



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

**Monday, September 28, 2017, 4:30 p.m.
Ball Room, 243 Broad St., Claremont, NH**

Commissioners in Attendance:

Robin Butterfield

Judy Austin

Wayne Jones

Michelle Aiken, Executive Director/Secretary

Wendy Hodgden, Absent

Alan Peterson, Absent

Others in Attendance

14 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. Jones moved to approve the agenda; seconded by Ms. Austin. **Motion carried.**
- 3. Public Comment.** Ms. Martha Cole asked about the possibility of new lighting out back and near the garage. Ms. Aiken will take a look at the lighting out back after hours to see what needs to be done. Also there was a request at the last meeting to have the washers raised. Ms. Aiken advised that they are working on finding the best solution.
- 4. Approval of the minutes of the previous meeting (August 14, 2017).** Mr. Jones made a motion to accept the minutes; seconded by Ms. Austin. **Motion carried.**
- 5. Executive Director's Report:** Ms. Aiken reported that the board has been presented with the new fiscal year budget which includes pay increases and renovations to the building which include upgrading the elevators and some other extraordinary maintenance items such as work to the driveways and some painting. We have also received the money for Capital fund improvements and the board will need to accept the grant in order for us to use it for things like the elevators. Motion made by Ms. Austin and seconded by Mr. Jones to accept the Executive Director's report. **Motion carried.**
- 6. Treasurer's Report.** A motion was made by Mr. Jones and seconded by Ms. Hodgdon to approve the Treasurer's Report and the 2018 Budget. **Motion carried.** Another motion was made by Ms. Austin and seconded by Ms. Jones to approve the Capital Fund grant. **Motion carried.**
- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the Section 8 report and advised that we are getting closer to our goal of 130 vouchers each month. Motion was made by Mr. Jones; seconded by Ms. Austin. **Motion carried.**
- 8. Marion L. Phillips Report.** Ms. Aiken presented the Marion L. Phillips report and advised we have 1 apartment that is in process of renovation and currently 42 on the waiting list. Ms. Pollard, President of the MLPTA, advised that on October 5th they would have their first meeting and there seems to be more interest in involvement since they took a short break. They are hoping to add

some activities to the calendar. Mr. Jones moved to accept the Marion L. Phillips Report and Association report; seconded by Ms. Austin. **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.

Adjournment – Mr. Jones motioned to adjourn the meeting and seconded by Mrs. Austin. The meeting was adjourned at 5:15 p.m.

Next meeting: October 23, 2017

Respectfully submitted,

Michelle Aiken
Secretary