



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday October 04, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson (via phone)

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 1:40 p.m. due to technical difficulties. 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. Chamberlain. **Motion carried, 4 ayes.**
- 3. Guest Speakers Micah Brill and Sam Williams of Skyview Ventures (via phone):** Mr. Brill and Mr. Williams explained the Solar savings and provided a comparison chart of how the solar is offsetting the price we would be paying through Eversource.
- 4. Public Comment** – 12 members of the public/tenants were present. There was a lot of discussion and questions regarding the tenants in the building who are being evicted for smoking in the building. Ms. Aiken explained the Eviction procedures are not a quick process and we are waiting for the courts to set a court date. Mr. Steven Fitch spoke to the board regarding the fans in the lobbies being shut off and the cords removed. Mr. Chamberlain advised that he saw a study that showed the fans are actually counterproductive. Ms. Aiken advised she would find someone to conduct an air study. A member of the public asked about a booster clinic and possibly a flu clinic. Ms. Aiken will reach out and see if that's possible. We used to do it but stopped because of Covid.
- 5. Approval of the minutes of the meeting on August 23, 2022.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Ms. Needham. **Motion carried 4 Ayes.** A motion was made by Ms. Lovett to approve the minutes of September 2, 2022 as amended; seconded by Ms. Needham. **Motion carried 4 Ayes**
- 6. Treasurer's Report:** The Board had discussion on the items such as electricity and Ms. Aiken provided a breakdown of the last year of electric bills and she provided a list of costs for fuel for the past year. Ms. Aiken has also received a fixed price of 3.6325. The Board amended the budget to be more in line with what they are projecting it to be, with increases of electric from 62,500 to 75,000, fuel from 45,000 to 85,000 and legal from 2,250 to 6,000. Ms. Aiken advised that in October we will also update the payment standards, which will increase the budget. Mr. Chamberlain made a motion to accept the new budget as amended; seconded by Ms. Lovett. **Motion carried 4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken advised that the same 4 evictions are still in process. One is still due to be out in December and we have a court date of October 6th for another one and are waiting for court dates on the remaining two evictions. Ms. Aiken also wanted to advise the board that she had a site visit with the CDBG group for replacing the boilers. We are hopeful they will recognize our need. Ms. Aiken provided the board with a new copy of the lawyers notes and the board chose to keep the job description

for the executive director as is. A motion was made by Ms. Lovett to approve the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

- 8. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 133 and Ms. Stevens has sent out around 50 full applications for people to return and be issued vouchers, it all depends on how many return them. We are getting close to the 140 we would like to be at. Ms. Lovett asked if any of the apartments we pay rent on have failed inspections. Ms. Aiken advised they do not get paid if they fail. We have a new inspector who does a really good job and if there is a failure, the landlord must fix it, or they don't get paid. There was discussion around what the fails are and Ms. Aiken advised she could speak to the Section 8 coordinator about including those. A motion was made to approve the Section 8 report as presented by Ms. Lovett; seconded by Mr. Peterson. **Motion carried 4 Ayes.**
- 9. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 218 applicants on the waiting list. Ms. Aiken advised we should have some units opening and we will work the waitlist to fill them. There was discussion around the air quality of the building, and it was suggested to get a couple air purifiers to loan to the units that are problematic. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

Next meeting will be October 25, 2022, at 1:30 pm

- 10. Adjournment** – The meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Michelle Aiken, Secretary