

MINUTES

BOARD OF MANUFACTURED HOUSING MEETING Friday, September 11, 2020 1:00 PM

A meeting of the New Hampshire Board of Manufactured Housing was held Friday, September 11, 2020 at 1:00 p.m. Due to the Covid-19 Pandemic and the current State of Emergency in New Hampshire, the meeting was held via teleconference.

The following members were present by video or phone: Chair Mark Tay, Esq., Secretary Adam Gidley, Anna Mae Twigg, Judy Williams, and Ken Dame. Attending from OPLC: Rick Wisler. Attending from the public: Chris Clasby.

Board members not in attendance: Vice-Chair Robert Hunt and Rep. Thomas Laware.

Chair Tay called the meeting to order at 1:10 and read an opening statement regarding the authority to conduct a board meeting by video or phone conference during the health emergency. Following the statement, a roll call vote of attending board members was taken including: their location and other participants joining them, if any.

- 1) **Approval of Minutes:** The minutes of the of June 12, 2020 Board Meeting were reviewed. Anna Mae Twigg moved to approve the minutes as presented and Judy Williams seconded the motion. By roll call vote the motion was unanimously approved.
- 2) **Update of OPLC relocation and re-organization.** Rick Wisler, Administrator III of OPLC presented a summary of the recent relocation of OPLC offices to 7 Eagle Square, Concord NH. At some future time when board meetings are again conducted in-person, the meetings will be held at the new offices. Wisler also informed the board of the OPLC re-organization that will move this board's oversight to the new Enforcement division of OPLC. That division will process complaints for all 50+ OPLC professions, including complaints filed with the Board of Manufactured Housing. At the board's next meeting a representative from Enforcement will join Wisler to transition duties. Wisler's new responsibilities will oversee the licensing staff of all OPLC professions.

Hearing continued to later date, no action required:

- 3) **Complaint Hearing Docket 20-06** Brenda Tilton vs. Soda Brook MH Co-Op. The complainant alleges the park is violating:
 - a. RSA 205-A:2, VII by failing to provide to each prospective tenant all terms and conditions of residency;
 - b. RSA 205-A:2, VIII(b) by unreasonably requiring a tenant to get prior permission for a guest to stay longer than 30 days;
 - c. RSA 205-A:2, X(a) by not having a manager reasonably available to receive reports of emergency repairs; and
 - d. RSA 205-A:2, XI by failing to provide a tenant applicant with a written copy of park rules.

Chair Tay updated the Board of his approval of the Complainant's recent request to continue the hearing. The board historically allowed parties to resolve matters without board intervention. The Chair had reviewed the request and the Superior Court's September 4, 2020 order referencing an upcoming Cooperative annual meeting on September 19, 2020 that may address the issues. Following the review, the Chair granted the continuance and required the parties to notify the board clerk within 30 days of the meeting whether a hearing is necessary.

- 4) **Next Board Meeting:** The Board scheduled the next meeting for Friday November 6, 2020 at 1:00 p.m. with an alternate date set for Friday December 4, 2020 at 1:00 p.m.
- 5) **Adjournment:** Anna Mae Twigg moved to adjourn at 1:46, seconded by Ken Dame. The motion was unanimously approved by roll call vote.

Respectfully submitted:

Rick Wisler
Administrator III