



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

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

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson, absent

Charlene Lovett, Vice Chairperson

Mark Chamberlain

Alan Peterson

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:33 p.m. Roll call was taken; 3 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** Motion was made to accept the agenda by Mr. Chamberlain; seconded by Mr. Peterson. **Motion carried, 3 ayes.**
- 3. Public Comment** – 10 members of the public/tenants were present. There was a lot of discussion and questions regarding the tenants in the building who are creating unsafe environments. Ms. Aiken explained the Eviction procedures and advised that people generally know they have broken the rules and will leave on their own. We have 4 people in Eviction status who have decided to let the courts tell them to leave instead. Ms. Aiken advised if they see people breaking the rules or smell people smoking their job is to report it and we will do our job to get them to follow the rules or leave. Ms. Aiken asked if there was anything good they would like to say and many praised our maintenance staff.
- 4. Approval of the minutes of the meeting on May 24, 2022, July 7, 2022, and July 19, 2022.** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Mr. Peterson. Motion carried **3 Ayes**
- 5. Treasurer's Report:** Ms. Aiken presented the treasurers report and provided the board with a list of the contract cost vendors and explained that a large chunk it for the Boiler repairs, once that is fixed those costs should be much less. Ms. Lovett wanted to review the list a little closer and discuss it at the next meeting. There was discussion on the A/P aging report and Ms. Aiken advised she has been paying a little at a time with what we have had to work with to pay down outstanding invoices and is hopeful that they will all be paid off in August. The Board discussed a reserve account amount and Mr. Chamberlain made a motion to open a capital reserve account and deposit \$5000 in there in September; seconded by Mr. Peterson. Motion carried **3 Ayes.** Mr. Chamberlain also made a motion to advise the accountant to put a monthly \$4000 deposit into a reserve account in the budget; seconded by Mr. Peterson. **Motion carried 3 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that the same 4 evictions are still in process, although she is frustrated with the service she is getting to get the Evictions actually issued. Ms. Aiken advised she will look at the service contract and talk with the owner of the firm and see about getting better service or finding another attorney. As far as the evictions, one is waiting on the court date; one has been served by the sheriff and the other two are still in process. There was discussion on the background check policy and Ms. Aiken advised that we have been through several companies to find the best one. The Board would like to have the company we use come to a meeting to talk with us about the process and how to get the best results. A motion was made by Mr. Chamberlain to approve the Executive Directors report; seconded by Mr. Peterson. **Motion carried 3 Ayes.**

- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 131 and there are vouchers out there looking for apartments. Ms. Lovett asked if we had done any landlord outreach and Ms. Aiken advised that there is a training on landlord outreach coming up that she would like the Section 8 manager to attend. We are able to use Administrative Fees as landlord incentives. A motion was made to approve the Section 8 report as presented by Mr. Peterson; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
- 8. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 314 applicants on the waiting list. Ms. Aiken has worked on cleaning up the waiting list, there were a lot of people who were on the list and did not qualify, such as more than one person in an efficiency apartment, etc. There are also a lot of single people on the 2-bedroom list and those would have to have a drs note or a good reason to be over housed. We will continue to work on the waiting list. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Peterson; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
- 9. Unfinished Business** – Ms. Aiken will make sure Mr. Peterson gives him the job description to him and will send it to the lawyer after he reviews it if he has no issues with it.
- 10. Adjournment** – A motion was made by Mr. Chamberlain to adjourn the meeting; seconded by Mr. Peterson.

The meeting was adjourned at 3:01p.m.

Respectfully submitted,  
Michelle Aiken, Secretary