

CONCORD HOUSING AND REDEVELOPMENT
Board of Commissioners Meeting Minutes
March 1st, 2011

The Concord Housing and Redevelopment's Board of Commissioners met March 1st, 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 Leon	
Commissioner Madden	
Commissioner Burger	

Also present at the meeting: Housing Authority Staff John Hoyt, Executive Director, Craig Dunning, Special Projects, Heather Sargent, Director of Administration, and Kim Bouffard, mother of tenant.

- II.** The Chair called for a motion on the February 9th, 2011 meeting minutes. Commissioner Fowler moved that the meeting minutes be approved as amended. 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:**
 Commissioner Pollack asked that Ms. Bouffard introduce herself and explain the reason she was present today. She explained that her son is a tenant at the Crutchfield Building. She stated that approximately one month ago her son was sexually assaulted while on the elevator at the building and she is concerned for the safety of the tenants. She asked whether CHA would consider installing cameras as she believes this may deter other crimes from occurring. She stated that she would be willing to donate toward this expense and would seek out other donations if necessary.

Mr. Hoyt reported what other NH Housing Authorities are doing regarding security. Trends seem to show the larger cities had been using various camera systems. He further stated that it would cost \$15,000 per high rise for a system that covered the entryways and laundry rooms.

Commissioner Burger added that whereas similar housing authorities have employed security measures, CHA should follow suit. Commissioner Leon stated that the partnership with Centennial Senior Center and the Concord Police Department certainly has provided signs of the security issues in the high rises. Commissioner Pollack asked that Mr. Hoyt request more information from a security consultant to present at a future meeting.

2. **Pitman Place:**

Mr. Hoyt reviewed the results from the second bid designating Horne Construction as the lowest bidder. He went on to discuss the recent revelation that the City of Concord is requiring the project to pass through the Zoning and Planning Boards which will hold construction up. Commissioner Fowler asked whether this would affect the bid price. Mr. Hoyt stated that Horne Construction would hold the price. Commissioner Pollack asked about whether Milestone had provided any feedback regarding the second bid process. Mr. Hoyt explained that whereas Milestone had been awarded the contract based on the first bid and lost it in the second bid to a company that NHHFA picked to be added to the bidder's list there was bound to be some issues. Mr. Hoyt went on to state that once the soft costs are added up, NHHFA's initial cap of \$650,000 on this project will still be exceeded. Commissioner Fowler asked whether legal costs were being covered. Mr. Hoyt stated that there was \$10,000 in the budget as of now. Commissioner Leon asked who will pay the difference if the price is higher. Mr. Hoyt stated that he would be discussing these questions with Chris Miller of NHHFA after the meeting. Commissioner Pollack asked that NHHFA put in writing that they will cover the actual costs for this project.

3. **Depot Street:**

Mr. Hoyt shared that Capital Appraisal had appraised the property "as is" at \$500,000. The seller is asking \$495,000. Commissioner Pollack asked how much money it would take to renovate the space and what would it be appraised at after renovations were completed. Mr. Hoyt stated that based on estimates from North Branch and Milestone it would be \$150-\$165 a square foot to renovate and that for \$2,500 Capital Appraisal could generate a Market Study of the property based on renovation plans. He added that he is requesting a meeting with Dick Aganost who has had success with this type of renovation project and will prepare renovation plans over the next 60 days for discussion.

4. **Other Old Business:**

Commissioner Leon asked whether the audit would be presented to the Board as she has questions about the report Mr. Hoyt forwarded via e-mail. Commissioner Pollack asked Mr. Hoyt to schedule a discussion for the April meeting.

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. State Homeless Veterans Plan:

Mr. Hoyt alerted the Board that DHHS had presented information at a recent NH Executive Director's meeting asking that housing authorities give a preference to Vets on the waitlist. Commissioner Leon asked whether housing authorities who don't have this preference currently will add it to their housing policies. Mr. Hoyt believed that most housing authorities will not adopt this as a preference. Commissioner Pollack asked that Mr. Hoyt keep an ear out as to how other housing authorities are handling this request.

2. Annual Meeting and Budget for 2011/2012:

Mr. Hoyt reminded the Board that he will be sending out a public notice to conduct the Annual Meeting in June 2011. He proposed reviewing the revenue side of the budget at April's meeting and the expense side during May's meeting. Mr. Hoyt reported that this year's budget appears to be okay regardless of the talk that the Federal may be cutting 20% out over the next 6 months. He did state that the Board would need to discuss the government's proposal of recapturing revenue in 2012.

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

Commissioner Pollack asked for a motion to adjourn. Commissioner Leon moved that the meeting be adjourned. Commissioner Burger seconded. The motion to adjourn was passed unanimously and the meeting was declared over at 9:03am.