



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, June 12, 2016, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon

Judy Austin

Alan Peterson

Michelle Aiken, Executive Director/Secretary

Robin Butterfield, Absent

Wayne Jones, Absent

Others in Attendance

6 members of the public

- 1. Roll Call, Quorum.** Ms. Hodgdon called the meeting to order at 4:30 p.m. Roll call was taken; three commissioners were present. A quorum was established, and the meeting convened.
- 2. Adopt Agenda.** Ms. Austin moved to approve the agenda; seconded by Mr. Peterson. **Motion carried.**
- 3. Public Comment.** Martha Cole asked if we could put up a sign in the bathroom requesting to put the seat down since the toilet only flushes when the seat is down. Ms. Cole then also asked if something was going to be done about the low rolling shopping carts, Ms. Aiken told her that maintenance was working on a solution for that.
- 4. Approval of the minutes of the previous meeting (May 15, 2017).** Ms. Hodgdon made a motion to accept the minutes; seconded by Ms. Austin. **Motion carried.**
- 5. Executive Director's Report:** Ms. Aiken reported that the new mailboxes have been installed and although the manufacturer was given our space measurements, the mailboxes that were sent were too big and we had to make a special area for them. The tenants are very happy with the size of the mailboxes. Motion made by Ms. Austin and seconded by Mr. Peterson to accept the Executive Director's report. **Motion carried.**
- 6. Treasurer's Report.** Ms. Hodgdon said the accounts look good and everything looks to be in order. She recommended limiting the amount of checks that are written out to Ms. Aiken personally just to safe guard against an questions. Ms. Aiken told her we generally only do that when it is to replenish the petty case or ball fund, but a notation is always but on the ledger part of the check. A motion was made by Ms. Austin 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 Section 8 report. Motion was made by Ms. Hodgdon; seconded by Ms. Austin. **Motion carried.**
- 8. Marion L. Phillips Report.** Ms. Aiken presented the Marion L. Phillips report and advised we have 3 apartments in the process of renovations and she believes the Site Manager has

them already filled and waiting to move in. So maintenance is working hard to get them completed.

Martha Cole, Secretary of the MLP Tenants Association, reviewed the activities such as a cookout they recently had and they served hot dogs during the alumni parade. They are planning a Grilled Chicken cookout on the 24th also. They had Jules Jewells come last week and he brought lots of jewelry and donated a couple medical id bracelets for the association to raffle off. They are also planning to do a St. Patricks day dinner in July since they were unable to in March. Ms. Cole said the association is finally starting to come out on top and they would like to keep planning more events. Ms. Hodgdon moved to accept the Marion L. Phillips Report and Association report; seconded by Ms. Austin. **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.

Adjournment – Ms. Aiken advised that there was not much going on and next month would probably be the same if they wanted to skip a month, with the exception if anything came up. Ms. Hodgdon advised that she would be out of town anyway and all in attendance agreed that we would schedule the next meeting for August on the 14th. Ms. Hodgdon motioned to adjourn the meeting and seconded by Mrs. Austin. The meeting was adjourned at 4:45 p.m.

Next meeting: August 14, 2017

Respectfully submitted,

Michelle Aiken
Secretary