



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday, December 15, 2014, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Richard Columbia  
Paul Magoon  
Robin Butterfield  
Janice Richmond  
Sandra Burnham

### Others in Attendance:

Eric Zengota, Executive Director/Secretary  
Michelle Aiken, Site Manager  
13 members of the public

**1. Roll Call, Quorum, Pledge of Allegiance.** Burnham called the meeting to order at 4:05 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 Butterfield. **Motion carried.**

**3. Public Comment.** Tenants asked: if CHA could salt the city sidewalks; CHA to consider buying new washers and dryers; to have a meeting reminding tenants to follow procedures during snow-plowing. CHA staff will follow up on these requests.

**4. Approval of the minutes of the previous meeting (Oct. 20, 2014).** Richmond made a motion to accept the minutes; seconded by Magoon. **Motion carried.**

**5. Executive Director's Report:** Zengota reported:

- a. The windows-replacement project was completed Oct. 31, 2014.
- b. The REAC inspection took place on Monday, Dec. 8, 2014. The score from HUD will be made official in a few weeks.
- c. A new transformer was installed on Dec. 11, 2014.

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 (November 30, 2014), attached. A motion was made by Richmond and seconded by Magoon to approve the Treasurer's Report. **Motion carried.**

**7. Housing Choice Voucher / Section 8 Program Report.** Zengota reviewed the November 2014 report (attached). 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 Oct. 17-Dec. 15, 2014, MLP report (attached) showing current occupancy at 96%; two apartments are being renovated, and one is in the process of being vacated. There are 33 on the waiting list.

Richmond moved to accept the Marion L. Phillips report; seconded by Butterfield.

**Motion carried.**

8.a. The president of the Marion L. Phillips Tenants Association updated the Commissioners on the social activities that the association recently sponsored, as well as activities planned through January 2015. Minutes for October and December 2014 meetings were presented (not attached).

**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.

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

**Next meeting: TBA**

Respectfully submitted,



Eric Zengota  
Secretary