



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday March 8, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson

James Mentillo, Vice Chairperson

Mark Chamberlain

Charlene Lovett

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 1:35 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** Ms. Lovett asked to add Website and Communications to the agenda under New Business. Motion was made to amend the agenda by Mr. Chamberlain; seconded by Ms. Lovett. **Motion carried, 4 ayes.**
- 3. Public Comment** – Four members of the public/tenants were present. Ms. Kathleen O'Brien presented some ideas she felt would be good to provide to tenants of the building who have health issues or are prone to falling. Ms. Cheryl Marandino advised that at another place she lived they organized a committee and used an "OK" magnet which was put out on the metal door every morning. Monitors would go around the building and confirm all the OK magnets were on the doors. There was more discussion regarding ways to make this work on the wood doors and it was agreed that we would get a group together who could brainstorm and make this available to anyone who is interested. There was also discussion on the neighborhood watch and the monthly meeting that was agreed upon, Ms. Aiken advised she would talk to Dwain Hathaway, the chairperson, and organize a meeting for this month.
- 4. Approval of the minutes of the meeting on January 24, 2022.** Ms. Lovett made a motion to approve the meeting minutes as amended; seconded by Mr. Chamberlain. **Motion carried, 4 Ayes.** **Approval of the minutes of the previous meeting January 28, 2022.** Ms. Lovett made a motion to approve the meeting minutes; seconded by Mr. Mentillo. **Motion carried, 4 Ayes.** The Board also agreed that recording the meetings would be helpful when writing the minutes.
- 5. Treasurer's Report:** Ms. Aiken went over the treasurer's report and advised that we are working off of the operating funds and no unnecessary spending is happening. Things will be tight up to the conversion, but Ms. Aiken advised we should be in a good place to finish. If the Conversion is pushed out a month, we do have operating funds there to use. Mr. Mentillo made a motion to approve the treasurers report as presented; seconded by Mr. Chamberlain. **Motion carried, 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken advised that she has provided the board with the proposal from the IT company CCI. Ms. Lovett asked about multiple bids, Ms. Aiken will try to get bids from two more companies to make sure the best estimate is selected.

Ms. Aiken advised that she has received all the legal documents for the SVC from the lawyers, and she is reviewing them and then they will be sent to HUD for approval. The new lease has also been provided and Ms. Aiken plans to distribute the lease and then go over it in a group setting so that it does not have to be

done individually, unless a tenant would like to meet that way. Everyone is hopeful to get this all completed for April 1st.

Ms. Aiken discussed the current evictions that are in process and advised that one of the Evictions has been overturned and this person has been given a last chance, and in the weeks following this, there have been no complaints of smoking. The other eviction has been given the opportunity to use a voucher to get housing elsewhere within the next 60 days. They have agreed to go to the homeless shelter if they cannot find housing after 60 days.

Ms. Aiken advised she spoke with the Lawyer regarding the outstanding case, and he was going to check the docket.

Ms. Lovett advised that the SB217 which would change the eviction days allowed was moved from 30 to 60 days as a compromise and is currently at the House. The HB1291 which would make it illegal to discriminate against renting to someone based on the fact that they have a Section 8 voucher went to the judiciary committee, but it has gone to the house, so we will see. Ms. Lovett would still like to be prepared to write a letter of support if these come up again. Mr. Mentillo made a motion to accept the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the HCV report and advised we are at 127 out of 140 vouchers. Ms. Aiken discussed the difficulty of finding apartments and at a recent training they discussed landlord incentives and have a luncheon to discuss ways to stay more connected. Ms. Aiken has advised her Section 8 coordinator to offer the possibility of landlord incentives, maybe \$500 extra for the first month, we could work with the landlords on things like this. Ms. Lovett had some concerns regarding some of the less desirable landlords in town and she was not in favor of rewarding them. Ms. Aiken advised those she doubts that we work with anyone of the ones she is thinking of, but there is a HAP contract that has strict guidelines. A motion was made to approve the Section 8 report as presented by Mr. Mentillo; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

8. Marion L. Phillips Report – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 231 applications on the list. We currently have 1 apartment that is in the process of renovations and the other 2 that were vacant at the time of this report has been occupied. Ms. Aiken explained the process of the Kounty K-9 coming quarterly and JP pest comes monthly to inspect the property and 16 apartments of our choice.

Ms. Lovett would like to have the dates listed on the report when there are activities with the tenants, so she may be able to attend. Ms. Lovett asked to possibly add the neighborhood watch and any updates to this report and to also keep the board updated on the status of the camera additions and property signs. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Mentillo. **Motion carried 4 Ayes.**

9. New Business – Ms. Lovett asked about who updates the website and Ms. Aiken advised that she updates the website, although she knows it has fallen through the cracks lately. Ms. Aiken will contact the company who services the website and have updates made. It was also mentioned to have the monthly agenda added to the website at the same time it is sent to Commissioners.

Ms. Lovett wanted to discuss Zoom meetings and communications with Board and make sure that we are following the law. Ms. Aiken advised that she prefers not to discuss this without the lawyer present because she is interpreting the law differently. Ms. Aiken advised that she would invite the lawyer to our next meeting so that we can get some clarification.

10. Adjournment – A motion was made by Ms. Lovett to adjourn the meeting; seconded by Mr. Chamberlain.
The meeting was adjourned at 3:29 p.m.

Respectfully submitted, Michelle Aiken, Secretary