

## MINUTES

### BOARD OF MANUFACTURED HOUSING MEETING Friday, June 12, 2020 1:00 PM

A meeting of the New Hampshire Board of Manufactured Housing was held Friday, June 12, 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 Rob Hunt, Esq., Kenneth Dame, Judy Williams, Anna Mae Twigg, and Adam Gidley.

**Not in attendance was:** Rep. Thomas Laware.

**Others in attendance by video or phone included:** From OPLC: Rick Wisler and Diana Craigie. Also in attendance were: attorney Robert Shepard.

Chair Tay opened the meeting at 1:05 pm 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.

Chair Tay noted the recent passing of board member Lois Parris, and recognized the tremendous contribution she made to the board and the profession over many years. Her presence will be sorely missed.

1. **Approval of Minutes:** The minutes of the March 13, 2020 Board Meeting were reviewed. Judy Williams moved to accept the minutes as presented and Rob Hunt seconded the motion. By roll call vote the motion was unanimously approved.
2. **The following information was provided to the Board. No action was requested or taken:**
  - a. Orders issued as a result of Complainants' withdrawing their previously submitted and heard complaints:
    - i. 20-02 Jerrilyn King v Woodstock Co-Op;
    - ii. 20-03 Mary-Jane Anthony v Woodstock Co-Op; and
    - iii. 20-04 John Kelly v Woodstock Co-Op.
  - b. Order issued to dismiss a complaint:
    - i. 20-05 Lauren Twombly v Exeter-Hampton Co-Op
3. **Threshold review of new Complaint Docket 20-06:** Brenda Tilton vs. Soda Brook MH Co-Op.

The Board conducted a threshold review of the complaint and, following a roll call vote, unanimously determined the allegations appeared to be within the Board's jurisdiction. A hearing date will be determined, but will be scheduled for either August 7, 2020 or September 11, 2020.

4. **Next Meeting:** The Board scheduled the next meeting for August 7, 2020 at 1:00 p.m. with an alternate date set for September 11, 2020 at 1:00 p.m.
5. **Adjournment:** Rob Hunt moved to adjourn at 1:35, seconded by Adam Gidley. Roll call vote unanimously approved the motion.