



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday January 16, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Candance Reed

Doreen Needham (via phone)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:32 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. Chamberlain; seconded by Ms. Reed. **Motion carried, 4 Ayes.**
- 3. Public Comment** – No one from the public was present.
- 4. Approval of the minutes of the meeting on November 14, 2023, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**
- 5. Treasurer's Report:** The board discussed the treasurers' report and noted that we are doing financially well. Ms. Aiken has created another account for capital needs with an initial deposit of \$50k. The consolidated budget was in good order, and it appears the budget that was set is pretty close to being in line with our current spending. The board would like to find a way to single out some items such as IT costs, and the other administrative expenses. Ms. Aiken advised that she work on that with the accountant. Ms. Aiken advised that the boiler is complete and due to some change orders there is about \$8k that we are responsible for. The board requested a breakdown of how much the boiler cost to replace and how much was covered by CDBG and Eversource. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Needham **Motion carried 4 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items and advised the lease has been sent to all the commissioners, the lawyer has reviewed it and it will be put on next month's agenda. Ms. Beth Magliano was introduced to the board as the new Resident Services Coordinator. Ms. Aiken advised that Ms. Magliano worked with the same type of clients in VT and MA, she has a lot of experience in choices for independence and Medicare. Ms. Aiken discussed the ballroom rental policy and advised that she was unable to reach the director of the Senior Center and their website was not much help either, but the current rental form that is used was included in the packet. Ms. Lovett advised that we should have a policy for rental of the ballroom. Ms. Aiken advised that it is generally only tenants and their families who rent the ballroom and occasionally Ms. Aiken will host a painting party but besides that there are really no others that rent the ballroom.

There was discussion regarding the waiting list and if it would be best to close the waiting list or put some provisions on the people who can apply, such as leaving the waiting list open to only Claremont, Newport and Charlestown residents. Ms. Stevens plans to complete a purge of the waiting list and we can see where the list ends up after that and decide whether to close the list.

Ms. Aiken advised that we need to hire a new maintenance person, one of our employees is done on the 1st of February and the maintenance director cannot lift due to a shoulder injury. Ms. Aiken advised there are a lot of applicants but no one who is qualified to take his place once he retires. We are looking for someone with experience.

Ms. Aiken advised that they recently had their audit, and it went really well and were advised that there were no findings. We requested that they have the audit complete and to us by April, since last year we were signing off on it at the last minute. A motion was made to approve the Executive Directors report by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes.**

7. **Housing Choice Voucher / Section 8 Program Report** – Ms. Aiken reviewed the HCV report and advised that we are stuck at 132 vouchers due to the funding needing to catch up with us. Ms. Aiken advised she would like to invite the accountant to next months meeting to see if we are being too cautious or if this is the right course. A motion was made to approve the housing choice voucher report by Ms. Reed; seconded by Ms. Needham. **Motion carried 4 Ayes.**
8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 311 people on the waiting list, definitely the most she has ever seen. Ms. Magliano discussed the Resident Services Coordinator position and Choices for Independence work. She has met with a lot of tenants in her first month in the position and she plans to reach out to more and get as many people on the program as possible. She is working with Service Link to help with the process, there are currently 3 people in the building that are already on the program. She is confident the program will do well here and once we have reached our potential here we can reach out to people on the section 8 program. A motion was made to approve the Marion L. Phillips Report as presented by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes.**
9. **Unfinished Business** – Ms. Aiken was unable to reach the guest speaker, although a message was left advising the meeting date change. Ms. Aiken will continue to try to reach her for an upcoming meeting. The board would like to speak to our lawyer who handled our LLC to see what the process is for purchasing property through the LLC. Ms. Aiken will invite her to an upcoming meeting.

The board would like to see a capital fund plan for the next meeting so that we can start budgeting for next year. There was also discussion on the building and when/why did it go from elderly to elderly/disabled. Ms. Aiken believes it has something to do with fair housing, but she will look into it.

10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Needham at 2:58 p.m.

Respectfully submitted,
Michelle Aiken, Secretary