

**CONCORD HOUSING & REDEVELOPMENT
Board of Commissioners
Regular Monthly Minutes
February 6, 2013**

The Concord Housing & Redevelopment’s Board of Commissioners met February 6, 2013 at 23 Green Street Concord, NH 03301.

- I.** Chairperson Ari Pollack called the meeting to order at 8:00 am and asked for roll call. The response:

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

Also present at the meeting were Housing Authority Staff; John Hoyt Executive Director and Craig Dunning, Special Projects.

- II.** The Chair called for a motion on the December 5, 2012 meeting minutes. Commissioner Fowler moved the motion and Commissioner Rounds seconded it. All were in favor and the motion passed unanimously.

- III.** The Chair then called for a review of General Correspondence; Mr. Hoyt presented a copy of the Chamber insert sent out in January, The marketing piece was produced by Eastlantic Advertising, a letter from City Council appointing Mr. Hoyt to the Homelessness committee and a letter from HUD designating the Section 8 program as a High Performer with a perfect 100% grade. There was no further correspondence so the period was declared closed.

- IV.** The Chair then opened the floor for public comment. There was no one from the public present and the period was declared closed.

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

- 1. AUDIT UPDATE**

Mr. Hoyt presented the final audit for Concord Housing Authority, Concord Housing Development Corporation which included Prince Street LLC and Lee Avenue LLC., Pitman Place Compilation and the Parmenter Place Audit. There was a Management letter from the Audit that reflected no comments or findings. The Board accepted the Auditors work.

2. Green Physical Needs Assessment (GPNA)

Mr. Hoyt reported that Craig Dunning had started to accumulate background information for use in completing the Assessment. Mr. Dunning discussed the process, how he was accumulating the data and finally how it would be used with the HUD Access Tool going forward. After some discussions the Board was happy with the progress and the direction of the project.

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. Resolution #1293 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PINE STATE ELEVATOR COMPANY TO UPGRADE AND REPLACE DOOR EQUIPMENT ON THE "PINK" ELEVATOR AT THE KENNEDY BUILDING IN THE AMOUNT OF \$11,128. After a review of the proposed work and discussion with Mr. Dunning, Commissioner Fowler moved the resolution and Commissioner Rounds seconded\$; All were in favor and the motion passed unanimously.

2. Section 8 Funding

Mr. Hoyt provided information on the potential shortfall anticipated in the Section 8 program. He explained that the average cost of a HAP payment has been increasing faster than the appropriation from Washington creating monthly shortages. Mr. Hoyt anticipates an underfunding approaching \$49,000 by end of September 2013. He explained that there was \$90,000 in NRA available for the shortfall but he believed that the NRA would be exhausted early into 2014. Once the NRA had been exhausted and assuming no increase in the Federal budget the Housing Authority would be forced with removing people from the program unless other funds were found. Chairman Pollack suggested using COCC available funds if needed in the future, to cover any shortfall. He wants to ensure that all available Vouchers are used to help as many people as possible. The Board discusses and agreed with the Chair and asked the ED to keep the Board up to date on the funding.

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

Commissioner Pollack asked for a motion to adjourn. Commissioner Madden moved the motion and Commissioner Rounds seconded the meeting be

adjourned. The motion to adjourn was passed unanimously and the meeting was declared over at 9:00 am.