**MEETING MINUTES**

 **July 12, 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, and Harvey Wallingford,

Board Members Absent: John Verrier

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. AGENDA MODIFICATIONS AND APPROVAL**

 None

**IV. MINUTES REVIEW AND APPROVAL**

Review and Approval of May 03, 2023, Minutes

Theresa Desfosses made a motion to approve the minutes as written, seconded by Harvey Wallingford.

Vote: 4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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**V. HEARINGS**

None

**VI. COMPLAINT PRESENTATION(S) AND BOARD ACTIONS**

1. 2022-MFG-18351

Theresa Desfosses made a motion to dismiss the complaint, seconded by Carol Roberts.

Vote: 4-0-0

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

1. 2022-MFG-18695

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

Vote: ­­­­4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-19016

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

Vote: 4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2022-MFG-18690

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

Vote: 4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2022-MFG-18729

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

Vote: 4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-18586

Theresa Desfosses made a motion to set for a hearing and offer a consent agreement with a fine of $1500 per violation, seconded by Carol Roberts.

Vote: 5-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-18921

Roger Timmons made a motion to offer a consent agreement with a fine of $250 for the violation and the overdue invoice must be paid within 10 days of receipt of the consent agreement or a hearing will be set, seconded by Carol Roberts.

Vote: 4-0-1

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

1. 2023-MFG-18986

Theresa Desfosses made a motion to set for a hearing and offer a consent agreement with a fine of $500 per violation and all deficiencies must be certified corrected within 15 days upon receipt of the Consent Agreement, seconded by Carol Roberts.

Vote: 4-0-0

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

1. 2023-MFG-18987

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

Vote: 4-0-0

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

1. 2019-MFG-15773

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

Vote: 4-0-0

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

1. 2021-MFG-17419

Theresa Desfosses made a motion to set for a hearing and offer a consent agreement with a fine of $250 per violation and all deficiencies must be certified corrected within 10 days upon receipt of the Consent Agreement, seconded by Harvey Wallingford.

Vote: 4-0-0

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

**VII. Discussions:**

1. AAG Stivers-Discussion of the MFG Memo on Implied Warranties which was requested by the Board.

Elizabeth Stivers reviewed the memo given to the Board regarding Implied Warranties and what the Board has authority over and what they do not.

1. Board Education Presentation-AAG

Elizabeth Stivers did a presentation on the Boards role and what their duties are as far as complaints, consent agreements, hearings, etc.

**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 reported this spring we had several communities with water issues, two in which we had to issue complaints on. The Drinking Water Program was very active in issuing orders. In the future during rulemaking, we may want to be clarify what “immediately” means in regards to providing water to communities when there is issues. Ryan and Jess have been very busy with inspections, they are doing audits as well as community and HUD inspections.

 Pete would like to do an order of delegation of authority regarding community inspections. Theresa Desfosses suggested we do a training for community owners.

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

**XI. ADJOURN**

Harvey Wallingford made a motion to adjourn, seconded by Theresa Desfosses.

Vote: 4-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **Theresa Desfosses**  | **☒** | **☐** | **☐** |
| **Carol Roberts**  | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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 Meeting adjourned at 11:16am.

Respectfully submitted,

Heather Greenleaf

Secretary Specialist