

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

Thursday, September 26, 2019 9:00am
Office of Professional Licensure & Certification
121 South Fruit Street, Room 116, Concord, NH 03301

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

Not Present: Fred Emanuel, John Powers, Robert Cook

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

Present from Public: Karen Soucy

1. CALL TO ORDER-

The meeting was called to order at 9:16 a.m. by Chair Gary Francoeur.

2. INTERVIEW/MEETING - None

3. READING AND APPROVAL OF MINUTES- John Flanders moved to approve the July 08, 2019 Board meeting minutes, Robert Wentworth seconded. The motion was approved unanimously.

4. COMMUNICATIONS, GENERAL –

a. MHARR Press Release- HUD “Frost Free” Interpretive Bulletin – Board suggested staff research whether NH is an approved M.H. Installation State. If not, contact HUD to resolve.

5. COMMUNICATIONS, BOARD ACTION– None

6. APPLICATIONS FOR BOARD ACTION –

a. Application # 20-01 Dan Clark- Eric Kaufman moved to approve, seconded by Robert Wentworth. The motion was unanimously approved.

7. UNFINISHED BUSINESS –

a. Draft letter to Code Enforcement agencies-

i. Paragraph one: and concrete pad – (board requested verbiage be added)

ii. Paragraph two: Certificate of Occupancy permit – (board requested change of verbiage)

b. Draft letter re 2019-02. Board approved letter after review.

c. Engineer report for Leisure Acres- Board reviewed report and agreed no further action needed.

8. NON-PUBLIC MEETING-

Following an appropriate motion by John Flanders, seconded by Robert Wentworth to go in to a non-public session. The Board, by roll call, voted to conduct a non-public session for the purpose of the reading and approval of the non-public minutes of the July 8, 2019 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 Commission's executive and deliberative privileges. Each member recorded his or her vote on the motion, which passed by the vote of all members present.

9. PUBLIC MEETING RECONVENED-

At 11:00 a.m. an appropriate motion to go back into a public session was made by Robert Wentworth, seconded by John Flanders. The Board, by roll call, unanimously voted to reconvene the public meeting.

10. NON-PUBLIC MINUTES SEALED-

Robert Wentworth moved to seal the non-public minutes, seconded by Eric Kaufman, 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 vs. Knowlton*, H. 574 (1978) and the Board's executive and deliberative privileges. Each member recorded his or her vote on the motion.

11. NEW BUSINESS-

a. Memo-Possible New Rules-

- i. Change Inst. 603.03 (d)(i) to single concrete masonry unit blocks open or close 8"X 8" X 16", conforming to ASTM C-90.
- ii. Change to 6 months for expiration period.
 1. License will be considered lapsed and will need to re-apply.
 2. Board approved \$10.00 late fee, not \$10.00 per month.
 3. Board negated requirement of concurrent bonding.
 4. Change Inst. 302.01 9 (g) from shall to may.
 5. Add 401.01 (c) – completed Warranty Seal shall be returned to OPCL within 60 days from date of final inspection by Installer.

- b. Board member status- Linda Rogers was reappointed on September 18, 2019.
Fred Emanuel- term due to expire 10/03/19
Robert Cook- term expired 03/16/16, holdover status.

- c. Temporary Housing Installation Email- Board agreed that RSA 205-D:4, II (b) does not require a licensed Installer for temporary housing.

12. DATE & TIME OF NEXT MEETING- October 10, 2019 @ 9:00 a.m.

13. ADJOURNMENT – At 11:00 a.m. an appropriate motion was made by Robert Wentworth and seconded by John Flanders, to adjourn the meeting. The motion was unanimously approved.