

## MINUTES

### BOARD OF MANUFACTURED HOUSING MEETING Friday, December 4, 2020 1:00 PM

A meeting of the New Hampshire Board of Manufactured Housing was held Friday, December 4, 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., Vice-Chair Robert Hunt, Esq., Secretary Adam Gidley, Judy Williams, and Ken Dame. Attending from OPLC: Rick Wisler and Brendon White.

Board members not in attendance: Anna Mae Twigg 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 September 11, 2020 Board Meeting were reviewed. Judy Williams moved to approve the minutes as presented and Adam Gidley seconded the motion. By roll call vote the motion was unanimously approved by those who attended the previous meeting. Vice-Chair Hunt abstained.
- 2) **Discussion and board action of Complainant's request to cancel hearing: 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 the Complainant's last correspondence that stated the issues were being heard in district court and the hearing is not necessary. After discussion, Vice-Chair Hunt moved to dismiss the complaint without prejudice, seconded by Secretary Gidley. By roll call vote the motion was unanimously approved. Secretary Gidley will draft the decision.

- 3) **Other Business:**
  - a. Board member Ken Dame informed the Board that his term will expire December 6, 2020 and he will not seek re-nomination, but will continue in his role until a replacement is confirmed. The Board thanked Ken for his work on behalf of the board. Board members were asked to submit names of possible nominees.

- b. Brendon White from OPLC was introduced to the Board. Over the coming weeks, the board clerk duties will transition from Rick Wisler to Brendon as Mr. Wisler transitions in to his new role with OPLC.
- 4) **Next Board Meeting:** The Board scheduled the next meeting for Friday January 29, 2021 at 1:00 p.m. with an alternate date set for Friday February 26, 2021 at 1:00 p.m.
- 5) **Adjournment:** Vice-Chair Hunt moved to adjourn at 1:50, seconded by Judy Williams. The motion was unanimously approved by roll call vote.

Respectfully submitted:

Rick Wisler  
Administrator III