



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday July 19, 2022, 12:30 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: James Griffin, Gordon and Griffin Accountants

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 12:32 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting convened.
- 2. Public Comment** – There were no members of the public in attendance
- 3. New Business** – Ms. Aiken provided the budget to the board and there was discussion with the accountant and the board regarding the budget. There is concern that there is no room in the budget to set aside reserves. The accountant recommended cutting contract costs as much as possible. HUD and the accountant recommend putting away at least \$3000 per month in reserves. Ms. Aiken advised she will get a list of the contract costs and see what can be cut. Ms. Aiken also advised that a new part time maintenance person has been hired who could likely take over for the current Maintenance Manager when he retires, and we could send him to Maintenance training where he could learn some maintenance repairs that don't require a license, but we are paying others to do. The board will look at the budget and Ms. Aiken will come back with some suggestions.
- 4. Adjournment** – A motion was made by Ms. Lovett to adjourn the meeting; seconded by Mr. Chamberlain. The meeting was adjourned at 1:37 p.m.
Respectfully submitted, Michelle Aiken, Secretary