



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday March 26, 2024, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Doreen Needham

Mark Chamberlain

Candance Reed

Charlene Lovett, Chairperson(absent)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Needham called the meeting to order at 1:32 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** – No public present.
- 4. Guest Speaker Pascal Graham, Turning Points Network and Kara Sweeney of Preti & Flaherty Attorneys** – Ms. Graham explained that they have purchased the building 227 Broad Street and they have applied for a CDFA pre-development grant which will fund the preliminary plans to renovate the building which they are hoping to renovate into a 4 unit building with affordable subsidized housing. She is consulting with Shelly Hatfield and Andrew of Twin Pines Housing. The CDFA grant does take about 6 months to receive the approval and they believe the project will take about 3 to 5 years. Ms. Sweeney advised she feels Turning points is in good hands with Andrew and Shelly. Ms. Graham advised that working with Claremont Housing she was hoping to get vouchers in the units. Ms. Sweeney advised speaking with New Hampshire Housing Finance Authority and getting some project-based vouchers in there so that vouchers would stay in the building. Ms. Sweeney also recommended the Federal Home Loan with the Bank of Boston.
- 5. Approval of the minutes of the meeting on February 27, 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 Ms. Aiken provided a list of expenses in the 4190 (other admin expenses) which are constant each month. A Motion to accept the treasurers' report was made by Mr. Chamberlain; seconded by Ms. Reed **Motion carried 3 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken asked the board if they reviewed the lease, and a motion was made to approve the new lease as presented by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 3 Ayes.**

Ms. Aiken advised that back in 2005 we had a capital needs assessment done and it was done by a professional company. Ms. Aiken advised that she can advise of current needs but as far as a look ahead we should hire a company to do that for us.

Ms. Aiken advised that she is having some trouble with people smoking in their apartment and not being to tell where its coming from. There is some new technology from WYND Sentry that claims to be able to

detect the different particles of cigarette smoke, vape and marijuana and its sent to an app on your phone. Ms. Aiken will send a link to a case study, and she would like to discuss the pricing options and at least start with the first floor on one wing.

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

- 8. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that we are up a few vouchers and she also has two more that may be on for April 1st. 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 331 people on the waiting list, and we have some move outs scheduled for April and we already have occupants waiting for those.

Ms. Magliano advised that she has met with the State inspector who advised her of all the items she needs to obtain the license, she also has been advised that since we are not doing skilled nursing we can change from an 809 to 822 and we would not have to hire an RN. Ms. Magliano is going to Laconia for one last informational session before we would be ready for our final inspection to get the license. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Ms. Needham.
Motion carried 3 Ayes.

- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Needham; seconded by Ms. Reed at 2:42 p.m.

Respectfully submitted,
Michelle Aiken, Secretary