



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, August 22, 2016, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Sandra Burnham, Chairwoman

Robin Butterfield

Alan Peterson

Paul Magoon

Others in Attendance:

Michelle Aiken, Executive Director/Secretary

15 members of the public

Ms. Aiken prepared a presentation on the HUD lead the way training to start the meeting.

1. Roll Call, Quorum. Ms. Burnham called the meeting to order at 5:08 p.m. Roll call was taken; four commissioners were present. A quorum was established, and the meeting convened.

2. Adopt Agenda. Ms. Butterfield moved to approve the agenda; seconded by Mr. Magoon. **Motion carried.**

3. Public Comment. There was no public comment.

4. Approval of the minutes of the previous meeting (May 23, 2016). Ms. Butterfield made a motion to accept the minutes; seconded by Mr. Peterson. **Motion carried.**

5. Executive Director's Report: Ms. Aiken reported: Ms. Aiken advised that she has continued her training and is enjoying the experience. She also advised that there are quite a few projects that could be done around the building which have been brought to her attention by tenants. She would also like to set up a new Tenant Advisory Committee and that is where most of those suggestions would come from. Some of the projects that she is getting estimates for are a new website, the fish tanks for the entryway, updated bathrooms, revamp the elevators, a new entrance buzzer and new lobby carpeting.

Part of our funding is based on making improvements to the building and we will need to figure these into the budget which will be prepared by the accountant and approved by the board at the next meeting on September 12, 2016. Motion made by Ms. Butterfield and seconded by Mr. Peterson to accept the Executive Director's report. **Motion carried.**

6. Treasurer's Report. Ms. Aiken advised that our budget for this year is on track. There were some extra ordinary expenses such as the lawn tractor and oil tank work, but otherwise we are right on track with what was estimated. A motion was made by Ms. Butterfield and seconded by Mr. Magoon to approve the Treasurer's Report. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report – Alex Puksta advised that we are currently at 124 vouchers and HUD is pushing us to issue more, we have the potential to

issue up to 140 but there are a lot of variables in that such as end of participations, deaths and evictions, along with port ins and port outs. Mr. Puksta has recently purged the waiting list and has reduced it down to 30 applicants and the possibility of opening the waiting list in the near future. Ms. Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Mr. Peterson. **Motion carried.**

8. **Marion L. Phillips Report.** Maureen Dulong reviewed the July/August 2016 report and we are at 100% occupancy with 40 currently on the waiting list. Ms. Butterfield moved to accept the Marion L. Phillips Report; seconded by Mr. Peterson. **Motion carried.**

Wayne Hutchinson, President of the Marion L. Phillips Tenants association is requesting approval from the Commissioners to change their by-laws. They would like to adjust the quorum numbers to better fit the needs of the building due to attendance. They have been unable to meet due to the low attendance numbers and cannot plan any activities without a meeting. They would also like to change the terms of the appointed members as some of the terms lengths are intimidating to potential members. Also right now if someone resigns they cannot rejoin as an officer for one year. This is hard because someone may need to resign because of health reasons and it limits their ability to become an officer for one year. These options are their proposals and the tenants will need to vote at their next meeting. Ms. Aiken warned against having multiple treasurers and making sure that they obtain their yearly audits. 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.** There was no new business.

The Pledge of Allegiance was done at the end of the meeting.

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