



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday August 27, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Mark Chamberlain

Candance Reed

Doreen Needham

Susan Mochel

Michelle Aiken, Executive Director/Secretary

Charlene Lovett, Chairperson - Absent

- 1. Roll Call, Quorum.** Mr. Chamberlain called the meeting to order at 1:30 p.m. Roll call was taken; 3 commissioners were present and one was on the phone. 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 Ms. Mochel. **Motion carried, 4 Ayes via roll call.**
- 3. Public Comment** – There were 4 members of the public present. Ms. Kathleen O'Brian read a letter to the board regarding her feeling about the mishandling of a recent eviction and advised the board that this person was now in a safe place.
- 4. Approval of the minutes of the meeting on July 16, 2024, minutes,** A motion was made by Ms. Reed to approve all the minutes as amended; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**  
**Approval of the minutes of the meeting on August 13, 2024, minutes,** A motion was made by Ms. Reed to approve all the minutes as amended; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are down two vouchers, but we are still not receiving enough money from HUD to pay for all the vouchers that are on the streets and a full house for the PBV's and once Marion Phillips is full we will be in a deficit. A motion was made to approve the Housing Choice Voucher report by Ms. Reed; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**
- 6. Treasurer's Report:** The board discussed the treasurers' report and Ms. Aiken advised she feels like she needs about \$100k in the operating account and we are getting close to \$200k and feels that moving some of the excess over to the Citizens bank would be a good idea. Ms. Aiken also advised that with the approval of the budget she could use some of the excess to purchase the new plow truck. The board agreed that would be a good use of the funds. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 4 Ayes via roll call.** The Board then reviewed the budget and some of the changes the accountant was asked to make and felt the budget looked good. A motion was made by Ms. Reed to approve The Budget for 2024/2025 as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**
- 7. Executive Director's Report:** Ms. Aiken advised we no longer have any active evictions, Ms. Aiken addressed the public comment regarding the eviction and advised that there have been no changes to our eviction process and the lawyer makes sure we are in full compliance with the notices. Ms. Aiken is still trying to find grants for the new smoke detectors and the updates to the Elevators. A motion was made to

approve the Executive Directors report by Ms. Reed; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**

- 8. Marion L. Phillips Report** – Ms. Aiken advised that there are 340 people on the waiting list, and we have 3 vacant units and 2 that are waiting on flooring. Aiken advised that about 20 tenants went on the Hampton Bus trip, and they had a great time. In the fall we will book a Sunapee Cruise trip. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Ms. Mochel. **Motion carried 4 Ayes via roll call.**
- 9. New Business** – Mr. Chamberlain provided a copy of a press release he would like to submit to the newspaper regarding our new CFI program. Ms. Aiken provided some information on a program she would like to bring to CHA which is to provide vouchers to kids who are aging out of Foster care, its called Fostering Youth to Independence (FYI) and HUD would provide the vouchers and we would work with DCYF and the shelter to determine those in need.
- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Needham; seconded by Ms. Mochel at 2:34 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary