



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday, May 26, 2015, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Sandra Burnham, Chairwoman

Paul Magoon

Robin Butterfield

Janice Richmond

Absent: Richard Columbia

Others in Attendance:

Eric Zengota, Executive Director/Secretary

11 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; four 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. A tenant asked that the spotlight for the American flag be checked for proper placement, and to have adjustments made if not. A tenant asked for a pedestrians-crossing sign at the point where the garden walkway meets the driveway.

4. Approval of the minutes of the previous meeting (April 20, 2015). Richmond made a motion to accept the minutes; seconded by Magoon. **Motion carried.**

5. Executive Director's Report: Zengota reported:

- a. Zengota reiterated the High Performer designation awarded to CHA by HUD (official notice attached).
- b. The Capital Fund for FY2015 and the Five-Year Action (budget) plans were approved by HUD. CF 2015 grant money will be released about June 1, 2015.
- c. The walkway through the front garden will be torn up and repaved in the next few weeks. In addition, the fountain will be converted into a planter, a new bench will be placed facing the planter, and the remainder of the surround will be planted with shrubs.
- d. The entrance lobby will be upgraded with painting and floor tiles, and an aquarium will be installed.

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

6. Treasurer's Report. In Columbia's absence, Zengota reviewed statements from the bank and the monthly budget comparative report, dated April 30, 2015 (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. Zengota reviewed the April 2015 report (attached). Richmond moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Magoon. **Motion carried.**

8. Marion L. Phillips Report. Zengota reviewed the April 20 – May 15, 2015, MLP report (attached) showing current occupancy at 99%. There are 24 on the waiting list.

Marion L. Phillips Tenants Association. The minutes of the May 7, 2015 meeting were presented (attached). A tenant asked for a Commissioner to monitor the election of Association officers on June 4; Burnham said she would serve as monitor.

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

Adjournment. As there was no more business to come before the Commissioners, it was moved by Richmond and seconded by Magoon to adjourn the meeting. The meeting was adjourned at 4:30 p.m.

Next meeting: TBA

Respectfully submitted,



Eric Zengota
Secretary