

Planning Board Meeting Minutes

December 6, 2016

6:00 PM

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Chairman Scott Burns called the meeting to order at 6:15 PM. Alan Theodhor had not arrived yet.

Members Present: Scott Burns – Chairman, Peter Corey – Selectmen Rep., Everett Kennedy, Alan Theodhor – Alternate and Joyce McGee – Secretary.

Members Absent: John Tholl Jr., Frank Lombardi and Michael Carifio – Alternate

Public Present: Richard Harris Sr and Jr.

At this time the Board did not have a quorum.

Development Permit(s):

#2016-032, Roy, Claude & Sara Roy: Application was lost, new one filed. **APPROVED AT THE 9/6/2016 MEETING, signed by Chairman Burns tonight.**

Tower, Thomas & Annmarie: Tax Map 242 Lot 005 - Property Owners are looking at putting an extension on their garage that will be closer than the 25' setback requirement. The board members all agreed that a variance was needed. Secretary McGee will contact the applicant, Dodge Contractors to let them know.

Other Business:

Correspondence: A letter was received from the Office of Professional Licensure and Certification, State of NH, Division of Technical Professions regarding Title XVII Housing and Development-RSA 205-D "Manufactured Housing Installation Standards" 205-D:5. Mr. Harris had asked that the State send a letter regarding installation requirements to the town. He felt that a conditional approval should be given so as to have the applicant comply with the standards. If the standards are not met then it falls back on the owner. Mr. Harris provided a copy of an Application for Manufactured Housing Certificate of Compliance this has a cost of \$250.00 payable to the State of NH. Also, a NH Manufactured Housing Installation Inspection Checklist.

Alan Theodhor arrived.

Since the Town does not have a local enforcement agency it then would be referred to the Board of Manufactured Home Installers to do the inspection and compliance. Peter Corey felt a procedure needs to be incorporated into the Development Permit and a packet should be given to the applicant so that they are aware of what needs to be done, the board agreed.

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Chairman Burns appointed alternate Alan Theodhor as a voting member as John Tholl Jr. was absent.

Minutes: A motion was made by Alan Theodhor to accept the November 15, 2016 minutes as written, seconded by Peter Corey. All in favor, motion carries.

Other Business:

- The Board worked on reviewing changes to the Comprehensive Development Guide.

Adjournment: A motion was made by Peter Corey to adjourn at 8:30 PM, seconded by Alan Theodhor. All in favor, motion carries.

- Early meeting on December 13, 2016 – 6:00 PM *

Respectfully submitted by



Joyce A. McGee – Secretary



Chairman Scott Burns

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
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DIVISION OF TECHNICAL PROFESSIONS

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PETER DANLES
Executive Director

LINDA CAPUCHINO
Division Director



November 10, 2016

Scott Burns, Board Chair
Town of Whitefield Planning Board
38 King Square
Whitefield, N.H. 03598

Dear Mr. Burns,

It has come to the attention of the New Hampshire Board of Manufactured Home Installers that the Town of Whitefield Planning Board may not be aware that **Title XVII Housing and Development – RSA 205-D “Manufactured Housing Installation Standards” 205-D: 5** requires that all manufactured home installations in the State of New Hampshire that are subject to regulation under **205-D: 4 Installation Standards Must Be Inspected.**

Please be aware that **205-D: 5 Inspectors** states; *I. The local enforcement agency, or if there is no local enforcement agency, the board or the board's designee, shall: (a) Conduct appropriate inspections to ensure compliance throughout the state with installation practices consistent with the provisions of this chapter and rules promulgated hereunder. (b) Enter any premises on which an installation is being or has been completed subject to regulation under this chapter for the purpose of making such inspection as is necessary to carry out his or her duties under this chapter. Inspections shall be done prior to occupancy of the manufactured house. (c) Order the correction of any violation of this chapter, or rule adopted under this chapter. (d) Order any installer to discontinue installation until the violations have been corrected. (e) Approve the continuation of work on the installation upon being satisfied that violations have been corrected. (f) Issue a certificate of compliance upon satisfaction that a manufactured house has been installed in compliance with this chapter and the rules promulgated under this chapter. II. Whenever a local enforcement agency, or if there is no local enforcement agency, the board or the board's designee orders the correction of a violation under subparagraph I(c), he or she shall immediately notify the board. III. A certificate of compliance shall be required for occupancy. IV. Any installer aggrieved under the provisions of this section may file a complaint in accordance with RSA 205-D: 6.*

The “certificate of compliance” consists of a **Warrantee Seal**. Please be aware that **205-D:17 Warranty Seal** states; *In order to keep record of and verify the installation of manufactured homes, no manufactured house may be installed in this state until the manufacturer or an installer licensed by the board has obtained a warrantee seal from the board and attached the seal to the manufactured house.*

Scott Burns
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It is the understanding of The New Hampshire Board of Manufactured Home Installers that the town of Whitefield, N.H. currently has no code enforcement officer. As this situation exists for a number of rural towns throughout the state, it has been customary for the board to accept town "designees" whom alternately and typically perform safety inspections for the town, as the local enforcement authority for manufactured home installation inspections. Designees such as the fire chief, police chief, or a designee of a town agency have been utilized by other such towns in N.H. However, the board finds this practice acceptable **only** if such designee enforces all chapters and installation standards outlined in 205-D as well as MHIS INST Rules 100-700 for installers. In cases where a town has no local enforcement authority or designee, the board may provide its own designee for inspection of a manufactured home installation. The board charges a fee of \$250 for *each* inspection. In any case, inspections must be performed according to the standards outlined above, and a warrantee seal must be acquired, attached to the home (typically on the breaker panel door), signed by the inspecting authority, and a copy returned to the board.

You may find the entire contents of RSA 205-D, as well as the rules regulating manufactured home installation in the State of New Hampshire here:
<http://www.oplc.nh.gov/housing-installers/index.htm>

It is the intent of the board to make the Town of Whitefield aware of the articles outlined in this letter, as well as to extend their expertise and guidance in the safe installation of manufactured homes in the State of New Hampshire. You may contact the board at the address of the heading on this letter, or contact Linda Balich, Program Specialist at the number provided with any questions you may have regarding inspections, fees, or installation standards.

Sincerely,



Linda Capuchino, Director
New Hampshire Office of
Professional Licensure and Certification
Divisions of Technical Professions