

**NH BOARD OF MANUFACTURED HOUSING INSTALLATION STANDARDS  
MEETING MINUTES**

**Monday, July 8, 2019 9:00am**

Office of Professional Licensure & Certification  
121 South Fruit Street, Room 116, Concord, NH 03301

Present: Chair Gary Francoeur, James Baird, Eric Kaufman, Robert Wentworth, Linda Rogers, John Flanders, Robert Cook.

Not Present: Fred Emanuel, John Powers

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

Present from Public: Attorney Ari Pollack, John Stabile, Peter Haynes and Karen Soucy.

Chair Gary Francoeur announced that the agenda would be taken out of order to expedite the discussion from the Leisure Acres Park owner who had requested an appearance to discuss two pad installations.

**1. CALL TO ORDER-**

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

**2. INTERVIEW/MEETING - None**

**3. READING AND APPROVAL OF MINUTES-** Eric Kaufman moved to approve the May 08, 2019 board meeting minutes, seconded by James Baird. Motion approved unanimously.

**4. COMMUNICATIONS, GENERAL – None**

**5. COMMUNICATIONS, BOARD ACTION– None**

**6. APPLICATIONS FOR BOARD ACTION –None**

**7. NEW BUSINESS-** Attorney Ari Pollack appeared for Leisure Acres, 26 Melendy Road Milford, NH. Also representing the park was owner John Stabile. Attorney Pollack identified lot units #5 and #34 and discussed the allegation of two concrete pads not meeting standards as required by N.H. Statue 205-D:4, 603.02 and 603.09. Attorney Pollack distributed five Exhibits: Ex. #1 an email from investigator Horne to the town's building inspector Mr. Ramsay, Ex. #2 a response from Mr. Ramsay, Ex. #3 six photos of the slabs, Ex. #4 Manufactured Housing Installation rules applicable to the issue, and Ex. #5 letter from Peter Hebert of Redimix Companies. Attorney Pollack presented options for consideration to meet installation standards.

The Board referred to Inst 601.01(b) and asked if the park had any method to meet the requirements of that rule. Attorney Ari Pollack stated that they did not at that time but

could obtain an Engineer's report. The Board was also informed that Licensee #43, Frank Serer, will be the installer of the homes on the two concrete pads.

At 9:40 a.m. an appropriate motion was made by Robert Wentworth, seconded by John Flanders to go into a non-meeting. The motion was unanimously passed.

At 10:12 a.m. an appropriate motion was made by Robert Wentworth and seconded by John Flanders, to reconvene the public meeting. The motion was unanimously approved.

Chair Gary Francoeur informed the parties that the Board does not have jurisdiction to instruct Leisure Acres Park how to correct the pad installations. The Chair again referenced Inst. 601.01 (b) which allows three installation options. Further, because a licensed installer is responsible for placing a home on a properly installed pad the installer's information should be included with the pad permit. The Board will send a letter to Town Inspectors requesting the Installer's name and license number be listed on pad permits. Attorney Ari Pollack asked if it was appropriate to directly submit to the Board any supporting documentation with regard to the pad installation. Chair Gary Francoeur agreed to accept any supporting documentation regarding conformance with pad installation.

At 10:20 a.m. an appropriate motion was made by Robert Wentworth, seconded by John Flanders to go into a non-meeting. The motion was unanimously passed.

At 10:35 a.m. an appropriate motion was made by Robert Wentworth and seconded by John Flanders, to reconvene the public meeting. The motion was unanimously approved.

The meeting then recessed for a short break.

**8. HUD DISPUTE RESOLUTION PROGRAM:** At 10:45 a.m. an appropriate motion was made by Robert Wentworth, seconded by James Baird, to approve the HUD Dispute Resolution program. The motion was unanimously approved.

**9. DATE AND TIME OF NEXT MEETING** – To be determined.

**10. UNFINISHED BUSINESS** –

Eric Kaufman suggested a new rule change on the requirement of the concrete block size due to the statewide impact on Home Inspectors. A HUD document was provided by Eric as a basis for a new rule to be set in place.

Staff will research any documentation previously submitted with regard to HUD questions regarding NH Standards and provide the information to the Board.

**11. ADJOURNMENT** – At 10:55 a.m. an appropriate motion was made by Robert Wentworth and seconded by John Flanders, to adjourn the meeting. The motion was unanimously approved.