



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday June 27, 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

Candance Reed

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order, as Ms. Needham was on the phone, at 1:35 p.m. Roll call was taken; 5 commissioners were present. A quorum was established, and the meeting convened.
- 2. Approve the Agenda.** A motion was made to accept the agenda as presented by Mr. Peterson; seconded by Ms. Reed. **Motion carried, 5 ayes.**
- 3. Public Comment** – Two members of the public were present, but there was no public comment.
- 4. Approval of the minutes of the meeting on May 23, 2023.** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Mr. Peterson. **Motion carried 5 Ayes.**
- 5. Treasurer's Report:** The board discussed the treasurers report and the consolidated budget. There was a discussion regarding the negative HAP funds and Ms. Stevens (HCV Manager) advised that it is due to the fact that HUD is behind by a few months, and we had an excess of funding for when our numbers were lower, now that are numbers are higher, HUD is playing catch and should catch up to us by September or end of budget. Ms. Aiken also advised that the contract costs are high, but we have some additional maintenance help that is keeping some of the contract costs down, such as the yard work. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Peterson **Motion carried 5 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 and would like some direction from the board. The board advised Ms. Aiken to contact Tasco security and find out what the difference is in the bids for the cameras and maybe they can provide something a little more competitive. The admin plan questionnaire for the Nelrod company has been completed and sent to Nelrod. We are just waiting for them to return their version and we will answer any questions they have and then present it to the board. Ms. Aiken advised there are no evictions or legal issues at this time.

Ms. Aiken met with the construction manager, Dana Nute, today to do a walk through with vendors for the boiler bid. It appears that we may get around 3 bids and some companies have advised that a completion by October is not feasible for their schedule, so we may only get 3. Everyone advised they would be available for the bid opening at 2:00 on July 14th.

Ms. Aiken advised that the Site Manager found another position and at this time Ms. Aiken is taking over the position and would like to work on a new Resident Services Coordinator position who would be in charge of getting a Choices For Independence Program (CFI). The CFI program is a program that is generally run through DHHS or Service Link although some housing authorities have them for their

residents. The CFI program helps residents maintain independence and live on their own by providing nurse visits, home care providers, etc. Ms. Aiken has looked into the program but it's a lot of time to get it up and running. Ms. Aiken advised that if we hire someone as a Resident Services Coordinator, they can help with activities and help with resident needs, such as filling out paperwork, file of life, etc. Ms. Aiken is working on the job description and will present it to the board prior to the new budget in September.

There was discussion regarding some of the over budget items such as flooring costs, which are hard to budget, Ms. Lovett requested an average turnover rate that might help budget for next year. There was also a discussion about key access and the idea that keys are not always returned as they should be when someone moves out. The board would like to discuss it further for the next budget. Ms. Aiken advised she would try to get some estimates.

Ms. Aiken advised that there has been some major bogging down of the Section 8 and Site Manager computers and our IT company has recommended upgraded computers which should help with making them more efficient. All board members agreed that this is a necessity and Ms. Aiken should advise them to go ahead and order the new ones. A motion was made to approve the Executive Directors report by Mr. Peterson; 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 139 vouchers and have been advised by the accountant to stop leasing up until HUD catches up with our funding which should be prior to the new budget season. The board members applauded Ms. Stevens for getting the numbers up so high and her dedication to getting the numbers as close as possible to our allowed vouchers. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 5 Ayes.**
8. **Marion L. Phillips Report** – Ms. Aiken advised that she cleaned up the waiting list further making sure that the occupancies were correct. At the time of the report there were two empty apartments, one was filled yesterday and as soon as the floor is completed the other that person is ready to move in. So, we will be back to full occupancy. Ms. Aiken reviewed the work order report, and it was determined that the board would like to save this report for only problems, so they can see when there may be issues for infrastructure of the building, such as a lot of plumbing or electrical issues. Ms. Aiken advised that she would modify the report for the board. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Chamberlain; seconded by Mr. Peterson. **Motion carried 5 Ayes.**
9. **Old Business** – Ms. Lovett did some research on temperature regulations for apartments and felt that we do not charge for excess heat and possibly should not charge for excess cooling. Ms. Lovett advised in her research she found that there is a law for heat at 65 degrees but there is no law for cooling, although you cannot prohibit someone from having an air conditioner. The board agreed to look at this more and would like Ms. Aiken to put out a survey regarding the air conditioners and space heaters and report back to the board.
10. **Adjournment** – A motion to adjourn the meeting was made by Mr. Peterson; seconded by Ms. Reed at 3:16 p.m.

Respectfully submitted,
Michelle Aiken, Secretary