



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday February 28, 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 1:34 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. Reed; seconded by Mr. Peterson. **Motion carried, 5 ayes.**
- 3. Public Comment** – Only two members of the public were present. Ms. Cailler just wanted to ask the board if there are provisions when apartments get cold on days such as the -20°, she advised her apartment had been around 55°. Ms. Aiken advised that maintenance had been in and checked all the boilers and everything was running and on days like this it is hard to keep up. With the new boilers and updates to the heating system that should be a problem, but in a large building like this sometimes there is not much you can do. There was a question regarding space heaters and Ms. Aiken advised that she believes its in our lease that space heaters are not allowed because they are a fire hazard. Several Commissioners agreed this should be looked at.
- 4. Approval of the minutes of the meeting on January 17, 2023.** A motion was made by Mr. Peterson to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 5 Ayes.**
- 5. Treasurer's Report:** Ms. Aiken reviewed the treasurers report and the sundry and contract cost line items. The board would like to find a way to single those out. Ms. Aiken can discuss this with the accountant. With all the newly vacated apartments its difficult to anticipate the contract costs. A Motion to accept the treasurers report was made by Mr. Chamberlain; seconded by Mr. Peterson **Motion carried 5 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that she is not happy with cameras that were installed, there is no real recording available. They will do for now, in the future the board may want to purchase the ones we were quoted for. Ms. Aiken advised that SRW Environmental Consulting did the review, and we are just waiting for that to be turned in a waiting for the ok for the next step. Ms. Aiken was asked to see if there is any sort of landlord registry out there. A motion was made by Mr. Peterson to approve the Executive Directors report; seconded by Ms. Reed. **Motion carried 5 Ayes.**
- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 132 and Ms. Stevens continues to issue vouchers for searching. Ms. Stevens also explained the process for inspections and that failed inspections are generally remedied within 24hrs. They have not had to abate landlord rent payments for a long time. Ms. Stevens also explained that we are at the final days of our purge of the waiting list and anyone not responding will be removed from the waiting. A motion was made to approve the housing choice voucher report by Ms. Reed; 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 259 applicants on the waiting list. Kounty K-9 will be here on March 1<sup>st</sup>. There were also questions regarding work orders and if a list of types of work orders could be provided. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Peterson; seconded by Mr. Chamberlain.  
**Motion carried 5 Ayes.**

**9. New Business** – Ms. Lovett discussed some of the legislative updates, especially HB117 and HB401, HB 469 and HB567. Ms. Lovett agreed to write a letter on behalf of the commissioners.

Ms. Lovett would like to become a certified commissioner and would like to take the final ethics class and then fill out certification paperwork that Ms. Aiken provided. The other commissioners would like to also become certified.

**10. Adjournment** – The meeting was adjourned at 3:06 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary