



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**  
**February 04, 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, Theresa Desfosses, Dana Skinner, David Cuttler, Harvey Wallingford, and John Verrier.

Board Members Absent: None

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 January 07, 2015 Minutes

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

**II. NEW BUSINESS**

A. Recommendation(s)

1. 2014-MFG-10368

Al Hodsdon made a motion to dismiss the complaint, seconded by Carol Roberts  
Vote: 9-0-0

OFFICE PHONE: (207)624-8612

EXECUTIVE DIRECTOR (207) 624-8678  
ROBERT.V.LECLAIR@MAINE.GOV



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FAX: (207)624-8637

PHYSICAL LOCATION: 76 NORTHERN AVENUE  
GARDINER, MAINE 04345

2. 2014-MFG-10275

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

3. 2014-MFG-10027

Carol Roberts made a motion to dismiss the complaint, seconded by David Cuttler.  
Vote: 9-0-0

B. Approval of Rules

Anne Head joined the discussion on the approval of the rules. She thought there were some areas of the rules that needed to be “tightened” up and she asked the board members to let that happen before they vote. She felt it was unclear as to who had jurisdiction over the water and needed to be more clear regarding the licensee constitutionality administration part, she didn’t understand the reference to Maine CDC. She felt an organized table states who regulates what, parts with approval forms would read easier. Bob suggested we make the changes and get a final copy out to the board within the next few weeks, and we will put the changes in a different color and number the drafts and vote again at the next meeting.

C. Appointment chairperson

Theresa Desfosses made a motion to appointment Roger Timmons as the chairperson, seconded by Harvey Wallingford.  
Vote: 8-1-0 (Roger Timmons abstained).

**IV. PRE-APPROVED LICENSE APPLICATION(S)**

None

**V. PRE-APPROVED EXPANSION(S)**

None

**VI. ADMINISTRATION**

A. Report from Christopher Mann, Assistant Attorney General

None

B. Report from Robert LeClair, Executive Director

None

**VII. ADJOURNMENT**

There being no further business to discuss the meeting adjourned at 10.38am. The next scheduled board meeting is March 04, 2015.

Respectfully submitted,

Heather Greenleaf  
Office Specialist I