



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, September 28, 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 4:03 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.** Butterfield moved to approve the agenda; seconded by Peterson. **Motion carried.**
- 3. Public Comment.** Tenants requested: 1) an exemption to the smoke-free policy, allowing use of the gazebo during snow storms; 2) training on the exterior defibrillator; and 3) an informational presentation on bed bugs.
- 4. Approval of the minutes of the previous meeting (August 24, 2015).** Magoon made a motion to accept the minutes; seconded by Butterfield. **Motion carried.**
- 5. Executive Director's Report:** Zengota reported:
 - a. New lighting throughout the front gardens has been installed.Motion made by Butterfield and seconded by Peterson 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 August 31, 2015 (attached). A motion was made by Butterfield and seconded by Magoon to approve the Treasurer's Report. **Motion carried.**
- 7. Housing Choice Voucher / Section 8 Program Report.** Zengota reviewed the August-September 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 Aug. 17 – Sept. 28, 2015, MLP report (attached) showing current occupancy at 99%. There are 24 on the waiting list.
Marion L. Phillips Tenants Association. There were no minutes of association meetings to share.

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.

a. Commissioners voted on Resolution 739, to approve the operating budget for FY Oct. 1, 2015 – Sept. 30, 2016 (attached). Butterfield moved to approve the resolution, seconded by Peterson. Burnham signed the required HUD form (attached) and directed Zengota to send resolution and form to HUD Regional Office in Boston.

13. Executive Session. Burnham called for an executive session to discuss a personnel issue. 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 Magoon to adjourn the meeting. The meeting was adjourned at 4:46 p.m.

Next meeting: Oct. 19, 2015

Respectfully submitted,



Eric Zengota
Secretary