



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, September 12, 2016, 4:30 p.m.
Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Robin Butterfield

Alan Peterson

Paul Magoon

Others in Attendance:

Michelle Aiken, Executive Director/Secretary

6 members of the public

1. Roll Call, Quorum. Ms. Butterfield 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. Mr. Peterson moved to approve the agenda; seconded by Mr. Magoon. **Motion carried.**

3. Public Comment. Mr. Fitch, a tenant in apartment 418, conveyed how happy. He was to live here, he moved in a few months ago. Ms. Aiken told the board about an amazing photo that Mr. Fitch took of the property where the Girl Scouts had placed flags along the roadway in remembrance of 9/11. Mr. Fitch gave us permission to use it on our Facebook page and the website once we get it up and running. The tenants also commented on how nice it is to have the 3rd swing replaced.

4. Approval of the minutes of the previous meeting (August 22, 2016). Mr. Peterson made a motion to accept the minutes; seconded by Mr. Magoon. **Motion carried.**

5. Executive Director's Report: Ms. Aiken reported: Ms. Aiken advised that she is enjoying her training and still believes everyone in the office could use a little more. She also advised that she is still in the process of obtaining so estimates for the projects she feels are important for the building such as a new website, the fish tanks for the entryway, updated bathrooms, revamp the elevators, a new entrance buzzer and new lobby carpeting. Ms. Aiken advised that they encourage us to make improvements to the building even if they are cosmetic, and since we keep up with maintenance so well there are not many large improvements that are needed. Motion made by Mr. Peterson and seconded by Mr. Magoon 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 and the new budget will take over October 1st with about the same number just a small increase with the exception of the salaries and moving our part time employee to full time and the extraordinary expenses which are part of the renovations we will be completing. A motion was made by Mr. Peterson and seconded by Mr. Magoon to approve the Treasurer's Report. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken advised that this month we are down 4 vouchers due to end of participations but per the report Mr. Puksta will send out some more invitations. Ms. Aiken advised that HUD has reduced its Fair Market Rent Value which is not good for us because our landlords have to pay the taxes which are much higher than HUD takes into account and also the water rates have increased so this makes things hard for us to keep landlords and we are expected to be able to issue up to 140 vouchers. We are working closely with HUD and our accountant to find a middle area that everyone is happy with. Mr. Peterson moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Mr. Magoon. **Motion carried.**

8. Marion L. Phillips Report. Ms. Aiken advised that at this time we are at 100% occupancy. But we have 1 move expected which is a 1 bedroom and we will be doing an in house transfer to accommodate a reasonable accommodation. So that will leave us to efficiency apartments that will be coming up.

Martha Cole advised the board of some of the activities that would be happening in the next few months for the association and that the previous request for the change of the by-laws had been approved. Mr. Peterson moved to accept the Marion L. Phillips Report and Association report; seconded by Mr. Magoon. **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 747 – Operating Budget for FYE 9/30/2017. Ms. Aiken advised that most of the budget is basically the same with the exception of a small increase for cost of living. The exceptions are the request to make our housekeeper/part time office worker a full time employee. This will be a great help mostly in the office to help get the Section 8 numbers where they have to be as our voucher numbers are increasing. She can also be available to help where ever needed. We have also added into the budget the ability to offer a family plan to the employees. Previously the people employed by CHA were older and a family plan was not a need. At this time everyone employed by the CHA has a family and it is almost unheard of not to offer something. Ms. Aiken spoke to several other housing authorities and most offer to pay atleast 70% and up to 100% whether it's a family plan or not. The board agreed that it is unheard of to not pay at least a portion for the family and felt that at least 80% for the family was reasonable but that Ms. Aiken should review the numbers with Healthtrust and do what is reasonable. There are also extraordinary expenses listed for the renovations in the amount of \$15,000 which should come close to covering the expenses for the work we would like to perform. Ms. Butterfield moved to accept the Marion L. Phillips Report and Association report; seconded by Mr. Peterson. **Motion carried to accept Resolution 747 approval of the Operating Budget for FYE 9/30/2017.**

Adjournment. As there was no more business to come before the Commissioners, it was moved by Mr. Peterson and seconded by Ms. Butterfield to adjourn the meeting. The meeting was adjourned at 5:35 p.m.

Next meeting: October 17, 2016

Respectfully submitted,

Michelle Aiken
Secretary