



Installers Public Meeting

Installers - Manufactured Housing

Friday, October 18, 2024 at 9:00 AM EDT to Friday, October 18, 2024 at 12:00 PM EDT

Minutes

Members Absent: James Baird (JB), Bob Wentworth (BW)

Members Present: Gary Francoeur – Chair (GF), Linda Rogers (LR), Kevin Lacasse (KL), Eric Kaufman (EK), Thomas Blanchette (TB), Fred Emanuel (FE) arrived at 9:16.

Staff: Cynthia Capodestria, Board Administrator; Shane Goulet, Counsel

I. Call To Order – GF called the meeting to order at 9:07.

II. Introduction to Communications Administrator -- Christina McCullough

III. Approval of Public Minutes from August 6, 2024

Motion: Upon a motion by Eric with a second by Thomas, the board voted to approve the public minutes from August 6, 2024. 5-0-0.

IV. Administrative Rules and Legislative Topics

HB518

SB369

A. Inst 100 - Review Conditional Approval Response

Motion: Upon a motion by KL with a second by LR, the board voted to approve the conditional approval response. 6-0-0.

B. Inst 300 - Review Conditional Approval Response and Forms

Motion: Upon a motion by EK with a second by TB, the board voted to approve the conditional approval response. 6-0-0.

C. Inst 400 - Review Draft Initial Proposal

Tina Kelley will bring to the board at the next meeting.

D. Inst 500 - Review Draft Initial Proposal

HEARING opened at 9:30 by Gary Francoeur. Hearing was closed at 9:49. No members of the public were present to provide testimony.

E. Inst 600 - Review Final Proposal

Motion: Upon a motion by TB with a second by KL, the board voted to approve the conditional approval response. 6-0-0.

F. Inst 700 - Review Draft Final Proposal

Tina will bring these back to the board at a future meeting.

G. Inst 800 - Review Draft Final Proposal

Motion: Upon a motion by TB with a second by EK, the board voted to table the 800 rules. 6-0-0.

Chair requested that Executive Director Dee Jurius and general counsel be at the next meeting to discuss HUD ADR (alternative dispute resolution) regulations; and how will the change will affect our HUD certification for the alternative dispute resolution process.

V. New Business - Setting meeting dates for 2025

The Chair decided to not set any dates for 2025.

VI. Non Public Session

Motion: Upon a motion by FE with a second by LR, the board voted to go into no-public session. Roll Call Vote passed 6-0-0.

The Board will conduct a Non-Public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3 II (e), RSA 91-A:5, IV, Lodge v. Knowlton, 119 N.H. 574 (1978), and the Board's executive and deliberative privileges.

VII. Seal the Minutes of the Non Public Session

The Board votes to seal the minutes of the non-public session to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective.

Motion: Upon a motion by EK with a second by KL the board voted to seal the minutes of the non-public session. Roll call vote passed 6-0-0.

VIII. Adjournment

Chair adjourned the meeting at 11:48

Next Board Meeting will be the week of November 18, but not Friday 11.22; BA to arrange with Chair and Rules personnel.