



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday July 22, 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 1:32 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** – There were 3 tenants in attendance. Mr. Alan Peterson and Ms. Jill Shackford had an issue with staff not wanting people to congregate in the lobby area. Mr. Peterson also had an issue with people coming in after someone unlocks the door, without being buzzed in. Ms. Aiken advised that the building is only as secure as the tenants let it be.
- 4. Approval of the minutes of the meeting on May 27, 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 that we are down a few vouchers and after talking with the accountant he would like us not to issue anymore since we have received less each 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 discussed the proposal from Claremont Savings Bank, to move money from Citizens into a 13 week CD and all other accounts will go into Money market accounts, and they will do away with the splitting of the accounts. A motion was made by Mr. Chamberlain to move the one account from Citizens to CSB in the amount of \$190k; seconded by Ms. Reed. Motion carried **4 Ayes.**

The board discussed some of the budgeting changes for next year and Ms. Aiken is going to work with the accountant to make sure that the credit charges are going to the correct account. 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 there is a Community Garden meeting on Wednesday 7/23 at 5:30 and she plans on attending to see how our residents can be involved. Ms. Aiken passed out a copy of the Capital needs assessment and the board needs to review it and if they agree, it will need to be accepted.

Ms. Aiken advised Comcast is supposed to come sometime in the next week to review the cabling we have in the building and see how much can be utilized and what needs to be replaced.

Ms. Aiken advised that we have one eviction pending and another potential eviction.
Ms. Aiken advised that the Elevators should start in November, and a deposit was mailed.

Ms. Aiken advised that the fire damages are almost complete, we are waiting on 2 units to be finished by the electrician.

Ms. Aiken advised the washers will be delivered to the warehouse around 7/28 and then delivered to us within a week or so after this.

Ms. Aiken discussed the fire inspection, there were 3 major issues, the fire doors have been replaced, we are still waiting for bids on replacing the fire control panels and then they would like some sort of guard for the balconies to make sure no one can fall through the bottom. Ms. Aiken did find a mesh piece that can be put across the railing to protect, and it was sent to the fire chief and there has been no response. Ms. Aiken will follow up.

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 176 people on the waiting list. Currently we have one vacant unit that should be filled within the month.

Ms. Aiken advised that the Resident Services coordinator has been doing a lot of games with the tenants, 2 days per month which has had good attendance.

Ms. Morin talked about the CFI program, and we have 4 CFI out of 8 in the building. We have a few clients we are still waiting on approvals for. We are still waiting on a few items, and Ms. Morin will continue to try to get them. The board would like the report to somehow reflect a budget of Ms. Morins salary, the housekeeper's salary and how much we are collecting from private pay and Medicaid. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel.
Motion carried 4 Ayes.

9. **New Business** – Mr. Chamberlain attended the NAHRO conference this past week and he advised that it was a great conference with a lot of information. He will pass along the slides and information he received from the conference. The basis of the conference was not to panic and the rumored 40% cut is more likely to be 10%.
10. **Unfinished Business** – Mr. Chamberlain mentioned a case study from New Rochelle, NY, showed how developing workforce housing revitalized its downtown. The board agreed to pursue a similar opportunity with the city-owned mill building and will invite the acting City Manager to a future meeting to discuss collaboration.
11. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:32 p.m.

Respectfully submitted,
Michelle Aiken, Secretary