



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday December 17, 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

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 2:03 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 was made to accept the agenda as presented by Ms. Reed; 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 October 22, 2024, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are down a few vouchers due to a couple people abandoning their apartment and a death. Ms. Stevens also advised that there is a vote coming up in the house and senate that could have a big impact on our funding per a letter that HUD sent. The board will review the notice and watch it closely. Ms. Lovett advised Ms. Stevens that she appreciated the new details in the report. A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 6. Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken advised there were some large expenses this month with some repairs we had to make to the generator, purchased the new truck, replaced the doors in maintenance and the insurance is all paid in this past month for the new year. The board felt the insurance was confusing and would like a way to decipher what we are paying for. Ms. Aiken advised she will see what she can get together for the board and next month's meeting. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken advised that new truck has arrived and has been paid for. We are still hoping to find a grant for the smoke detectors as it is so hard to catch someone smoking, we suspect it, but without proof it's hard to deal with the situation.

Ms. Aiken advised that she had requested to apply for the CDBG grant with the city, but they don't usually like to give the money to the same entities. They are having an upcoming meeting and Donna Lane from the City will let us know. The other option is that we do have some funds and there is a possibility of getting a loan to complete the work. The board asked Ms. Aiken to look into loan options.

Ms. Aiken advised that she is still waiting on the fostering youth vouchers, and we are waiting for the attorney to approve the contract.

Ms. Aiken advised that we have 2 pending evictions, one is for smoking, and one is for destruction of the apartment. These have been sent to the attorney. A motion was made by Ms. Reed 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 357 people on the waiting list, and we are at 100%. Ms. Aiken advised that the last couple months have been very busy, and the tenants have the Silverstone’s coming to sing Christmas carols to them on the 18<sup>th</sup> and on the 19<sup>th</sup> we have the annual Chinese lunch at the imperial with the tenants, which is always nice and the tenants are very appreciative.

Ms. Morin advised that the CFI program is going well, we are still waiting for our Medicaid enrollment approval which is taking longer than expected. Our 2 previous homemakers we hired did not work out and we have hired a new housekeeper who is currently training and will start December 2nd. Until we are approved through Medicaid we will continue with \$20/hr private pay for those who can pay. There are currently 5 tenants who already have CFI and we are hoping they will transfer to us once we receive approval and there are 13 tenants that are still waiting for approvals. We have 6 applicants who have been denied and most times it’s due to their income being too high. 36 individuals have met with us to discuss CFI and 12 have decided they are not interested, and some have decided to skip the program and just do private pay. We will look for a personal care attendant to help those tenants who need help with showering, etc. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

- 9. Unfinished Business** – Ms. Lovett lead the staff recognition for Ms. Stevens, Ms. Morin and Ms. Aiken as the other employees were unable to attend. Ms. Lovett commended both employees for their great work and the contributions they have made to the development of the programs. A certificate was presented to the employees along with the board’s appreciation for all their hard work.
- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:32 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary