



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday April 26, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson

James Mentillo, Vice Chairperson

Mark Chamberlain

Charlene Lovett

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham 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.** Ms. Lovett asked to add Website, neighborhood watch and Lebanon housing initiative to the agenda under New Business. Motion was made to amend the agenda by Mr. Mentillo; seconded by Mr. Chamberlain. **Motion carried, 4 ayes.**
- 3. Public Comment** – Two members of the public/tenants were present. Ms. Rose Tardiff wanted the marijuana smell to be addressed on the 2<sup>nd</sup> floor. Ms. Aiken advised that she would do some research. Mr. Stephen Fitch wanted to speak about all the good things the Executive Director has done since he arrived back in 2016 and provided a list to the Commissioners.
- 4. Approval of the minutes of the meeting on March 8, 2022.** Ms. Lovett made a motion to approve the meeting minutes as amended; seconded by Mr. Mentillo. **Motion carried, 4 Ayes.**
- 5. Treasurer's Report:** Ms. Aiken went over the treasurer's report and advised that we are still working off of the operating funds. Things are tight but we are getting the majority of our bills paid. Ms. Aiken advised she has to create a new account for ML Phillips LLC as the landlord for the apartments. Ms. Aiken also discussed Mr. Mentillo's last day on the board is May 29<sup>th</sup> and he has been the one to sign all the checks for me. Ms. Aiken needs another board member aside from Ms. Needham on the accounts. Mr. Chamberlain advised that he could sign checks if he is in town. Ms. Aiken advised she will get the accounts set up then. Mr. Chamberlain made a motion to approve the treasurers report as presented; seconded by Ms. Lovett. **Motion carried, 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that she has received a few bids for the new IT company, and she has chosen one out of West Virginia called Palmiq. They remind her a lot of the software company PHA Web and how they do business. Ms. Aiken believes the office will be very happy with them and their response time for issues.

Ms. Aiken advised that the SVC is moving along, we are required to have an HQS inspection, and all units must pass. There were several units that did not pass on the initial inspection, so they are returning on May 6<sup>th</sup> and 13<sup>th</sup>. Maintenance has been through every apartment and made sure to check all the items the inspector was focused on. We believe we will be ready for the next inspection. Ms. Aiken advised that there are a few more steps in the process, the HQS being the most important, the award of the Tenant Protection Vouchers (TPV) we are waiting on, the Rent Reasonableness has been approved and then we take the units offline. Once the inspections are complete and the TPV's are issued and we take the units offline, hopefully June 1<sup>st</sup> we will get our first check.

Ms. Aiken discussed the current evictions that are in process and advised that one of the Evictions has been issued a letter giving them 60 days to find another apartment and they will be issued a voucher. The other two evictions are due to move out on May 11, 2022.

Ms. Aiken advised that she has asked the lawyer to join our next meeting on the 24<sup>th</sup> to discuss the in person and zoom meetings.

Ms. Lovett advised that the HB 1291 has not been passed and is dead on the floor. SB217 which would change the eviction days allowed was moved from 30 to 60 days as a compromise and is currently at the House but has not been voted on yet. Mr. Mentillo made a motion to accept the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

**7. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the HCV report and advised we are at 129 out of 140 vouchers. Ms. Aiken advised after speaking with Keene she was told there actually are no boundaries for vouchers we can issue, for example we can issue vouchers to people in Newport, Charlestown and unity and she has encouraged her Section 8 Coordinator to reach out to those on the waiting list from surrounding communities that are in Sullivan County. The Commissioners all agreed this was a good move for getting our numbers up. A motion was made to approve the Section 8 report as presented by Ms. Lovett; seconded by Ms. Needham. **Motion carried 4 Ayes.**

**8. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 299 applicants on the list. Ms. Aiken advised that she doesn't like to see the waiting list that high, so we will probably do a purge in the next couple of months to make sure people are still interested in being on the waiting list. Ms. Aiken advised that the lawyer drew up our lease and all tenants have signed it. Ms. Misty Gratacos joined the meeting, she advised she has some experience with the boards at the SAU and was interested to see how our Board ran. Ms. Aiken advised that Ms. Gratacos has been a quick learner and is already a great asset with the tenants. Ms. Aiken advised that we have 1 vacancy and 1 efficiency that will be empty on May 1<sup>st</sup>. Ms. Aiken advised that as of this month the maintenance department had about 100 extra work orders in preparation for the inspections and they still maintained their 1 day turn around time.

Ms. Lovett would like to have the dates listed on the report when there are activities with the tenants, so she may be able to attend. Ms. Lovett also asked that a neighborhood watch meeting be put on the schedule and to report how it is going to the board.

Ms. Aiken also advised that once the conversion is completed we will need to have the Admin Plan redone for Section 8 and the new PBV's. The Admin plan is also missing an index and some details on inspections and completing Bi-annual inspections. Ms. Aiken would like to have Nan McKay or someone redo the plan so it is current and up to date. There was also discussion regarding a Memorial Day activity and Ms. Lovett was asked to attend the Coffee and Donuts on the 23<sup>rd</sup> and we could advertise it as also being a Memorial Celebration. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Needham; seconded by Mr. Mentillo. **Motion carried 4 Ayes.**

**9. New Business** – Ms. Lovett discussed an article in the Valley News regarding the housing initiative in Lebanon. They are working with the City and potential City properties that they may be able to convert to affordable housing. Ms. Lovett would like to have a meeting with the city officials to discuss doing this in Claremont. Ms. Aiken advised that until the Conversion is completed we cannot do anything. Ms. Lovett advised that having a meeting to discuss the possibilities could start the process.

Ms. Lovett asked about the website, Ms. Aiken advised that she had requested the work be done but had not followed up. Ms. Aiken will get in contact with them to get it updated.

Ms. Lovett asked about the neighborhood watch and Ms. Aiken advised that the tenants have taken it upon themselves to do the neighborhood watch and make sure people were not coming in the building without a key. Ms. Lovett advised she thinks it is important to have a meeting with them and report back to the board. Ms. Aiken advised she will put it on the calendar for next month.

**10. Adjournment** – A motion was made by Ms. Lovett to adjourn the meeting; seconded by Mr. Mentillo. The meeting was adjourned at 3:31 p.m.

Respectfully submitted, Michelle Aiken, Secretary