



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Thursday December 08, 2022, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson (phone)

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 1:35 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. Sealed boiler bid** – Ms. Lovett opened the sealed bid from Precision temperature control and read some of the details of the bid. Ms. Aiken advised that when we first looked at replacing the boilers we received bids from Precision and ARC mechanical. ARC mechanical did not send in a sealed bid at this time. Mr. Paul Clifford, Director of Maintenance advised that the two bids were very different, and that ARC mechanical did not plan on doing the entire work and we would need to hire additional contractors. Ms. Lovett made a motion to accept the proposed bid for contingent on funding from the CDBG grant; seconded by Mr. Peterson. **Motion carried 4 Ayes.**
- 4. Public Comment** – 12 members of the public/tenants were present. Ms. Diane Horne said thank you for doing the railing on the ramp to the smoker's gazebo and wanted to be sure that all the evictions were still taking place. She also had questions about why the admin plan and the occupancy plan were different. Ms. Aiken advised that the Admission and Occupancy plan is specifically tailored for this building. The Admin plan is more geared towards the section 8, out in the community, plan. Our goal is to hire a professional to come and update both to coincide with each other.
- 5. Approval of the minutes of the meeting on October 25, 2022.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Mr. Peterson. **Motion carried 4 Ayes.**
- 6. Treasurer's Report:** The board discussed the rejection of the Capital Fund grant. Mr. Chamberlain made a motion whereas the CHA is no longer eligible to receive the Capital Fund grant due to the streamlined conversion. Therefore, the Claremont Housing Authority hereby rejects the Capital Fund Grant of \$246,315 for fiscal year 10/01/22-09/30/23; seconded by Ms. Needham. **Motion carried 4 Ayes.** Ms. Needham made a motion to accept the treasurers report; seconded by Ms. Lovett. **Motion carried 4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken updated the Board on the current evictions and advised that of the 4, there are 2 that have voluntarily left, one is due to be out today and the other is January 27th. The one for January 27th has broken the agreement and we have filed with the court to have them both removed. We are now at the mercy of the court and sheriff. A motion was made by Ms. Lovett to approve the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

- 8. Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the voucher report and advised that we are at 134 and Ms. Stevens continues to issue vouchers for searching.

Discussion on payment standards, Ms. Aiken advised that the Section 8 payments standards and the ML Phillips PBV's need to be the same. While Ms. Aiken was doing her SEMAP reporting for HUD and recognized that there can only be one rate for each apartment size, does not distinguish between BV & HCV. 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.**

- 9. Marion L. Phillips Report** – Ms. Aiken reviewed the Marion Phillips report, advised that there are now 249 applicants on the waiting list. We have hired a new site manager; her name is Kiana Bowen and she is catching on very quickly. There are 3 move outs scheduled for December, one move out January 1st and another for the end of January unless the sheriff gets them out sooner. We have changed pest control companies from JP Pest to another company with much better pricing and the person who owns the company used to work for JP Pest and know ours building very well. Ms. Lovett had some questions about the LLC and how it works, she requested possibly have the lawyer back to answer some more questions. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

10. Non-Public session 3:53pm to discuss personnel with the Executive Director

Motion to come out of non-public session at 5:05pm and seal the minutes until they no longer are necessary to be sealed made by Ms. Lovett and seconded by Mr. Chamberlain. **3 Ayes.**

Next meeting will be January 3 (non-public) and January 24, 2023, at 1:30 pm

- 11. Adjournment** – The meeting was adjourned at 5:05 p.m.

Respectfully submitted,
Michelle Aiken, Secretary