



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, October 26, 2015, 4 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Sandra Burnham, Chairwoman
Robin Butterfield
Richard Columbia
Alan Peterson
Paul Magoon

Others in Attendance:

Eric Zengota, Executive Director/Secretary
18 members of the public

1. Roll Call, Quorum, Flag Salute. Burnham called the meeting to order at 4:06 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. Peterson moved to approve the agenda; seconded by Magoon. **Motion carried.**

3. Public Comment. A tenant requested that, come winter, a path to the flagpole be kept plowed in case the flag needed to be lowered or raised.

4. Approval of the minutes of the previous meeting (September 28, 2015). Magoon made a motion to accept the minutes; seconded by Butterfield. **Motion carried.**

5. Executive Director's Report: Zengota reported:

- a. Fiscal Year Ending Sept. 30, 2015, will be closed out by the fee accountant by mid-November.
- b. The annual audit is scheduled for the first full week of December.
- c. There are no new capital fund projects planned.

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

6. Treasurer's Report. Columbia reviewed the bank statements dated Sept. 30, 2015 (account totals 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 September-October 2015 report (attached). Butterfield moved to accept the Housing Choice Voucher Program / Section 8 Report; seconded by Peterson. **Motion carried.**

8. Marion L. Phillips Report. Zengota reviewed the Sept. 28 – Oct. 19, 2015, MLP report (attached) showing current occupancy at 99%. There are 31 on the waiting list.

Marion L. Phillips Tenants Association. The minutes of the Oct. 1, 2015, association meeting were reviewed.

Butterfield moved to accept the Marion L. Phillips report, seconded by Peterson. **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 Butterfield and seconded by Magoon to adjourn the meeting. The meeting was adjourned at 4:38 p.m.

Next meeting: Dec. 21, 2015

Respectfully submitted,



Eric Zengota
Secretary