

**NH BOARD OF MANUFACTURED HOUSING INSTALLATION STANDARDS
MEETING MINUTES
May 8, 2019**

A meeting of the New Hampshire Board of Manufactured Housing Installation Standards was held on Wednesday, May 8, 2019 at 9:00 a.m. at 121 South Fruit Street, Room #B202, Concord, New Hampshire 03301.

Present: Chair Gary Francoeur, Linda Rogers, Eric Kaufman, John Flanders, Robert Wentworth, Robert Cook, Fred Emanuel

Not present: James Baird, John Powers

Present from OPLC/Home Installers: Rick Wisler, Diana Craigie

I. CALL TO ORDER –

The meeting was called to order at 9:20 a.m. by Chair Gary Francoeur.

II. INTERVIEW/MEETING –

None

III. READING AND APPROVAL OF THE MINUTES –

Robert Cook moved to approve the December 19, 2018 meeting minutes, seconded by Eric Kaufman. Motion approved unanimously. Robert Wentworth abstained.

IV. COMMUNICATIONS, GENERAL –

None

V. COMMUNICATIONS, BOARD ACTION –

None

VI. APPLICATIONS FOR BOARD ACTION –

- a. Application #19-01 Richard Pratt Jr. After review of the application, John Flanders moved to approve, seconded by Robert Wentworth. Motion approved unanimously.
- b. Application #19-02 William Lago. The Board noted that both William Lago and Michael Lago Jr. submitted the same Letter of Credit with their application. This was acceptable and consistent with previous applicants having multiple employees. John Flanders moved to approve, subject to Merrimack County Savings Bank's registration with the New

Hampshire Secretary of State, seconded by Robert Wentworth. Motion unanimously approved.

- c. Application #19-03 Michael Lago Jr. After reviewing the application, John Flanders moved to approve, subject to Merrimack County Savings Bank's registration with the New Hampshire Secretary of State, seconded by Robert Wentworth. Motion unanimously approved.

VII. NEW BUSINESS-

- a. HUD discussion on Dispute Resolution Program. Gary requested copies of the last NH submission and HUD requirements be sent to all board members. Discussion on a follow up meeting in a month to go over the program. Eric Kaufman mentioned a dispute that took place in the State of Maine involving a Manufacturer.
- b. Renewals vs. New applications- staff will check MLO on number of licensee's by year and report back to the board at the next meeting.
- c. Eric Kaufman will send staff an email with a link to HUD for their online course. The Board will review the printed course summary for possible approval as CE for one time use or possibly every other renewal period.
- d. General discussion to review the requirement of concrete block size and how it's not readily available.
- e. Possible future rule change to add mentorship to the application as required in Inst 301.02(a) .
- f. Discussion as to whether New Hampshire has reciprocity for Installers with any other state. The board does not recall approving reciprocity agreements with any other state..
- g. Discussion on rule Inst 603.01 whether or not manufacturers should provide the Board with all Installation manuals. Staff will contact manufacturers for up to date manuals.

VIII. UNFINISHED BUSINESS –

None

IX. NON-PUBLIC MEETING

At 10:35 a.m. following an appropriate motion by John Flanders and seconded by Fred Emanuel to go in to a non-public session. The Board, by roll call, voted to conduct a non-public session for the purpose of reading and approval of the non-public minutes of the December 19, 2018 meeting, 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.

X. PUBLIC MEETING RECONVENED –

At 10:40 a.m. an appropriate motion was made by John Flanders and seconded by Fred Emanuel, and the Board unanimously voted by roll call to reconvene the public meeting.

XI. NON-PUBLIC MINUTES SEALED –

On an appropriate motion by Linda Rogers and seconded by Robert Cook 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.

XII. NEXT MEETING –

The next meeting is to be determined.

XIII. MEETING ADJOURNED –

At 10:40 a.m. an appropriate motion was made by Robert Wentworth and seconded by Robert Cook, to adjourn the meeting. The motion was unanimously approved.

Respectfully submitted,

Rick Wisler
Administrator III