

BOARD OF MANUFACTURED HOUSING INSTALLATION STANDARDS MEETING
March 29, 2022
7 Eagle Square, Concord, NH 03301
Public Minutes

There was a meeting of the Manufactured Housing Installers Board held on March 29, 2022. Board Chairman Francoeur call the meeting to order at 11:13 a.m. Also present were J. Flanders, F. Emanuel, J. Baird, L. Rogers and E. Kaufman. Present from OPLC were C. Horne and M. Pike.

1. **Interview/meeting** – None
2. **Vice Chair Elections-** Board would like to have a Vice Chair in case the Chair is not available. J. Flanders made a motion to appoint Linda Rogers as Vice Chair. J. Baird seconded and motion passes with a roll call vote.
3. **Reading and Approval of Minutes-**J. Flanders made a motion to approve minutes from the April 7, 2021, Board meeting. E. Kaufman seconded and motion passes with a roll call vote
4. **Communications, General** – None
5. **Communications, Board Action** – None
6. **Applications for Board Action** -
 - a. Application -Robert John Lloyd. J. Flanders made a motion to approve the applicant pending the correction to be made to the Surety Bond with the correct wording “Treasurer, State of New Hampshire and any person aggrieved under RSA205. E. Kaufman seconded and motion passes with a roll call vote.
7. **Application Approved for Licensure-** The Board reviewed applicants that have been licensed do to the 45-day rule.
 - a. Lic# 00197 Cole Paradis
 - b. Lic# 00198 Roland A. Ricker
 - c. Lic# 00199 Donald Paradis
 - d. Lic# 00200 Derek Kaufman
 - e. Lic# 00196 Kenneth M. Goodine, Jr.
8. **New Business-**
 - a. Review of inquiries regarding Inst. 603.02(b) roof load limits- The Board reviewed email dated June 18, 2021, regarding Inst. 603.02(b) on roof load limits, the Board did not recommend making any changes as these Federal Regulations.
 - b. Enforcement Complaint Process- C. Horne explained to the Board what happens when a complaint comes in for the Board. C. Horne explained that we will notify the Board as soon as a complaint and response comes so that they can review the complaint.
 - c. Board Member Information Update Form- C. Horne asked F. Emanuel if he would like to be reappointed to the Board of Manufactured Housing Installers by the Board of Engineers, F. Emanuel responded that he would like to be reappointed. J. Baird said that he is working on his application for submission to be reappointed. J. Powers contact information is not longer valid, and we are unable to reach out to him.

- d. The Board would like to have all document changes for the Board to be presented to them before the final change has been completed. L. Rogers presented an older Warranty Seal that has the portion of the seal that the Inspector can complete their information as the new Warranty Seal does not have this information. The Board wanted M. Pike to email this information to L. Courtney to make sure the new Warranty Seals have this information.
- e. The Board mentioned the Bill 313 was sent to Study regarding the fees for licensure.
- f. The Board was informed that there are rules expiring this year and staff will let them to know set up a committee meeting or another Board meeting to work on the rules .
- g. HUD Questionnaire- C. Horne informed the Board that as soon as she had the results from the HUD questionnaire, she will get that information out to the Board.

9. Unfinished Business- no Non-Public Session

- a. Non-public session, authorized by RSA 91-A:3, II (c) & (j), RSA 91-A:5, IV, Lodge v. Knowlton, 118 N.H. 574 (1978) and the Board's executive and deliberative privileges, for the purpose of the reading and approval of the non-public minutes, and evaluating complaints against licensees, accredited individuals, institutions, or organization, or persons charged with practicing unlawful activity
- b. Upon return to Public Session - Sealing of the non-public session 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 activity, RSA 91- A:5, IV, Lodge v. Knowlton, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges.

10. Date and Time of the Next Meeting- June 9, 2022, at 11:00 a.m.

- 11. Adjournment-** J. Baird made a motion to adjourn the meeting at 11:55 a.m. E. Kaufman seconded and motion passed with a roll call vote.