



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday April 29, 2025, 12:00 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 12:03 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 amended to include follow up items permanently on the agenda by Ms. Reed; seconded by Ms. Mochul. **Motion carried, 4 Ayes.**
3. **Public Comment** – There were no members of the public present.
4. **Approval of the minutes of the meeting on March 25, 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 March 27, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Mr. Chamberlain. Motion carried **4 Ayes.** **Approval of the minutes of the meeting on April 4, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. Motion carried **4 Ayes.**
5. **Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised the board about the increase in her numbers, we have gone from 121 to 128 as of today. Ms. Stevens has a couple new landlords in town that are taking over buildings and kicking out tenants due to rehabbing the apartments. She is trying to help them find housing so that she doesn't lose the numbers that we have. Ms. Stevens also advised that since her report there were over 60 new applicants in one week. The Board asked for an email of the updated list of the geographics of the waitlist. Ms. Lovett advised the Board of money that Sullivan County has received for lead paint remediation. The Board would like to coordinate a meeting with the local landlords to see if they would be interested in using this money for remediation. Ms. Lovett will contact the necessary people and then we can set up a meeting. A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Ms. Mochul. Motion carried **4 Ayes.**
6. **Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken went over the balance sheet and advised the board that the operating account is split into two accounts. Ms. Aiken had moved \$70k over to the Citizens bank but then that put us over, so she moved \$50k of that back to CSB. She spoke with Citizen's bank and they said that yes they are insurance for \$250k and they did not have other options for us, such as what CSB has offered. There was some discussion over the consolidated budget and the numbers don't add up, Mr. Chamberlain is going to email his concerns and Ms. Aiken will send it to the accountant to explain. Ms. Aiken is going to talk with CSB financial advisors to see what the best course of action is, such a CD's or Money Market accounts.

There was also discussion on the many communication companies that we are using and that maybe finding some sort of bundle through comcast or someone might be a better option. Ms. Aiken advised the only one she can see making that change is the consolidated communications is our land line for the fire alarm and the elevators, and we could go through comcast and get a bundle.

There has been a recent increase of the water bill, and the board would like Ms. Aiken to contact DPW to find out what the discrepancy is or if there is a leak or something.

The board had some discussion over the credit card bill and there are some items that are done for the employees, such as staff lunches, or flowers when a tenant passes. Ms. Lovett would like the board to have a discussion on this and possibly make a policy. 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 draft for the capital needs assessment is being reviewed by Maintenance; they found a couple items they feel are missing from the report. As soon as the maintenance is finished we will resubmit it to be revised. Ms. Aiken has been speaking with Comcast and hopes they will have someone from the Massachusetts office who completed the smoke detector work come up here so they can determine if it will work for us.

The money for the Elevators should be in around June. Ms. Aiken has contacted our elevator company to notify them that the project will be moving forward. Waiting on the next steps.

Ms. Aiken advised that there is one eviction still pending and one eviction moved out. We also had an eviction go to court and the judge advised we did not have enough evidence. We spoke with the lawyer and he said to have the tenant sign an agreement not to do any damage or repairs to the apartment and if she does then we have more ground to stand on.

Serv Pro has finished for the most part, they still have the floor to put down in unit 405, the electrician is doing his part now, but we are hoping to be able to have this finished soon. Ms. Aiken also advised that the fire department decided that we needed to do a full inspection of the property and all 96 units. They are completing one floor at a time. They completed the first floor and found all our doors are not labeled as fire rated and do not latch per code and need to be replaced. They completed the 2nd floor inspection and had no findings. The fire department requires repairs to be done within 60 days and the door repairs are over \$37k. The Board asked Ms. Aiken to talk with the fire department and get them to agree to 60 days after the entire building has been inspected.

Ms. Aiken needs to send over the electric bills to the solar company so they can do a report that will show us our cost savings.

The Board discussed the personnel policy and wants to confirm with the lawyer that Section 1A is based on the current law. There is also a section where health benefits are awarded when you retire after 10 years, and the board would like legal to tell us whether this is a legal requirement or our policy. Also we have a retiree who is at the end of their benefits and the board would like legal to review the letter before it is sent. After legal review, Ms. Aiken will bring the resolution to the next meeting.

Ms. Aiken has sent over the lease to the lawyer to ask him to see if he can word the no smoking rule in a more authoritative way. A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

- 8. Marion L. Phillips Report** – Ms. Aiken advised that there are 129 people on the waiting list. Currently we have three vacant units, one is being worked on by Serv Pro and the two others should be completed and ready for move ins around mid May.

There was an incident with someone who left a pot on the stove and fell asleep. The police and fire were called, the police kicked in the door, and it now has to be replaced. The door and a small burn on the stove were the only damage. The doors are hard to get, and it will take a few months to get a wooden door, for now we will replace it with a metal door.

The staff put on an Easter dinner for the tenants and a pancake breakfast this month. Next month there will be a MLPTA meeting and a garden club meeting. There is also a trip to Boston planned for June 18th. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochul. **Motion carried 4 Ayes.**

- 9. Follow up items** – CFI housekeeping and discussion on key fobs policy. At this time a max of 2-3 fobs can be given out.

- 10. Unfinished Business** – Non-Public to discuss Personnel.

A motion was made by Ms. Reed at 2:03 to go into non-public session to discuss personnel; seconded by Ms. Mochul. **Motion carried 4 Ayes.**

A motion was made by Ms. Reed at 2:14 to come out of non-public session; seconded by Ms. Mochul. **Motion carried 4 Ayes.**

A motion was made by Ms. Reed to seal the minutes until they are no longer relevant; seconded by Ms. Mochul. **Motion carried 4 Ayes.**

- 11. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 2:15 p.m.

Respectfully submitted,
Michelle Aiken, Secretary