



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday August 13, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Susan Mochel. (Absent)

Doreen Needham, Vice Chairperson (phone)

Candance Reed

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; 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 Mr. Chamberlain; seconded by Ms. Reed. **Motion carried, 4 ayes.**
- 3. Public Comment** – Two members of the public were present. Mr. Peterson was concerned about being asked by the Executive Director not to congregate in the lobby area when this is their home. Ms. Aiken advised that she had witnessed someone come in and had to go around them to get to the elevator, she would like them to be sure that they are not in the way of people coming or going. Mr. Peterson also was concerned with tenants hoarding the laundry/grocery carts in their apartments and it was suggested to put air tags on them.
- 4. Executive Director's Report:** Ms. Aiken provided the board with the 2024/2025 Operating Budget and the Board went through line by line and provided Ms. Aiken with some questions for the accountant and some changes to the budget and some additional line items for 4190.
- 5. Non-public Session to discuss personnel 91:A.3–** A motion was made at 2:31 pm to go into non-public session to discuss personnel by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
Non-public – Board discussed personnel salaries and would like an updated list of Housing Authority salaries to make sure we are in range. Ms. Aiken advised that the insurance benefit and a 3% minimum increase each year is what is most important to the current employees.
- 6. Return from Non-public session** – A motion was made to come out of non-public session at 3:04 pm and back into public session by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

The board discussed the September meeting and a request to change it to September 17, 2024 was made and agreed upon.

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

Respectfully submitted,
Michelle Aiken, Secretary