



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday March 28, 2023, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson (phone)

Charlene Lovett, Vice Chairperson

Mark Chamberlain (phone)

Alan Peterson

Candance Reed

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:33 p.m. Roll call was taken; 5 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** Motion was made to accept the agenda by Mr. Peterson; seconded by Ms. Reed. **Motion carried, 5 ayes.**
- 3. Public Comment** – Four members of the public were present. Ms. Williams wanted to let everyone know that recently the mops from waxing the apartment floors were washed in the washers and it made Mr. Grenier break out because some of the chemicals were still in the washer. Ms. Williams suggested doing a rinse after they are washed or getting maintenance its own washer.
- 4. Approval of the minutes of the meeting on February 28, 2023.** A motion was made by Mr. Peterson to approve the minutes as amended; seconded by Mr. Chamberlain. Motion carried **5 Ayes.**
- 5. Treasurer's Report:** Ms. Aiken reviewed the treasurers report and the banking information. Ms. Aiken advised the contract costs are up mainly because of having to replace floors at \$2-3000 each and some have old cabinets that have needed to be replaced. Ms. Lovett suggested that maybe adding this to the packet would be helpful next time to reduce discussion time. A Motion to accept the treasurers report was made by Mr. Peterson; seconded by Mr. Chamberlain Motion carried **5 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that she is waiting on a 3rd bid for the cameras as one bid is \$15k and another is \$30k. The \$15k bid is with the company we currently use, First Choice Communication, and they are very good when we have issues. Ms. Aiken discussed the two bids for the admin plan, and it was agreed to go with the Nelrod company and Ms. Aiken will make changes to the lease by incorporating anything missing that is in the ACOP and then the board can review and then we will send to legal and all tenants will sign a new lease.

Ms. Aiken has been working with the CDBG grant coordinator and a bid for a construction manager has been put into the paper. The coordinator will help us go step by step and she does most of the work to get it going.

Ms. Tricia Ballard called in from Preti Flaherty to discuss questions the board had regarding the LLC that was created. Ms. Ballard advised it was a necessary because HUD does not allow you to pay yourself. In the management agreement there is a section that notes a certain percentage put aside to pay the housing authority and Mr. Ballard advised that they should discuss this with our accountant. A motion was made by Mr. Peterson to approve the Executive Directors report; seconded by Ms. Reed. **Motion carried 5 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 131 and Ms. Stevens continues to issue vouchers for searching. Ms. Stevens explained that she has 9 potential vouchers ready to be utilized but there is a worry for running out of funding if we over lease. Ms. Stevens has a meeting with the accountant to make sure that doesn't happen, we also have a good set of reserves in the bank account and HUD held reserves that can be requested by the accountant. Ms. Stevens also advised that the purge had recently been completed and the waiting list was cut in half. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Mr. Peterson. **Motion carried 5 Ayes.**
8. **Marion L. Phillips Report** – Ms. Bowen reviewed the Marion Phillips report, advised that there are now 257 applicants on the waiting list. Ms. Bowne and Ms. Aiken recently made pancakes and bacon/sausage for the tenants and had leftover bacon, so BLTs were made for the tenants also, it was a great turnout. Ms. Aiken also advised that there was a request by the board to show what kind of work orders were being done and Ms. Aiken worked with our programmers to differentiate the types of work orders, it was recently just routine work orders, now it can be listed as electrical, plumbing, etc. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Peterson; seconded by Ms. Reed. **Motion carried 5 Ayes.**
9. **New Business** – There was discussion on Commissioner training and Ms. Aiken provided the dates to the commissioners so everyone could be a certified commissioner by taking the fundamentals course and the ethics course. Ms. Aiken will sign everyone up for the upcoming courses that fit their schedule. Ms. Lovett discussed some of the legislative updates, especially HB117 and HB401, HB 469 and HB567. And regardless of us supporting the bill they were all killed at the senate level. Ms. Lovett will advised the board if they come back around and we can show our support at needed.
10. **Unfinished Business** – There was discussion on updating the by-laws to include 5 year terms and remove the May 31st date. Ms. Aiken will change the by-laws and submit it to the planning office after reviewed by the board.
11. **Adjournment** – The meeting was adjourned at 2:52 p.m.

Respectfully submitted,
Michelle Aiken, Secretary