



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, March 21, 2016, 4:30 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:

Michelle Aiken, Executive Director/Secretary  
2 members of the public

**1. Roll Call, Quorum, Flag Salute.** Ms. Burnham called the meeting to order at 4:30 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.** Ms. Butterfield moved to approve the agenda; seconded by Mr. Peterson. **Motion carried.**

**3. Public Comment.** There was no public comment. Ms. Burnham mentioned that she really was appreciative for the invitation and enjoyed the Potato bar put on by the Tenants Association.

**4. Approval of the minutes of the previous meeting (January 25, 2016).** Ms. Butterfield made a motion to accept the minutes; seconded by Mr. Magoon. **Motion carried.**

**5. Executive Director's Report:** Ms. Aiken reported: There are no major projects at this time. Ms. Aiken will be doing some further training for the position. Ms. Aiken introduced Maureen Dulong as the new Site Manager, Mr. Alexander Puksta as the new HCV Coordinator and Mr. John Weeden as the new full time Maintenance worker. Motion made by Ms. Butterfield and seconded by Mr. Magoon to accept the Executive Director's report. **Motion carried.**

**6. Treasurer's Report.** Columbia reviewed the bank statements and the Monthly Budget Comparative report dated February 29, 2016 (attached). A motion was made by Ms. Butterfield 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 Jan-March 2016 report (attached). Ms. Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Mr. Columbia. **Motion carried.**

**8. Marion L. Phillips Report.** Ms. Aiken reviewed the Jan. 25 – March 21, 2016, MLP report (attached) showing current occupancy at 100%. There are 27 on the waiting list.

Marion Phillips Tenants Association. Ms. Cole advised that the Potato bar did go well and they have a few events coming up in the hopes of better weather.

Ms. Butterfield moved to accept the Marion L. Phillips report, seconded by Mr. Peterson.  
**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.** As there was no more business to come before the Commissioners, it was moved by Ms. Butterfield and seconded by Mr. Peterson to adjourn the meeting. The meeting was adjourned at 4:45 p.m.

**Next meeting: April 18, 2016**

Respectfully submitted,

Michelle Aiken  
Secretary