



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday October 22, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson Mark Chamberlain
Candance Reed Susan Mochel
Michelle Aiken, Executive Director/Secretary Doreen Needham - Absent

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:30 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting was convened.
- 2. Approve the Agenda.** A motion by Ms. Reed was made to accept the agenda as presented; seconded by Mr. Chamberlain. **Motion carried, 4 Ayes.**
- 3. Public Comment** – No members of the public were present.
- 4. Approval of the minutes of the meeting on August 27, 2024, minutes,** A motion was made by Ms. Reed to approve all the minutes as amended; seconded by Ms. Mochel. Motion carried **4 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are standing still at 128 vouchers and using our reserves each month, hoping HUD will catch up soon. Ms. Stevens presented the new payment standards to start in January. After speaking with the accountant, as long as Marion Phillips stays at the current payment standards we should be able to continue with the current funding. A motion by Ms. Reed was made to approve the payment standards; seconded by Mr. Chamberlain. A motion was made to approve the Housing Choice Voucher report by Mr. Chamberlain to approve the Housing choice voucher report; seconded by Ms. Mochel. Motion carried **4 Ayes.**
- 6. Treasurer’s Report:** The board reviewed the treasurer’s report. Ms. Aiken advised that a new account for the CFI program was created, and some funds were placed in there from private pay housekeeping services. Ms. Aiken also advised that the savings account funds were moved to \$7000 per month starting in October. Ms. Lovett wanted to make sure that we have a local policy before buying through amazon. Ms. Aiken advised that she always encourages staff to buy local first. Ms. Lovett would like the board to create a policy. A Motion to accept the treasurers’ report was made by Ms. Reed; seconded by Ms. Mochel Motion carried **4 Ayes.**
- 7. Executive Director’s Report:** Ms. Aiken advised that we have ordered the new truck, and we have an employee who is interested in purchasing the truck. The Board felt that since this a no interest loan to the employee we need to sell it for the current value of \$3500 as provided by Joes car care and Kelly Blue book. The employee will have a bi-weekly deduction from his paycheck and when the truck is paid off he will receive the title. The board would also require that proof of liability insurance be provided by the employee until the vehicle is paid for.

Ms. Aiken provided the board with a proposal from text.gov as a way to get messages to tenants easier. It is something for the board to think about as it was an interview question when we were setting up the CFI program.

Ms. Aiken advised that she has done her part with fostering youth vouchers, and we are waiting for one more person to put in their information so we can send it to HUD. Ms. Aiken was told that it is a quick process, and they really want these vouchers to be used. A motion by Ms. Reed was made to approve the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

- 8. Marion L. Phillips Report** – Ms. Aiken advised that there are 330 people on the waiting list, and we have 1 vacant unit. Ms. Aiken advised that the tenant went on a nice fall Lake Sunapee cruise and although it was cold they said they enjoyed it. S. Aiken advised that next month staff will be cooking Thanksgiving dinner for the tenants.

Ms. Morin advised that the CFI program is going well, we are still waiting for our Medicaid enrollment approval which should be by mid-November. We have nurses on staff, and we have some tenants who are utilizing the housekeeping and personal care attendants and paying \$20/hr for the service. We have a good number of tenants ready to go and just waiting for the approval. A motion by Ms. Reed was made to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

- 9. Unfinished Business** – Ms. Aiken advised that she recently went to a directors meeting that several HUD employees were invited to, including the head of the MTW program and Ms. Aiken asked him if there would be anymore chances for Housing Authorities to join the MTW program and he said no. it was a consensus that HUD will probably come up with new programs to take that over.

- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:04 p.m.

Respectfully submitted,
Michelle Aiken, Secretary

BOARD OF COMMISSIONERS ANNUAL MEETING MINUTES
Monday October 22, 2024, 3:15 p.m.
Ball Room, 243 Broad St., Claremont, NH

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting was convened.
- 2. Approve the Agenda.** A motion by Ms. Reed was made to accept the agenda as amended; seconded by Ms. Mochel. **Motion carried, 4 Ayes.**
- 3. Executive Director's Report:** Ms. Aiken and the board took this time to do staff recognition. The board would like to do something more for staff in December and Ms. Aiken will put that on the agenda for December. The board also talked about bright spots, particularly the funding, the CFI program and grants that we have received for the boilers, etc.
- 4. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:30 p.m.

Respectfully submitted,
Michelle Aiken, Secretary