



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday June 25, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Candance Reed

Doreen Needham – Via phone

Michelle Aiken, Executive Director/Secretary

- 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 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 via roll call.**
- 3. Public Comment** – There were 5 members of the public present. Mr. Richard Merchant advised that because the cost of the air conditioning was changed, he lost food stamp money. Ms. Aiken advised that she would work with him and DHHS to see what is going on because there have been no other complaints. Mr. Kevin Fitch felt that the lights were on all the time because of the fans in the common area and felt it was a waste. Mr. Chamberlain advised that the LED's use very little energy, but he would look into it for the board. Ms. Sarah Noble asked about the impending eviction and Ms. Aiken advised the individual is supposed to be out by July 13th.
- 4. Approval of the minutes of the meeting on June 25, 2024, minutes,** A motion was made by Ms. Reed to approve all the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes via roll call.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we have lost a few participants, and she is hoping to add a few more before the end of the month. She had a call with HUD regarding potential shortfall and HUD agreed we should continue what we are doing but it is a balancing act, and she is working with the accountant to make sure they do not overspend. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes via roll call.**
- 6. Treasurer's Report:** The board discussed the treasurers' report and had questions regarding some of the extraordinary maintenance which included the tub/shower improvements, new flooring on the 2nd floor and we currently have construction to repair some of the sidewalks which will be added to this column when finished. Maintenance salaries were a little over because we had 3 maintenance workers for a time, but we are back down to two. There was also a question regarding the decrease in other income which is likely from the change in income from the air conditioners. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 4 Ayes via roll call.**
- 7. Executive Director's Report:** Ms. Aiken advised that there were a couple of evictions in process at the time of the report, although one has already moved out. And the other is due to be out on July 13th. There were two other evictions that were postponed/retracted. The eviction regarding oxygen use was given another chance as this person has agreed not to smoke with her oxygen on and she agreed to our oxygen policy. The other person with the eviction notice due to theft by her grandson, advised he is no longer

allowed on the property and she will call the police if he comes near the building, he had keys to the building and those were returned and she will be allowed to stay as long as no further incidences occur.

Ms. Lovett advised that she has looked into the air conditioning and efficiency ratings and believes we should change the letter sent to tenants to advise that they need to be within 10 years old instead of 5, be energy star and have an efficiency rating of 13 or higher.

Ms. Aiken advised she has hired Amy Morin for the Resident Services Coordinator position, and she is due to start on July 1st. A motion was made to approve the Executive Directors report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes via roll call.**

- 8. Marion L. Phillips Report** – Ms. Aiken advised that there are 334 people on the waiting list, and we have some move outs and move ins scheduled for the upcoming month. We have 3 vacancies currently and have people ready to go into them as soon as they are renovated, which will include new flooring and paint.

Ms. Aiken advised that we are in the process of choosing a place to take the tenants this summer, it will probably be a big trip to Hampton and possibly a Lake Sunapee cruise. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes via roll call.**

- 9. New Business** – Ms. Lovett advised that she attended the NERC/NAHRO conference with Ms. Aiken and Ms. Stevens at the Mt. Washington hotel and learned a lot and really enjoyed it. Some of the things include looking at our policies regarding gender identity and criminal background checks. She was also provided with a phone number to set up a call to talk with HUD about ways of expanding housing.
- 10. Unfinished business** – Ms. Lovett advised that there was discussion at the conference regarding MTW and she would like to learn more about it. Ms. Aiken advised that she has also heard that it is a great program but at this time HUD is not accepting applications, so that also means that there are no trainings available for it. Although you can go to the HUD website to learn more about it and there are YouTube videos which explain. Ms. Lovett advised that she would like the board to know all about it and be prepared to fill out an application if HUD does start accepting applications.
- 11. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:09 p.m.

Respectfully submitted,
Michelle Aiken, Secretary