



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday February 27, 2024, 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 1:31 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. Reed. **Motion carried, 3 Ayes.**
- 3. Public Comment** – Ms. Diane Horne had some questions regarding noise and what can be done. Ms. Aiken advised that we have a three-strike rule and Ms. Aiken has provided a verbal warning to the tenant she has issued a complaint to and then it is a written warning and if they still do not follow the rules then they will receive an eviction notice for ruining the peaceful enjoyment of their neighbors. Ms. Aiken also suggested calling the police.
- 4. Guest Speaker James Griffen, accountant** – Ms. Lovett had questions about how we can increase our voucher numbers without going over budget. Mr. Griffen advised that he had a conversation with Tara and Michelle advising that we have the ability to lease up about 3 more a month as long as we can stay within 10k. He explained that HUD is about 3 months behind with their fund and fund us based on last quarter's numbers. Ms. Lovett also asked about pulling out some of those administrative costs for the budget, so we know where the extra items are at. It was agreed that Ms. Aiken will provide a vendor report to the board to show the board.
- 5. Approval of the minutes of the meeting on January 16, 2024, minutes,** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 3 Ayes.**
- 6. Treasurer's Report:** The board discussed the treasurers' report and was pleased with the healthy balances in the checking account and the new accounts created at Citizens bank. There were some questions about whether we have paid this quarter's water bill and Ms. Aiken advised it must have been in February as she knows she recently paid it. There was also a question of why there is such a difference in insurance. Ms. Aiken advised she would make a comparison between this year and last year for next month. There was also a question regarding extraordinary maintenance. Ms. Aiken advised it was the bathroom remodels, window replacements, zone valves in the apartments and then our cost towards the boiler project.. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 3 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken advised that she recently attended the City Council meeting to close out the CDBG grant and thanked the Council for the grant. Ms. Aiken advised that a new maintenance person, Todd Russell, has been hired. With his experience we are hoping when our current maintenance manager retires, he can take over. Ms. Aiken advised the cameras are installed and complete.

Ms. Aiken advised that we have no evictions pending, but we do suspect someone of smoking but have been unable to prove it. The Dyllos smoke detector that we purchased is not working as we expected. It detects all fumes, like cooking fumes, so it is not accurate enough to prove someone is smoking. Ms. Aiken is looking at another company and it was suggested that we contact the Dyllos company and see if we can return and maybe there is better technology since we purchased the machine.

Ms. Aiken went over the capital fund projects that are needed and prioritized the elevator and the compactor pad along with a new truck. The parking lot patching is a safety hazard also and should be taken care of before it gets worse, and patching is no longer an option.

The board advised they appreciated the capital fund items but were looking more for capital items such as the roof and how long before it needs to be replaced and an approximate cost of those big-ticket building items.

Ms. Aiken provided the Civil Rights form to the Chair, and it was agreed the board would like a list of items that need to be completed to keep in compliance. Ms. Aiken said she would look into it. 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, Voucher manager advised that as the accountant had mentioned they discussed the ability to lease up 3 more people and to just try to keep the budget to around 10k. The purge was completed, and they removed about 250 people from the list who did not respond or asked to be removed from the list. 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 318 people on the waiting list, and we have a few people moving out and will be able to fill 2 efficiencies and do an in house transfer from an efficiency to a one bedroom.

Ms. Magliano advised that the city signed off on the Choices for Independence application as it is one of the forms required, to make sure the city knows what we are doing. She submitted the application, it was approved and the next step is in the next 60 days they will schedule an inspection of the property. This is a great asset to the building and very much needed for the tenants. The board commended Ms. Magliano for getting this going so quickly. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

10. **New Business** – Ms. Aiken advised that the Turning Points Director, Pascale Graham, will be at the next meeting along with Kara Sweeney from our attorneys office who helped with creating the LLC. Ms. Aiken advised that low income housing tax credits (LIHTC) are likely the way for us to create more affordable housing and she will send the board a youtube video she felt was helpful in describing how it works. Ms. Lovett is also interested in finding out why there is no more MTW and Ms. Aiken will look into it.
11. **Adjournment** – A motion to adjourn the meeting was made by Mr. Chamberlain; seconded by Ms. Reed at 3:25 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary