tina will work with Administrators to coordinate the days and times.

VIII. 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.

**Motion:**

Upon a motion by BW, with a second by JB, the Board voted to move into non-public session at 11:40 a.m.

IX. Resume Public Session

**Motion:**

Upon a motion by BW, with a second by JB, the Board voted to resume the Public Session

X. 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.

**Motion:**

Upon a motion by BW, with a second by JB, the Board voted to seal the minutes from the Non-Public session.

XI. Adjournment – Next meeting to be determined.

**Motion:**

Upon a motion by BW with a second by LR, the Board voted to adjourn at 12:28 pm.