



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, December 21, 2015, 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
Maureen Dulong, HCV Coordinator
10 members of the public

1. Roll Call, Quorum, Flag Salute. Burnham called the meeting to order at 4:10 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 Columbia. **Motion carried.**

3. Public Comment. There was no public comment.

4. Approval of the minutes of the previous meeting (October 26, 2015). Butterfield made a motion to accept the minutes; seconded by Columbia. **Motion carried.**

5. Executive Director's Report: Zengota reported:

- a. The annual financial audit successfully took place on December 7 and 8. A draft of the report will be forthcoming.
- b. There are no new capital fund projects planned.

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

6. Treasurer's Report. Columbia reviewed the bank statements dated Nov. 30, 2015 (account totals attached) and the Monthly Budget Comparative report (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. Dulong reviewed the November 2015 report (attached). Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Columbia. **Motion carried.**

8. Marion L. Phillips Report. Aiken reviewed the Oct. 19 – Dec. 18, 2015, MLP report (attached) showing current occupancy at 99%. There are 28 on the waiting list.

Marion L. Phillips Tenants Association. The minutes of the Nov. 5, 2015, 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 three resolutions.

- Resolution 740: Authorize Executive Director to Execute and Deliver to HealthTrust the “Application and Membership Agreement” (attached). Butterfield moved to approve the resolution, seconded by Magoon. **Motion carried.**
- Resolution 741: Confirm Housing Choice Voucher Program Payment Standards (attached). Butterfield moved to approve the resolution, seconded by Columbia. **Motion carried.**
- Resolution 742: Adopt Revised Housing Choice Voucher/Section 8 Program Administrative Plan. Butterfield moved to approve the resolution, seconded by Columbia. **Motion carried.**

Executive Session. The Commissioners voted to enter into a closed, executive session to discuss a policy matter, and then voted to leave the session.

Adjournment. As there was no more business to come before the Commissioners, it was moved by Butterfield and seconded by Columbia to adjourn the meeting. The meeting was adjourned at 5:20 p.m.

Next meeting: Jan. 25, 2016

Respectfully submitted,



Eric Zengota
Secretary