



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday July 7, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson

Charlene Lovett, Vice Chairperson

Mark Chamberlain

Alan Peterson

Michelle Aiken, Executive Director/Secretary

Guest: Frank Flynn, of Flynn Law group, LLC

- 1. Roll Call, Quorum.** Ms. Needham 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 convened.
- 2. Approve the Agenda.** Motion was made to accept the agenda by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried, 4 ayes.**
- 3. Public Comment** – 7 members of the public/tenants were present. Ms. Cheryl Marandino asked what is being done about the tenant who caused a fire in his apartment. Ms. Aiken advised that there are a lot of people who live in the building that have mental health problems. We are working with WCBH to get this person some help and we have made some progress. Ms. Marandino also asked about the pending evictions in the building. Ms. Aiken advised that they are in progress, and it does not happen quickly. There was a lot of discussion on ways to detect smoke. Ms. Aiken advised they have tried several different options, but she will look into purchasing a new smoke detector. Ms. Diane Horne introduced herself as a new tenant and had some issues with the lease and the lack of a move in inspection. Ms. Aiken advised her to set up an appointment and she can discuss any issues she has. Mr. Flynn offered some guidance on evictions and noted the process takes time and you cannot just kick someone out of their apartment without evidence and it cannot be hearsay evidence. Mr. Flynn also discussed some of the meeting laws and Ms. Aiken advised it would be easier for them if we could meet via zoom, Ms. Lovett is sure that this is not allowed. Ms. Aiken will send the information to Mr. Flynn and his associates, and he will let us know in writing what they have found.
- 4. Approval of the minutes of the meeting on May 24, 2022.** Were deferred to the next meeting.
- 5. Treasurer's Report:** Ms. Aiken provided the board with an updated budget, but Ms. Lovett felt that she had too many questions that could only be answered by the accountant and she would like to have a special meeting with the accountant to discuss it.
- 6. Executive Director's Report:** Ms. Aiken advised that there are 4 evictions in process. One is waiting on the court date, one has been served by the sheriff and the other two are in process. There was a lot of discussion on the process of how we proceed with evictions. Ms. Aiken advised that the process is to issue our own internal eviction notice with 30 days, then if they don't leave it goes to the lawyer. The lawyer then has a notice to quit delivered by the sheriff giving them another 30 days to vacate. If they still do not vacate then the lawyer will notify the court and a date will be set to go to court. Ms. Lovett felt there was no need to issue our own 30-day internal notice if it means nothing. Ms. Aiken advised in the 13 years she has been here, she has only had to get the lawyer involved once, most people leave on their own. But now

it appears we have four people who are unwilling to leave. The lawyer cost is something we don't want to have to use if we can help it.

Ms. Aiken advised that we have received our HAP funding and it is a learning process of allocating the funds but they are getting there. Ms. Aiken advised the amount that we are receiving is still a little unclear, but she will figure it out with the accountant. Ms. Lovett was not happy with the not knowing how much we would be receiving. It was agreed that Ms. Aiken would put some numbers together with an average of how much the tenant portion has been in the past and then possibly we could have a better idea of the money situation.

Ms. Aiken advised that we have purchased some neighborhood watch signs. We are in the process of figuring out where and how to install cameras where we do not have visibility. Ms. Aiken also discussed that if we decide to hire the security guard back, we could possibly have him review the cameras instead of office staff because it takes a lot of our time.

There was also discussion about keys and possibly getting key fobs for tenants so that we can monitor who comes and goes. Ms. Aiken advised we could look into that and see what's available. A motion was made by Mr. Chamberlain; seconded by Ms. Lovett. **Motion carried 4 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 131 and there are vouchers out there looking for apartments. Also, there are 2 households that are graduating from the program. A motion was made to approve the Section 8 report as presented by Ms. Lovett; 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 355 applicants on the waiting list. Ms. Aiken advised that they have reached out to everyone on the top of the list to complete a purge. Maintenance still is working at a 1-day turnaround time. We have had some great activities such a Memorial Day dinner put on by the site manager and her husband and a tenant made 4th of July cookout.

Ms. Aiken advised that she has talked with the people from the neighborhood watch group and things have been quiet, but they are still watching. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
9. **New Business** – Ms. Aiken advised there is a training in Martha's Vineyard in September that she would like to have commissioners attend. It's all about Executive Director and Commissioner relationships and responsibilities. Ms. Lovett and Ms. Needham advised they would like to go but were not sure at this time. Ms. Aiken will resend the information and will need an answer soon because it sells out.
10. **Unfinished Business** – ED Job Description was discussed, and Mr. Peterson is a new commissioner so Ms. Aiken will resend the description to him and send it to the lawyer after he reviews it if he has no issues with it.

Energy Efficiencies - Ms. Aiken advised that they are working on a Community Development Block Grant (CDBG) with the city to try to get our boiler replaced. Ms. Aiken also advised that they are including in that replacing thermostats which will also help with saving energy and electricity.

11. **Adjournment** – A motion was made by Mr. Mentillo to adjourn the meeting; seconded by Mr. Chamberlain. The meeting was adjourned at 3:14 p.m.
Respectfully submitted, Michelle Aiken, Secretary