



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday May 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 1:30 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 to include follow-up items permanently on the agenda by Ms. Reed; seconded by Ms. Mochel. **Motion carried, 4 Ayes.**
- 3. Public Comment** – Mr. Alan Peterson wanted to address a noise complaint and Ms. Aiken advised that he could speak with Ms. Aiken after the meeting to talk about the noise complaint.
- 4. Approval of the minutes of the meeting on April 25, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as presented; seconded by Ms. Mochel. Motion carried **4 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised the board about the increase in her numbers; we have gone from 125 to 128. Ms. Stevens has not heard of any new foster youth vouchers. She does have 6 vouchers on the street and is guessing she will be using all the funding and HUD has actually recovered some funds that we have not used, but we expect to get some of that back next month. A motion was made by Ms. Reed to approve the Housing Choice Voucher report; seconded by Ms. Mochel. Motion carried **4 Ayes.**
- 6. Treasurer's Report:** The board reviewed the treasurer's report. Ms. Aiken went over the balance sheet and advised the board that the operating account now is split into two accounts along with the HCV so that they are covered under the FDIC. Ms. Aiken advised that she has met with CSB about doing some CD's and some money market accounts to earn and lock in some interest rates. Mr. Chamberlain created a graph from the previous bank snapshots that he said helped him with the flow of money.

There was discussion on the fire damage repair and the high water bills and electric bills. Board wanted Ms. Aiken to check into seeing if some of those excess items from the fire would be covered, such as the water bill, the hotel stay and the loss of revenue from the vacant apartment.

The board had some discussion over the credit card bill and there are some items that might seem a little excessive and they would like Ms. Aiken to explain them, prior to them asking. Such as the stores like hobby lobby and TJ Max, which are used for gifts for the birthday parties and this past month the Easter dinner, with plates and special items for the tenants, Ms. Aiken also advised those items are then reimbursed from the ball fund for tenant items.

The board discussed the fuel bill also and Ms. Aiken advised we should be fine and should use much more for the budget season. But also she has not been able to lock down a price for the propane because of the

tariffs. Mr. Chamberlain advised looking in heatable/Dead River as they have a deal going on right now, although that may be for consumers and not businesses. Ms. Aiken advised she has contacted them and that's who maintenance would prefer us to use, so she will try again to get a fixed price from them. The board would also like a report of the electricity usage for next month's meeting. 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. The board discussed the personnel policy and since all the edits were made and it has been reviewed by legal A Motion was made to approve Resolution #773 for revisions to the personnel policy by Ms. Reed; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

Ms. Aiken advised the draft for the capital needs assessment is still being reviewed by Maintenance and we will resubmit it when he has finished. Ms. Aiken provided a savings graph of the solar/electric usage and it shows we are saving a little over \$100 per month. Ms. Aiken has been speaking with Comcast and has a call set up for next week to discuss the wifi.

Ms. Aiken has a meeting with the elevator company and the fire department next week to discuss the renovations to the elevators.

Ms. Aiken advised that there is one eviction still pending and one new eviction that was issued to someone who was caught smoking.

Ms. Aiken advised she believes Serv Pro is finished with their work, but we are still waiting on the electrician to finish the remaining repairs.

Ms. Aiken advised the washers have been ordered and will take about a month to arrive. Ms. Aiken wasn't sure if the board wanted to order the dryers also or wait until the next budget season, she received a recent bill for \$600 for repairs to the dryers. The board agreed they would like to replace the dryers also. A motion was made by Ms. Reed to approve the purchase of the new dryers; seconded by Ms. Mochel **motion carried 4 Ayes.**

There was discussion about the noise policy and controls and the board asked Ms. Aiken to look into sound proofing of the flooring. There was also discussion regarding the doors that need to be replaced for \$40k and asked Ms. Aiken to try to obtain another bid for the doors. 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 145 people on the waiting list. Currently we have a few vacant units and some that are reasonable accommodation transfers and we are hoping within the next month to be full occupancy.

The board discussed the activities and thought it would be good to contact the community garden club, Jenn Nelson is the contact person for the club.

Ms. Morin talked about the CFI program and we have 4 CFI out of 7 in the building. We have a few clients we are still waiting on approvals for. Ms. Aiken advised that we are finally starting to receive some income other than private pay. The board would like to know how much we are taking in for private pay and how much we are generously donating to those in need and how much we are expecting from Medicaid as a line item. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Mr. Chamberlain. **Motion carried 4 Ayes.**

9. **Follow up items** – Ms. Lovett spoke with Kate Kirkwood regarding the Lead paint funding and everyone thought a zoom call would be the best way to get the information out to the landlords.
10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:10 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary