



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, August 14, 2017, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Wendy Hodgdon

Judy Austin

Wayne Jones

Michelle Aiken, Executive Director/Secretary

Robin Butterfield, Absent

Alan Peterson, Absent

### Others in Attendance

12 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. Hodgdon moved to approve the agenda; seconded by Mr. Jones. **Motion carried.**

**3. Public Comment.** Mr. Stephen Fitch wanted the board to know how much they appreciate the new mailboxes. Mr. James Smith asked questions regarding the bed bug issue and Ms. Aiken advised that they were doing everything they could and were following the instructions of the professionals and that she would not discuss other tenants and what they have and have not done. Ms. Butterfield advised that if he would like a meeting with the Director and herself that would be a better place to voice his concerns. Ms. Carol Whiting asked if the people on the 3<sup>rd</sup> floor who do puzzles could get new chairs, the ones they have are very old and uncomfortable and they really enjoy doing the puzzles. Ms. Aiken advised that they were putting new furniture into the plan for the budget but it is expensive so they will probably do one floor at a time. Ms. Whiting also asked if the front loader washing machines could be raised so that it makes it easier for people to get their laundry out, especially people who have had knee replacements and back surgeries. Ms. Aiken said that is probably something they can do and she will discuss it with Maintenance. Ms. Anita Pollard introduced herself as the new MLPTA President and advised that at this time the Association is taking a break in hopes of getting new members to step up and help out.

**4. Approval of the minutes of the previous meeting (June 12, 2017).** Ms. Hodgdon made a motion to accept the minutes; seconded by Mr. Jones. **Motion carried.**

**5. Executive Director's Report:** Ms. Aiken reported that this is the time for budgets and we would like to make some renovations to the elevators and some other items that will be presented at the next meeting. Motion made by Mr. Jones and seconded by Ms. Hodgdon to accept the Executive Director's report. **Motion carried.**

**6. Treasurer's Report.** Ms. Hodgdon said the accounts look good and her only question was noticing that the Ball Fund was getting low. Ms. Aiken advised that they receive the money from the Trust yearly and the intention is to use the money up and then apply to receive a new check. Ms. Aiken

mailed a letter to the Trustee of Trust Funds at the end of June and is hoping they will receive the new funds soon to replenish the account. A motion was made by Mr. Jones and seconded by Ms. Hodgdon 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 working our way towards filling 130 vouchers, although we have had a hard time, once we fill one, someone moves or ports out. Ms. Stevens is doing an excellent job and has caught on quickly. 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 1 apartments that was supposed to be vacant although the tenant was thought to have moved out but they left half their items there. After contacting them they are having someone come clean out the apartment on the 19<sup>th</sup> and they will pay for the rent until the items are removed. I advised the tenant that I was required to save the items for 30 days and will dispose of them if they are not removed by the end of the month and rent is not paid. They assured me it would be cleaned out this coming weekend.

Ms. Aiken advised that there has been some tension among members of the tenants association and there have been people quitting their positions and I have advised the new president Ms. Pollard that maybe the Association just needs a break and to let the tensions pass and maybe some new people will step up and help so that one person is not doing everything. Ms. Martha Cole confirmed they were taking a short break but last month they had Jim Hollis in for entertainment and they were expecting Jewell's Jewells to return in October. Mr. Jones moved to accept the Marion L. Phillips Report and Association report; seconded by Ms. Hodgdon. **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.** Ms. Aiken talked about the letter from New England Family Housing that was addressed to the Commissioners. Ms. Butterfield and Ms. Aiken met with the owner and a manager of the property to discuss issues they were having. Ms. Aiken advised that she believes the issues are now put to rest as the tenant has ported out to Vermont.

**Adjournment** – Ms. Aiken advised that she would like to have a closed session meeting regarding personnel and budget items. Mr. Jones motioned to adjourn the meeting and seconded by Mrs. Austin. The meeting was adjourned at 4:45 p.m.

**Next meeting: September 21, 2017**

Respectfully submitted,

Michelle Aiken  
Secretary