



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday May 23, 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

Alan Peterson

Michelle Aiken, Executive Director/Secretary

Candance Reed (Absent)

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order, as Ms. Needham was on the phone, at 1:52 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 as amended by Mr. Chamberlain; seconded by Mr. Peterson. **Motion carried, 4 ayes.**
- 3. Public Comment** – One member of the public was present. Ms. Marandino questioned why tenants were being charged for air conditioning when all utilities are supposed to be included. Ms. Aiken advised that air conditioning was an excess utility.
- 4. Approval of the minutes of the meeting on March 28, 2023.** A motion was made by Mr. Peterson to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 5. Treasurer's Report:** The Accountant joined the meeting and advised he felt we were in a better place than last year and should keep moving forward as we are. He mentioned tightening up as much as possible on the administrative costs and the contract costs. Ms. Aiken advised contract costs are due to the boiler expenses mostly. It was determined to provide the board with a vendor listing to see where all the contract costs are going and to provide an administrative breakdown to see if there is any costs we can cut. A Motion to accept the treasurers' report was made by Mr. Peterson; seconded by Mr. Chamberlain **Motion carried 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that she has been unable to get any more camera bids. The admin plan questionnaire for the Nelrod company is being worked on 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, potentially for an October time frame. Ms. Aiken advised there are no evictions or legal issues at this time.

Ms. Aiken has met with the construction manager, Dana Nute, and the next step is to put the RFQ in the newspaper., which he will take care of asap. Mr. Nute has also advised that there is a possibility of having some money for installation of air conditioners. He will check into the possibilities.

The board members reviewed the change of terms to the By-Laws. A motion was made to approve the amended By-Laws by Mr. Peterson; seconded by Mr. Chamberlain. **Motion carried 4 ayes.** A motion was made to approve the Executive Directors report by Mr. Chamberlain; seconded by Ms. Needham. **Motion carried 4 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 136 vouchers and are slowing down on the lease ups. We did receive our upcoming budget and should be able to lease to our potential of 143. A motion was made to approve the housing choice voucher report by Mr. Peterson; seconded by Ms. Needham. **Motion carried 4 Ayes.**
8. **Marion L. Phillips Report** – Ms. Bowen reviewed the Marion Phillips report, advising that there are now 270 applicants on the waiting list, there are two new tenants and 1 vacant unit that is being renovated. There was discussion regarding the maintenance work order breakdown and the board members appreciated seeing what kind of work orders were being completed. Ms. Lovett asked about the exterior work and Ms. Aiken advised that they have been doing their own exterior work on the property, instead of contracting it out. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Peterson; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
9. **New Business** – There was a discussion on A/C units and why the tenants are being charged this as an excess fee. Ms. Lovett felt that heating and cooling are temperature controls and should be included. Ms. Aiken advised that the air conditioning has always been an excess utility and it is in their lease also. The charge remained the same for a long time and we have raised the price by \$5 each year. Ms. Aiken advised that she previously reviewed the amount the electric bill went up and then divided it by the 96 tenants. The board asked for those statistics again for the next meeting.
10. **Unfinished Business** – Ms. Lovett advised that the 3 bills we supported were shot down, along with HB 117 which we had no position on.
11. **Adjournment** – The meeting was adjourned at 3:21 p.m.

Respectfully submitted,
Michelle Aiken, Secretary