



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Monday July 24, 2023, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Doreen Needham, Chairperson (phone)

Mark Chamberlain

Candance Reed

Charlene Lovett, Vice Chairperson (absent)

Alan Peterson

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Aiken called the meeting to order, as Ms. Needham was on the phone, at 1:38 p.m. Roll call was taken; 4 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, 4 ayes.**
- 3. Public Comment** – Five members of the public were present, but there was no public comment.
- 4. Approval of the minutes of the meeting on June 27, 2023.** A motion was made by Mr. Peterson to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 4 Ayes.**
- 5. Treasurer's Report:** The board discussed the treasurers' report Ms. Aiken advised that she is pleased with the balance in the bank account, since we have been skimming by with the conversion. She advised that she feels a padding of around \$50k would be good and she is thinking it would be good to be any extra funds into the Citizens bank account so they can earn interest for any projects we may have come up. There was discussion on the consolidated budget and a question regarding the HAP funds and it was explained that because of the excess reserves we were carrying, HUD made us use those and should catch back up with us within a couple of months. A Motion to accept the treasurers' report was made by Mr. Peterson; seconded by Ms. Reed **Motion carried 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that she the company regarding the camera bids and they advised that because the modems we have for the cameras are made in Russia they have been blacklisted, this is to replace everything including the cameras, Ms. Aiken asked if the cameras could be re-used and they said no. The board advised Ms. Aiken to contact the first-choice company and see if they can provide a bid to replace the modems also so that the bids will be more comparable. The admin plan draft has been sent to the board, Ms. Aiken and Tara Stevens have reviewed the draft and suggested a few small edits. When the finished draft comes back Ms. Aiken will forward it to the board looking for approval. Ms. Aiken advised there are no evictions or legal issues at this time.

Ms. Aiken advised that she has not heard anything further since we did the bid opening. Ms. Aiken will ask Mr. Nute for a copy of the bid and send it to all the commissioners. The Bid from Denron plumbing & HVAC is supposed to start mid-august. Mr. Nute is waiting for extra funding from Eversource and Ms. Aiken will notify the board if we have any news on that.

Ms. Aiken discussed the Choices for independence and Resident Services Coordinator position and advised that she would like to wait for the new budget season and after all vacations have been taken etc. There

were some questions on the use of Medicare and Medicaid and Ms. Aiken advised that there will need to be a lot of training on the requirements.

Ms. Aiken advised that the survey that was sent out showed that out of the 43 residents who turned in the survey, most are happy with the temperature of their apartment and only a few have space heaters and only a few don't have an a/c because of cost. Ms. Aiken suggested that in April maybe the board can discuss removing the a/c fee if we are in a good financial position. A motion was made to approve the Executive Directors report by Ms. Reed; seconded by Mr. Peterson. **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 139 vouchers. We lost one person this past month and immediately had someone to fill that space. Ms. Stevens advised she plans on doing a purge sometime soon since the waiting list is getting so full and if the numbers keep climbing we may want to consider closing the list for a little while until the numbers go down. A motion was made to approve the housing choice voucher report by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes.**
- 8. Marion L. Phillips Report** – Ms. Aiken advised that there are 265 people on the waiting list, at the time of the report there was one vacancy that has now been filled and one apartment that we are waiting on the flooring to be completed and we have someone interested in moving in asap. Since last week we have had 2 apartments come to us with a 30-day notice. They are one bedrooms and should be easy to fill. As far as health and safety there is an update, the Maintenance manager Paul pulled something in his shoulder in April and found out recently that he will have to have surgery. He will probably be out sometime in August. Ms. Aiken included the letter to the Board of Trustees for the Ball fund donation. Ms. Aiken advised that they will let us know if the fund is going to dry up anytime in the near future. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 9. New Business** – There was discussion on the Audit and the board agreed that it was a great audit and Ms. Aiken advised that the document imaging was a challenge last year and making sure we had everything in the files, but this year went well.
- 10. Adjournment** – A motion to adjourn the meeting was made by Mr. Peterson; seconded by Ms. Reed at 2:47 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary