



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday, January 21, 2020 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham

Ann Campbell, via Speakerphone

Kathleen O'Brien

Michelle Aiken, Executive Director/Secretary

### Others in Attendance

8 members of the public

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 1:33 p.m. Roll call was taken; 3 commissioners were present. A quorum was established, and the meeting convened.
- 2. Adopt Agenda -** Ms. Campbell moved to approve the agenda; seconded by Ms. O'Brien. **Motion carried 3 Ayes.**
- 3. Public Comment.** No Public Comment.
- 4. Approval of the minutes of the previous meetings.** Ms. O'Brien said she did not agree with the way the minutes are written but wants emergency meeting added to the minutes of the December 17<sup>th</sup> meeting. All Board members agreed to add Emergency to the minutes. Ms. Needham made a motion to approve the November 26<sup>th</sup> and the December 17<sup>th</sup> meeting minutes; seconded by Ms. Campbell. **Motion carried, 2 Ayes and 1 Nay.**
- 5. Treasurer's Report:** Ms. Aiken asked for questions regarding the Comparative and there was some discussion with Ms. O'Brien of her understanding of the comparative and the missing Capital Fund dashboard. Ms. Aiken advised that the Capital Fund for the year has been spent so there was no need in reprinting the report. Also the report appears to just make things confusing so at the last meeting we discussed not doing it anymore. The Comparative Budget is what should be looked at. Ms. O'Brien had questions regarding what was spent through employee benefits and why it is different than previous months. Ms. Aiken advised that it is not always the same. Ms. O'Brien also asked what was spent in extraordinary expenses, Ms. Aiken asked Ms. O'Brien to ask prior to the meeting for things like this so that she can do the research as she does not know off the top of her head. Ms. Aiken agreed to get a breakdown for the next meeting. Ms. Needham made a motion to approve the Treasurers report and provide the Board with a report for extraordinary expenses for the next meeting; seconded by Ms. Campbell. **Motion carried, 2 Ayes, 1 Nay.**
- 6. Executive Director's Report:** Ms. Aiken spoke to the board more about Repositioning and advised that the next step in the Repositioning process is to meet with the City officials and she is waiting for the meeting to be rescheduled. Ms. O'Brien advised she has an issue with the non-elderly designation. Ms. Aiken advised that there is no elderly designation with this program, but we will have the ability to add Elderly and disabled as a preference just as we do now. Ms. Aiken assured the Commissioners that this will not change the population unless we run out of elderly people in Claremont and that is not going to happen since we have a very high elderly population here. There was discussion around the PHA plan and how the 45 day meeting is done, Ms. Aiken advised that she will have another meeting on January 31<sup>st</sup> which is the end of the 45 days and people will have a second opportunity to comment on the Annual Plan. Ms. Aiken also advised that the Resident

Advisory Board (RAB) would be meeting this week also to provide comment. A motion was made to approve The Executive Directors report by Ms. Campbell; seconded by Ms. Needham. **Motion carried 3 Ayes.**

**7. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the Section 8 report and advised that we were at about 128 vouchers and we are hoping to have the Annual Plan approved and have the ability to add 10 Project Based Vouchers (PBVs) to the Goddard Block for March 1<sup>st</sup>. This will help us get to our 140 mark that we are striving for. A motion was made to approve the HCV report by Ms. Campbell; seconded by Ms. Needham. **Motion carried 3 Ayes.**

**8. Marion L. Phillips Report.** Ms. Aiken presented the Marion L. Phillips report and advised we have had a lot of vacancies this past year and its not because people aren't happy, its people who are sick or pass away and it has been a tough year on maintenance. They are working hard to do apartment turnovers and the snow storms have not helped. Ms. Aiken advised they had the Annual Plan meeting that went well but was low attendance, people asked more questions regarding the repositioning than they did about the PBVs but Ms. Aiken answered any questions they had. Ms. O'Brien advised that she thought the report should have more health and safety issues listed such as when she saw a spark from her GFCI outlet in her apartment. Ms. Aiken advised that that is not something the Commissioners need to be concerned with, it is something that was taken care of right away. Ms. O'Brien also mentioned adding Bed Bugs to the report and Ms. Aiken again advised that that is something that the office handles and it is a privacy issue. Ms. Aiken advised that they work closely with the Pest control company and do what they instruct us. Ms. O'Brien wanted to see the policy and was advised that the policy for tenants is in their lease and in the ACOP. Ms. O'Brien advised she would like to see a policy written. Ms. Aiken advised that we do what is advised by professionals and we are not going to write up a procedure that could change based on what is recommended. The other Board members agreed that a procedure was not necessary. Ms. Needham moved to accept the Marion L. Phillips Report; seconded by Ms. Campbell. **Motion carried 2 Ayes and 1 Nay.**

**9. Committee Report.** No committee reports

**10. Unfinished Business.** Ms. O'Brien asked about the Flat rent change and she thought that those changes needed to be approved by the Board. Ms. Aiken didn't believe that was the case but she would look into it for the next meeting.

**11. Non- Public 2:50 pm–** Ms. Campbell made a motion to go into Non-Public session to discuss a private tenant issue; seconded by Ms. Needham. Ms. Needham made a motion to go back into public session at 3:08pm; seconded by Ms. Campbell. **Motion carried 3 Ayes.**

**12. Next meeting: February 25, 2020**

**Adjournment** – The meeting was adjourned at 3:10 p.m.

Respectfully submitted, Michelle Aiken, Secretary