



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
January 07, 2015

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 9:00 a.m.

Board Members Present: Roger Timmons, John Palmer, Carol Roberts, Al Hodsdon (left at 10:30am), Theresa Desfosses, Dana Skinner, and John Verrier.

Board Members Absent: David Cuttler, Harvey Wallingford
Others Present: Robert LeClair, Executive Director; Christopher Mann, Assistant Attorney General; Ryan Chandler, Senior Manufactured Housing Inspector; Jessica Parlin, Manufactured Housing Inspector; and Heather Greenleaf, Office Specialist I.

B. Approval of August 06, 2014 Minutes

John Palmer motioned to approve the minutes as written, seconded by John Verrier.
Vote 7-0-2

II. NEW BUSINESS

A. Recommendation(s)

1. 2014-MFG-9844

Theresa Desfosses made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by John Verrier

Vote: 6-0-3

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PHYSICAL LOCATION: 76 NORTHERN AVENUE
GARDINER, MAINE 04345

2. 2014-MFG-9830
Carol Roberts made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by John Verrier
Vote: 6-0-3
3. 2014-MFG-9832
John Palmer made a motion to accept the Consent Agreement as written and dismiss the complaint, seconded by Carol Roberts.
Vote: 6-0-3
4. 2014-MFG-10147
Theresa Desfosses made a motion to dismiss the complaint, seconded by John Palmer.
Vote: 6-0-3
5. 2013-MFG-9658
John Palmer made a motion to dismiss the complaint, seconded by Carol Roberts.
Vote: 6-0-3
6. 2013-MFG-9660
Carol Roberts made a motion to dismiss the complaint, seconded by Carol Roberts, John Palmer.
Vote: 6-0-3
7. 2007-MFG-3778
2011-MFG-7498
2012-MFG-8443
Carol Roberts made a motion to dismiss the complaint, seconded by John Palmer.
Vote: 6-0-3

B. Community Rulemaking

The Board went over the proposed changes to the Rules as well as the suggested changes John Palmer brought in.

C. New Manufactured Housing Inspector

Bob introduced the new Manufactured Housing Inspector Jessica Parlin who accepted and started the position in August 2014.

IV. PRE-APPROVED LICENSE APPLICATION(S)

Express Homes, Inc-Martinsburg, VW-Dealer's License
 Bobbi-Jo Simpson-Old Orchard Beach, ME-Dealer's License
 Mobile Homes in Maine, LLC-Scarborough, ME-Dealer's License
 Calendar Island Architect-Scarborough, ME-Dealers License
 Ritz-Craft Corporation of PA, Inc (Plant #2)-Mifflinburg, PA-Manufacturer License

V. PRE-APPROVED EXPANSION(S)

None

VI. ADMINISTRATION

A. Report from Christopher Mann, Assistant Attorney General

None

B. Report from Robert LeClair, Executive Director

Bob reported in the calendar year 2014 HUD sales were up 10% and modular sales were up 11% from the prior year. We have completed 60 HUD pre-occupancy inspections this year with approximately 10 left to do totaling 70 inspections. For communities 118 were due for inspection, all but 5 were completed. Financially things are going well, even with fee decreases, we are watching the cash balance closely. In a report done for Anne within the past 10 months the fee decreased saved the consumers \$60,000.

VII. ADJOURNMENT

There being no further business to discuss the meeting adjourned at 12:25pm. The next scheduled board meeting is February 04, 2014.

Respectfully submitted,

Heather Greenleaf
Office Specialist I