



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, January 25, 2016, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Sandra Burnham, Chairwoman  
Robin Butterfield  
Richard Columbia  
Alan Peterson  
Paul Magoon

### Others in Attendance:

Eric Zengota, Executive Director/Secretary  
Michelle Aiken, Site Manager  
11 members of the public

**1. Roll Call, Quorum, Flag Salute.** Burnham called the meeting to order at 4:05 p.m. Roll call was taken; five commissioners were present. A quorum was established, and the meeting convened following the Pledge of Allegiance.

**2. Adopt Agenda.** Butterfield moved to approve the agenda; seconded by Peterson. **Motion carried.**

**3. Public Comment.** A tenant requested that CHA sponsor a training session on the use of the external defibrillator that is in the lobby of the Marion L. Phillips Apartments.

**4. Approval of the minutes of the previous meeting (December 21, 2015).** Butterfield made a motion to accept the minutes; seconded by Peterson. **Motion carried.**

**5. Executive Director's Report:** Zengota reported:

- a. There are no major construction or capital fund projects in the works.
- b. The recent lack of snowfall has been good for the plowing/sanding budget.
- c. Formal announcement of Zengota's retirement, to be effective Feb. 26, 2016.

Motion made by Butterfield and seconded by Magoon to accept the Executive Director's report. **Motion carried.**

**6. Treasurer's Report.** Columbia reviewed the bank statements and the Monthly Budget Comparative report dated Dec. 31, 2015 (attached). A motion was made by Butterfield and seconded by Magoon to approve the Treasurer's Report. **Motion carried.**

**7. Housing Choice Voucher / Section 8 Program Report.** Zengota reviewed the December 2015 report (attached). Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Peterson. **Motion carried.**

**8. Marion L. Phillips Report.** Aiken reviewed the Dec. 18, 2015 – Jan. 25, 2016, MLP report (attached) showing current occupancy at 98%. There are 27 on the waiting list.

Marion Phillips Tenants Association. The minutes of the Jan. 7, 2016, association meeting were reviewed.

Butterfield moved to accept the Marion L. Phillips report, seconded by Magoon. **Motion carried.**

**9. Committee Reports.** There were no committee reports.

**10. Old Business.** There was no old business.

**11. Unfinished Business.** There was no unfinished business.

**12. New Business.** The Commissioners reviewed Resolution 743, Adopt Restatement of Qualified Retirement Plan (attached). Zengota explained that the 401(a) portion of the Retirement Plan must by law be “restated” every five years to conform with recent changes to relevant laws. MassMutual, which administers CHA’s Retirement Plan, provided the restated plan, which requires a Resolution from the Commissioners to adopt and continue the plan. Butterfield moved to approve the resolution, seconded by Peterson. **Motion carried.**

**Adjournment.** As there was no more business to come before the Commissioners, it was moved by Butterfield and seconded by Peterson to adjourn the meeting. The meeting was adjourned at 4:30 p.m.

**Next meeting: Feb. 29, 2016**

Respectfully submitted,

Eric Zengota  
Secretary