**MEETING MINUTES**

 **May 03, 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 9:00 a.m.

Board Members Present: Roger Timmons, Theresa Desfosses, Carol Roberts, John Verrier, and Harvey Wallingford,

Board Members Absent: None

Others Present: Peter T. Holmes, Executive Director, Elizabeth Stivers, Assistant Attorney General, Ryan Chandler, Senior Manufactured Housing Inspector, Jessica Parlin, Manufactured Housing Inspector, Heather Greenleaf, Secretary Specialist

**II. CALL TO ORDER**

**III. HEARING(S)**

1. 2021-MFG-17814

Harvey Wallingford made a motion to accept the amended Consent Agreement, seconded by Carol Roberts.

Vote: 4-0-1

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

**IV. AGENDA MODIFICATIONS AND APPROVAL**

 None

**V. MINUTES REVIEW AND APPROVAL**

Review and Approval of April 19, 2023, Minutes

Theresa Desfosses made a motion to approve the 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. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS**

1. 2022-MFG-18586

Theresa Desfosses made a motion to set for hearing and offer a Consent Agreement and fine of $1,450 per violation, totaling $7,250, seconded by Carol Roberts.

Vote: 3-2-0

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

Theresa Desfosses made a motion to set the terms for the fine payment to be paid 30 days from receipt of the fully signed Consent Agreement, 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-18825

Carol Roberts made a motion to set for hearing with the option of a Consent Agreement and fine of $1500 per violation. The terms of the Consent Agreement fine to be paid 30 days from receipt of the signed fully Consent Agreement, seconded by John Verrier.

Vote: ­­­­5-0-0

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

1. 2021-MFG-17179

Theresa Desfosses made a motion to dismiss the complaint without prejudice, 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. 2022-MFG-18173

Carol Roberts made a motion to dismiss the complaint, 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** | **☒** | **☐** | **☐** |

1. 2022-MFG-18400

Carol Roberts made a motion to dismiss the complaint, 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** | **☒** | **☐** | **☐** |

1. 2022-MFG-18303

Harvey Wallingford made a motion to dismiss the complaint, seconded by Theresa Desfosses.

Vote: 5-0-0

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

**VII. Discussions:**

1. Remote Policy

Elizabeth Stivers, AAG revised the remote policy paragraph #7 “to be seen” was removed and she will revise paragraph #10 to remove “seen and”.

Public Comment: None

Theresa Desfosses made a motion to accept the revised Remote Policy, 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** | **☒** | **☐** | **☐** |

**VIII. Applications:**

Westchester Modular Homes of Northeastern Massachusetts, LLC-Bethel, CT-Dealer License

Joe Rodrigues-Kennebunk, ME-Dealer License

**IX. EXECUTIVE DIRECTORS REPORT**

Executive Peter Holmes thanked the Board members for attending two meetings in such short time. Peter reported the Manufactured Housing staff have been very busy, he and Ryan are dealing with a lot of Manufactured Housing Community complaints regarding drinking water, etc. Ryan Chandler will be meeting with the Drinking Water Program (DWP) in the next week or so regarding what they have jurisdiction on in the communities they regulate the water supply. Jessica Parlin and Ryan Chandler have been starting to do Dealer Audits. Last year they were able to coordinate with other inspections community or HUD pre-occupancy. Peter reported the staff will be having our yearly meeting with HUD soon. He also reported the volume of manufactured homes coming into Maine are still high.

**X.** **PUBLIC OPPURTNITY TO COMMENT**

None

**XI. 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 10:45am.

Respectfully submitted,

Heather Greenleaf

Secretary Specialist