



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday May 28, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Candance Reed

Doreen Needham, (absent)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:33 p.m. Roll call was taken; 3 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** A motion was made to accept the agenda as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried, 3 Ayes.**
- 3. Public Comment** – No public present.
- 4. Approval of the minutes of the meeting on May 8th, 10th, and 17th, 2024, minutes,** A motion was made by Ms. Reed to approve all 3 sets of minutes as amended; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
- 5. Treasurer's Report:** The board discussed the treasurers' report and Ms. Aiken provided a list of expenses in the 4190 (other admin expenses) which are constant each month, bank statements and credit card statements. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 3 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that there are a couple evictions in process, one is due out in June another is still pending based on the court findings and the third we are waiting for the eviction to be delivered by the sheriff.

Ms. Aiken advised that people are pleased with the decrease in cost for the air conditioning and there was a worry that everyone would jump on board and so far there are only a handful of new people.

Mr. Chamberlain advised he will look into Right trak for the capital needs assessment. Ms. Reed advised that she would look into the Healthy Aging grant and since it would cover shower/tub costs.

Ms. Aiken advised that there was a break in of the office and someone was able to open the office window and climb, we caught them on video and the police have all the information. They stole around \$300 in ones from the soda machine and some laundry money. We have evidence it is the grandson of one of the tenants. The Board agreed that this person needs to be responsible for the actions of their guests. The board also agreed it was a good idea to get a locked down safe. A motion was made to approve the Executive Directors report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are stuck at 134 but she also has two more that are out searching. Ms. Stevens will provide a copy of the inspection

checklist to Ms. Reed. Ms. Aiken advised that there is a new inspection program called NSpire that is going to have to be in place for October and both our inspector and Ms. Stevens will be taking the training. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 333 people on the waiting list, and we have some move outs and move ins scheduled for the upcoming month. There was a Memorial Day luncheon put on by the tenants on the 28th that was well attended.

Ms. Aiken advised that we are in the process of finding a new Resident Services coordinator and Ms. Aiken has already had two interviews and two no shows. She will continue to interview to find the right person for the position. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

9. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 2:56 p.m.

Respectfully submitted,
Michelle Aiken, Secretary