



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, August 24, 2015, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Sandra Burnham, Chairwoman

Robin Butterfield

Richard Columbia

Alan Peterson

Absent: Paul Magoon

Others in Attendance:

Eric Zengota, Executive Director/Secretary

13 members of the public

1. Roll Call, Quorum, Flag Salute, Welcome New Commissioner. Burnham called the meeting to order at 4:05 p.m. Roll call was taken; four commissioners were present. A quorum was established, and the meeting convened following the Pledge of Allegiance. Burnham welcomed Alan Peterson, the newly appointed Tenant Commissioner.

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

3. Public Comment. Tenants requested a survey of amenities in the enclosed, street-side garden area: 1) refinishing the shuffle board court; 2) installation of benches for shuffle board players; and 3) repair of the swing.

4. Approval of the minutes of the previous meeting (June 15, 2015). Butterfield made a motion to accept the minutes; seconded by Columbia. **Motion carried.**

5. Executive Director's Report: Zengota reported:

- a. Projects noted at previous meetings — garden pathway paving and related new landscaping — have been completed.
- b. Another project — lobby improvements — has been postponed due to increased workload by the Maintenance Department in other parts of the building.
- c. Zengota is working with the fee accountant to prepare the proposed operating budget for the fiscal year beginning Oct. 1, 2015. The Commissioners are required to pass a resolution on this budget at the meeting to be held on Sept. 28, 2015.

Motion made by Butterfield and seconded by Columbia 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, dated July 31, 2015 (attached). A motion was made by Butterfield and seconded by Peterson to approve the Treasurer's Report. **Motion carried.**

7. Housing Choice Voucher / Section 8 Program Report. Zengota reviewed the July 2015 report (attached). Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Columbia. **Motion carried.**

8. Marion L. Phillips Report. Zengota reviewed the June 15 – August 17, 2015, MLP report (attached) showing current occupancy at 100%. There are 23 on the waiting list.

Marion L. Phillips Tenants Association. The minutes of the July 2 and August 6, 2015, meetings were presented (attached).

Butterfield moved to accept the Marion L. Phillips report, including the association minutes; seconded by Columbia. **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.

13. Executive Session. Burnham called for an executive session to discuss some personnel issues. Everyone except the Commissioners left the meeting room.

Adjournment. As there was no more business to come before the Commissioners, it was moved by Butterfield and seconded by Peterson to adjourn the meeting. The meeting was adjourned at 4:45 p.m.

Next meeting: Sept. 28, 2015

Respectfully submitted,



Eric Zengota
Secretary