

**CONCORD HOUSING AND REDEVELOPMENT
Board of Commissioners Meeting Minutes
October 5, 2011**

The Concord Housing and Redevelopment's Board of Commissioners met October 5, 2011 at 10 Ferry Street, Suite 302, Concord, NH 03301.

- I.** Chairperson Ari Pollack called the meeting to order at 8am and asked for roll call. The response:

PRESENT	ABSENT
Commissioner Pollack	
Commissioner Fowler	
Commissioner Madden	
Commissioner Burger	
Commissioner Rounds	

Also present at the meeting: Housing Authority Staff John Hoyt, Executive Director, Craig Dunning, Special Projects, and Dianne Strong, Administrative Assistant.

- II.** The Chair called for a motion on the September 7th, 2011 meeting minutes. Commissioner Fowler moved that the meeting minutes be approved. Commissioner Rounds seconded the motion. The motion passed unanimously.
- III.** The Chair then moved to open the floor for Public Comment. There was none and the period was declared closed.
- IV.** The Chair then called for a review of General Correspondence:
- Mr. Hoyt presented to the Board the thank you letter from the Friends Program.
- Mr. Hoyt presented to the Board the scoring PH received from the last fiscal year. Concord Housing Authority was designated as a High Performer.
- Mr. Hoyt presented the Board with the Monthly Tenant News Letter.
- Mr. Hoyt passed out the Board meeting dates to the Board for this upcoming year.
- V.** The Chair then called attention to the Old Business portion of the agenda:

1. Pitman Place:

Mr. Dunning gave a brief update to the status of Pitman Place; he stated they are almost in the 2nd phase of the project. Mr. Dunning stated that the community room, food pantry and bathroom are complete and functioning in the south tower of the building. The north tower has been gutted and is in the process of pouring the slabs and installing the drainage. This work should move quickly and Sullivan Construction states it should be complete by November 15th, 2011. Mr. Dunning did mention some concerns he has and will be attending a meeting with Sullivan Construction today to go over those concerns.

2. Haller Apartments-JP Pest Services:

Mr. Hoyt stated that the results from JP Pest Services have been monitored and very effective in our battle with Bed Bugs. The likely hood of significant Infestation is low. He cautioned the Board that we will never eliminate bed bugs we can only hope to keep instances to a minimum. Staff and JP Pest Service will continue to do random and continuous inspections at all the properties.

3. Green Street:

Mr. Hoyt noticed the Board that the current Ferry Street office will be closed on October 7th and October 11th for the move and Administration will re-open on October 12, 2011 at the new Green Street office.

4. Other Business:

Chairman Pollock re-opened the discussion on the Gabrielli property located in Penacook NH and development in general. After discussion the Board consensus was to encourage Mr. Hoyt to look for other opportunities for expansion and bring those ideas back to the Board.

There was no other Old Business to be discussed and the period was declared closed.

VI. The Chair then called attention to the New Business portion of the agenda:

1. 2012 Budget-What's happening in Washington D.C.:

Mr. Hoyt discussed with the Board what is currently being heard from Washington; PH Operating Fund and Section 8 HAP payments funding appear to in line with CH&R budget. The Capital Fund and the Administrative Fee used to operate Section 8 look like 30% to

36% cuts. Mr. Hoyt will continue to monitor and keep the Board apprised.

2. 2011 Audit-Refresher on Board Responsibility:

Mr. Hoyt reminded the Board that CH&R is at its fiscal year end. The Board among its duties is the stewardship of the financial resources of the organization. The Auditors will be in to review records and issue reports probably by year end. He invited any member of the Board to participate in any part of the process.

3. Resolution #1276:

AS RECOMMENDED BY STAFF AND REQUIRED BY HUD A RESOLUTION APPROVING THE SECTION 8 FYE 9-30-2012 FAIR MARKET RENTS AS ISSUED BY HUD BE INSTITUTED AT 100%

This resolution sets the maximum amount the Section 8 program will pay landlords. Mr. Hoyt reminded the Board that the program has been at 100% of the fair market for several years and staff believes that our clients will have a more difficult time finding suitable homes if that percentage is lowered. They also believe paying more that 100 % would unnecessarily use waste funds. Commissioner Fowler moved to approve and Commissioner Madden seconded; Motion moved and approved. Unanimously.

4. Resolution #1277:

AS REQUIRED BY HUD A RESOLUTION APPROVING THE FYE 9-30-2012 UTILITY ALLOWANCE FOR THE SECTION 8 PROGRAM

For the same reasons outlined in Resolution #1276 Mr. Hoyt ask for Board approval. Commissioner Berger moved to approve and Commissioner Madden seconded. Motion moved and approve unanimously.

There was no other New Business to be discussed and the period was declared closed.

Commissioner Pollack asked for a motion to adjourn. Commissioner Fowler moved that the meeting be adjourned. Commissioner Burger seconded. The motion to adjourn was passed unanimously and the meeting was declared over at 8:59 am.