



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday October 17, 2023, 12:00 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham, Chairperson

Charlene Lovett, Vice Chairperson

Mark Chamberlain

Candance Reed, (Absent)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 12:00 p.m. Roll call was taken; 3 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. Lovett; seconded by Mr. Chamberlain. **Motion carried, 3 ayes.**
- 3. Public Comment** – No members of the public were present.
- 4. Approval of the minutes of the meeting on September 26, 2023, minutes.** A motion was made by Ms. Lovett to approve the minutes as amended; seconded by Ms. Needham. **Motion carried 3 Ayes.**
- 5. Treasurer’s Report:** The board discussed the treasurers’ report, and a new consolidated budget report will not be provided until next month due to end of year accounting. There was further discussion on taking some of the funds and putting them into a high interest account until it’s needed and Ms. Aiken was asked to check into other banks. A Motion to accept the treasurers’ report was made by Ms. Lovett; seconded by Ms. Needham **Motion carried 3 Ayes.**
- 6. Executive Director’s Report:** Ms. Aiken reviewed the action items and advised that we are still waiting on a second bid for the windows as the contractor wants to see if he can get parts. Ms., Aiken advised that the heat is supposed to be turned on asap, they are waiting on a part to get it started. Estimate that it should be running by Monday and asked to notify the board on how it is going on Monday and if its not up and running to have a back up plan. Ms. Aiken advised that the zone valves in each apartment have been replaced and maintenance has been insulating the pipes in each apartment to help with controlling the temperatures in the apartments. The board would like Maintenance to come to the next meeting to discuss projects in the building and some necessary improvements that may be needed in the future. The board would also like to discuss housing opportunities in the area. Ms. Aiken advised that she has been contacted recently about a collaboration that might be possible and she will contact them about coming to a meeting to brainstorm. A motion was made to approve the Executive Directors report by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
- 7. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 134 vouchers due to a few people going off the program. Ms. Stevens talked with the accountant and is hoping a couple vouchers will be issued prior to next month. There was discussion on how the funding we receive does not cover our full voucher availability. There was discussion on finding a Moving to Work Program (MTW) training for staff and commissioners and Ms. Aiken will try to coordinate this. Ms. Stevens was asked to provide the average cost per voucher for the

next meeting. A motion was made to approve the housing choice voucher report by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 271 people on the waiting list. We are at full occupancy. There was discussion on the work orders and possibly providing more info when there is an emergency work order, to keep the board updated. Ms. Aiken advised maintenance will attend the next meeting to discuss capital improvements. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
9. **Adjournment** – A motion to adjourn the meeting was made by Mr. Chamberlain; seconded by Ms. Lovett at 12:59 p.m.

Respectfully submitted,
Michelle Aiken, Secretary

BOARD OF COMMISSIONERS ANNUAL MEETING MINUTES
Monday October 17, 2023, 1:00 p.m.
Ball Room, 243 Broad St., Claremont, NH

1. **Roll Call, Quorum.** Ms. Needham called the meeting to order, at 1:00 p.m. Roll call was taken; 3 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. Chamberlain; seconded by Ms. Lovett. **Motion carried, 3 Ayes.**
3. **Nomination for Chairperson** – Ms. Lovett was nominated for chairperson by Mr. Chamberlain. Ms. Lovett accepted the nomination; seconded by Ms. Needham. **Motion carried, 3 Ayes.**
4. **Executive Director’s Report:** Ms. Aiken and the board took this time to do staff recognition and provide certificates of appreciation to each staff member. The board also talked about bright spots, particularly the funding and grants that we have received.. A motion was made to approve the Executive Directors report by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**
5. **Adjournment** – A motion to adjourn the meeting was made by Mr. Chamberlain; seconded by Ms. Lovett at 1:28 p.m.