



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL  
 AND FINANCIAL REGULATION  
 OFFICE OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION  
**MANUFACTURED HOUSING BOARD**  
 35 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0035  
 TTY/HEARING IMPAIRED (888) 577-6690

Paul R. LePage  
 GOVERNOR

Anne L. Head  
 DIRECTOR  
 Robert LeClair  
 EXECUTIVE DIRECTOR

**MEETING MINUTES**  
**April 6, 2016**

**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, Dana Skinner, Al Hodsdon, Theresa Desfosses, 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 February 3, 2016 Minutes

John Verrier motioned to approve the minutes as written, seconded by John Palmer. Vote 7-1-0 (Harvey Wallingford abstained he was not present at this meeting).

**II. NEW BUSINESS**

A. Hearing(s)

2015-MFG-11749

Theresa Desfosses made a motion to find the licensee guilty of 60 violations of Title 10 M.R.S. § 9006-C (2) and Board rule 02-385 Chapter 3831 (1)(2)(3) & (4), seconded by Harvey Wallingford  
 Vote 7-1-0 (Al Hodson recused himself from the hearing)

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PHYSICAL LOCATION: 76 NORTHERN AVENUE  
 GARDINER, MAINE 04345

Theresa Desfosses made a motion to find the licensee guilty for failure to report 49 homes purchased violating the Board Rule 02-385 Chapter 809(VII)(B), seconded by Harvey Wallingford  
Vote 7-1-0

Theresa Desfosses made a motion to fine the licensee \$1,000.00 per violation (60) as well as to purchase and install all the missing labels at the cost the labels were at the time the homes were installed totaling \$60,000.00 plus the cost of the labels within 90 days, seconded by John Palmer.  
Vote 6-1-1 (Dana Skinner opposed)

Harvey Wallingford made a motion to fine the licensee \$300.00 per home for the 49 homes the licensee failed to send notification of totaling \$14,700.00 with 90 days to pay, seconded by John Palmer.  
Vote 7-1-0

B. Recommendation(s)

1. 2015-MFG-11538 (Close Complaint)

Theresa Desfosses made a motion to dismiss the complaint, seconded by Carol Roberts.  
Vote 8-0-0

2. 2015-MFG-11314 (Close Complaint)

Theresa Desfosses made a motion to dismiss the complaint, seconded by John Verrier.  
Vote 8-0-0

3. 2015-MFG-11581 & 2015-MFG-11678 (Accept Consent Agreement)

Theresa Desfosses made a motion to accept the consent agreement as written and to dismiss the complaint, seconded by Carol Roberts.  
Vote 8-0-0

4. 2015-MFG-10989 (Close Complaint)

Carol Roberts made a motion to dismiss the complaint, seconded by Harvey Wallingford.  
Vote 8-0-0

5. 2016-MFG-11958 (Close Complaint)

Al Hodsdon made a motion to dismiss the complaint, seconded by Carol Roberts.  
Vote 8-0-0

6. 2016-MFG-12102 (Close Complaint)

Carol Roberts made a motion to dismiss the complaint, seconded by John Verrier.  
Vote 8-0-0

7. 2015-MFG-11495 (Close Complaint)

Theresa Desfosses made a motion to dismiss the complaint, seconded by John Verrier.  
Vote 8-0-0

C. Elect Board Chair

Theresa Desfosses made a motion to re-elect Roger Timmons as the Board Chair, seconded by John Verrier.

**III. PRE-APPROVED LICENSE APPLICATIONS**

Professional Building Systems, LLC-Middleburg, PA-Manufacturer License  
Taggart Construction, Inc-Freeport, ME-Dealer's License

**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 we sent out QA letters to all third parties, 3 out of the 5 parties did not respond, although we did not ask for a response Bob thought they all would.

Still having issues with dealers failing to notify HUD sales, we developed a letter outlining the requirements one more time, we will start taking action on discipline now if they continue to fail to notify.

**V. ADJOURNMENT**

Meeting adjourned at 11:47am.

Respectfully submitted,

Heather Greenleaf  
Office Specialist I