



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Wednesday May 8, 2024, 3:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson

Mark Chamberlain

Candance Reed

1:45 arrival Doreen Needham (on the phone)

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:35 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. Public Comment** – Tenant, Sarah Noble came in to report an incident of simple assault and was hopeful that the commissioners could help expedite the removal of this individual, at this time a restraining order is in place, and he has broken that restraining order. Ms. Aiken advised we are working with the lawyer's office.
- 4. Approval of the minutes of the meeting on March 26, 2024, minutes,** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Ms. Reed. Motion carried **3 Ayes.**
- 5. Treasurer's Report:** The board discussed the treasurers' report, and it seems we are doing good with the budget and appears that we are way under budget with the fuel oil. It was noted that Ms. Aiken will work with James to provide line items for the constants such as IT, phone, etc. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain Motion carried **3 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken reviewed the action items. The immediate capital improvement needs are the driveway which is around \$27k. Ms. Aiken believes we could pay for this out of our operating budget and shouldn't need to make any transfers. The elevator is a major purchase, and we will need some help with a grant or such to do this purchase.

Ms. Aiken advised that the truck should be purchased before winter and the board gave Ms. Aiken permission to advertise and go out for bid on it. Maintenance is also in need of an updated tractor that will enable us to do all our own yard work including leaf removal.

Ms. Aiken contacted a couple of companies that have been used by other housing authorities to complete a capital needs assessment. Ms. Lovett thought it could be done in house. Ms. Aiken felt a more thorough and accurate job could be completed by someone with experience in the field and could do projections a lot better than staff. Mr. Chamberlain advised he would do some research on the company but he did not think \$3000 was an outrageous amount.

There was discussion on what can be done to prevent smoking on the property and after some research Ms. Aiken felt the cigarette detectors that require the wifi would just be too pricy.

Ms. Aiken discussed the tub cutouts and the need to fulfill reasonable accommodations. Ms. Lovett advised we should do some budgeting for this kind of renovation and set of % of units with walk in showers and Ms. Aiken advised that you cannot know what future tenants' needs will be. There is a Healthy aging grant that we could look into. Ms. Aiken will see if there is any assistance for this out there. Ms. Aiken will work with maintenance to take inventory of tubs/showers/cutouts.

The board discussed the air conditioning fees for this year and decided to start a pilot program to reduce the air conditioning fee to \$10 and \$25 for a second a/c. After this year all a/cs must be within 5 years old to be sure of their efficiency.

Legal: Ms. Aiken advised we are in the process of one eviction where someone was smoking with their oxygen on, and they have been served papers and have until June to get out. There is also the simple assault and restraining order that will be another eviction process, but it is still in the works. There was also discussion around the fact that this person had unregistered guns that were confiscated by the police. The board asked that a memo be sent out advising tenants to report any firearms to the office. A motion was made to send out a notice to tenants to report any firearms to the office in compliance with the lease by Ms. Lovett; seconded by Ms. Reed. **Motion carried 4 Ayes.**

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. Tara Stevens advised that we have stayed at 134 vouchers, and she also has more that may be able to lease up in Newport. Ms. Stevens also advised that she has 5 people at Finch manor, which is kicking everyone out to complete renovations, and she believes all five are going to the new development in Newport. A motion was made to approve the housing choice voucher report by Ms. Reed seconded by Mr. Chamberlain;. **Motion carried 4 Ayes.**
8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 327 people on the waiting list, and we have some move outs and in house transfers that are happening, and we already have people from the waiting list who are ready to move in.

Ms. Aiken advised that the Resident Services coordinator gave her resignation and Ms. Aiken will post a notice to hire someone new. Ms. Aiken contacted the state and advised them that we are still moving forward and will do what we need to and hire someone new. The board requested a special meeting Friday May 10, 2024, at 3:30 to go into nonpublic session to discuss personnel.

Ms. Aiken advised that during a recent snowstorm while plowing a car was hit. The tenant was advised to take it to Mainway on Washington st and give us the bill. A motion was made to approve the Marion L. Phillips Report as presented by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

9. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:08 p.m.

Respectfully submitted,
Michelle Aiken, Secretary