



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday March 25, 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. Mochul; seconded by Ms. Reed. **Motion carried, 4 Ayes.**
3. **Public Comment** – There were three members of the public in attendance. Mr. Avery had questions regarding the proposed new smoke detectors and that there are a lot of visitors that also do not follow the rules.
4. **Approval of the minutes of the meeting on February 21, 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 vouchers out on the street looking for apartments and she expects to have two lease ups next week. Ms. Stevens also advised that she is working with DHHS for the Foster Youth Vouchers and she has one that is actively on the street looking. She expects to see a few more in the next month. A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Ms. Mochul. **Motion carried 4 Ayes.**
6. **Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken advised that the balances still look healthy but Claremont Savings Bank had to reconfigure our account due to the FDIC \$250k amount. Ms. Aiken then transferred some over to Citizens bank but it now puts this account over the FDIC amount. Ms. Aiken is going to get something in writing from Citizens as to how they are handling this as they verbally told Ms. Aiken it was covered.

The board reviewed the Consolidated budget and was concerned about the increase in the water bills, Ms. Aiken will provide more information on the bills for next month's meeting. There was also discussion on electricity and Ms. Aiken is going to try to get a savings report from the new company Dogwood to see what our savings are. The Board would also like to get a report on the cost of our background checks and try to get this into the upcoming 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. Ms. Aiken advised the draft for the capital needs assessment just came in and she will forward it to the board, she has given it to maintenance to review also and if we agree with everything we can notify them and they will finalize it. Ms. Aiken advised that the key fobs are being installed this week and it is going smoothly so far. Ms. Aiken has a meeting with the CDBG group to hopefully be awarded the grant for the elevators. Ms. Aiken advised that

there are 4 evictions pending and there was a court date for one of them on the 24th and she believes it went well but she is waiting to hear from the court.

Serv Pro has been working very slowly on the fire repairs, we have made several calls, and we are hoping that they will give our project a little more attention.

Ms. Aiken advised the washers were about \$10k and purchased in 2015 and the dryers were purchased in 2019 for \$10k also. A motion was made to approve the purchase of 4 new commercial washers by Mr. Chamberlain; seconded by Ms. Reed. **Motion carried 4 Ayes**

Ms. Aiken also advised that she has scheduled a meeting to see if anyone is interested in starting up the tenant's association again. The board would also like to add stronger language to parts of the lease in regard to smoking and have legal look it over. 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 there are 111 people on the waiting list. Currently we have two vacant units, one is being worked on by Serv Pro and the other just had someone pass away. They have some activities coming up next month such as the Easter Dinner on April 16th.

Ms. Morin discussed the CFI program, and we have 6 individuals currently on CFI, 3 we are working with and the other 3 have their own caregivers who they are happy with. We are still waiting to see if we have enough need to hire a personal care attendant, at this time it would probably just be part time. We currently charge \$20/hr for private pay for housekeeping. Ms. Aiken and Ms. Morin have been discussing the rate, as Laconia charges a lot more and pays their workers a few dollars less. Ms. Aiken feels the ones who are on private pay really need this service even if they don't qualify at this time for CFI and she would like to cover that cost for those most in need if we can and possibly put it into next years budget. 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 discussed the issues with the pets and the benefits of pets for the elderly and disabled and the struggles they have for caring for them.

- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:03 p.m.

Respectfully submitted,
Michelle Aiken, Secretary