



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday September 26, 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

Candance Reed

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Aiken called the meeting to order, as Ms. Needham was on the phone, at 1:34 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting convened. Ms. Lovett chaired the meeting while Ms. Needham was on the phone.
- 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. Mr. James Griffen, Accountant.** There was discussion on the new budget and how the accountant comes up with the numbers he does. He explained that it past history and inflation costs. Ms. Aiken advised that she would like to add another \$17k to the budget to replace the carpeting on the 2nd floor with laminate, the same as what is in the 1st floor lobby. Everyone was happy with the budget and a motion was made to approve the 2023-2024 Operating Budget with the addition of the \$17,000 for flooring by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes.**
- 4. Public Comment** – Five members of the public were present, but there was an inquiry as to where the propane tanks were going; in the ground or above ground. Ms. Aiken advised they would be in the ground.
- 5. Approval of the minutes of the meeting on July 24, 2023, and September 13, 2023 minutes.** A motion was made by Mr. Chamberlain to approve the minutes; seconded by Ms. Reed. Ms. Lovett abstain. **Motion carried 3 Ayes.**
- 6. 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 a healthy balance because of the conversion. She advised that she feels a cushion of around \$50k would be good and she is thinking it would be good to be to move some of the extra money to another operating account to earn more interest for future capital needs. The board agreed it would be best to not put it in the existing capital funds account and would like to have it moved to a new account. A Motion to accept the treasurers' report was made by Ms. Needham; seconded by Ms. Reed **Motion carried 4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken reviewed the action items and advised that we are waiting on a second bid for the windows. Ms, Aiken advised that the heat is supposed to be turned on on the 17th, it's a possibility we could announce it at the next meeting. Ms. Aiken also made mention of the fact that maybe with the new system, new thermostats, etc. Maybe we could just not turn the heat off. There are some tenants who are elderly and are always cold, Ms. Aiken feels that it should be a minimal cost with some wanting heat and some wanting a/c. The Board advised they will look at that next season. They would also like some updates on plumbing or capital fund updates for the future so they can be prepared for those expenses.

Ms. Aiken discussed that Admin plan and a motion was made by Mr. Chamberlain to implement the new Admin Plan as presented; seconded by Ms. Reed. **4 Ayes.**

Ms. Aiken advised that there are no evictions pending at this time. All is going well. The board advised Ms. Aiken to post a notice for another Commissioner, whether it be for a resident commissioner or someone from the outside.

The board discussed the upcoming meeting and the annual meeting is supposed to be next with the nomination of the Chair and it's a good time to discuss the future and recognize staff for their work. It was discussed that we will have the meeting at 10-12 and then have some snacks or a light lunch at noon while staff is recognized. A motion was made to approve the Executive Directors report by Ms. Reed; seconded by Ms. Needham. **Motion carried 4 Ayes.**

- 8. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 137 vouchers due to a few people going off the program. Ms. Stevens talked with the accountant, and he advised that she could replace those two vouchers. There was discussion on what types of people were on the program, single parents, disabled, is it people who can work but don't? The talk moved to the Moving to Work Program (MTW) and it was agreed that training for staff and commissioners who be scheduled. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 9. Marion L. Phillips Report** – Ms. Aiken advised that there are 258 people on the waiting list. We have two units that are to be occupied as of October 1st and we will be full. There was discussion on making sure the board is kept up to date with work orders and the oldest part of the building is the pipes. Ms. Aiken advised they are fixed and replaced bit by bit. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes.**
- 10. New Business** – There was a discussion on the use of the Ball room for outside activities. Ms. Aiken is hosting a fundraiser for the Humane Society and Ms. Lovett inquired about any sort of policy. Ms. Aiken advised there is no policy, with the exception of people renting the ballroom for a \$25 refundable deposit. Ms. Aiken will check with the Senior Center to see if they have a policy for renting their rooms.
- 11. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Needham at 3:07 p.m.

Respectfully submitted,
Michelle Aiken, Secretary