



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday January 28, 2025, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson Mark Chamberlain
Candance Reed Susan Mochel
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 was convened.
- 2. Approve the Agenda.** A motion was made to accept the agenda as amended by Ms. Mochel; seconded by Ms. Reed. **Motion carried, 4 Ayes.**
- 3. Public Comment** – There were two members of the public in attendance. Ms. Ashley Barton asked about the sex offender who is in the building and Ms. Aiken advised that it is being dealt with.
- 4. Approval of the minutes of the meeting on December 17, 2024, minutes,** A motion was made by Ms. Reed to approve the minutes as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.** **Approval of the minutes of the special meeting on December 23, 2024, minutes,** A motion was made by Mr. Chamberlain to approve the minutes as presented; seconded by Ms. Reed. **Motion carried 4 Ayes**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are down a few vouchers due to a couple people abandoning their apartment and two deaths this month. Ms. Stevens advised that she has a potential for 4 lease ups for February if they can find apartments. The board asked for Ms. Stevens to add some data to her report regarding how long it takes for people to actually lease up. Ms. Stevens advised they are given 60 days and the availability of 2 30-day extensions and then the voucher is given to someone else. The board also asked for a list of unassisted tenants and how long they have been unassisted as Ms. Stevens advised they are able to stay on the program unassisted for up to 6 months. A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**
- 6. Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken advised that the balances are looking healthy and the board was feeling good about the consolidated budget and it appears to be in line with the exception of tenant services which is the CFI program that we are paying out of pocket until we are approved for Medicaid, which should be happening anytime now. The extraordinary maintenance is the maintenance doors, and the contracted costs are mostly things that were unexpected, such as plumbing work. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that the Foster Youth Incentive (FYI) has been approved by HUD, and we have 5 available vouchers and the youths will be vetted by DHHS and they will then be forwarded to us. It is not a use or you lose and we also can get more if the need is there.

Ms. Aiken advised that she has applied for the CDBG grant to make do the modernization of the elevators and went in front of the City Council last week and we were approved by the city to apply for the grant. Ms. Aiken advised that there is another meeting in April and the funds would be distributed in June.

Ms. Aiken advised that we have 5 pending evictions, two are for smoking, and one is for destruction of the apartment, one is for the fire in the building and the other is the sex offender in the building. These have all been sent to the attorney and most are due out sometime in February. The board would like to see a mandatory tenant meeting happen and talk with them about not messing up their housing because there is little to no housing available, and they are risking homelessness. Ms. Aiken advised they used to have one yearly and they have not for a while, so she will schedule one for next month.

Ms. Aiken advised the waiting list purge was done and the end date is January 28th, due to the lateness of the mail recently, they will do the purge on Friday. A report was run and if everyone who has responded is it, there would be 110 people on the list, Ms. Aiken will update the board after the purge is complete.

Ms. Aiken advised that there was some change in staff and believes that is when the background checks stopped happening, all new applicants from that time have had a background check, and its just the one that slipped through. Ms. Aiken does the waitlist and when someone comes up on the waitlist, a background check will be completed, and the Resident Service coordinator will now verify that it has been done prior to the lease up

The board discussed the personnel policy and not everyone has had a chance to read through it, Ms. Lovett advised that after she read it there are a few things in there that the board should be looking at yearly and there are some things she feels are missing. Ms. Aikens main point for bringing up the personnel policy was in regards to the vacation policy and giving employees the option to buy out their time over the allowable 20 day limit. The board felt that it was necessary to take a closer look at the policy since not everyone has had time to review it. The board would like to have a special meeting just to discuss the policy

Ms. Aiken advised that she would like to discuss the key options, she has recently noticed that she only has 7 front door keys left. The last time they had to purchase new front door keys it was very expensive and it has been an issue for a couple of years that when people move out they don't return their keys and there are a lot of missing keys. Ms. Aiken has looked into the key fobs and has found 3 companies that provided estimates in the \$15k range. The board felt this has been an ongoing issue and A motion was made by Ms. Mochel to approve the Executive Director to proceed with contracting for \$15k to change from keys to key fob system on all 4 of the outside doors; seconded by Ms. Reed. **Motion carried 4 Ayes.**

Ms. Aiken advised that she is having a hard time with Serv Pro and the insurance agency being on the same page. Ms. Aiken will keep trying them, as some of the tenants are wondering when their apartment is going to be fixed. Ms. Mochel advised that putting something in writing to them might be the next step if she is not able to get them moving. Ms. Aiken advised that she would let the board know of her progress. A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 340 people on the waiting list, and on Friday she will complete the purge. Currently we have one vacant unit that will be leased up tomorrow and then we have the evictions that are coming up in February. The tenants have a pizza party coming up in February. Ms. Aiken advised that the CFI program is going well, we are still waiting for our Medicaid enrollment approval which is taking longer than expected. We have had a few denials, which is disappointing, but we did also just receive our first approval letter. It shouldn't be much longer for

Medicaid to come through. The board was wondering about a budget for the program. Ms. Aiken advised when we do get Medicaid approval we will get \$58/hr. per client. At this time, it would pay \$20 for the housekeeper and then the rest would be towards the Resident Services Coordinator's salary. The board would like to see a budget created once we are approved that notes how many clients, private pay and Medicaid, and how much that is covering. Ms. Aiken advised we will look for a part-time PCA once we are approved for Medicaid. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

9. **Unfinished Business** – The board decided on February 10, 2025, at 1:30 to have a special meeting regarding the personnel policy. The regular scheduled meeting will be on February 24, 2025, at 1:30.
10. **Adjournment** – A motion to adjourn the meeting was made by Mr. Chamberlain; seconded by Ms. Mochel at 3:31 p.m.

Respectfully submitted,
Michelle Aiken, Secretary