



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday July 16, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Doreen Needham

Candance Reed - Absent

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:31 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, 4 Ayes via roll call.**
- 3. Public Comment** – There were 5 members of the public present. Ms. Diane Horne had some complaints regarding the dog complaints she submitted, wanting to make sure volunteers are somehow compensated. She also asked if the moving carts could be replaced. Ms. Penny Williams was concerned with a person who was recently evicted who is living on the street and she wished there was some help that could be provided to him, so he is not homeless as she feels he has special needs. Mr. Craig Avery discussed the neighborhood watch.
- 4. Guest speaker:** Mr. James Griffin of Gordon & Griffin talked with the Board regarding the consolidated budget and the Boards request for multiple line items for services such as IT services and other Admin expenses. Ms. Aiken will work on identifying those items and providing a code for them through QuickBooks. Mr. Griffin also advised that we are on a fine line with vouchers as we are at about 94% utilization, which is a healthy number, dollars spent are more important than number of units. The Board agreed to have a budget meeting in early August and get Mr. Griffin the budget numbers so that he can get a budget out and ready to go for October 1st.
- 5. Treasurer's Report:** The board discussed the treasurers' report and had questions regarding the other income and it is mostly due to fraud payments and was budgeted based on the previous year, but it is also because we are now charging a minimal amount for air conditioners. The Board also had a question about the tenant services line item with a \$5000 budget that is rarely used. Ms. Aiken with talk with the accountant about that line item. A Motion to accept the treasurers' report was made by Mr. Chamberlain; seconded by Ms. Needham Motion carried **3 Ayes**.
- 6. Approval of the minutes of the meeting on June 25, 2024, minutes,** A motion was made by Ms. Needham to approve all the minutes as amended; seconded by Mr. Chamberlain. Motion carried **3 Ayes**.
- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised she has been on vacation and was unable to provide a report, during her vacation she did lose 2 vouchers, so she is actively reviewing applications.

8. Executive Director's Report: Ms. Aiken advised we no longer have any active evictions, the last eviction moved out on his own. This happens to be the person brought up in public comment and the Board asked Ms. Aiken to reach out to the family and possibly Elderly and Adults services.

Ms. Aiken provided the Board with a copy of the request for bid for a new plow truck and has received one quote so far. The bid goes until August 12, 2024.

Ms. Aiken introduced Amy Morin as the Resident Services Coordinator. Ms. Morin introduced herself and advised that she is still in the process of meeting all the tenants and find out with their needs, along with developing the policies for the program so we can obtain our license. Ms. Aiken advised we are hoping we can get it up and running in around a month but that might be optimistic.

Ms. Lovett asked for an updated memo to go out regarding the air conditioners and the fact that the energy efficiency is what will be looked at and not the 5 year or less notice. A motion was made to approve the Executive Directors report by Ms. Needham; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

9. Marion L. Phillips Report – Ms. Aiken advised that there are 336 people on the waiting list, and we have 1 vacant unit that we are waiting on flooring and another that was for the eviction and a lot of personal property was left, a storage container has been ordered to keep the personals for the 30 day requirement. Ms. Aiken advised that they tenants are scheduled to take a tri to Hampton Beach through the Ball Fund. Ms. Aiken also provided a copy of the letter sent to the Board of Trustees with a request to replenish the Ball Fund. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Needham; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

10. Unfinished business – Ms. Lovett advised she has left a message for scheduling a call with the HUD panel and gave them a few potential dates and she will notify Ms. Aiken when she hears from them.

11. Adjournment – A motion to adjourn the meeting was made by Ms. Needham; seconded by Mr. Chamberlain at 3:25 p.m.

Respectfully submitted,
Michelle Aiken, Secretary