



STATE OF MAINE
 DEPARTMENT OF PROFESSIONAL
 AND FINANCIAL REGULATION
 OFFICE OF PROFESSIONAL AND
 OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD
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Paul R. LePage
 GOVERNOR

Anne L. Head
 DIRECTOR
 Robert LeClair
 EXECUTIVE DIRECTOR

MEETING MINUTES
November 4, 2015

I. OPENING FORMALITIES

A. Call to Order and Introduction of Board Members

Chairperson Roger Timmons declared a quorum and called the meeting to order at 9:00 a.m.

Board Members Present: Roger Timmons, Carol Roberts, John Palmer, Al Hodsdon, Theresa Desfosses, Dana Skinner, Harvey Wallingford, and John Verrier.

Board Members Absent: None

Others Present: Robert LeClair, Executive Director; Christopher Mann, Assistant Attorney General; Ryan Chandler, Senior Manufactured Housing Inspector; Jessica Parlin, Manufactured Housing Inspector, and Heather Greenleaf, Office Specialist I.

B. Approval of September 2, 2015 Minutes

Al Hodsdon motioned to approve the minutes as written, seconded by John Palmer. Vote 6-2-0 (Roger Timmons and Carol Roberts abstained as they were not present at the September 2, 2015 meeting).

II. NEW BUSINESS

A. Hearing(s)

License Denial (Patterson)

John Palmer made a motion to deny the appeal, seconded Theresa Desfosses. Vote 5-0-3

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 GARDINER, MAINE 04345

B. Recommendation(s)

1. 2015-MFG-11496 (Close Complaint)
Al Hodsdon made a motion to dismiss the complaint, seconded by John Palmer.
Vote 8-0-0
2. 2015-MFG-11497 (Close Complaint)
Carol Roberts made a motion to dismiss the complaint, seconded by John Palmer.
Vote 8-0-0
3. 2015-MFG-11501 (Close Complaint)
Al Hodsdon made a motion to dismiss the complaint, seconded by John Palmer.
Vote 8-0-0
4. 2015-MFG-11499 (Close Complaint)
Carol Roberts made a motion to dismiss the complaint, seconded by John Palmer.
Vote 8-0-0
5. 2015-MFG-11504 (Close Complaint)
Al Hodsdon made a motion to dismiss the complaint, seconded by Carol Roberts.
Vote 8-0-0
6. 2015-MFG-11494 (Close Complaint)
Carol Roberts made a motion to dismiss the complaint, seconded by Harvey Wallingford.
Vote 8-0-0

C. Discussion 2015-MFG-10973 Decision and Order

Rebeka Smith spoke to the board regarding the decision and order for complaint number 2015-MFG-10973. She explained to the board that the “Letter of Guidance” cannot be expunged. Theresa Desfosses made a motion to accept the Decision and Order as written, seconded by Harvey Wallingford.

Vote 6-2-0 (Roger Timmons and Carol Roberts abstained from the vote as they were not present at the September 2, 2015 meeting).

D. 3rd Party Inspection Agency responsibilities

John Palmer presented the board with issues he has come across with homes being shipped with work being incomplete. The board looked over the pictures John presented he stated the 3rd party agencies are not doing a good job inspecting the homes before they are shipped. Bob will draft a letter to send to the 3rd party agencies outlining what their responsibilities are for the board’s approval.

III. PRE-APPROVED LICENSE APPLICATIONS

Avalon Building Systems, Inc-Stoughton, Massachusetts-Dealer Application
Blue Ridge Log Cabin, LLC-Campobello, SC-Dealer & Manufacturer

IV. PRE-APPROVED EXPANSION APPLICATIONS

None

V. ADMINISTRATION

A. Report from Assistant Attorney General

Nothing to report

B. Report from Robert LeClair, Executive Director

Bob reported Camelot Homes has been sold to Rick Bretton. Mr. Bretton came into the office and talked with him and Ryan for a while.

The Manufactured Housing Program will be holding two training sessions on the new Community Rules November 9th, and 24th. Bob talked about the discussion the board had previously regarding when the communities would have to have the water tests done by and he thinks we have to give them by December 31st of each year to have the tests completed.

Bob also stated he would be assisting the trade boards on November 10th to help Veterans in getting licensed for Veterans Day. There was a press release regarding this.

V. ADJOURNMENT

Meeting adjourned at 11:23am.

Respectfully submitted,

Heather Greenleaf
Office Specialist I