



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, May 23, 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
6 members of the public

1. Roll Call, Quorum, Flag Salute. Ms. Burnham called the meeting to order at 4:38 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. Ms. Wallace commented that she did not feel it was right that the public bathroom had two stalls but one was designated "Staff Only". She said this was especially a problem when they have a party or event in the ballroom. Ms. Aiken advised that she felt the same way and had planned on removing the lock also. She believes the lock was put on there a long time ago when they had been having trouble with people not keeping the restrooms clean and that gave staff a clean place to use the restroom, but that does not seem to be an issue anymore.

Mr. Avery asked if the board could have public comment at the beginning and end of the meeting. Chairperson Burnham advised that that was not an efficient use of their time and that people will need to gather their comments prior to the meeting. Any issues should be brought to the office first and if they are not handled to their satisfaction they can bring them to the board.

4. Approval of the minutes of the previous meeting (April 18, 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 Housing Management training in Las Vegas which was very informative. She has a long list of things to discuss with the Site Manager and make sure we are following the practices we say we are in our ACOP. 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 some of the numbers were in the negative. 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 and our accountant

explained that these are based on a scale and should even out by the end of the FY. 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 March, April, May 2016 report. 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. New Business. Resolution 744 Capital Fund Program Grant. Ms. Aiken advised that Mr. Zengota completed the Capital Fund Grant before he left and we have received approval for the Grant in the amount requested for operating expenses, which is the same amount as last year. Motion made by Ms. Butterfield and seconded by Mr. Peterson to approve Resolution 744. **Motion carried.**

Resolution 745 – Procurement Policy. Ms. Aiken advised that our Procurement Policy was last revised in 2009 and part of our Audit advised that our policy needs to be updated. Motion made by Ms. Butterfield and seconded by Mr. Peterson to approve Resolution 745. **Motion carried.**

Resolution 746 – Personnel Policy. Ms. Aiken advised that our Personnel Policy was last revised in 2010 and part of our Audit advised that our policies need to incorporate into our updated version. Motion made by Ms. Butterfield and seconded by Mr. Peterson to approve Resolution 746. **Motion carried.**

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: August 22, 2016

Respectfully submitted,

Michelle Aiken
Secretary