



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, December 3, 2018, 4:00 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon

Liane Westcott

Judy Austin - Absent

Doreen Needham

Kathleen O'Brien - Absent

Michelle Aiken, Executive Director/Secretary

Others in Attendance

8 members of the public

1. Roll Call, Quorum. Ms. Hodgdon called the meeting to order at 4:05 p.m. Roll call was taken; 3 commissioners were present. A quorum was established, and the meeting convened. A new Chairperson needed to be appointed and a Motion was made to appoint Ms. Hodgdon as Chairperson by Liane Westcott; seconded by Ms. Needham. **Motion carried.**

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

3. Public Comment. Mr. Richard Tremblay asked for a moment of silence to acknowledge the passing of George H.W. Bush. A moment of silence was observed. Mr. Tremblay then advised the board that the flag will be at half-staff for the rest of the month to honor the late president.

4. Approval of the minutes of the previous meeting (September 17, 2018). There were no changes to the minutes. Ms. Westcott made a motion to accept the minutes from the September 17, 2018 meeting; seconded by Ms. Hodgdon. **Motion carried.**

5. Treasurer's Report: Ms. Aiken advised that she provided the bank account report, the comparative and also a bill payment report so that everyone could see what was paid out last month and the month previously since there is no comparative because it is a new budget season. 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 it is a pretty uneventful time of year as far as business that needs approval. Ms. Aiken advised that the Capital Fund money has been spent for the year and she doesn't see anything coming up until about March when it will be time to discuss Capital Fund needs for next year. She will have the public/tenant meeting for that in March and then provide recommendations to the board.

A motion was made to approve Executive Directors report by Ms. Needham; 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 120 vouchers and we have people coming off and on monthly and 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. Motion to accept the Housing Choice Voucher report was made by Ms. Needham; 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 that will be vacant at the end of the month. There have been lots of activities for the tenants in the past couple months as usual and December is an especially busy month with the Christmas parties and activities like Gingerbread house making. Ms. Aiken invited the commissioners to the Christmas party for the tenants at the imperial Buffet on December 19th.

Ms. Kostandin, President of the MLPTA advised that they also have had a busy couple of months with pot lucks and their raffles. The Moose recently delivered 66 free meals to the building. A few of the tenants worked together to provide a Thanksgiving dinner for the tenants. They have the Silvertones coming for a concert this month, along with a Christmas Party, coffee and donuts, etc. Ms. Westcott moved to accept the Marion L. Phillips Report; seconded by Ms. Needham. **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. There was no new business.

Adjournment –Ms. Westcott motioned to adjourn the meeting and seconded by Ms. Needham. The meeting was adjourned at 4:19 p.m.

Next meeting: January 28, 2019

Respectfully submitted, Michelle Aiken, Secretary