



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, February 12, 2018, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Robin Butterfield

Judy Austin

Liane Westcott

Michelle Aiken, Executive Director/Secretary

Others in Attendance

14 members of the public

1. Roll Call, Quorum. Ms. Butterfield called the meeting to order at 4:32 p.m. Roll call was taken; three commissioners were present. A quorum was established, and the meeting convened.

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

3. Public Comment. Mr. Peterson advised that he was not happy with the appointment of a new Resident Commissioner as he felt he had not resigned. Ms. Aiken was advised by the Site Manager that Mr. Peterson asked her to pass the message of his resignation on to her and there was a lot of discussion around how the process should have been handled, especially the issue of posting vacancies. Ms. Aiken advised that the position had not been posted because someone stepped up immediately and were appointed by the City Manager. It was important to get at least one more person on the board, otherwise without three members we would not have a quorum and could not hold a meeting and Ms. Westcott was a great candidate. There were several tenants who had questions regarding the toilets in the public restroom and the washers. They were advised the washers should be up and running this week, along with the pedestals being installed. The toilets in the public restroom are to code and they are new. It was an oversight on our part not to make that special request and we will eventually do that, but at this point they are new and adequate, there are grab bars there for anyone who has a hard time. Eventually we will replace them but each tenant who lives in the building has a high boy toilet in their apartment. We will have maintenance obtain an estimate and make a determination of when we will replace them. There were some heat and energy efficiency questions asked and Ms. Aiken advised that the Housing Authority is due for an energy audit soon and when that audit is completed with will look at the suggestions they have made and the board will decide what they feel is the best use of our money and resources. There were complaints regarding the windows that were installed a few years ago and tenants were told to put in work orders if there is a problem and maintenance can look into. Ms. Aiken also advised that if the tenants are not getting the answers they need from the Site Manager they are welcome to come to see her. City Manager, Ryan McNutt mentioned to the tenants that Ms. Westcott is intended to be their voice, so if they have questions or concerns they can go to her and she can present them to the board or speak to Ms. Aiken about them. City Manager, Mr. Ryan McNutt was also in attendance and discussed his role in appointing board members and advised that he is going to appoint people who bring certain strengths to the board and he believed that he could appoint more than one resident commissioner if that person brought to the board certain qualifications it needed. Ms. Stowell had

concerns regarding the 2 back yard trees that appear to be dying and she is fearful that when they do and they are removed they are going to cause those apartments to be unbearably hot in the summer time. Ms. Aiken told her that we have an arborist Mr. Gwyn Gallagher who takes care of our grounds and if he suggests we do something, then we follow his suggestions. Ms. Aiken gave Ms. Stowell permission to discuss it with Mr. Gallagher. There was also discussion on the time frame in which the elevator would be completed, Ms. Aiken advised the company has been delayed due to snow days but it should be done within the next couple weeks. Discussion surrounding the dog area and Ms. Aiken pointed out that the area is not new, this has been the designated dog area since she started working here about 10 years ago and people are still welcome to use it, we will be getting some nice seating for the area. Ms. Aiken also discussed the possibility of getting a designated smoking gazebo for the back of the property so that tenants who are smokers can have someplace to go when the weather is not ideal. We are working on trying to get grant money for this.

4. Approval of the minutes of the previous meeting (November 13, 2017). Ms. Austin made a motion to accept the minutes; seconded by Ms. Butterfield. **Motion carried.**

5. Executive Director's Report: Ms. Aiken advised that we recently had our REAC inspection and it went very well. The inspector only found fault in our missing hoses on the fire boxes of each floor and those hoses were removed by the Fire Department themselves. The Fire Department wrote us a letter concerning the hoses and advising that they should not be installed there, that the Fire Department brings their own equipment when responding to an alarm. Ms. Aiken felt that the points would be restored with the letter from the Fire Department.

Ms. Aiken also advised that we had received our financial audit and passed it with flying colors. The report should be back to us very soon.

6. Treasurer's Report. Ms. Butterfield advised that everything looked good and we were within our budget. Ms. Aiken advised that there were no big purchases in the future with the exception of the remainder of the payment for the elevator, we have paid most of our insurance premiums and our PILOT to the City which are big chunks of money. We should be right on budget. A motion was made by Ms. Austin and seconded by Ms. Westcott 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 at 128 vouchers and still close to our goal of 130 vouchers. Ms. Stevens is also purging the waiting list so this should reduce the numbers on the waiting list. Motion 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 are at 100% occupancy and as you can see February has been a busy month of activities for the tenants. Ms. Westcott advised that the tenants association is up and running and they are planning activities. She advised that this past weekend they were supposed to have a potato bar but it was rescheduled to the 17th due to illness. Ms. Kostandin said the association is doing well and they are thankful for the people who have stepped up to keep the association running. Ms. Austin moved to accept the Marion L. Phillips Report; seconded by Ms. Westcott. **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. Austin motioned to adjourn the meeting and seconded by Ms. Westcott. The meeting was adjourned at 6:08 p.m.

Next meeting: March 19, 2018

Respectfully submitted, Michelle Aiken, Secretary