



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, January 28, 2019, 4:00 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon

Liane Westcott

Judy Austin

Doreen Needham

Kathleen O'Brien

Michelle Aiken, Executive Director/Secretary

Others in Attendance

4 members of the public

1. Roll Call, Quorum. Ms. Austin called the meeting to order at 4:05 p.m. Roll call was taken; 4 commissioners were present. Ms. Hodgdon made it to the meeting for 4:07 and took over the meeting as Chairperson. A quorum was established, and the meeting convened. **Motion carried.**

2. Adopt Agenda. Ms. Westcott moved to approve the agenda; seconded by Ms. Austin. **Motion carried.**

3. Public Comment. There was no public comment.

Ms. O'Brien asked that the Treasurers report be addressed prior to the approval of the minutes. All board members agreed.

Ms. O'Brien had several questions on the how the Capital Fund money was spent and some line items in the reconciliation report. Ms. Aiken answered the best she could and advised that the money was spent on the elevators, paving, carpeting and 3 heater replacements and the remainder was used for operations. Ms. Aiken advised that she cannot answer exact numbers without being given the questions ahead of time and again asked her to ask her questions prior to the meeting so that she can be prepared to answer them. Ms. Hodgdon and several other board members agreed that it was unfair to ask questions that could not be answered without some research. Ms. Hodgdon advised all board members to send an email or write a note to Ms. Aiken prior to our meetings so that we are not wasting time.

4. Approval of the minutes of the previous meeting (December 3, 2018). There were no changes to the minutes. Ms. Westcott made a motion to accept the minutes from the December 3, 2018 meeting; seconded by Ms. Austin. **Motion carried.**

5. Treasurer's Report: Some explanation of the reconciliation reports were provided and a question on a line item that had no payee was noted. Ms. Aiken advised she would look into that and have it for the next meeting. Ms. O'Brien also had a question on the general ledger and how that worked in QuickBooks, Ms. Aiken advised her of how it works the best she could. Motion was made by Ms. Westcott to approve the Treasurers report; seconded by Ms. Needham. **Motion carried.**

6. Executive Director's Report Ms. Aiken advised that the only real items she has to report is that HUD has been pushing Housing Authorities to switch over to vouchers through RAD (Rental Assistance Demonstration) or PBV (Project Based Vouchers) and advising that Capital Fund money could run out. HUD is urging Housing Authorities and advising them they would receive more funding if they go one of these two ways. Ms. Aiken advised she was not confident in how either one would work and she has some training coming up that should give her some better understanding about which way would work best for our facility. In March Ms. Aiken should be able to come to the board and explain what she has learned. A motion was made to approve Executive Director's report by Ms. Austin; seconded by Ms. Westcott. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the Section 8 report and advised that we are at about 120 vouchers, as Ms. Stevens has added a couple new lease ups since the report was generated. Ms. Stevens is working closely with applicants to get the number up to 130 but it's been tough but she will keep working on it and has recently sent out 10 more invitations. Motion to accept the Housing Choice Voucher report was made by Ms. Austin; seconded by Ms. Westcott. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we have one apartment in the process of being renovated and another two that will be vacant mid-February and March 1st. Ms. Westcott moved to accept the Marion L. Phillips Report; seconded by Ms. O'Brien. **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. Ms. Aiken advised that we have recently had a fair housing suit with a tenant who is hearing impaired. One of their requests was to put in place a policy in our ACOP (Admissions and Continued Occupancy Policy) to address anyone in need of assistance who is hearing impaired. When looking through the ACOP Ms. Aiken found some small items that needed to be changed or updated and provided the board with a copy of the ACOP with changes highlighted in red. She would like to have the ACOP in a place where it can be approved in March. Ms. O'Brien requested a discussion session and Ms. Hodgdon agreed and the board would plan for a lunch time meeting to discuss any questions board members would have. Ms. Austin moved to accept the New Business; seconded by Ms. Westcott. **Motion carried.**

Adjournment –Ms. Austin motioned to adjourn the meeting and seconded by Ms. Westcott. The meeting was adjourned at 4:50 p.m.

Next meeting: March 25, 2019

Respectfully submitted, Michelle Aiken, Secretary