



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, July 30, 2018, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon
Liane Westcott
Michelle Aiken, Executive Director/Secretary
Absent: Robin Butterfield

Judy Austin
Kathleen O'Brian

Others in Attendance

12 members of the public

1. Roll Call, Quorum. Ms. Hodgdon called the meeting to order at 4:34 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting convened.

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

3. Public Comment. Mr. Avery addressed the board and asked about Ms. Butterfield. Mr. Avery was advised that Ms. Butterfield is in the process of being re-appointed. Mr. Avery spoke regarding a letter he sent to HUD in March of 2017 and feels that his complaints regarding other tenants has yet to be addressed. He also spoke regarding other tenants and how he feels they are committing fraud. He spoke for 3 minutes and was then asked to sit down.

4. Approval of the minutes of the previous meeting (May 21, 2018). Ms. O'Brian advised that she still has a problem with the minutes from the previous meeting and would like it changed. She noted that the minutes were not changed as she would have liked. Ms. Aiken asked her to bring her questions to her prior to the meeting so that they can be addressed and everyone would be more prepared and suggests that if the board would like to revisit the minutes a motion should be made to do so. Ms. O'Brian made a motion to revisit the minutes from April; seconded by Ms. Hodgdon. **Motion carried.** Ms. Hodgdon made a motion to accept the minutes from the May 21, 2018 meeting as presented; seconded by Ms. Austin. **Motion carried.**

5. Treasurer's Report: Ms. Aiken advised that the letter to the Clerk for Trustees of Trust Funds was included in the packet. This is the letter we send every year noting what we use the funds for and requesting money for the next year.

Ms. Aiken advised that Ms. O'Brian had asked for a list of all the extraordinary expenses and a report was put into the packet. Ms. O'Brian asked why it did not match the Accountants sheet. Ms. Aiken advised it is close but sometimes QuickBooks and the Accountants numbers aren't exactly the same but they take other items into account. Ms. Aiken advised she would ask the Accountants to get a better idea.

Ms. Aiken present to the board the Security Deposit account information. We are required by law to put Security Deposits into an interest bearing account and when a tenant moves out, we pay them a portion of the interest. Problem is the account is not earning interest because we have a \$5 fee for the second signature monitoring. This means that we earned \$1.19 this past month in interest but were charged \$5 and we are in the negative for \$3.81 for the month. Ms. Aiken suggests taking off the second signature monitoring so that the account will actually earn interest. There are very few checks written through this account and it is only used for tenants. Ms. Hodgdon asked who checks and balances the account and Ms. Aiken advised that the Site Manager writes a check request, which the tenants account balance on it and the interest it should have earned, it is then approved by the Executive Director and then a check is written. A copy of all checks are send to the accountant, so there are a few checks and balances and the second signature could still be on there, but we wouldn't need the bank to verify. Ms. O'Brian was not comfortable with this idea, Ms. Hodgdon felt that there were enough checks and balances and the account is used for only one thing. Motion made to remove the 2nd signature monitoring by the bank and \$5 fee by Ms. Austin; seconded by Ms. Westcott. **Motion carried 3-1, Ms. O'Brien voting Nay.**

Ms. Aiken advised that budgeting season is coming up and some of the items she would like to include in the budget are raises for the staff, new lobby furniture, and a new copier for the office. Ms. Aiken is going to check the local furniture stores to see if they have anything that would work for our building. Ms. Aiken will get 3 estimates for the new color copier. At this time we are spending a lot of money on ink cartridges and feels it would be more economical to get a new color copier. Motion was made by Ms. Westcott to approve the Treasurers report; seconded by Ms. Hodgdon. **Motion carried.**

6. Executive Director's Report Ms. Aiken advised that the new smokers gazebo has been ordered as directed by the board members and should be installed late August. The trees in the area have been trimmed and a ramp will be built up to the gazebo and electricity put to the gazebo.

Ms. Aiken advised that the By-Laws had been created a while ago and it's been hard to get everyone together for additional meetings to go over the By-Laws and suggests maybe questions or concerns be put in writing for the board to discuss. Ms. O'Brian felt that one on one and back and forth was more helpful to her. Ms. Hodgdon advised that a special meeting to finish them up would be ok during a lunch time hour. Ms. Aiken advised she would try to find a time good for everyone. A motion was made to approve the Executive Directors report by Ms. Austin; seconded by Ms. Westcott. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the Section 8 report and advised that we are at 124 vouchers and still close to our goal of 130 vouchers. Motion was made by Ms. O'Brian; seconded by Ms. Hodgdon. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we are at 100% occupancy. Ms. Austin moved to accept the Marion L. Phillips Report; seconded by Ms. Westcott. **Motion carried.**

9. Committee Reports. There were no committee reports.

10. Old Business. Ms. O'Brian asked about the washers and if they were all currently working. Members of the public advised that one was down. Ms. Aiken advised that last she knew we were

waiting on parts for one. Ms. Aiken explained that we have a person who works on the washers who is now only doing it part time and there aren't very many people in the area who can do this kind of work and the company that we purchased the washers from is extremely expensive. Ms. O'Brian suggested that maybe the cost was worth it and Ms. Aiken assured her it was not and it would not be any quicker as far as service and she would speak to maintenance to see where we are with the washers.

Ms. O'Brian asked about the heating/a/c units and advised that she believed the one on the second floor is not working properly. Ms. Aiken advised that 3 more units have been ordered and we do not know when they will be installed. The second floor a/c unit should be working and she will speak with maintenance to see if there is a problem or if it's just been caused by the excessive heat and it seems like its not working.

11. Unfinished Business. There was no unfinished business.

12. New Business. There was no new business.

Adjournment –Ms. Westcott motioned to adjourn the meeting and seconded by Ms. Austin. The meeting was adjourned at 5:22 p.m.

Next meeting: August 20, 2018

Respectfully submitted, Michelle Aiken, Secretary