

**NH BOARD OF MANUFACTURED HOUSING INSTALLATION STANDARDS
MEETING MINUTES
December 19, 2018**

A meeting of the New Hampshire Board of Manufactured Housing Installation Standards was held on Wednesday, December 19, 2018 at 9:00 a.m. at 121 South Fruit Street, Room #B202, Concord, New Hampshire 03301.

Present: Chair Gary Francoeur, Robert Cook, James Baird, Linda Rogers and John Powers

Not present: Eric Kaufman, John Flanders, Fred Emanuel, Robert Wentworth

Present from OPLC/Home Installers: Linda Balich, Donna Lobdell, Director Joseph Shoemaker

I. CALL TO ORDER –

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

II. INTERVIEW/MEETING –

None

III. READING AND APPROVAL OF THE MINUTES –

An appropriate motion was made and seconded to approve the August 9, 2018 meeting minutes, The motion passed unanimously.

IV. COMMUNICATIONS, GENERAL –

None

V. COMMUNICATIONS, BOARD ACTION –

Board members were requested to timely file their Statement of Financial Interest.

VI. APPLICATIONS FOR BOARD ACTION –

None

VII. UNFINISHED BUSINESS –

A letter was not sent to the Governor's office due to already implemented changes regarding HUD requirements.

VIII. NON-PUBLIC MEETING

At 9:45 a.m. following an appropriate motion by Gary Francoeur and seconded by John Powers to go in to a non-public session the Board, by roll call, voted to conduct a non-public session for the purpose of discussing and evaluating complaints against licensees, accredited individuals,

institutions, or organization, or persons charged with practicing unlawful brokerage activity, and noting that such a non-public session is authorized by RSA 91-A:3, II(c), RSA 91-A:5, IV, Lodge v. Knowlton, 11 N.H. 574 (1978), and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the vote of all members present.

IX. PUBLIC MEETING RECONVENED –

At 10:30 a.m. an appropriate motion was made by Gary Francoeur and seconded by John Powers, and the Board unanimously voted by roll call to reconvene the public meeting.

X. NON-PUBLIC MINUTES SEALED –

On an appropriate motion by Gary Francoeur and second by John Powers the Board, by roll call, unanimously voted to seal the minutes of the non-public session from public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful brokerage activity. RSA 91-A:5, IV, Lodge v. Knowlton, 11 N.H. 574 (1978), and the Commission's executive and deliberative privileges. Each member recorded his or her vote on the motion.

XI. NEXT MEETING –

The next meeting is to be determined.

XII. MEETING ADJOURNED –

At 10:35 a.m. an appropriate motion was made, and seconded, to adjourn the meeting. The motion was unanimously approved.

Respectfully submitted,

Rick Wisler
Administrator III