

## **MOBILE MANUFACTURED HOME ADVISORY COUNCIL**

### **Meeting Minutes**

**December 6, 2023**

Chairwoman Burdick called the meeting to order at 10:32 am via Microsoft Teams.

#### **Council Members Present:**

Elizabeth Burdick	Town Planner, Chairperson
Myriam Clarkson	Mobile Home Industry Representative
Dave Delohery	Mobile Home Park Tenant / Representative of Tenant
Mark Asnes	Mobile Home Park Owner
Joseph Castonguay	CT Real Estate Commission Member
Jennifer Ponte	Department of Housing Representative
Colette Slover	CT Housing Finance Authority
Raphael L. Podolsky	Attorney at Law
Marcia Stemm	Mobile Home Park Owner

#### **DCP Staff Present:**

Jason Cohen, Director of Operations  
Janita Hamel, Supervising Special Investigator  
Ryan Burns, Legal Director  
Leslie O'Brien, Legislative Director  
Paullette Anon, Assistant Legal Director  
James Rocco, Staff Attorney  
Anna-Elizabeth Villard-Howe, Staff Attorney  
Pamela Brown, Investigations Division Director

#### **Public Present:**

Nancy Palmisano  
Brian Boyaji  
Dan Billings  
Reagen Kenney

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, License Services Division.

**1. SWEARING IN OF BOARD MEMBER: RAPHAEL L. PODOLSKY**

**2. MINUTES OF PREVIOUS MEETING**

- Review of the August 31, 2023, minutes. Mobile Manufactured Home Advisory Council meeting draft minutes.
- Board Member Delohery made a motion to approve the minutes. Board Member Clarkson seconded the motion. The motion passed unanimously.

**3. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None.

**4. DCP COMPLAINT AND INSPECTION REPORTS**

- MHP Council Investigations Report
  - 8.25.23-11.29.23
    - 2 closed by the Legal Dept.
- Proposal to DCP regarding access/information pending complaints.

**5. DCP LEGAL**

- Update on Legal Issues
  - DCP's Paullette Anon reported on the results of the two closed cases.
- Discussion of Park Owner fines and what the dispute process is if a Park Owner disagrees with the Inspector.
- Introduction of new Staff Attorney's James Rocco and Anna-Elizabeth Villard-Howe

**6. REPORT FROM CHFA**

- a. Brian Boyaji with CHFA quarterly update
  - i. Purchase Program: 5 new applications, total of 70 since March 2021
    1. Successful Closings: 14
  - ii. Applications for Refinance: No new, total remains at 15.
    1. Successful Closings: 5
  - iii. My Home CT: 41 total, 23 successfully funded.
    1. The average commitment amount on those funded loans with my home CT was a little over 20,000 was \$20,457 and 54% of the mobile manufactured have owning applicants reported annual incomes that were at or below the 30% area median income compared to 34% for the overall population pool.
  - iv. Brian will be getting further clarification from Capital for Change qualifying factors for refinancing.
- b. Colette reports no activity on the parks purchase program.

## **7. OLD BUSINESS/MAIN DISCUSSION ITEMS**

- Public education and promotion:
  - Visit to Mobile Home Park - Spring 2024
    - Chairwoman Burdick working on scheduling that with elected officials and DCP Commissioner.
    - Proposed 3 communities in Montville.
  - House on the Hill – 2025 Legislative Session
    - Board Member Asnes discussed logistics of House on the Hill
    - Chairwoman Burdick is creating a working group to dedicate time to developing this.
  - Partner with CT's Regional Planning Agencies and/or CT Chapter of the American Planning Association (CCAPA) to educate Land Use Officials
- 2023 Legislative Update affecting Mobile Manufactured Homes/Parks, including Zoning Reform – Rafie Podolsky
  - 2 Main Legislative updates
    - Requirement that landlords, including park owners, provide an annual notice to the park residence of their rights under what's called the Just Cause eviction statute, which applies to elderly and disabled. The Department of Housing has posted the form for use.
    - Reduced the time to return the security deposit from 30 days to 21 days, and if you don't comply with that statute, the security deposit doubles.
  - Zoning Reform
    - May be something to address in the 2024 session.
    - Discussion surrounding anti-discrimination statute, which prohibits discrimination against mobile home parks.
- Example Letter – Intent to Sell Mobile Home Park
  - Notice of intention to sell that outlines residents rights, ideally written in plain language that is easily communicable to the public.

## **8. NEW BUSINESS**

- 2024 Meeting Schedule: 2/27/2024, 5/28/2024, 8/27/2024, & 12/3/2024
  - a. Board Member Podolsky made a motion to approve. Board Member Castonguay seconded. Discussion to change dates to Wednesdays. The motion passed unanimously.
- Discussion of Lenders' Representative
  - a. Start looking into filling these open positions, questions raised on who would qualify for that position.
- Discussion of formation of Legislative Committee
  - a. Chairwoman Burdick will be working on creating a Legislative Committee, looking for interest from council members.

## **9. COMMITTEES REPORTS**

- Legislative, Educational, Finance – None.
  - Discussion of merging committees into a singular policy committee.

## **10. CORRESPONDENCE**

None.

## **11. ADJOURNMENT**

Board Member Asnes made a motion to adjourn the meeting. Board Member Castonguay seconded the motion passed unanimously. Chairwoman Burdick adjourned the meeting at 12:04 pm.

Respectfully submitted,

Rachelle Hyburg  
Board Coordinator

### 2024 Current Council Schedule

February 28

May 29

August 28

December 3