



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, March 19, 2018, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Robin Butterfield

Wendy Hodgdon

Liane Westcott

Judy Austin

Kathleen O'Brien

Michelle Aiken, Executive Director/Secretary

Others in Attendance

13 members of the public

1. Roll Call, Quorum. Ms. Butterfield called the meeting to order at 4:35 p.m. Roll call was taken; five commissioners were present. A quorum was established, and the meeting convened. Ms. Butterfield expressed her concern regarding the previous meeting and informed everyone that that would be the last time we had a meeting that was so out of control. Ms. Aiken also advised that it is in the board best interest to dismiss and not entertain complaints that have not been brought to the office first. There is a way to do this and everyone needs to respect the board and its members.

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

3. Public Comment. There was no public comment.

4. Approval of the minutes of the previous meeting (November 13, 2017). Ms. O'Brien made a motion to defer the minutes to the next meeting so she could make her comments; seconded by Ms. Westcott. **Motion carried.**

5. Executive Director's Report: Ms. Aiken advised that they received a notice back from REAC advising that they have accepted our appeal for the fire and safety deficiencies but they have not sent a letter or updated our score yet. Ms. Aiken is hoping we will have it for the next meeting.

Ms. Aiken advised that when we had our audit the auditor said everything went perfect but it turns out they do not feel that the fish tank is an allowable use of federal funds. After speaking with other housing professionals they also disagree and feel it's a beautification of the property and adds marketing appeal. Ms. Aiken has discussed it with the auditors and they are going to rework the final audit report as they agreed but said we should probably use money from the Ball Fund for maintenance work on the tank. Unfortunately this would take a big chunk from the Ball Fund and may limit the availability of some of the more expensive trips we have taken. Ms. Aiken is hopeful that we will find out their recommendation by the next meeting.

Ms. Aiken provided copies of by-laws from 3 other cities and thought the board should adopt by-laws to have a better understanding of what is expected of board members, resident commissioners and the

public. There are very important things in some of these that should be understood such as being a cooperative and informed board members. Working together and not against the board, asking questions and attending meetings. It is important after our previous meeting to be sure that the public knows that this is a board meeting and not a complaining session and we will not waste peoples time with complaints that have not been brought to the office first. Ms. Aiken would like to have a board meeting in the next couple weeks to work on the by-laws. She would also like to present the Lead the way training again to the board. Ms. O'Brien advised that she would like some By-Laws to understand how things are supposed to work.

Ms. Aiken advised that an estimate had been provided for the trees in the backyard which are dying. It is a big chunk of money and injections seem like they could be a waste of money and replacing the tree with a large tree seems extravagant. Ms. Aiken said she would like to walk around the property with the Arborist and discuss what makes the most sense.

Ms. Aiken advised that this morning they had the public input meeting for the Capital Fund Grant and received some comments of things the tenants would like to see completed and they are in the notes from the meetings which were provided. The public has up until April 26th to provide their comments and the board will decide how to proceed.

Ms. Aiken also felt the need to explain to the tenants that she has spoken with maintenance to get a better understanding of why the doors are left open in the winter and to confirm that it has been that way since she started. Ms. Aiken was told that there is a small heater on the first floor that is intended to heat the stairwell which is not quite sufficient especially on the below 0 mornings, so the doors are left open in the winter and closed in the summer to save on the air conditioning. Tenants have been very concerned about this and wasting heat, but if we wanted to close the doors to hallway we should realize that we would need to replace the heater on the first floor which would be a substantial cost and this would use more energy. So closing the doors would not save energy and it's a system that works so we are not going to do anything more with it. Ms. O'Brien advised that someone suggested to her that we could put fans in the doorway to pull the heat down to the stairs. Ms. Aiken advised this would still not solve a problem, we would have to install outlets because there are none in that area, we would have to buy 8 fans for each doorway. This is not something she feels would work, but she could run it by maintenance to see what they think.

6. Treasurer's Report. Ms. Butterfield advised that everything looked good and we were within our 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 125 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. Hodgdon; seconded by Ms. O'Brien. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we are at 100% occupancy and the past couple months have been busy. Ms. Hodgdon moved to accept the Marion L. Phillips Report; seconded by Ms. O'Brien. **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. Hodgdon motioned to adjourn the meeting and seconded by Ms. O’Brien. The meeting was adjourned at 5:10 p.m.

Next meeting: April 23, 2018

Respectfully submitted, Michelle Aiken, Secretary