



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 18, 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

5 members of the public

**1. Roll Call, Quorum, Flag Salute.** Ms. Burnham called the meeting to order at 4:25 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 at this time.

**4. Approval of the minutes of the previous meeting (March 21, 2016).** Ms. Butterfield made a motion to accept the minutes; seconded by Mr. Magoon. **Motion carried.**

**5. Executive Director's Report:** Ms. Aiken reported: Ms. Aiken has been to a Capital Fund training and most recently a Procurement training in Maine. In May she will be traveling to Las Vegas for the Management training. Ms. Aiken plans to find some Section 8 Management training for the near future. 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 March 31, 2016 (attached). There were some questions about why the rent numbers were going down. Ms. Aiken advised that she believes the budget is just a projection of what they anticipated so its just not as high as they expected, she will find out more details and let everyone know. Also the salaries are above what was projected and Ms. Aiken advised the board that there were increased in administrative salaries due to promotions. Ms. Aiken will make sure that is the reason with the accountants and get back to the board. 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/ Marion L. Phillips 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. Peterson. **Motion carried.**

Ms. Burnham and the board discussed having quarterly meetings unless something important came up and the board decided to hold off on having a meeting until June.

Ms. Butterfield moved to accept having a meeting quarterly or as needed instead of monthly, 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. Business.** There was no new business.

**13. Public Comment:** Ms. Eagles a tenant of Marion L. Phillips asked what was being done about the pest issue and if they can be required to throw away a piece of furniture if the pest control company recommends it. Ms. Aiken advised that we cannot require anyone to throw anything away. Although if the pest control company recommends that they be done and it is not done and they keep coming back, the pest control companies guarantee will run out and after that the tenant will be responsible for all future costs.

Mr. Avery asked if they were required to let the pest control into their apartment, he really doesn't want them bringing in pests from other apartments. Ms. Aiken advised that they are required to give them 24hrs notice, but most people are happy and like the peace of mind, having their apartment checked. Ms. Aiken also advised that all tenants must be cooperative with the pest control program and if they refuse to let them in the first time, they will receive 24hrs notice the next month and they will be required to let them in.

Mr. Columbia advised that this public comment needs to be done at the beginning of the meeting and all of these questions should be directed to the Director or the Site Manager, these are policy questions and the board does not deal with tenant policies. Ms. Eagles apologized for not bringing the questions up earlier.

**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: June 20, 2016**

Respectfully submitted,

Michelle Aiken  
Secretary