

MINUTES

BOARD OF MANUFACTURED HOUSING MEETING

Friday, June 7, 2019 1:00 PM

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

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

The following members were not present: Anna Mae Twigg, Vacant Representative position.

Others in attendance included: From OPLC: Rick Wisler, Diana Craigie.

The meeting was called to order at 1:10 p.m. by Chair Mark Tay.

1. **Approval of Minutes:** Lois Parris moved to approve the minutes of March 8, 2019, seconded by Adam Gidley. The minutes were unanimously approved.
2. **New Complaint Docket 19-02 Anne Curran v. Maple Leaf MHP:** Chair Mark Tay recused himself from the discussion. Secretary Robert Hunt presided. At the March 8 meeting the Board requested a letter be sent to the Complainant requiring a completed Complaint Form and filing fee to be received no later than March 25, 2019. The Complainant responded with a letter but no Complaint Form or fee. Following Board review of the letter, Adam Gidley moved to dismiss the complaint without prejudice, seconded by Lois Parris. The motion was unanimously approved. Robert Hunt will write the order.
3. **Term Status:**
 - a. Mark Tay was re-appointed to another 3 year term.
 - b. Robert Hunt's re-appointment is scheduled for the New Hampshire Bar Association's June agenda.
4. **Consideration of filling vacant Vice-Chair position:** Chair Mark Tay called for an election to fill the Vice-Chair position that had been vacant since former Board member Peter Grave held the position. Board Secretary Robert Hunt expressed interest in filling the position. With no other members expressing interest, the Board voted unanimously to appoint Robert Hunt as Vice-Chair. Robert Hunt abstained from the vote. The now vacant Secretary position will be voted on at the next meeting.
5. **Other Business:**
 - a. **19-03 and 19-04 Palladino v. Souhegan Valley MH Co-Op threshold review.** Two complaints from the same complainant were received on June 5, 2019 and added as late items to the agenda. The Board conducted a threshold review to determine whether or not the issues were within the Board's jurisdiction. Lois Parris disclosed she knows one party but would not impact her impartiality.

Judy Williams joined the meeting.

Following the Board's review of 19-03, the Board agreed by consensus that they had jurisdiction and voted unanimously to schedule a hearing.

Following the Board's review of 19-04, the Board agreed by consensus that they had jurisdiction and voted unanimously to schedule a hearing. Mark Tay will write the order to consolidate both 19-03 and 19-04.

6. **Next Board Meeting:** The Board scheduled the next meeting for Friday August 2, 2019 at 1:00 p.m.
7. **Adjournment:** Adam Gidley moved to adjourn, seconded by Judy Williams. The motion was unanimously approved at 1:55 pm.

Respectfully submitted:

Rick Wisler, Administrator III OPLC/Board of Manufactured Housing