



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES Friday September 2, 2022, 10:00 a.m. Zoom and Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson (via Zoom)	Charlene Lovett, Vice Chairperson
Mark Chamberlain	Alan Peterson
Michelle Aiken, Executive Director/Secretary	James Griffin - Accountant

1. **Roll Call, Quorum.** Ms. Needham called the meeting to order at 10:00 a.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 Mr. Chamberlain; seconded by Mr. Peterson. **Motion carried, 4 ayes.**
3. **Public Comment** – No members of the public were present.
4. **Executive Director’s Report – 2022/2023 Operating Budget:** Mr. Griffin went over the budget line by line with the board. There are a few items on the list that the board would like to get a better handle on, to make sure they are reflective of what we believe the costs will be, legal, electric and fuel. Ms. Aiken will contact the lawyer’s office to see what we might be looking at for fees if all the evictions go to trial. Ms. Aiken will also review the upcoming electrical bill and compare a few months to last years rates, so that we may better anticipate costs, as they are projected to be doubled. Ms. Aiken is also going to get some fuel prices as the city usually includes us in on their locked in price, but they were unable to obtain locked in prices.
5. **Non-Public session to discuss personnel; RSA 91-A:3, II(a)** – Ms. Lovett made a motion to go into non-public session;; seconded by Mr. Chamberlain at 12:11.

Mr. Chamberlain made a motion to come out of Non-public session at 12:41; seconded by Mr. Peterson. **Motion carried, 4 ayes.**

Mr. Chamberlain made a motion to seal the minutes; seconded by Mr. Peterson. **Motion carried, 4 ayes.**

Mr. Chamberlain made a motion to increase the Executive Directors salary from \$64,000 to \$65,500 as of October 1, 2022; seconded by Mr. Peterson. **Motion carried, 4 ayes.**

6. **Adjournment** – The meeting was adjourned at 12:44 p.m.

Respectfully submitted, Michelle Aiken, Secretary