

Manufactured Homes Commission
Minutes of Meeting Held On
April 19, 2022 at 10:30 am¹

CALL TO ORDER: 10:36 am

In Attendance: Sandy Overlock; Kathy Zorotheos; Tracy Sharkey; Ethan Mascoop; Dan Less and Matthew Johnson from AGO; Chris Jee, Thomas Barry, and Tyler Newhall from DHCD.

CORRESPONDENCE

No correspondence.

APPROVAL OF MINUTES

Mr. Less objected to the admission of the January 2022 meeting minutes because revisions are pending. Ms. Sharkey suggested holding the approval of the January minutes until the next commission meeting. Mr. Less confirmed that plan would work within the statutory time frame.

Motion to hold minutes approval until July: Tracy Sharkey

Seconded by: Dan Less

Discussion: None

All in favor: Unanimous

There was disagreement between Ms. Overlock and Mr. Less as to whether the ex officio members are voting members of the commission. Ms. Sharkey suggested re-circulating a memo Mr. Less wrote last year about the meaning of the term “ex officio” for everyone to review. Mr. Less agreed to do so. Mr. Jee pointed out that the commission has a quorum regardless of whether the ex officio members count towards it.

OLD BUSINESS

Ms. Sharkey gave an update for Mr. Mascoop before he joined the meeting on the updated list of manufactured housing communities in the state. She and Mr. Mascoop decided they would reach out to every town clerk to get a comprehensive count. When speaking with the town of Oxford, she realized there was a duplicate community listed, so there are actually two not three communities in Oxford. She received information on occupancy, health complaints, and registration fees from Oxford. Ms. Sharkey has also reached out to towns that were on Ms. Overlock’s list of complaints against local boards of health. Mr. Mascoop has been in touch with the Stoughton Board of Health about the septic system complaint that was circulated.

NEW BUSINESS

¹ The meeting was held remotely pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency (<https://www.mass.gov/service-details/updated-guidance-on-holding-meetings-pursuant-to-the-act-extending-certain-covid-19-measures>). The public could participate remotely through video or telephone.

The notice of this meeting and its agenda are attached to these minutes and labelled Exhibits A and B respectively.

Ms. Sharkey brought up the process for drafting and approving the commission's meeting minutes. Mr. Less said that as secretary and the representative for the AGO he needs to ensure compliance with the Open Meeting Law by approving the minutes under the best practices of the AGO despite how things may have been done historically. Ms. Sharkey raised the point that the local boards she sits on circulate the minutes for the previous meeting via blind cc for review ahead of the next meeting. Mr. Less would prefer commissioners reserve comment for open discussion during the next meeting, which everyone agreed to.

Ms. Sharkey asked if anyone knows about building requirements for when units are relocated within Massachusetts. Mr. Less said nothing in the statute or the AG's regulations addresses that issue, but he is not sure about what is in the building code. The HUD standards on installation may apply. Ms. Sharkey asked if guidance can be added to the AGO guide when it is revised. Mr. Less suggested that anyone with ideas for additions or revisions for a new edition of the guide should send them to him for review.

Motion to reschedule the July meeting to July 12: Tracy Sharkey

Seconded by: Ethan Mascoop

Discussion: None

All in favor: Unanimous

OPEN FORUM

Ms. Zorotheos asked about the status of Shady Acres, a community in Raynham that was recently taken over by a new owner. Rent was increased by \$100 and many in the community are disabled. There have been multiple problems with holes that have been dug out, which is disrupting transportation assistance for residents who use wheelchairs. The Board of Health has so far not done anything about the complaints. The community has been in touch with Ms. Zorotheos for three or four months. The community is considering trying to purchase the park themselves. Ms. Sharkey suggested complaining to the Architectural Access Board about the accessibility issue.

A resident named Sue sent Ms. Overlock a picture of the septic issue in Kelly's Trailer Park in Stoughton. The town found out the owner had a faulty septic system and forced him to get it replaced. Sue's home is surrounded by the construction zone. The contractor keeps asking for extensions and often does not show up at all. Rent was raised by \$50 right before construction started, and it is about to go up another \$50. Many in the park are elderly and cannot afford a \$100 increase on social security and fixed incomes. Mr. Less asked if DEP would have a role here.

Mr. Mascoop recently met Lawrence Perry who works at the Stoughton Board of Health. He told Mr. Mascoop that he was astounded the town had not yet responded to the septic issue in Kelly's Trailer Park despite a long record of receiving complaints. It is a top priority for him to address since he recently joined the board. Mr. Mascoop recommends the residents let Mr. Perry know that this is impacting their daily lives. Sue said that she has been in touch with Mr. Perry who said she should ask other residents to write to the board, but because there are only a few residents directly affected, others are reluctant to get involved due to fear of eviction. Mr. Mascoop pointed out that the issue is affecting everyone in that it impacts the entire

community's water supply. Ms. Sharkey said that based on the pictures, the tanks have been installed but need to be stabilized. However, Sue indicated that the new septic tanks are not hooked up to the homes on her side of the park and their sewage is still going into the old tanks. Mr. Jee suggested the community reach out to South Coastal Counties Legal Services if they would like to consult with an attorney. Ms. Sharkey also suggested Northeast Justice as an alternative.

MOTION TO ADJOURN at 12:37 by: Kathy Zorotheos

Seconded by: Ethan Mascoop

Discussion: None

All in favor: Unanimous



Pursuant to the Massachusetts Open Meeting Law, G.L. c. 30A, §§ 18-25, notice is hereby given of a meeting of the MANUFACTURED HOME COMMISSION

Massachusetts General Laws, Chapter 6, Section 108, establishes the Manufactured Homes Commission. It is the mission of the Manufactured Homes Commission to provide prompt, impartial service to all parties affected by or concerned with matters pertaining to manufactured housing communities, to the maximum extent permitted by law.

**PUBLIC NOTICE
COMMONWEALTH OF MASSACHUSETTS**

MANUFACTURED HOME COMMISSION QUARTERLY MEETING

**Tuesday, April 19, 2022
10:30 AM to 12:30 PM**

To attend the meeting through **video access**, please join the meeting by clicking on the following link: [Click here to join the meeting](#)

To attend the meeting through **audio access** only, please join the meeting by dialing:
1-857-327-9245
– Conference ID: 669 311 648#

This meeting is open to the public. All persons having business to be brought before the Commission are invited to participate.

Commissioners:

**Sandy Overlock, Chair
Jeffery Hallahan, Vice-Chair
Kathy Zorotheos, Secretary
Tracy Sharkey, Commissioner
Ethan Mascoop, Commissioner**

Pursuant Chapter 20, of the Acts of 2021, suspending certain requirements of the Open Meeting Law through April 1, 2022, this meeting of the Manufactured Housing Commission will be conducted through remote participation as noted above to ensure that the public can adequately access the meeting in real time.



For further information contact: Chris Jee, DHCD
christopher.jee@mass.gov
617-573-1313

For reasonable accommodations regarding this meeting, please contact 617-573-1102.

Favor de comunicarse con el Departamento de Vivienda y Desarrollo de la Comunidad de Massachusetts en (617) 573-1100 (TTY (617) 573-1140) para ayuda gratis con el idioma. Entre em contato com o Departamento de Moradia e Desenvolvimento Comunitário de Massachusetts no número (617) 573-1100 (TTY (617) 573-1140) para obter assistência gratuita com o idioma.

如果您需要免費的語言翻譯幫助，請聯絡麻州住宅及社區發展部 (The Massachusetts Department of Housing and Community Development) 聯絡方式: (617) 573-1100 (TTY (617) 573-1140).

Свяжитесь с сотрудником Департамента жилищного хозяйства и общественного развития штата Массачусетс на предмет оказания бесплатной помощи по переводу на иностранный язык. ((617) 573-1100 (TTY (617) 573-1140)).

Vui lòng liên hệ Bộ Phát Triển Nhà Ở và Cộng Đồng Massachusetts tại (617) 573-1100 (TTY (617) 573-1140) để được hỗ trợ ngôn ngữ miễn phí.

Tanpri kontakte Department of Housing and Community Development [Depatman Devlopman Lojman ak Kominote] Masachousèt la nan (617) 573-1100 (TTY (617) 573-1140) pou asistans gratis nan lang.

Si prega di contattare il Dipartimento Edilizia Abitativa e Sviluppo della Comunità dello Stato del Massachusetts al (617) 573-1100 (TTY (617) 573-1140) per avere assistenza gratuita per la traduzione.

១) នេះគឺជាឯកសារសំខាន់។

សូមទំនាក់ទំនងផ្នែកអភិវឌ្ឍន៍សហគមន៍និងលំនៅដ្ឋានរបស់រដ្ឋម៉ាសាឈូសេត (Massachusetts Department of Housing and Community Development) តាមរយៈ: (617) 573-1100 (TTY (617) 573-1140) ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។

On April 8, 2022 this notice was posted at DHCD Open Meeting Notices:
<https://www.mass.gov/service-details/dhcd-open-meeting-notice>

The Commonwealth of Massachusetts

Manufactured Homes Commission

100 Cambridge Street, Suite 300

Boston, MA 02114

(617) 573-1400

Quarterly Meeting April 19, 2022

Virtual

10:30M – 12:30PM

AGENDA

- 10:30 **CALL TO ORDER**
Attendance and Introductions
- 10:35 **APPROVAL OF MINIUTES from January 2022**
- 10:40 **CORRESPONDENCE/COMMUNICATIONS**
No correspondence
- 10:45 **OLD BUSINESS**
Manufactured Community list update from Ethan's group
- 12:15 **NEW BUSINESS**
Discussion of how minutes are done.
- 11:00 **PUBLIC FORUM**
- 12:30 **ADJOURN**

MEMBERS

Sandy Overlock, Chair

Kathy Zorotheos, Commissioner

Jeffery Hallahan, Assistant Chair

Tracy Sharkey, Commissioner

Ethan Mascoop, Commissioner

EX-OFFICIO MEMBERS

The Attorney General Office

Dan Less

Director of Housing & Community

Development: Ryan Ambrose