

## MINUTES

### BOARD OF MANUFACTURED HOUSING MEETING

Monday, March 13, 2017

1:00 PM

Legislative Office Building, Room 307  
33 North State Street, Concord, NH 03301

**The following members were present:** Chair Mark Tay, Lois Parris, Kenneth Dame, Adam Gidley, Rep. Franklin Sterling, Rep. Thomas Laware.

Not in attendance: Glenn Ritter, Secretary Robert Hunt, Judy Williams.

**Others in attendance included:** Rick Wisler - clerk of the Board of Manufactured Housing. Also in attendance were: Richard Lambert, Jerri King, Deb Ford, Barbara Giordan, Chris Clasby.

The meeting was called to order by Chair Mark Tay at 1:15 p.m. and he introduced and welcomed Representative Thomas Laware as the new Board member.

**Approval of Minutes:** The December 19, 2016 minutes were reviewed. Board member Lois Parris moved, Board member Adam Gidley seconded, voted **unanimously** to accept the minutes of the December 19, 2016 meeting.

**Approval of Non-Public Minutes** of October 21, 2016. No action was taken as a quorum of members who participated in the meeting was not present. The item will be added to the next meeting agenda.

**Approval of Board Decision for docket 17-09** Richard and Belinda Gleason v. Pine Knoll Village. No action was taken as a quorum of members who participated in the hearing was not present.

**Threshold Review and possible Complaint Hearing docket 17-13** Deborah Ford v. Woodstock Co-Op. The complainant, Deborah Ford, was present and not represented by counsel. The respondent, Richard Lambert was present and represented Woodstock Co-Op.

Chair Mark Tay informed the attendees of the threshold review process. Following Board review and discussion, the Board voted 5-0 with Rep. Laware abstaining, that the complaint was within the Board's jurisdiction and would immediately proceed to hearing.

Chair Mark Tay administered the oath to all parties and explained the hearing process. The matter then proceeded to hearing.

Complainant Deborah Ford presented testimony regarding the complaint alleging the park violated RSA:205-A:2, II(f) by not completing an inspection of the tenant's property prior to the sale of the home and withholding some or all of the tenant's membership fee to pay for lot cleanup at a future date to be determined.

Following testimonies and Board member questions of both parties, Chair Mark Tay closed the hearing and opened Board deliberation. After thoroughly discussing all the issues, Chair Mark Tay moved that the park was in violation of RSA:205-A:2, II(f). The motion was seconded and the Board voted unanimously to approve the motion. Chair Mark Tay will write the decision

**Status update for docket 17-10** Michael Annese v. Mobile Courts, Inc. Following a review of a January 9, 2017 letter from Mr. Annese, the Board accepted his request to withdraw the complaint with prejudice.

**Status update for docket 17-11** Cynthia Goss and Rita Hall v. Colonial Village MHP. Following a review of a December 19, 2016 letter from the attorneys for both parties, the Board agreed to dismiss the complaint and mark it as “Judgment for neither party. No interest or costs. No further action for the same cause.”

**Status update for docket 17-12** Muriel Day v. Paradise Ridge MHP. The Board reviewed the March 9, 2017 email from complainant Muriel Day. Following further discussion, the Board unanimously determined an amended complaint and hearing was warranted on the matters and to address the Board’s concern regarding RSA 205-A:2 of an edited version of the “Important Notice Required By Law” found within the park’s rules.

**Other Business:**

**Board member Kenneth Dame’s** term is due to expire June 24, 2017 and he expressed his desire to be re-appointed. The Board clerk will draft a letter from the Board Chair to the Governor supporting Kenneth Dame’s re-appointment.

**Public member position:** The Board unanimously supported the Chair sending a letter to the Governor requesting a new public member be appointed, and to offer a new appointee’s name for consideration. The clerk will draft the letter.

**Next Meeting:** The Board scheduled the next meeting for Friday June 9, 2017, 1:00 at the LOB. Should a new complaint be received that will require an earlier meeting, Friday May 12, 2017 at 1:00 will instead be scheduled.

**Adjournment:** By consensus the Board adjourned the meeting at 3:00 p.m.