CONCORD HOUSING AND REDEVELOPMENT
Board of Commissioners Meeting Minutes
April 6th, 2011

The Concord Housing and Redevelopment's Board of Commissioners met April 6th, 2011 at 10 Ferry Street, Suite 302, Concord, NH 03301.

I. Chairperson Ari Pollack called the meeting to order at 9am and asked for roll call. The response:

PRESENT	ABSENT
Commissioner Pollack	
Commissioner Fowler	
Commissioner Leon	
Commissioner Madden	
Commissioner Burger	

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

II. The Chair called for a motion on the March 1st, 2011 meeting minutes. Commissioner Fowler moved that the meeting minutes be approved. Commissioner Burger 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. There was none and the period was declared closed.

V. The Chair then called attention to the Old Business portion of the agenda:

1. **Security at the High Rises:**

Mr. Hoyt reported meeting with Staff for feedback on installing a security camera system in the JFK and Crutchfield Apartments. Staff discussions resulted in a belief that limited access and limited camera array would work best to address the security in the buildings.

Mr. Hoyt has contacted Manchester Housing Authority who have recently received and approved bids for a similar access system. Mr. Hoyt recommended to the board that CH+R pursue a Swipe Card System. This system would allow for monitored access into the building, limit access in to the front door only and cameras at all egresses and in the elevator landing area. The basic system would cost approximately $30k to $35k. Mr. Hoyt would add the system to the 2011 Capitol Fund Program budget. This budget is currently being drafted and will be presented to the Board for approval at the June 1st Annual Meeting. Mr. Hoyt and Mr. Dunning will finalize a scope of work and get quotes for the system.

2. **Pitman Place:**
Mr. Hoyt explained that although this has been slow process it is still moving forward. NHHFA staff has recommended to their Executive Board the approving of the $750K financing package. The NHHFA Board vote is scheduled for April 28th. Mr. Hoyt will be in front the ZBA tonight for variances request related to the project. Still to come; a determination of completeness at the Planning Board on April 20th and a public hearing in front of the Planning Board May 18th. The hearing schedule and the NHHFA Board anticipated approval would then lead to a close at the end of May.

3. **Depot Street:**
The discussion was tabled for the next board meeting.

4. **Other Old Business:**

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. **Inflow Budget for 2011-2012:**
Mr. Hoyt presented the cash inflow projection for next years Budget. He went through the various programs and discussed assumption used to forecast revenues. At the May meeting the operating and modernization (CFP) budget will be presented. Final budget vote is scheduled for June 1st.

2. **9/30/2011 Audit Results:**
Mr. Hoyt opened the discussion asking the board if there were any questions on the audit report. Ms. Leon asked about the statement of revenue on page 14 if it included Parmenter Place, Mr. Hoyt said yes. Also discussed was an Audit Finding related to a HUD mandated Depository Agreement with the Bank. The Banks have refused to sign; at issue is language in the agreement that commits the bank to freezing the accounts of CH+R if HUD ordered the bank to do so. The Bank will not freeze out CH+R from their accounts.

3. **Any new business to come before commissioners:**
Mr. Hoyt brought for discussion the 1961 City Council Charter that created to Housing Authority. That Charter states the purpose of CH+R was to serve the residents and the community of Concord. Over time some Vouchers have gone to surrounding communities. Mr. Hoyt asked for board affirmation to adhere to the 6 mile/City Boundary rule; a motion

was made by Mr. Fowler and 2nd by Ms. Leon. Motion (Resolution #1267) was carried unanimously.

Mr. Hoyt announced that he have been elected to the PHADA Small PHA committee as a trustee. By accepting this position he is required to go on 3 training trips this year, the first being in New Orleans in May 2011.

Mr. Hoyt also discussed meeting with Eastlantic to discuss the rebranding of CH+R and updating of the web-site and collateral materials. Informational update will be presented to the board at a later date.

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 9:30 am.