



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, November 13, 2017, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgden

Judy Austin

Wayne Jones

Michelle Aiken, Executive Director/Secretary

Alan Peterson

Robin Butterfield, Absent

Others in Attendance

10 members of the public

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

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

3. Public Comment. There was no public comment

4. Approval of the minutes of the previous meeting (September 28, 2017). Ms. Hodgden made a motion to accept the minutes; seconded by Mr. Peterson. **Motion carried.**

5. Executive Director's Report: Ms. Aiken advised that what she has to report will be within the Housing Choice Voucher Report and the MLP Report, other than that everything is going as planned.

6. Treasurer's Report. Ms. Hodgden advised there wasn't much to report although she reviewed the accounts and everything looks good. Ms. Aiken advised that we had our yearly audit with the accountant which is probably why the normal budget reports have not come in. A motion was made by Ms. Austin and seconded by Mr. Peterson to approve the Treasurer's Report. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the Section 8 report and advised that we are getting closer to our goal of 130 vouchers each month and Ms. Stevens has done a great job in getting us there. Ms. Aiken also advised that yearly the Housing Authority must check to make sure we are within 90% of the Fair Market Rent. At this time we are a little below on 0, 2 and 4 bedrooms needs to be raised. Mr. Jones asked if we had a choice in raising it or not. Ms. Aiken advised basically no, HUD auditors have this on their checklist to make sure housing authorities are within the 90%. If we are not we would lose points and losing points means you lose money. Motion was made by Ms. Hodgden; seconded by Ms. Austin. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we have 1 apartment that is in process of renovation and currently 42 on the waiting list. Ms. Aiken advised that yearly the housing authority is supposed to also make sure that our Flat Rent amount is within the 90% of Fair Market rent value. We checked and it has not been updated since 2007 and there is

a significant change in efficiency apartments it is going from \$500 to \$600 and one bedrooms from \$600 to \$650 and 2 bedrooms from \$700 to \$825. But we also need to remember that the jump is never going to bring them above 30% of their income. Ms. Hodgdon moved to accept the Marion L. Phillips Report and Association report and Flat Rent update; seconded by Mr. Peterson.

Ms. Aiken advised that it had come to her attention that there were some tenants who were interested in amending the pet policy. We had 2 meetings with the tenants and gathered information and opinions on the proposed changes. The majority of the tenants were interested in allowing 2 pets, as in a dog and a cat or 2 cats, but 2 dogs would not be allowed due to noise and other potential problems. After speaking with staff regarding some of the issues we could face we have amended the Pet policy to allow the 2 pets as noted with prior approval from management. Anyone requesting an additional pet would also be required to bring their security deposit up to their current one months rent. As sometimes people move in and they have not obtained their SS yet and are at minimum rent of \$50 and that is also their security deposit amount. It was also noted that there are some tenants who have had odor problems in the past and those tenants would not be allowed to add another pet to their apartment. Also it is already in the tenants lease but we would require updated vaccination records for each apartment with a pet and be more diligent about obtaining this. Mr. Peterson accepted the changes to the pet policy; seconded by Ms. Austin. **Motion carried.**

Ms. Aiken also advised the board of a petition that had been passed around by the smokers asking for approval to smoke in the gazebo during the winter months and bad weather. HUD deems all their properties as non-smoking within 25ft. The Gazebo is a gathering place which also requires no smoking within 25ft of it, and other non-smoking tenants will not want to use it if people are smoking in it. As a solution we are considering setting up another small gazebo in the back parking lot where our snow is usually piled. Our snow situation has been becoming more and more of an issue and it is about time that we have the snow removed from the property so that it does not force tenants from their parking space and allows the possibility for a new smoking gazebo that would be away from the building.

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.

Adjournment – Mr. Jones motioned to adjourn the meeting and seconded by Mrs. Austin. The meeting was adjourned at 4:55 p.m.

Next meeting: December 11, 2017

Respectfully submitted,

Michelle Aiken
Secretary