



Bd of Manufactured Housing PUBLIC Minutes

Installers - Manufactured Housing
Oct 18, 2023 at 10:00 AM EDT
@ 7 Eagle Square, Concord, NH, USA

Attendance

Present Members: James Baird, Gary Francoeur, Robert Wentworth, Kevin LaCasse, Linda Rogers

Guests: Marla Pike, Board Administrator

Absent : Fred Emanuel, Eric Kaufman

I. Call To Order

The Board meeting was called to order by the Board Chair Gary Francoeur at 10:16 a.m.

II. Review of Public Minutes from August 1, 2023, meeting

Board Member Kevin Lacasse made a motion to approve the public minutes from August 1, 2023. Board Member Robert Wentworth seconded the motion. The motion passed.

III. Public Appearances - Bethany Cottrell, Director of Licensing and Administration to discuss the processing of initial applications.

Bethany Cottrell could not attend the meeting so Board Administrator Marla Pike discussed with the Board to create a check list for the Licensing Associates could refer to when receiving an application for licensure. This would help with getting the applicant approved sooner than having to wait until the next meeting. The Board seemed receptive to the idea, so a check list will be presented to the Board for approval.

IV. OPLC and/or Board Administration Updates:

A. House Bill 308 Zoom explanation to attend via Zoom

Board Administrator Marla Pike explained to the Board that a Board Member can attend a meeting via zoom, they must explain to the Board why they cannot attend in person.

B. Board meeting Parking information

Board noted this information.

C. 2024 Board of Manufactured Housing Installers Meeting Schedule

Board noted this information

1. February 14, 2024 at 10:00 a.m.

Noted

2. June 19, 2024 at 10:00 a.m.

Noted

3. October 9, 2024 at 10:00 a.m.

Noted

V. Licensure - No new applicants

Noted

VI. Administrative Rules & Legislative Topics

A. Inst 100 - Schedule date and time for a hearing

The Board decided to schedule the next meeting for a hearing on the Inst 100 rules for December 6, 2023, at 10:00 a.m.

B. Inst 200 - Hearing at 10:30 a.m.

Board Chair Gary Francoeur started the Inst 200 Rules hearing at 10:33 a.m. the hearing ended at 10:51 a.m. with no public or zoom comments.

C. Fiscal Impact Statement for Inst 200

Noted by the Board

D. Inst 300 - Review Initial Proposal

The Board reviewed the rules with Tina Kelley and approved the amended changes to the Inst 300 initial proposal. Board Member Robert Wentworth made a motion to approve the Inst 300 Rules as amended. Board Member James Baird seconded the motion. The motion passed.

E. Inst 400 - Review Initial Proposal

The Board reviewed the rules with Tina Kelley and approved the amended changes to the Inst 400 initial proposal. Board Member Robert Wentworth made a motion to approve the Inst 400 Rules as amended. Board Member James Baird seconded the motion. The motion passed.

F. Inst 500 - Review Initial Proposal

The Board reviewed the rules with Tina Kelley and approved the amended changes to the Inst 400 initial proposal. Board Member Robert Wentworth made a motion to approve the Inst 500 Rules as amended. Board Member James Baird seconded the motion. The motion passed.

G. Inst 600 - Review Initial Proposal

The Board reviewed the rules with Tina Kelley and approved the amended changes to the Inst 500 initial proposal. Board Member Robert Wentworth made a motion to approve the Inst. 600 Rules as amended. Board Member James Baird seconded the motion. The motion passed.

H. Inst 700 - Working on Initial Proposal

Tina Kelley explained to the Board that she was still working on the Inst 700 Rules to present to the Board for approval.

I. Inst 800 - Review Initial Proposal

The Board reviewed the rules with Tina Kelley and approved the amended changes to the Inst 800 initial proposal. Board Member Robert Wentworth made a motion to approve the Inst. 800 Rules as amended. Board Member James Baird seconded the motion. The motion passed.

J. House Bill 266 – went into effect on 8/29 (requirements for hybrid and virtual agency public comment hearings for rulemaking)

Noted by the Board

K. House Bill 358 – goes into effect on 10/03 (relative to the filing and adoption of proposed administrative rules)

Noted by the Board

- L. House Bill 308 – goes into effect on 10/03 (relative to a quorum of meetings open to the public to include remote presence)

Noted by the Board

- M. House Bill 321 – goes into effect on 10/03 (relative to minutes from Non-Public sessions under the right to know law)

Noted by the Board

VII. Non-Public Session -

Upon the motion of Board Member Robert Wentworth and by the second of Board Member Kevin Lacasse, by roll call vote, voted to conduct a Non-Public session at 12:27 p.m. for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges.

VIII. Resume Public Session

IX. Seal The Minutes of the Non-Public Session -

On an appropriate motion by Board Member Kevin Lacasse and seconded by Board Member Robert Wentworth, by roll call vote at 12:35 p.m. to seal the minutes of the non-public session are sealed to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective.

- X. Adjournment - Next Board meeting to be determined. The Board will need to meet monthly as the rules have expired and need to be address as soon as Tina has them prepared.

The next Board meeting will be held December 6, 2023, at 10:00 a.m. Board Member Kevin Lacasse made a motion to adjourn the meeting at 12:36 p.m. Board Member Robert Wentworth seconded the motion. The motion passed.