



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday May 24, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson

Mark Chamberlain

Alan Peterson

James Mentillo, Vice Chairperson

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; 5 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** Ms. Lovett asked to add some items to the agenda that will be discussed during the Executive Directors report and the website, IT company, cameras and the Lebanon Housing initiative. Mr. Mentillo would also like to add appointing a new vice chair. Motion was made to amend the agenda by Ms. Lovett; seconded by Mr. Mentillo. **Motion carried, 5 ayes.**
- 3. Public Comment** – 12 members of the public/tenants were present. There was discussion regarding people who have keys to the building and that we should be limiting the number of keys given out. Ms. Aiken advised that everyone is given 2 front door keys, 2 apartment keys and 1 mailbox key. Mr. Peterson said we should only give out one key. Ms. Aiken advised that some people have family or care givers they want to have keys and there is no reason not to allow that. Someone else felt that visitors should not be able to walk around freely. Ms. Aiken advised that some people have visitors who smoke, and they should be able to walk out to the smoking area to do so. Ms. Aiken advised that we are not going to implement rules because of a few bad people. We will try to get those people out of here.
- 4. Approval of the minutes of the meeting on April 26, 2022.** Ms. Lovett made a motion to approve the meeting minutes as amended; seconded by Mr. Chamberlain. **Motion carried, 5 Ayes.**
- 5. Treasurer's Report:** Ms. Aiken went over the treasurer's report and advised that it's hard to discuss money when she is going to go over the details of the SVC in the Executive Directors report, but at this point we have used all our money and have some outstanding bills that need to be paid once we receive our funding. Ms. Lovett felt it looked bleak, Ms. Aiken advised that we have done what we have set out to do and the accountant will prepare a new budget and it will look better. Ms. Lovett made a motion to approve the treasurers report as presented; seconded by Mr. Mentillo. **Motion carried, 5 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that there are 4 evictions in process, and we have given them 60 days to find another place.

Ms. Aiken advised that the SVC has been finalized, we have received our Tenant Protection Vouchers (TPV) and our HQS and Rent Reasonableness has been approved. We should receive our funding on June 1<sup>st</sup>. All leases have been signed and the lawyer will draw up the final paperwork and send it to HUD. Once everything is recorded, we will take the units offline, and they will be vouchers for June 1<sup>st</sup> reporting. Ms. Aiken will send along the funding award letter and the accountant will set up a new budget.

Ms. Aiken provided the audit paperwork to the Commissioners and Ms. Lovett asked where the management letter was and Ms. Aiken advised it was usually in the packet, but she will send that along for everyone to review.

Ms. Lovett asked about getting the website updated again with Mr. Peterson now joining the group and put a link to the minutes on the City Website. Ms. Aiken advised she would take care of that.

**7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens presented the HCV report and advised we are at 130 out of 140 vouchers, we had 3 new lease ups and 2 end of participations. Ms. Stevens advised that there are 7 vouchers out looking for apartments, but they are hard time fine. A motion was made to approve the Section 8 report as presented by Mr. Chamberlain; seconded by Mr. Mentillo. **Motion carried 5 Ayes.**

**8. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 332 applicants on the waiting list. Ms. Aiken advised that they will be doing a waiting list purge soon. Ms. Aiken advised that as of this month the maintenance department still seems to have an increase in work orders and continuing with the 1 day turn around.

Ms. Aiken discussed having a meeting with the neighborhood watch group and that the group has noticed that things have been very quiet lately. They continue to be on the lookout for people who do not belong hanging around doors waiting to sneak in. Ms. Aiken advised that we would make arrangements for the new signs and cameras in the next couple of months. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Mentillo. **Motion carried 5 Ayes.**

**9. New Business** – Mr. Mentillo felt that with his leaving the board should appoint a new Vice Chair and he would like to nominate Ms. Lovett. Ms. Lovett accepted the nomination. Mr. Mentillo voted to appoint Ms. Lovett as Chairperson; seconded by Mr. Chamberlain. **Motion carried 5 Ayes.**

**10. Unfinished Business** – ED Job Description was discussed and will be distributed to the members of the group to review for the next meeting. There is still the open question as to whether or not NH has some legal verbiage that needs to be in the description as the one from MA had in it. Ms. Aiken had sent a message to our attorney but did not hear back.

Ms. Lovett asked about having a meeting with Lebanon Housing Authority. Ms. Aiken will contact the Director and see if they are available to talk with the Board.

**11. Adjournment** – A motion was made by Mr. Mentillo to adjourn the meeting; seconded by Mr. Chamberlain. The meeting was adjourned at 3:01 p.m.

Respectfully submitted, Michelle Aiken, Secretary