



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, October 17, 2016, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Robin Butterfield

Alan Peterson

Paul Magoon

### Others in Attendance:

Michelle Aiken, Executive Director/Secretary

7 members of the public

**1. Roll Call, Quorum.** Ms. Butterfield called the meeting to order at 4:30 p.m. Roll call was taken; three commissioners were present. A quorum was established, and the meeting convened.

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

**3. Public Comment.** Ms. Marandino asked if anyone was going to do anything about the acorns falling on the trees. Ms. Aiken advised that the acorns have never been a problem in all the time she has been here and we even trimmed and cut down a bunch of tree in that area in the spring. There is nothing more we can do since some of those trees do not belong to us. Also some of the tenants who have complained have been able to move their car. If anyone else has an issue they will need to speak to Ms. Dulong in the office. Mr. Peterson made a motion to accept the minutes; seconded by Mr. Magoon. **Motion carried.**

**4. Approval of the minutes of the previous meeting (September 12, 2016).** Mr. Peterson made a motion to accept the minutes; seconded by Mr. Magoon. **Motion carried.**

**5. Executive Director's Report:** Ms. Aiken reported that she is working on estimates for some of the renovations she would like to see made to the building, although finding that contractors are not getting back to her with estimates, but she will keep trying. She has also looked into some renovations to the office as we have a logistics issue with the front door and the tenant door. The front door is locked and makes people sit outside, which feels rude. The Site Manager does not have any sort of interview area. Ms. Aiken would like to see plans for a reception/waiting area for people coming into the office and a door so they cannot just go into any office they like and when someone is busy they are not asked to wait outside. Ms. Aiken will keep the board updated as to her progress with the estimates.

Ms. Aiken has also been told that a lot of Housing Authorities are moving to install free wi-fi for their tenants. Comcast is not too interested in that option but she is still working on it. They did offer a deal for HUD participants to be able to get wi-fi/internet for \$9.95 which is better than regular price. Anyone wishing to get in on that deal can come to the office and get a brochure. Motion made by Mr. Peterson and seconded by Mr. Magoon to accept the Executive Director's report. **Motion carried.**

**6. Treasurer's Report.** Ms. Aiken advised that the statements from the bank were very late this month so the accountant has not returned the budget as normally in the board packets. Ms. Aiken provided a treasurers report with the account balances and the budget seems to be on track at this point. A motion was made by Mrs. Butterfield and seconded by Mr. Magoon to approve the Treasurer's Report. **Motion carried.**

**7. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken advised that this month we are up 2 more vouchers and Mr. Puksta is still fine tuning the waiting list to be able to issue vouchers. We are hoping to get and stay around 130 vouchers. Mrs. Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Mr. Magoon. **Motion carried.**

**8. Marion L. Phillips Report.** Ms. Aiken advised that at this time we have a few apartments in the process of renovations and should be leasing up and at 100% again in November.

Martha Cole advised the board of some of the activities that would be happening in the next few months for the association. Mrs. Butterfield moved to accept the Marion L. Phillips Report and Association report; seconded by Mr. 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.** Ms. Aiken advised the board that salary increases had been given to all employees with the exception of the Executive Director. Mrs. Butterfield advised she would meet with Mrs. Aiken and discuss it.

**Adjournment.** As there was no more business to come before the Commissioners, it was moved by Mrs. Butterfield and seconded by Mr. Peterson to adjourn the meeting. The meeting was adjourned at 5:35 p.m.

**Next meeting: January 16, 2017**

Respectfully submitted,

Michelle Aiken  
Secretary