



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Friday October 26, 2025, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Charlene Lovett, Chairperson                      Mark Chamberlain  
Candance Reed    Susan Mochel  
Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett 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 was convened.
- 2. Approve the Agenda.** A motion was made to accept the agenda as presented by Ms. Mochel; seconded by Ms. Reed. **Motion carried, 4 Ayes.**
- 3. Public Comment** – There were 3 tenants in attendance. Mr. Peterson again asked why staff did not like tenants hanging around in the main lobby. Ms. Aiken advised they are in the way of people coming and going from the building and also there have been complaints from other tenants that sometimes comments are made and it makes people uncomfortable. Unfortunately sometimes one person can ruin things for everyone.
- 4. Approval of the minutes of the meeting on August 22, 2025, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 4 Ayes.**  
**Approval of the minutes of the meeting on September 2, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. **Motion carried 4 Ayes.**  
**Approval of the minutes of the meeting on September 8, 2025, minutes,** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 4 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised the Board that we are at the mercy of the government and our funding at this point is maxed out. Ms. Stevens has been speaking with the accountant and with the new budget and we will slowly have to let around 6 people drop off and not fill their spots. Ms. Stevens did a purge this month and she is hoping to be able to update her waiting list soon. Ms. Stevens presented the board with the new payment standards, and she raised them as much as possible and she still believes it will be tough to find housing with these payment standards.

A motion was made by Ms. Reed to approve payment standards Resolution #774; seconded by Ms. Mochel.

A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

Ms. Lovett also advised that there is an upcoming free Lead testing training course on October 30<sup>th</sup> in Bedford and she would like to see our inspectors attend this, also the commissioners were invited. Ms. Aiken invited our inspector, and he plans on attending along with Ms. Lovett and anyone else who can attend.

**6. Treasurer's Report:** The board reviewed the treasurer's report and would like to see the status of the CD for the next meeting. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel Motion carried **4 Ayes**.

**7. Executive Director's Report:** Ms. Aiken reviewed the action items. Ms. Aiken advised the fire repairs were completed but they did a poor job in one apartment, and they are supposed to come back to repair it.

Ms. Aiken advised that she had someone come and take a look at the tree in the backyard and the one in the front and we should be getting an estimate for that. They will also be giving us an estimate for landscaping.

Ms. Aiken advised Comcast came and did their assessment and advised her that she should be hearing from them soon regarding the wifi for the building.

Ms. Aiken advised that we have one eviction pending for someone who pays his rent but never stays here. He has called HUD and the Board chairperson but still does not even try to sleep at the apartment. The lawyers have filed the court paperwork, and it will be up to the judge.

Ms. Aiken advised that the Elevators should start in November, and deposits were made. It is a matter of waiting for materials. When they start the work then we can collect our money from CDBG.

Ms. Aiken advised that there are only two items left on the fire department report, the balconies and the fire alarm box. Maintenance is working on the balconies, but the estimates received were around \$3000, so they will be looking for more options.

Ms. Aiken advised that as her and maintenance check items off the list on the Capital needs assessment report she will let the board know.

A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

The board discussed the 2025/2026 Operating Budget and found it to have all their changes they requested and A motion was made by Ms. Reed to accept the 2025/2026 Operating Budget Resolution; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

**8. Marion L. Phillips Report** – Ms. Aiken advised that there are 201 people on the waiting list. Currently we have two vacant units and are hoping for occupancy around October 1<sup>st</sup>.

Ms. Aiken advised that the tenants went on the Mt Sunapee cruise yesterday and although it was cloudy and drizzly, it was still a nice time. Ms. Lovett asked about the funding for the Ball fund and Ms. Aiken advised that yes it is low and she is expecting the Trustees of trust funds to send a check anytime now.

Ms. Morin talked about the CFI program, and we have 4 clients we are serving and 10 clients that are private pay, and 2 clients that CHA is covering. She is hoping to have one of them get a new and more positive redetermination, so we will not have to cover them. Ms. Morin advised we have hired a personal care assistant, and she is currently being trained. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

**9. Unfinished Business Non-Public to discuss Personnel -**

Motion made by Commissioner Reed, seconded by Commissioner Mochel to go into non-public per RSA 91-A: 3, II(c). Motion passed 4-0. Entered non-public at 3:10pm.

Motion made by Commissioner Reed, seconded by Commissioner Chamberlain to go back into public session. Motion passed 4-0. Entered public session at 3:39pm.

Motion made by Commissioner Reed, seconded by Commissioner Mochel to seal the minutes until the reasons for doing so no longer apply. Motion passed 4-0.

**10. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:40 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary