

**STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL
LICENSURE AND CERTIFICATION**

BOARD OF MECHANICAL SAFETY AND LICENSING

**In Re: Shaun Otis
License # 2009808 (expired)**

**NOTICE OF DISCIPLINARY
ADJUDICATIVE HEARING -
11/12/2024 @ 9:30 AM**

Docket No.: 24-MECH-017

I. CASE SUMMARY/PROCEDURAL HISTORY:

On 09/21/23 and 10/04/23 the Office of Professional Licensure and Certification, Division of Enforcement (“OPLC Division of Enforcement”), acting on behalf of the Mechanical Safety and Licensing Board (“Board”), received respective complaints alleging that Shaun Otis (“Licensee”) was conducting plumbing work without pulling a permit or having a plumbing license. This Notice of Disciplinary Adjudicative Hearing follows.

II. ORDERS:

(a) Pursuant to RSA 310:10, X and N.H. Code Admin. R. Plc 206.06(a) (“Rules”), the Board hereby notifies the parties that the Board has scheduled an **adjudicative/disciplinary hearing** for:

Date: 11/12/2024

Time: 9:30 am

Place: OPLC, 7 Eagle Square, Concord, NH 03301. If you require reasonable accommodations, a translator, or wish to participate remotely (Rule 206.08(f)), you may file a motion with the Board.

Please advise if this hearing is anticipated to last longer than 2 hours by filing a motion explaining with particularity the necessity for the additional time. **INFORMATION REGARDING A PREHEARING CONFERENCE CAN BE FOUND IN SECTION II, q OF THIS NOTICE.**

(b) **STATUTORY AUTHORITY:** This adjudicative/disciplinary hearing shall be conducted pursuant to RSA 153:32 and Rule 206.06 et seq. To the extent that the Plc rules do not address an

issue of policy or procedures, the Board shall rely upon RSA 153, RSA 541-A, RSA 310, and N.H. Admin. R. Ann., Title Jus, Part 800.

(c) ISSUES PRESENTED: Pursuant to Rule 206.06(b)(3), the issues to be considered at the hearing in this matter are as follows:

- (1) Whether Shaun M. Otis did advertise himself as engaging in plumbing, a profession licensed or certified by the office of professional licensure and certification, and/or hold himself out as qualified to do so by advertising plumbing services in the State of New Hampshire on the website www.sosplumbingsolutionsnh.com when he was not licensed.
- (2) If a finding of unlicensed/unauthorized practice is made pursuant to RSA 310:13 what if any action the Board should take in accordance with RSA 310:13.

(d) PRESIDING OFFICER: Pursuant to RSA 310:10, IV, V, and VI and Rule 206.03 et seq., an individual employed as Administrative Law Judge with the New Hampshire Office of Professional Licensure & Certification shall act as the presiding officer in this proceeding with the authority to do, among other things, the following: preside, regulate and control the course of a hearing; issue oaths or affirmations to witnesses; rule on questions of law and other procedural matters; issue final orders based on factual findings of the Board; issue subpoenas; hold prehearing conferences; render legal opinions; and make conclusions of law.

(e) HEARING COUNSEL/ADMINISTRATIVE PROSECUTOR: Pursuant to RSA 310:10, III, the Chief Prosecutor, OPLC Division of Enforcement, 7 Eagle Square, Concord, N.H., 03301 (or his/her designee) shall serve as Hearing Counsel to represent the public interest.

(f) ATTORNEYS: Pursuant to RSA 310:10, XI and Rule 206.06(b)(10), each party has the right to have an attorney represent them at the party's own expense.

(g) VOLUNTARY EXCHANGE OF DOCUMENTS: Pursuant to Rule 206.18, the parties shall attempt to agree among themselves concerning the mutual exchange of relevant information. If these efforts prove unsuccessful, upon motion, discovery shall be further ordered when the parties cannot adequately address said issues voluntarily.

(h) MOTIONS: Pursuant to Rule 206.12, parties shall file any motions or other requested relief in this matter with the Presiding Officer's Office, and provide a copy to the other parties. Unless good cause exists, all motions shall be filed at least ten (10) days before the date of any hearing, conference, event or deadline which would be affected by the requested relief.

(i) OBJECTIONS: Pursuant to Rule 206.12(d), any responses or objections to motions or other requested relief shall be filed in similar fashion within ten (10) days of receipt of such motion or other requested relief.

(j) EXHIBITS: Pursuant to Rule 206.18(d), parties shall provide a final witness list, including a brief summary of their testimony, a list of proposed exhibits, and a copy of any proposed exhibits to the Presiding Officer's Office and the other parties no later than fourteen (14) days prior to the

hearing. Respondent's exhibits shall be pre-marked for identification with capital letters; Hearing Counsel's exhibits shall be pre-marked for identification with Arabic numerals.

(k) MAILING ADDRESS FOR THE PRESIDING OFFICER'S OFFICE: Pursuant to Rule 206.10(a), any and all petitions, motions, pleadings, proposed exhibits, or other documents shall be filed with the Presiding Officer:

Thomas Pappas, Jr., Hearings Clerk
The Presiding Officer's Office
7 Eagle Square
Concord NH 03301
hearingsclerk@oplcnh.gov

(l) COMMUNICATIONS WITH THE BOARD AND PRESIDING OFFICER: Routine procedural inquiries may be made by contacting Thomas Pappas, Jr. Any other communications with the Board or Presiding Officer must be in writing and filed as provided above. *Ex parte* communications (meaning "without the other party present and/or included") with the Presiding Officer and/or Board are specifically forbidden by law. *See, i.e.*, Rule 206.10(b) and RSA 541-A:36.

(m) EMAIL COMMUNICATIONS: The parties and the Presiding Officer's Office have the option to agree to exchange e-mail addresses and the parties may agree that e-mail service of any and all documents going forward may be considered in compliance with Rule 206.11(a)(3) and 206.11(b)(3).

(n) CONTINUANCES: Pursuant to Rule 206.16, if you are unable to appear at any scheduled hearing, you must request a continuance from the Presiding Officer in writing and it shall be granted if the Presiding Officer determines that a continuance would assist in resolving the matter fairly under Rule 206.16(b).

(o) INTERVENTION: COMPLAINANT IS HEREBY NOTIFIED OF ITS RIGHT TO PETITION FOR INTERVENTION PURSUANT TO RULE 206.14. ANY FILED PETITION SHOULD STATE WITH PARTICULARITY: 1) THE PETITIONER'S INTEREST IN THE SUBJECT MATTER OF THE HEARING; 2) WHY THE INTERESTS OF THE EXISTING PARTICIPANTS AND THE ORDERLY AND PROMPT CONDUCT OF THE PROCEEDING WOULD NOT BE IMPAIRED BY ALLOWING THE PETITIONER TO INTERVENE; AND 3) ANY OTHER REASONS WHY THE PETITIONER SHOULD BE PERMITTED TO INTERVENE. THE INTERVENING PARTY SHALL CONTEMPORANEOUSLY COPY ALL PARTIES ON THE FILED PLEADING PURSUANT TO RULE 206.11. COMPLAINANT SHALL FILE ANY SUCH QUALIFYING PETITION TO INTERVENE NO LATER THAN 11/09/2024.

(p) NON-ATTENDANCE AT HEARING: PURSUANT TO RULE 206.25, THE FAILURE OF A PARTY TO APPEAR AT THE TIME/PLACE SPECIFIED ABOVE MAY RESULT IN THE HEARING BEING HELD IN ABSENTIA (WITHOUT THAT

PARTY PRESENT) AND THE BOARD MAY ISSUE A FINAL DECISION WITHOUT FURTHER NOTICE OR OPPORTUNITY TO BE HEARD.

(q) **PREHEARING CONFERENCE:** Pursuant to RSA 310:10, VI and Plc 206.06(b)(6), a non-public Prehearing Conference in this matter is hereby scheduled for **09/25/2024 at 9:30 AM** via **Zoom** (<https://us02web.zoom.us/j/81367034702?pwd=b3pxWjU3eHJpaUowRG5iWkdGNUNZQT09>).

The specific issue to be addressed at the prehearing conference are as follows:

- (1) The distribution of exhibits and written testimony, if any, to the participants;
- (2) Opportunities and procedures for simplification of the issues;
- (3) Possible amendments to the pleadings;
- (4) Opportunities and procedures for settlement;
- (5) Possible admissions of fact and authentication of documents to avoid unnecessary proof;
- (6) Possible limitations on the number of witnesses and possible limitations on the scheduling of witnesses;
- (7) Possible changes to the standard procedures that would otherwise govern the proceeding; and
- (8) Other matters that might contribute to the prompt and orderly conduct of the proceeding.

(r) **RECORDING:** A recording of the hearings shall be taken and preserved. Each participant has the right to have the board provide a certified shorthand court reporter at the participant's expense and notify all participants that any such request be submitted in writing at least 10 days prior to the proceeding, as provided in RSA 541-A:31, III(f).

(s) **FINDINGS OF FACT:** Pursuant to RSA 310:10, VII: Boards shall be the triers of fact in all disciplinary and non-disciplinary proceedings. If, based upon the Board's findings of fact, the Presiding Officer concludes the Licensee has committed professional misconduct, the Board shall determine what if any sanctions to impose. *See* RSA 310:12.

(t) All prior consistent orders remain in full force and effect.

DATED: 7/29/2024

_____/s/ Nikolas K. Frye, Esq._____
Nikolas K. Frye, Esq., Administrative Law Judge
Presiding Officer
New Hampshire Office of
Professional Licensure & Certification
7 Eagle Square

Concord, NH 03301