



Claremont Housing Authority

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Thursday, March 27, 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 1:33 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 no members of the public in attendance.
4. **Unfinished Business – Personnel Policy** – The Board discussed the Personnel Policy page by page and discussed amendments that reflect a better and more thorough policy with a major change and adjustment to the vacation policy, allowing for a payout of any remaining vacation time over 20 hours in December. The Board requested legal to review prior to approval. A motion was made to change the vacation policy to add a pay out of up to 5 days to employees with over 20 hours of vacation time left over at the rate of pay for the year the time was available by Mr. Chamberlain; seconded by Ms. Mochul. A motion was made by Ms. Mochul to approve the remainder of the changes to the Personnel Policy as presented; seconded by Ms. Reed. **Motion carried 4 Ayes.**
5. **Adjournment** – A motion to adjourn the meeting was made by Ms. Mochul; seconded by Ms. Reed at 3:05p.m.

Respectfully submitted,
Michelle Aiken, Secretary