



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday February 21, 2025, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson Mark Chamberlain

Candance Reed Susan Mochel

Michelle Aiken, Executive Director/Secretary

1. **Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:30 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting was convened.
2. **Approve the Agenda.** A motion was made to accept the agenda as amended by Ms. Reed; seconded by Ms. Mochul. **Motion carried, 4 Ayes.**
3. **Public Comment** – There were three members of the public in attendance.
4. **Approval of the minutes of the meeting on January 28, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. Motion carried **4 Ayes.**
5. **Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised that she has 6 vouchers out on the street looking for apartments and she plans to issue two more next week. Ms. Stevens also advised that she is working with DHHS for the Foster Youth Vouchers and they are planning to send her some candidates next week. Ms. Lovett was concerned with the amount of vouchers on the street and with the new administration and the possibility of budget cuts, Ms. Stevens is working closely with the accountant and even if it changes to 87% we still have some padding to sustain. A motion was made by Ms. Mochul to approve the Housing Choice Voucher report; seconded by Mr. Chamberlain. Motion carried **4 Ayes.**
6. **Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken advised that the balances are still looking healthy. The board reviewed the Consolidated budget and was concerned about the net loss this month, but when we are reimbursed by the insurance company it should even out. The increase in employee benefits was due to two new employees this year and after so many months they start to get the increase in STD and LTD benefits. The board wants to keep an eye on that and make sure we are taking all the benefits available into account for next year's budget. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel Motion carried **4 Ayes.**
7. **Executive Director's Report:** Ms. Aiken reviewed the action items, and the board scheduled a meeting to review the personnel policy on March 27th at 1:30. Ms. Aiken has spoken with the Capital needs assessment company to answer some questions, so it is good to know they are working on it.

Ms. Aiken advised that she has been in talks with comcast about installing Wi-Fi in the building and removing the cable. Most people have smart TVs already and Wi-Fi is generally much cheaper. We had a tenant meeting to discuss it and there were some pros and cons, but they were advised it is still in the beginning stages and as more details become available we will talk with the tenants.

Ms. Aiken advised that the key fob company has been notified, and she is waiting to hear when they will start. She is guessing the process will take about a week or so to fully install. Ms. Lovett advised to check with the fire department to be sure no permits are required.

Ms. Aiken advised that we have 3 pending evictions, and she discussed the process with the board. Generally, it is hard to catch someone physically smoking, but when its suspicion it is usually three strikes and you're evicted, one is verbal, second is a letter and third is an eviction letter. The board reviewed the wording in the lease, and it is not very strong. The board would like Ms. Aiken to speak with legal counsel and see if they have wording that can strengthen up the lease and also create an internal policy for evicting.

Ms. Aiken advised that Serv Pro will be here next week and will meet with maintenance on a plan of where to start.

Ms. Aiken discussed the recent tenants' meeting, and everyone felt it went well. There was some discussion around pets and looking at options of ways to have people volunteer to help clean up after the pets and also maybe starting some sort of foundation to help with pet medical costs. Ms. Aiken advised that she has been considering seeing if there is anyone who is willing to help get the tenants association up and going again as there has been a large turnaround in tenants and there might be some new people who are interested. A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

- 8. Marion L. Phillips Report** – Ms. Aiken advised that the purge has been completed and there are 86 people on the waiting list. Currently we have one vacant unit that will be leased up next weej and then we have the unit that the fire started in which is vacant but cannot be occupied until after Serv pro does the work they need to. Ms. Aiken advised that musicians Peter and Frank joined the tenants at the birthday party yesterday and everyone was up and dancing and loved it, so they are coming back next month. A potato bar is also scheduled for next month and there was talk about bringing in more activities like what the senior center has. Ms. Morin will add some of the senior center activities to a monthly newsletter that she has started.

Ms. Morin discussed the CFI program, and we have finally received our Medicaid approval. Ms. Morin has taken several trainings to get up to speed on processes and billing, she will be headed to Laconia next week to see it hands on. There are 6 current residents with CFI, and we believe 5 out of the 6 will be willing to switch over to have us help them. Ms. Morin will come up with a budget and how much we have to make to cover salaries and the program. A motion was made by Ms. Mochul to approve the Marion L. Phillips Report as presented; seconded by Ms. Reed. **Motion carried 4 Ayes.**

- 9. New Business** – The board would like to look at the washers and dryers as there have been some expensive bills recently. Ms. Aiken will find out when we purchased the washers and dryers for the next meeting.
- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:14 p.m.

Respectfully submitted,
Michelle Aiken, Secretary