



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 17, 2017, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Robin Butterfield, Chairperson

Wendy Hodgdon

Wayne Jones

Alan Peterson, Resident Commissioner

Judy Austin

Michelle Aiken, Executive Director/Secretary

### Others in Attendance

Maureen Dulong, Site Manager

Tara Stevens, HCV Coordinator

19 members of the public

**1. Roll Call, Quorum.** Ms. Butterfield 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.

**2. Adopt Agenda.** Mr. Peterson moved to approve the agenda; seconded by Mr. Jones. **Motion carried.**

**3. Public Comment.** Some of the tenants voiced concern about the speed in the parking area and asked to obtain a few more speed limit signs. Ms. Aiken advised that she had purchased a new sign last year and would make sure it was installed. Ms. Aiken also advised that no matter how many signs are put up people look at them once and then never again, so we will be installing the speed bumps again this year in two areas which should slow people down. There was also concern regarding some of the teenagers in the area taking their lunch and eating it in the gazebo. Ms. Aiken said we can put up a private property sign and the tenants should tell people that it is private property and she was told that they do tell them. Ms. Downing advised that she witnessed some of the Girl Scouts running in the hall during a meeting they had the other day and she was concerned about the tenant's safety and what happens, insurance wise, if someone gets hurt. Ms. Aiken advised that Girl Scouts have their own insurance so anything that happens on the property with the Girl Scouts would be covered under their insurance, she would make sure that that does not happen again. There was also mention of the new public restrooms and the low toilets. Ms. Aiken advised that she noticed that a little too late and that we would eventually get some of the high boy toilets in there. Mr. Peterson made a motion to accept the public comment; seconded by Mr. Jones **Motion carried.**

**4. Approval of the minutes of the previous meeting (October 17, 2016).** Mr. Peterson made a motion to accept the minutes; seconded by Ms. Butterfield. **Motion carried.**

**5. Executive Director's Report:** Ms. Aiken reported that since the last meeting a lot has happened, the fish tank is installed, looks beautiful and everyone seems to be enjoying it. Also the painting and new carpeting looks great and she will work on getting more work done on the upper floors with the new upcoming budget.

Motion made by Mr. Peterson and seconded by Mr. Jones to accept the Executive Director's report. **Motion carried.**

**6. Treasurer's Report.** Ms. Aiken advised that since we now have a full board we should appoint a new treasurer and if someone is interested we should vote to appoint them. Ms. Butterfield advised that Ms. Hodgdon expressed interest in becoming the treasurer and a motion was made by Mr. Peterson and seconded by Ms. Austin to approve Wendy Hodgdon as the new Treasurer. **Motion carried.**

Ms. Hodgdon advised that she looked over the reports from the last meeting to date and everything looks great, she understands the reports and really appreciates the detail. Ms. Aiken advised her that we have a fee accountant who provides the budget report and helps keep us on track with everything and Ms. Aiken provides the extra details regarding the balances on the accounts. Ms. Hodgdon also mentioned that there out signers on the account that are no longer on the board and we should get those changed. Ms. Aiken said she will schedule an appointment to get that completed. A motion was made by Mr. Peterson and seconded by Mr. Jones to approve the Treasurer's Report. **Motion carried.**

**7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens was introduced as the new HCV Coordinator. Ms. Stevens presented the HCV report and explained that the payment standards from HUD to not represent the economy we have in Claremont and our standards need to be raised and are allowed to be raised 70-110%. This is generally done in December but the board was not able to implement them until approved by the board. Ms. Hodgdon moved to accept the Housing Choice Voucher Program / Section 8 Report and Resolution 748 payment standards revisions; seconded by Mr. Jones. **Motion carried.**

**8. Marion L. Phillips Report.** Ms. Dulong advised that at this time we are at 100% again with 46 people on the waiting list. She also noted that there was 1 incident in December where one of the tenants fell in the parking and broke her leg as she was walking to her car in a snow storm we had. This tenant was present at the meeting and advised she was healing well.

Martha Cole, Secretary of the MLP Tenants Association, advised the association recently had a potato bar that was enjoyed by the tenants and they will be planning more activities. Mr. Peterson moved to accept the Marion L. Phillips Report and Association report; seconded by Mr. Jones. **Motion carried.**

**9. Committee Reports.** There were no committee reports.

**10. Old Business.** Ms. Aiken advised that in October they had a financial Audit with the Fee Accountant and A HUD required Audit with an outside firm and they both turned out great. Ms. Aiken advised that the HUD auditors advised that we made their job easy with the organization of our files.

**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 Mr. Peterson and seconded by Mr. Jones to adjourn the meeting. The meeting was adjourned at 5:30 p.m.

**Next meeting: May 15, 2017**

Respectfully submitted,

Michelle Aiken  
Secretary