**MEETING MINUTES**

**April 19, 2023**

1. **OPENING FORMALITIES**

# 

1. Call to Order and Introduction of Board Members

Board Chairperson­­­­­­­­ Roger Timmons declared a quorum and called the meeting to order at 9:02 a.m.

Board Members Present: Theresa Desfosses, Carol Roberts, John Verrier,

Harvey Wallingford, Roger Timmons

Board Members Absent:

Others Present: Peter T. Holmes, Executive Director, Elizabeth Stivers, Assistant Attorney General, Ryan Chandler, Senior Manufactured Housing Inspector, Jessica Parlin, Manufactured Housing Inspector, Tammy Reed, Office Specialist I

**II. CALL TO ORDER**

**III. ELECTION OF OFFICERS**

John Verrier made a motion for Roger Timmons to keep his role as Board Chair.

Seconded by Carol Roberts. Note: Harvey Wallingford arrived at the Board Meeting after the election of officers and did not partake in the vote.

Vote: 3-0-1

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |

John Verrier made a motion for Theresa Desfosses to keep her role as Vice Board Chair.

Seconded by Carol Roberts. Note: Harvey Wallingford arrived at the Board Meeting after the election of officers and did not partake in the vote.

Vote: 3-0-1

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |

**IV. AGENDA MODIFICATIONS AND APPROVAL**

Theresa Desfosses made a motion to approve the agenda modifications.

Seconded by Carol Roberts.

Vote: 5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

**V. MINUTES REVIEW AND APPROVAL**

Review and Approval of January 4, 2023 Minutes

Carol Roberts made a motion to approve the January 4, 2023 minutes as written. Seconded by Harvey Wallingford.

Vote: 5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

**VI. HEARING(S)**

1. 2023-MFG-19006 Keystone North, LLC d/b/a Remax North Realty

Assistant Attorney General, Michael Miller, negotiated an agreement and came up with a resolution.

Theresa Desfosses made a motion to approve the conversion of the dealer license application to a developer dealer application, contingent upon any additional information required is received and approved by board staff.

Seconded by Carol Roberts.

Vote: 5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

1. 2023-MFG-19009 Maine Working Homes, LLC

Theresa Desfosses made a motion that there was insufficient evidence provided to meet the qualifications to receive a dealer license.

Seconded by Carol Roberts.

Vote: ­­­­5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

**VII. Complaint Presentations:**

None

**VIII. Discussions:**

Assistant Attorney General, Elizabeth Stivers, reviewed the Board Member Remote Participation Policy “Draft” with the Board. There were concerns that the Board might not get a quorum if they can’t be seen when participating remotely and discussed the ability to “only be heard” was adequate.

Carol Roberts made a motion to remove from paragraph #7*; ,including internet access,* *seen and.*

Seconded by Roger Timmons.

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

**IX. APPLICATIONS**

None

**X.** **ADMINISTRATIOR’S REPORT**

Postponed until May 3, 2023 Board Meeting

**XI. OPPORTUNITY FOR PUBLIC COMMENT**

None

XII. ADJOURN

John Verrier made a motion to adjourn.

Seconded by Harvey Wallingford

Vote: 5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses** |  |  |  |
| **John Verrier** |  |  |  |
| **Carol Roberts** |  |  |  |
| **Roger Timmons** |  |  |  |
| **Harvey Wallingford** |  |  |  |

Meeting adjourned at 1:20 p.m.

Respectfully submitted,

Jessica Parlin

Manufactured Housing Inspector