



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES Tuesday August 23, 2022, 1:30 p.m. Zoom and Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson

Charlene Lovett, Vice Chairperson

Mark Chamberlain

Alan Peterson

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 1:30 p.m. Roll call was taken; 4 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, 4 ayes.**
- 3. Public Comment** – 11 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 we have spoken with the lawyers and there are no fast tracks to getting people out who do not leave on their own. We are following the law in order to get them out and unfortunately its not a quick process. Ms. Brenda Wright advised that she is being evicted for smoking in her apartment and she wanted the board to know that she has not smoked for two weeks and when she does, she goes outside. Some tenants advised that she is on oxygen and even though she says she shuts it off there could still be some in there that could cause a problem. Mr. Kevin Fitch advised that he has a problem with the fans in the common area and he would like them to remain off because he feels it keeps all the air only in the lobby. He asked the commissioners to take a look at it.
- 4. Approval of the minutes of the meeting on July 26, 2022.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes**
- 5. Treasurer's Report:** Ms. Aiken presented the treasurers report and provided the board with a list of the administrative fees and advised there is a lot on there that are re-occurring fees such as payroll, insurance, telephones, software, IT, etc., The Board discussed the electric bills and the Skyview (solar) account. The board would like someone from Skyview to come to a meeting and talk about the fees and to have Ms. Aiken resend the solar contract to the board. The board would also like Ms. Aiken to go out for bids on pest control. Ms. Needham made a motion to accept the treasurers report; seconded by Mr. Peterson. **Motion carried 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that the same 4 evictions are still in process, and she has provided a list of the dates and the ones we are waiting for a court date in the MLP report. Ms. Lovett advised that she thinks we should skip the first step of sending out a 30 days' notice and just send it straight to the lawyer and align with State statue. Ms. Aiken advised that may give the Housing Authority unnecessary legal fees, in her experience most people will get out on their own in the 30 days, she will speak with the lawyer and see if that is even an option. A motion was made by Mr. Chamberlain to approve the Executive Directors report; seconded by Ms. Lovett. **Motion carried 4 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 132 and there are vouchers out there looking for apartments. We are getting close to the 140 we would like to be at. Ms. Aiken will discuss a waiting list purge since the numbers are higher than we like to see. A motion was made to approve the Section 8 report as presented by Mr. Chamberlain; 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 194 applicants on the waiting list. Ms. Aiken cleaned up the waiting list more thoroughly and believes there are more people on the MLP list that are not disabled and do not qualify but we will not know that until they come up on the list. We should have some units opening up and we will work the waitlist to fill them. Ms. Aiken advised that there has been a Covid outbreak in the building and we did the best we could to contain it, by asking those who have it to quarantine and wear a mask. We have also been sanitizing twice a date and to date most who had it, are testing negative now. The Board had some concerns on how the Board is informed of such matters and Ms. Aiken had been on vacation and knew there were some but did not realize there were 15 cases in the building until returning, at that time Ms. Aiken put the information in the Board packet. The Board would prefer a quick email advising of matters such as covid, drug activity and deaths in the building. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Peterson; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

Next meeting will be a Budget Meeting on September 2, 2022 at 10:00 with the Accountant

9. **Adjournment** – The meeting was adjourned at 3:26 p.m.

Respectfully submitted,
Michelle Aiken, Secretary