



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday November 14, 2023, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Candance Reed

Doreen Needham (absent)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:33 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. Reed; seconded by Mr. Chamberlain. **Motion carried, 3 Ayes.**
- 3. Guest speaker – Pascale Graham, Executive Director of Turning Points Network.** Ms. Graham advised they are looking to collaborate with the Housing Authority to provide more permanent, affordable housing for Claremont. They have purchased a few properties and have recently purchased a property on the corner of Breck and Broad st, which is currently a 2 bedroom. They believe, to make the project affordable it would need to be at least a 4 bedroom, they would need a variance from the zoning board and would like to consider the possibility of project-based vouchers or something like this, as they are not interested in being landlords. The Board agreed that a collaboration would be great as they both have the same goals. It was agreed that Ms. Graham would come back to the Board on January 23rd for the next meeting, and we would continue the discussion.
- 4. Public Comment –** Mr. Merchant, apt 421, advised that he heard that the commissioners were considering doing away with the fee for the air conditioners. He advised that if he pays the \$85 for an air conditioner, he receives \$200 in food stamps. If he does not pay for an air conditioner, he receives \$26 in food stamps. The board asked Ms. Aiken to look into this and Ms. Aiken advised she would contact DHHS to see why this is their policy. There was also discussion on whether or not a Site Manager would be hired, and Ms. Aiken advised that she is working on it and has met with 7 applicants and has narrowed it down to two. Ms. Aiken is hoping for a beginning of the year start.
- 5. Approval of the minutes of the meeting on October 17, 2023, minutes, and Annual Meeting Minutes.** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Ms. Lovett. **Motion carried 3 Ayes.**
- 6. Treasurer’s Report:** The board discussed the treasurers’ report and reviewed the end of year accounting consolidated report. Ms. Aiken has not yet changed the amount of transfer to the savings, but she will make that retroactive. A Motion to accept the treasurers’ report was made by Ms. Lovett; seconded by Ms. Needham **Motion carried 3 Ayes.**
- 7. Executive Director’s Report:** Ms. Aiken reviewed the action items and advised that at this time there is no training available on MTW, probably because there are no cohorts available at this time. I believe once they offer the cohorts, which is usually once or twice per year then they will provide some training. Ms. Aiken was asked to contact the Senior Center to see what their policy is for renting out their facility. A

motion was made to approve the Executive Directors report by Ms. Reed; seconded by Mr. Chamberlain.
Motion carried 3 Ayes.

- 8. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens reviewed the voucher report and advised that we are at 135 vouchers and will probably remain within 1 or 2 vouchers from that. Ms. Stevens is working closely with the accountant to make sure we remain within our funding. Ms. Stevens provided the average cost per voucher as requested by the board. Ms. Stevens presented the new payments standards for with the HUD recommendation and marked them up to the 110% as allowed by HUD. A motion was made to approve the new payment standards as presented by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 3 Ayes.**

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

- 9. Marion L. Phillips Report** – Ms. Aiken advised that there are 289 people on the waiting list, definitely the most she has ever seen. We are 100% occupancy, although we were given notice by a tenant, so we have 1 upcoming renovation to complete.

Mr. Clifford, the maintenance manager talked to the board about upcoming improvements that will need to be completed. Mr. Clifford advised that the Elevator was updated back in 1990 and some hydraulics were replaced a few years back, but with all the new ADA requirements, the elevators are no longer ADA compliant. The renovation estimate has been provided at around \$230,000. Ms. Aiken is wondering if there are grants available for this and she will advise the board if she finds anything.

Mr. Clifford advised that the outside stairwell to the basement and the bed to the trash compactor have deteriorated. We have braced the stairs with wood braces, but it should be replaced. The pad to the trash compactor has eroded from the salt and needs to be replaced. It is above the generator room and is a big project that will require bracing in the basement under the pad. Mr. Clifford will talk to his contractor to see if he can get some estimates for this work.

Mr. Clifford also advised that the plow truck should be replaced. The frame is rusted, and we had to pay \$4000 to get it fixed last year. The truck itself only has 30K miles on it and runs good, but the frame is the problem. The board asked Ms. Aiken to contact the city to see how they manage their plow trucks, lease or purchase and see what kind of a deal we can get.

Mr. Clifford also advised that the other problem we have continuously is the water shuts off, most are old and problematic. They try to replace them as they can, but it was about \$700 last time they replaced one. Mr. Clifford will ask his plumber for an estimate on replacement and possibly we could do it in sections. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Lovett; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

- 10. Non-public Session to discuss personnel** – A motion was made at 3:14 pm to go into non-public session to discuss personnel Section 91-A:3 by Ms. Lovett; seconded by Ms. Reed. **Motion carried 3 Ayes.**

- 11. Return from Non-public session** – A motion was made to come out of non-public session at 3:36 pm and back into public session by Ms. Lovett; seconded by Ms. Reed. **Motion carried 3 Ayes.**

A motion was made by Ms. Lovett to seal the minutes; seconded by Ms. Reed. **Motion carried 3 Ayes.**

- 12. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:38 p.m.

Respectfully submitted,
Michelle Aiken, Secretary