**MEETING MINUTES**

**November 01, 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, John Verrier, and Harvey Wallingford

Board Members Absent: Theresa Desfosses

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 July 12, 2023, Minutes

Harvey Wallingford made a motion to approve the minutes as written, seconded by John Verrier.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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**V. HEARINGS**

None

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

1. 2023-MFG-18988

Harvey Wallingford made a motion set for hearing with the offer of a consent agreement, seconded by John Verrier. The consent agreement includes the violation for failure to certify deficiencies from the Inspection Report and Notice of Violation within the time frame given and a fine of $1,000.00 to be paid within 30 days upon receipt of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-18990

Harvey Wallingford made a motion to dismiss the complaint, seconded by John Verrier.

Vote: ­­­­3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-18992

Harvey Wallingford made a motion to set for a hearing with the offer of a consent agreement, seconded by John Verrier. The consent agreement includes the violation for failure to certify deficiencies from the Inspection Report and Notice of Violation within the time frame given and a fine of $1,000.00 to be paid within 30 days upon receipt of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-18984

John Verrier made a motion to dismiss the complaint with a letter of guidance, seconded by Harvey Wallingford.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-18985

Harvey Wallingford made a motion to set for a hearing with the offer of a consent agreement, seconded by John Verrier. The consent agreement includes the violation for failure to certify deficiencies from the Inspection Report and Notice of Violation within the time frame given and a fine of $1,000.00 to be paid within 30 days upon receipt of the fully executed consent agreement as well as the licensee must provide certification for electrical violations by a licensed electrician.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-19193

John Verrier made a motion to dismiss with a letter of guidance, seconded by Harvey Wallingford.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-18989

Harvey Wallingford made a motion to set for a hearing with the offer of a consent agreement, seconded by John Verrier. The consent agreement includes the violation for failure to certify deficiencies from the Inspection Report and Notice of Violation within the time frame given and a fine of $1,000.00 to be paid within 30 days upon receipt of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-18950

Harvey Wallingford made a motion to set for a hearing with the offer of a consent agreement, seconded by John Verrier. The consent agreement includes the violation for failure to certify deficiencies from the Inspection Report and Notice of Violation within the time frame given and a fine of $1,000.00 to be paid within 30 days upon receipt of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19446

John Verrier made a motion to set for hearing with the offer of a consent agreement, seconded by Harvey Wallingford. The consent agreement includes a fine of $200 per violation, totaling $2,000.00 to be paid within 90 days of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

2023-MFG-19447

John Verrier made a motion to set for hearing with the offer of a consent agreement, seconded by Harvey Wallingford. The consent agreement includes a fine of $200 per violation, totaling $2,000.00 to be paid within 90 days of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19445

John Verrier made a motion to set for a hearing with the offer a consent agreement, seconded by Harvey Wallingford. The consent agreement includes a fine of $1500 per violation, totaling $40,500.00 to be paid within 90 days of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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1. 2023-MFG-19265

John Verrier made a motion to dismiss the complaint, seconded by Harvey Wallingford.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19111

Harvey Wallingford made a motion to dismiss the complaint, seconded by John Verrier.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19043

Harvey Wallingford made a motion to dismiss the complaint without prejudice, seconded by John Verrier.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19530

John Verrier made a motion to vacate the licensees preliminary denial and accept license withdrawal of license application and set for a hearing with the offer a consent agreement, seconded by Harvey Wallingford. The consent agreement includes a fine of $500 per violation, totaling $2,500.00 to be paid within 90 days of the fully executed consent agreement.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. 2023-MFG-19531

Harvey Wallingford made a motion to vacate the licensees preliminary denial and accept license withdrawal of license application and offer a consent agreement, seconded by John Verrier. The consent agreement includes a warning.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

**VII. Discussions:**

1. Review of HUD licenses as equivalent educations and training for licensing in Maine.

Peter Holmes would like this to be accepted as equivalent experience of education and training for license applicants.

John Verrier made a motion to accept HUD licenses as equivalent education and training for license applicants, seconded by Harvey Wallingford.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

1. Delegation Order- Withdrawal of Application.

Peter Holmes would like the Board to allow staff delegation to withdraw a license application when a preliminary denial has been issued.

Harvey Wallingford made a motion to allow staff to accept a withdrawal of a license application when a preliminary denial has been issued, seconded by John Verrier.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |

**IX. EXECUTIVE DIRECTORS REPORT**

Executive Peter Holmes reported he has been in contact with the Governors office regarding Board appointments. Ryan Chandler and Jessica Parlin have been incredibly busy conducting HUD Pre-Occupancy Inspections with all the homes coming in. They have been great about altering their schedules to accommodate these inspections in a timely manor. Pete is set up to get notifications when a community is under a boil water order from the Drinking Water Program and has been sending the communities reminders and has gotten great results. Lastly Pete has been working on running updates things that need to be brought to rule making and reviewing the IRC for changes.

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

**XI. ADJOURN**

John Verrier made a motion to adjourn, seconded by Harvey Wallingford.

Vote: 3-0-0

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|  | **In Favor** | **Opposed** | **Abstain** |
| **John Verrier** | **☒** | **☐** | **☐** |
| **Roger Timmons** | **☒** | **☐** | **☐** |
| **Harvey Wallingford** | **☒** | **☐** | **☐** |
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Meeting adjourned at 11:45am.

Respectfully submitted,

Heather Greenleaf

Secretary Specialist