



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND
OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035
TTY/HEARING IMPAIRED (888) 577-6690

Paul R. LePage
GOVERNOR

Anne L. Head
DIRECTOR
Robert LeClair
EXECUTIVE DIRECTOR

MEETING MINUTES
March 05, 2014

I. OPENING FORMALITIES

A. Call to Order and Introduction of Board Members

Chairperson Roger Timmons declared a quorum and called the meeting to order at 9:02 a.m.

Board Members Present: Roger Timmons, John Palmer, Carol Roberts, Al Hodsdon, David Cuttler, Theresa Desfosses, Dana Skinner, Harvey Wallingford, and John Verrier.

Board Members Absent: None

Others Present: Robert LeClair, Executive Director; Christopher Mann, Assistant Attorney General; Ryan Chandler, Manufactured Housing Inspector; and Heather Greenleaf, Office Specialist I.

B. Approval of January 08, 2014 Minutes

Al Hodsdon motioned to approve the minutes as written, seconded by Theresa Desfosses.
Vote 9-0-0

II. NEW BUSINESS

A. Recommendation(s)

1. 2013-MFG-9574 (Grant, Jeffrey & Michelle)

Theresa Desfosses made a motion to dismiss the complaint, seconded by David Cutler
Vote: 9-0-0

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PHYSICAL LOCATION: 76 NORTHERN AVENUE
GARDINER, MAINE 04345

2. 2013-MFG-8912 (Skinner, Jeffrey & Carol)
Carol Roberts motioned to dismiss the complaint, seconded by Al Hodsdon.
Vote: 9-0-0
3. 2014-MFG-9732 (Riverside Drive)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0
4. 2013-MFG-9131 (Doucette, Jamie & Michelle)
David Cuttler motioned to dismiss the complaint, seconded by Harvey Wallingford.
Vote: 9-0-0
5. 2013-MFG-9654 (Larry's)
David Cuttler motioned to dismiss the complaint, seconded by Al Hodsdon.
Vote: 9-0-0
6. 2013-MFG-9670 (Pine Ridge Mobile Home Park)
Harvey Wallingford motioned to dismiss the complaint, seconded by David Cuttler.
Vote: 9-0-0
7. 2013-MFG-9669 (Patterson's Mobile Home Park)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0
8. 2013-MFG-9650 (Howards Trailer Park)
Carol Roberts motioned to dismiss the complaint, seconded by David Cuttler.
Vote: 9-0-0
9. 2013-MFG-9646 (Granite Village)
Carol Roberts motioned to dismiss the complaint, seconded by Al Hodson.
Vote: 9-0-0
10. 2013-MFG-9664 (Silver Maple Trailer Park)
Carol Roberts motioned to dismiss the complaint, seconded by Al Hodsdon.
Vote: 9-0-0
11. 2013-MFG-9659 (Village Mobile Home Court)
David Cuttler motioned to dismiss the complaint, seconded by Dana Skinner.
Vote: 9-0-0
12. 2013-MFG-9651 (Kayla Trailer Park)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0
13. 2013-MFG-9647 (Hillrock Mobile Home Court)
Carol Roberts motioned to dismiss the complaint, seconded by Al Hodsdon.
Vote: 9-0-0
14. 2013-MFG-9652 (LaBay's Trailer Park)
John Palmer motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0

15. 2013-MFG-9649 (Houlton Mobile Home Park)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0
16. 2013-MFG-9661 (Meadowridge Mobile Home Court)
David Cuttler motioned to dismiss the complaint, seconded by Dana Skinner.
Vote: 9-0-0
17. 2013-MFG-9643 (Boute Du Lac Rentals)
Al Hodsdon motioned to dismiss the complaint, seconded by Dana Skinner.
Vote: 9-0-0
18. 2013-MFG-9668 (Patterson Mobile Home Court II)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 8-1-0
19. 2013-MFG-9644 (Caribou Stream Park)
Harvey Wallingford motioned to dismiss the complaint, seconded by Al Hodsdon.
Vote: 9-0-0
20. 2012-MFG-8399 (Maple Ridge Estates)
Al Hodsdon motioned to dismiss the complaint, seconded by Carol Roberts.
Vote: 9-0-0
21. 2013-MFG-9674 (Sunny Brook)
Carol Roberts motioned to dismiss the complaint, seconded by David Cuttler.
Vote: 9-0-0

B. Update: Discussion on requirements to have concrete pads for double wide HUD home

Al has not had a chance to contact Scott Emery and Darren Dyer. Bob will send out a letter to regarding the slab requirements after Al sends him the contact information. Theresa Desfosses made a motion that all doublewide used homes regardless of age need to be installed on a concrete pad regardless of the age of the home, seconded by Al Hodsdon.
Vote: 8-1-0

C. Fee Rule

Bob gave an update on the Public Hearing regarding the Fee Rule that took place a couple weeks ago. It went well and Dick Bradstreet sent in positive comments regarding the proposed fee decreases. The effective date will be before the renewals are due in June, and sooner for the label decreases.

D. Update: Water Committee

Bob gave an update on the Water Committee meeting that took place, there had only been one meeting so far. The committee wanted to hold off on deciding anything until some other participants were present, Al Hodsdon being one of them. Bob felt we had a good group of people for proposals of how to regulate the water. Bob suggested the board make a motion that the Water Committee could propose new rules regarding the water testing. John Palmer made the motion, seconded by Theresa Desfosses.
Vote: 9-0-0

III. PRE-APPROVED LICENSE APPLICATION(S)

Leon Eugene Cummings-Vassalboro, ME (Dealer's License)
Excel Homes of Maine, LLC-Oxford, ME (Manufacturers License)
Ambrose & Williams-Turner, ME (Installer's License)

IV. PRE-APPROVED EXPANSION(S)

None

V. ADMINISTRATION

A. Report from Christopher Mann, Assistant Attorney General

None

B. Report from Robert LeClair, Executive Director

Bob reported RJF Keiser changed ownership and is now owned by Excel Homes of Maine, LLC, it took them a while to get licensed but they did. Bob, Ryan, Dana Tuttle (Plumbing Inspector), and Patrick Ouillette (Senior Electrical Inspector), took a tour of Excel Homes of Maine, LLC. The electrical was top notch, and they found one thing they were doing wrong with the plumbing but will be fixed.

A water test audit was conducted for 119 communities with private water systems, the response was horrific, they had over 45 days to respond and 50% did not respond, 40% of the licensee's said they didn't know they were required to test and when they were told they conducted a test immediately, 10% had not kept up on the testing requirements. We ended up filing approximately 60 complaints, after filing the complaints we got responses from most of the licensees who had not responded before, there are approximately 10 left who have not responded at all. This audit has been very frustrating and time consuming; we have spent hours and hours on it. We met with Chris regarding Consent Agreements. In the future we need to send the communities the rules again, or maybe the subcommittee will decide to send test results in with the renewals. Approximately 47 tests failed on something.

Bob also stated the agency is moving towards paperless renewals, in 2015 they are looking to no longer do paper renewals or paper licenses, licensees will have to go online to print their own licenses.

Bob stated we had been given permission to higher for the senior inspector position, within the next 3 weeks we will be advertising the position, and would like to have Tina put it in the Manufactured Housing Associations newsletter.

Bob also reported the agency has been involved in assisting Veterans in getting jobs, many of them did not realize skills they had could be used towards getting a license. The latest job fair attended they were able to assist 32 Veterans; they are looking to do the same in Bangor/Lewiston next time. Anne will be accepting an award for this from the Governor.

VII. ADJOURNMENT

There being no further business to discuss the meeting adjourned at 11:04am. The next scheduled board meeting is April 02, 2014.

Respectfully submitted,

Heather Greenleaf
Office Specialist I