



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday January 17, 2023, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson (phone)

Mark Chamberlain

Candance Reed

Charlene Lovett, Vice Chairperson

Alan Peterson

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 1:33 p.m. Roll call was taken; 5 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** Motion was made to accept the agenda by Ms. Lovett; seconded by Mr. Peterson. **Motion carried, 5 ayes.**
- 3. Public Comment** – Only one member of the public was present. Ms. Cailler just wanted to thank everyone for the work that was done to get people out of the building who were smoking.
- 4. Approval of the minutes of the meeting on December 8, 2022.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 5 Ayes.**
- 5. Treasurer's Report:** Our Accountant, James Griffin joined the meeting over the phone and discussed the consolidated budget with the board. Mr. Griffin advised that the budget looks good in his opinion, he would be worried about administrative costs and contract costs going over budget, but this is normal due to the fact that it's hard to budget and know what you will need. The board asked for a breakdown of the administrative costs and the contract costs to date. There was discussion on pulling out certain costs that were the same each month, such as the phone, the internet, IT costs, and create a line item etc. Ms. Aiken will try to identify some of those for next month. Ms. Aiken advised the board that she has moved some money into a high interest account at Citizens bank and that will be used as a capital fund account. Mr. Griffin agreed to come to a quarterly board meeting to answer questions the board may have. A Motion to accept the treasurers report was made by Ms. Lovett; seconded by Mr. Chamberlain **Motion carried 5 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that she is hoping to get some nurses in to provide services such as foot clinics, flu/covid shots, blood pressure clinics like we used to do. Ms. Aiken advised that the cameras have been purchased and they should cover the missing areas that we needed. Ms. Aiken advised that Nan Mckay and Nelrod got back to her with prices, and she will work with Nan Mckay to see if they can find time to help us.

Ms. Aiken advised that we were a little premature with the boilers, with the CDBG grant, an environmental review must be completed first. The city has hired Donna Lane to administer the grant and she has hired SRW Environmental Consulting to do the review which is the same person we had it done for the Streamlined Voluntary Conversion.

Ms. Aiken advised that all the evictions are completed. The last eviction was completed on the 11<sup>th</sup>, but they have 30 days to get their property. Ms. Aiken advised that he would have supervised access because

she doesn't want him moving his belongings to his friend's apartment. 2 of the apartments have already been renovated and rented as of this past weekend.

Ms. Aiken discussed some conferences and travel plans she would like to arrange. The board had previously wanted to stop all travel for now. Ms. Aiken advised that this is an important training she would like to take staff to for our current software program that we have only been using for a year. It was agreed that Ms. Aiken and staff can open up the travel as discussed. Ms. Aiken advised that she also belongs to the NERC/NAHRO board and there is an upcoming conference, but she does not believe it is in the budget. Ms. Lovett asked Ms. Aiken to run the numbers on the cost and if its in the budget then she should go. Ms. Lovett would also like to become a certified commissioner and she asked Ms. Aiken to look into that also as part of our training budget. A motion was made by Ms. Lovett to approve the Executive Directors report; seconded by Ms. Reed. **Motion carried 5 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 128 and Ms. Stevens continues to issue vouchers for searching. Unfortunately, we lost some people off the program and were unable to add anymore, although there are still the possibility of adding 1-3 people this week. Ms. Lovett would be interested in seeing what the fails were for and if rent was abated, she also wanted to know how many landlords we currently have and if we could get numbers for the surrounding towns we service. It was also discussed that it looks like it has been about 2 years since a purge has been completed. Ms. Aiken advised she will make sure one is done in March of this year. A motion was made to approve the housing choice voucher report by Ms. Lovett; seconded by Mr. Peterson. **Motion carried 5 Ayes.**
8. **Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 256 applicants on the waiting list. The new site manager is doing well. With all the evictions now being completed the apartments are being renovated, over the weekend we filled two of those apartments and currently we have 94 units occupied. Ms. Aiken provided a rundown of the application to eviction process that we follow as requested. There was also discussion on keys that may be out in the community causing a safety problem. Ms. Aiken advised she will speak to the locksmith again about get an estimate for key fobs or cards or something more secure if it's not returned. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Chamberlain; seconded by Ms. Lovett. **Motion carried 5 Ayes.**
9. **Adjournment** – The meeting was adjourned at 3:43 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary