



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

**Monday, September 17, 2018, 4:30 p.m.
Ball Room, 243 Broad St., Claremont, NH**

Commissioners in Attendance:

Robin Butterfield

Wendy Hodgdon

Liane Westcott

Kathleen O'Brien

Judy Austin

Michelle Aiken, Executive Director/Secretary

Others in Attendance

12 members of the public

1. Roll Call, Quorum. Ms. Butterfield called the meeting to order at 4:10 p.m. Roll call was taken; 5 commissioners were present. A quorum was established, and the meeting convened.

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

3. Public Comment. No public comment

4. Approval of the minutes of the previous meeting (August 20, 2018). There were no changes to the minutes. Ms. Austin made a motion to accept the minutes from the August 20, 2018 meeting with changes as discussed; seconded by Ms. Hodgdon. **Motion carried.**

5. Treasurer's Report: Ms. Aiken advised that she provided the bank account report, the comparative and also a bill payment report so that everyone could see what was paid out last month. Also a Ball Fund report was provided since that came into question at the previous meeting. Motion was made by Ms. Hodgdon to approve the Treasurers report; seconded by Ms. Austin. **Motion carried.**

6. Executive Director's Report Ms. Aiken advised that she is requesting a change in the personnel policy for two reasons. One reason is to change full time employee's designations from 40 hours to 31 hours. This will help with our budget and the ability for some of our employees to keep their benefits and reduce their hours as needed. The other change is adding a company vehicle policy, which was requested by our insurance company.

A motion was made to approve Resolution 752 to revise the Personnel Policy and Procedures Manual by Ms. Hodgdon; seconded by Ms. Austin. **Ms. O'Brien Abstained from voting. Motion carried 3-1.**

Ms. Aiken advised that the Operating Budget was provided to the Board and asked if there were any questions. Ms. Hodgdon asked where we get our fuel from and Ms. Aiken advised that we are aligned with the City of Claremont's program.

A motion was made to approve Resolution 753 to approve the Operating Budget for FY 2018-2019 by Ms. Hodgdon; seconded by Ms. Austin. **Ms. O'Brien Abstained from voting. Motion carried 3-1.**

Ms. Aiken advised that the By-Laws changes were provided to the Board members through email with the redline changes. Ms. O'Brien felt that the By-Laws still needed some work and felt it should not be a rushed process. Ms. Butterfield felt that the By-Laws were fair and had everything they needed in them. Ms. O'Brien pointed out a line in the By-Laws regarding the Secretary/Executive Director and their compensation and removal requirements and felt that was not reasonable. Ms. Aiken advised that the weight of the entire project is on her shoulders and the conference that she went to this past week outlined how the Commissioners should not treat the Director just like any employee and this gives the Director some security. Ms. Hodgdon advised that she was ok with the wording and felt that if there was a problem, NH is an At Will state so if needed the Director could be removed.

A motion was made to approve the new By-Laws by Ms. Hodgdon; seconded by Ms. Austin. **Ms. O'Brien voted Nay. Motion carried 3-1.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the Section 8 report and advised that we are at 119 vouchers and we lost a few people from the program this month but knows that we have people coming on the program. We ideally would like to be at 130. The waiting list was recently purged and we have some people we expect to come onto the program, we just need to be careful to not provide more vouchers than we have money. 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 are at 100% occupancy. We have 2 people who are in the process of moving out and will probably be out by the end of October. Ms. Kostandin, President of the MLPTA advised that they have an upcoming meeting to discuss the activities they want to have and get more members to help. Ms. Kostandin also wanted to thank Ms. Aiken for attending their meeting the other night and explaining the Audit. Ms. Aiken advised that the Association should do their own internal audits and a reconciliation should be provided to the Executive Committee to review at each meeting. Then at the end of the year they can write the Director a formal letter advising they are comfortable with the way their money was handled and a 990N can be submitted for them. Ms. O'Brien moved to accept the Marion L. Phillips Report; seconded by Ms. Austin. **Motion carried.**

9. Committee Reports. There were no committee reports.

10. Old Business. Ms. Aiken advised that since the By-Laws have passed she wanted to confirm that we were a go for the Security Deposit Account removing the second signature. Ms. Butterfield felt it was time to make sure that was approved so that the account would keep losing money.

A motion was made to approve the removal of the second signature from the Security Deposit Account Ms. Hodgdon; seconded by Ms. Austin. **Ms. O'Brien Abstained from voting. Motion carried 3-1.**

Ms. Aiken advised that she provided the Board with the cost breakdown for the washer company LECO to come service our washers and dryers and it is over \$300 per visit for them to come and just look at the machines. Ms. Aiken felt this was not reasonable and we would need to find someone else to service the machines. A couple suggestions were Manny's Service Center just opened on Washington Street and

Lamberts may also be able to service the machines. Ms. Aiken advised she would give those companies a call to see if they can help us.

Ms. Aiken also provided the Board with a copy of all the messages left in the suggestion box. Ms. O'Brien asked if that could be provided each month. Ms. Aiken advised that she will collect a bunch and then provide it to the Board.

11. Unfinished Business. There was no unfinished business.

12. New Business. There was no new business.

Adjournment –Ms. Austin motioned to adjourn the meeting and seconded by Ms. O'Brien. The meeting was adjourned at 4:44 p.m.

Next meeting: October 22, 2018

Respectfully submitted, Michelle Aiken, Secretary