



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday October 25, 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

- 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. Peterson. **Motion carried, 4 ayes.**
- 3. Public Comment** – 10 members of the public/tenants were present. Ms. Diane Horne had questions regarding the ramp to the smoker's gazebo and the cameras. Ms. Aiken advised that the bid to replace the ramp has been approved and Ms. Aiken will check on when it will be done. As far as the cameras, we have received a couple bids and as soon as we have the money we will get it scheduled. Ms. Ashley Barton asked if the Board could approve for her dog to be off leash in the smoking area as she is a bigger dog and needs room to run. Ms. Aiken advised that the policy is all dogs are to be leashed for multiple safety reasons.
- 4. Approval of the minutes of the meeting on October 4, 2022.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 5. Treasurer's Report:** The Board discussed the new budget, and their only question was why the PILOT is lower. There is no comparative budget in October, but there will be one for the next meeting. Ms. Lovett made a motion to accept the treasurers report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken updated the Board on the current evictions and an upcoming court date on October 27<sup>th</sup> at 1:00. This is the only court date left and Ms. Aiken will advise the Board of the outcome. There was discussion on the action items, such as air purifiers that were installed in 2 apartments and that were working well, but it doesn't completely take away the smell, but it helps. Ms. Aiken is working on the Vaccine clinic; Ms. Lovett gave Ms. Aiken some information on October 5<sup>th</sup> about a mobile clinic. Still looking for someone to do an air quality study. Ms. Aiken has been in contact with Susan Morrison from the smoking cessation program and she has given us a recommendation for a smoke detector for around \$5000.

There was discussion on the Admin plan/Acop and Ms. Aiken would like to contract Nan McKay or Nelrod to make sure our rules and policies are in compliance. She will look into the cost. Mr. Chamberlain asked about the CDBG grant and Ms. Aiken advised there is supposed to be a meeting in Bedford to talk with the decision makers and answer questions, Ms. Aiken is waiting to find out the date. A motion was made by Ms. Lovett to approve the Executive Directors report; seconded by Mr. Peterson. **Motion carried 4 Ayes.**

- 7. 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 75 full applications for people to return and be issued vouchers. HUD issued us an additional 3 vouchers for some reason, we are happy to take them although apartments are still hard to find.

Discussion on payment standards and Ms. Tara Stevens the Section 8 manager advised that these are the reasonable rates she is seeing for apartments and going too high would inhibit some from being able to afford the apartments, there are times where they can pay up to 40% of their income but there are only some who can afford that, these ranges should be adequate. A motion was made to approve the updated payment standards as presented for January 1, 2023, by Ms. Lovett; seconded by Mr. Peterson. **Motion carried 4 Ayes.**

- 8. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 233 applicants on the waiting list. Ms. Aiken advised that the tenants association has started their regular meetings and it is going well.

We have a couple of apartments that have become empty and have been claimed for some people who have been waiting for a reasonable accommodation. Ms. Lovett also wanted to commend the Maintenance staff for continuing to do such a good job. The grounds look amazing, and the building looks really good. 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 December 8, 2022, at 1:30 pm**

- 9. Adjournment** – The meeting was adjourned at 3:01 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary