

MINUTES

BOARD OF MANUFACTURED HOUSING MEETING

Friday, March 8, 2019 1:00 PM

Office of Professional Licensure & Certification, Room 119

121 South Fruit Street, Concord, NH 03301

The following members were present: Chair Mark Tay, Esq., Secretary Robert Hunt, Esq., Kenneth Dame, Lois Parris, Anna Mae Twigg, Adam Gidley, Judy Williams, Rep. Thomas Laware.

The following members were not present: Vacant Representative position.

Others in attendance included: Rick Wisler, OPLC.

The meeting was called to order at 1:15 p.m. by Chair Mark Tay.

1. Approval of Minutes:

- a. Lois Parris moved to approve the minutes of October 1, 2018, seconded by Robert Hunt. The minutes were unanimously approved.
 - b. Lois Parris moved to approve the minutes of December 14, 2018, seconded by Robert Hunt. The minutes were unanimously approved.
2. **New Complaint Docket 19-02 Anne Curran v. Maple Leaf MHP:** Lois Parris moved to excuse the parties from today's meeting as the parties previously agreed to continue the matter, seconded by Judy Williams. The motion was unanimously approved.

Chair Mark Tay recused himself from the threshold review. Secretary Robert Hunt presided. Some concern was raised that the complainant had not yet filed an official complaint form or filing fee, or a request to waive the filing fee. Additional concern was discussed about the complainant's residency status. After review and discussion, a motion failed to not accept the complaint due to non-residency. Anna Mae Twigg moved to require the complainant to file an official complaint form and filing fee or waiver by March 25, 2019, and failure to comply could result in a dismissal. The motion was seconded by Lois Parris and passed. Adam Gidley voted no.

3. **Review of Documents submitted as required for Docket 19-01 Karen Crowe v. Thicket Hill MHC:** The Board reviewed and accepted the updated park rules and payment by the park of funds due the complainant.
4. **Term Status:** Anna Mae Twigg was re-appointed to another term. There is no update on Mark Tay's re-appointment.
5. **Other Business:**
 - a. **Update on HB 684.** Mark Tay informed the members he had presented testimony to the house committee that the additional requirements and work load would add significantly to the Board's cases and time.
 - b. **Attorney General's Administrative Law Workshop** was discussed and members were encouraged to attend.
 - c. **New procedures for signing and filing orders.** Rick Wisler of OPLC informed the board that future draft orders will first be reviewed by the

Board's counsel from the office of the Attorney General, then approved by the Board, signed by OPLC Division Director or designated staff, and then filed with Superior Court by Board counsel.

6. **Next Board Meeting:** The Board scheduled the next meeting for Friday May 3, 2019 at 1:00 p.m. only if a complaint is filed that requires a meeting to be held by that time, otherwise, the next scheduled meeting date will be Friday June 7, 2019 at 1:00 p.m.
7. **Adjournment:** Lois Parris moved to adjourn, seconded by Robert Hunt. The motion was unanimously approved at 3:05 pm.

Respectfully submitted:

Rick Wisler, Administrator III OPLC/Board of Manufactured Housing