



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 20, 2015, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Richard Columbia

Paul Magoon

Robin Butterfield

Janice Richmond

Sandra Burnham, Chairwoman

Others in Attendance:

Eric Zengota, Executive Director/Secretary

Michelle Aiken, Site Manager

Maureen Dulong, Section 8 Coordinator

6 members of the public

1. Roll Call, Quorum, Pledge of Allegiance. Burnham called the meeting to order at 4 p.m. Roll call was taken; five commissioners were present. A quorum was established, and the meeting convened following the Pledge of Allegiance.

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

3. Public Comment. There was no public comment.

4. Approval of the minutes of the previous meeting (Feb. 17, 2015). Magoon made a motion to accept the minutes; seconded by Richmond. **Motion carried.**

5. Executive Director's Report: Zengota reported:

- a. The financial audit for FYE Sept. 30, 2014, was successfully completed. The audit has been certified at the Federal Audit Clearinghouse. Each Commissioner received a copy of the audit and accompanying letters. The City Manager received a copy of the audit.
- b. The Capital Fund for FY2015 and the Five-Year Action (budget) plans were approved by HUD. The CF 2015 grant money will be made available as soon as CHA submits its Environmental Review, which is being finalized in cooperation with the City Manager.

Motion made by Richmond and seconded by Butterfield to accept the Executive Director's report. **Motion carried.**

6. Treasurer's Report. Columbia reviewed statements from the bank and the monthly budget comparative report, both dated March 31, 2015, and both attached. A motion was made by Richmond and seconded by Butterfield to approve the Treasurer's Report. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report. Dulong reviewed the February-March 2015 report (attached) and gave a briefing on the portability portion of the program. Richmond moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Butterfield. **Motion carried.**

8. Marion L. Phillips Report. Aiken reviewed the Feb. 16 – Apr. 17, 2015, MLP report (attached) showing current occupancy at 100%; one apartment is scheduled to be vacated in late Spring; there are two evictions in process. There are 23 on the waiting list.

Aiken also reviewed preliminary plans and proposals for redecorating the entrance lobby and upgrading the fountain in the front garden; the second project will be coordinated with the laying of the new garden path.

Richmond moved to accept the Marion L. Phillips report; seconded by 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. The Commissioners reviewed the revised Capitalization Policy (attached), which requires a Resolution (attached) for approval.

Richmond moved to approve the revised Capitalization Policy; seconded by Butterfield. **Motion carried.**

Adjournment. As there was no more business to come before the Commissioners, it was moved by Magoon and seconded by Richmond to adjourn the meeting. The meeting was adjourned at 4:35 p.m.

Next meeting: TBA

Respectfully submitted,



Eric Zengota
Secretary