



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Wednesday September 13, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson (phone)

Charlene Lovett, Vice Chairperson (absent)

Mark Chamberlain

Candance Reed

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:31 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 Ms. Reed; seconded by Mr. Chamberlain. **Motion carried, 4 ayes.**
- 3. Public Comment** – Three members of the public were present. Ms. Wallace asked if we could ask the people with scooters and wheelchairs to use the large elevators as her feet keep getting rolled over. Ms. Aiken advised we would address it.
- 4. Executive Director's Report:** Ms. Aiken provided the board with the 2023/2024 Operating Budget and there was discussion around the extraordinary items, a 2nd bid for the windows was requested. The board reviewed the lines items and asked Ms. Aiken to send their questions to the accountant prior to our next meeting on the 26th.
- 5. Non-public Session to discuss personnel** – A motion was made at 2:16 pm to go into non-public session to discuss personnel by Ms. Reed; seconded by Ms. Needham. **Motion carried 4 Ayes.**
- 6. Return from Non-public session** – A motion was made to come out of non-public session at 2:58 pm and back into public session by Ms. Reed; seconded by Ms. Needham. **Motion carried 4 Ayes.**

The board discussed the upcoming next meeting and scheduled it for October 17th at 10am. At this meeting they would like to have the regular meeting and then have the annual meeting immediately following about 12:00pm. At this meeting they would like to recognize the accomplishments of the employees.

- 7. 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