



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 23, 2018, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon

Kathleen O'Brian

Liane Westcott

Michelle Aiken, Executive Director/Secretary

Absent:

Robin Butterfield and Judy Austin

Others in Attendance

14 members of the public

1. Roll Call, Quorum. Ms. Hodgdon called the meeting to order at 4:31 p.m. Roll call was taken; three commissioners were present. A quorum was established, and the meeting convened.

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

3. Public Comment. There was a lot of discussion on the fish tank and Mr. Peterson was not sure if we had the best people working on the tank. Ms. Aiken assured him that she had talked to many people who have told her Seth from the Claremont Pet Store was the most knowledgeable person to be working on our tank. There was discussion on turning the area of the tank into something else such as a terrarium if we cannot get it under control.

The tenants also had questions on the Ball Fund and how much money was in it and that the fish tank maintenance may not be a good use of the money. Ms. Aiken said she would look into the details of the Ball Fund and let the Board know how the fund works.

4. Approval of the minutes of the previous meeting (February 12 and March 19, 2018). Ms. O'Brian made a motion to accept the minutes; seconded by Ms. Westcott. **Motion carried.**

5. Executive Director's Report: Ms. Aiken advised that as she has explained in the previous meetings we were waiting on the finalization of our REAC score and the Audit. Both have come back with a semi-positive outcome. The REAC score is still a high performer rating although it is lower than Ms. Aiken feels it should be since the only fault was a small space between a breaker. But since we are still a high performer HUD will not let her appeal it, so we have to take it. As for the Audit it has come back in a positive outcome regarding the fish tank as they have changed it from a finding to a recommendation. HUD will have to make the final call as to whether or not we have to use Ball Fund money to pay for the tank or not. As Ms. Aiken said before the fish tank has marketing appeal and it should be no different than planting flowers outside each year. Tenants and visitors love to see the fish tank. Ms. Aiken is hopeful we will have a final decision by next month.

Ms. Aiken advised that since they have been unable to find a time to meet to go over the different sets of by-laws she previously provided, she has gone through them all and tried to incorporate them into a new

set for the board. Ms. Aiken said that everyone should look them over and compare them and maybe we could hold a Special Meeting to approve the by-laws after everyone has had a chance to review them and give their input.

6. Treasurer's Report. Ms. Hodgdon advised that everything looked good. Ms. O'Brien had questions regarding last month's budget comparative had a large difference of around \$20k. Ms. Aiken advised she thought it was because of the elevators but she would advise the board at the next meeting. A motion was made by Ms. Hodgdon 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 126 vouchers and still close to our goal of 130 vouchers. Motion was made by Ms. Hodgdon; seconded by Ms. O'Brian. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we are at 100% occupancy. Ms. Cole from the MLPTA advised that the Association has been very active and they recently had an indoor picnic with a DJ and recently had the Silvertones come and perform. They also have some upcoming events they are working on and they are planning on having a hot dog stand on the front lawn during the Alumni Parade. They will also be holding their elections next month. Ms. Hodgdon moved to accept the Marion L. Phillips Report; seconded by Ms. O'Brian. **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. Capital Fund Submission. Ms. Aiken advised that the Capital Fund comment period ends on the 26th and the board has heard most of their comments. Ms. Aiken advised that items she feels are important are paving the parking lot which will be about \$40k and she would also like to replace a heating unit on either the 3rd or 4th floor lobby area and would like to see one floor done each year until complete. Ms. O'Brian advised that she had noticed that the 2nd floor heating unit is perfect.

Ms. Aiken also advised that she had looked into the gazebo for the smokers and it will be about \$10k, which will include shipping and lighting for the area. She had hoped that she could get a donation from Claremont Savings Bank Foundation but it is only available to non-profits and we are not. So the other option might be to use some Capital Fund money or we do have several CD's that have enough money in them for a project like this. Ms. Aiken advised that she wanted to run it by the board first and then ask the fee accountant if that was feasible. Ms. Hodgdon advised she would also talk to the bank about the foundation to see if we were completely in-eligible.

Adjournment – Ms. Hodgdon motioned to adjourn the meeting and seconded by Ms. O'Brian. The meeting was adjourned at 5:40 p.m.

Next meeting: May 21, 2018

Respectfully submitted, Michelle Aiken, Secretary