



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Friday October 28, 2025, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Charlene Lovett, Chairperson                      Mark Chamberlain – via phone  
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 presented by Ms. Reed; seconded by Ms. Mochel. **Motion carried, 4 Ayes.**
- 3. Public Comment** – There no members of the public in attendance.
- 4. Approval of the minutes of the meeting on September 26, 2025, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; seconded by Ms. Reed. Motion carried **4 Ayes.**  
**Approval of the minutes of the meeting on October 16, 2025, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. Motion carried **4 Ayes.**  
**Approval of the minutes of the meeting on October 17, 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 the Board that we are holding strong with our numbers and HUD just confirmed that we are obligated for the month of November and December for funding and also that HUD is issuing some of the admin fees that we were due. Ms. Stevens completed the waiting list purge and that has removed about 200 out of town people from the waiting list. A motion was made by Ms. Mochel to approve the Housing Choice Voucher report; seconded by Ms. Reed. Motion carried **4 Ayes.**
- 6. Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that the CD is up for renewal and we have rolled it over into another 3-month term at 3.9%. A Motion to accept the treasurers' report was made by Ms. Mochel; seconded by Ms. Reed Motion carried **4 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken reviewed the action items. Ms. Aiken advised the fire repairs were completed but they did a poor job in one apartment, and they were supposed to come back to repair it but failed to so we are having Birons come to repair it.

Ms. Aiken advised that she had someone come and take a look at the tree in the backyard and the one in the front and she did call to remind them we were still waiting for the estimate.

Ms. Aiken advised Comcast came and did their assessment and worked up the proposal and it has gone to the higher ups to determine pricing and we are hoping to get that soon.

Ms. Aiken advised that we have one eviction pending and are just waiting on the court date. We also have one eviction pending the 30 day notice for smoking.

Ms. Aiken advised that the Elevators should start in late November. The fire panel is also being installed in November and they are hoping to start before the elevator work starts.

Ms. Aiken advised that there are only two items left on the fire department report, the balconies and the fire alarm box. Maintenance has finished the work on the balconies, and we will be setting up a date for the fire department to inspect that.

Ms. Aiken advised that she and maintenance have check items off the list on the Capital needs assessment report. Ms. Aiken will fine tune the report each month and try to get accurate numbers into the report.

Ms. Aiken advised that we need to add the Foster Youth Initiative (FYI) vouchers into the admin plan along with the Choices For Independence (CFI) so that we can add those preferences. Ms. Aiken contacted Nelrod to see if they could help us put those in there.

The Board had asked for a fuel comparison since the new boiler system was installed and Ms. Aiken found that in 5 months we spent \$55k and with the new boiler system we spent \$25k in the same time period and in the last 12 months we have spent \$70k total.

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 216 people on the waiting list. Currently we have one vacant unit and are hoping for occupancy around November 1<sup>st</sup>.

Ms. Aiken advised that we are having a Thanksgiving dinner for the tenants, cooked by staff on the 14<sup>th</sup>.

Ms. Morin talked about the CFI program, and we have 4 clients we are serving and 9 clients that are private pay, and 1 client that CHA is covering. She is hoping to have the one we are covering to get a new and more positive redetermination, so we will not have to cover him. Ms. Morin advised we have hired a personal care assistant, and she is getting along nicely and building more client relationships. A motion was made by Ms. Mochel to approve the Marion L. Phillips Report as presented; seconded by Ms. Reed.  
**Motion carried 4 Ayes.**

- 9. New Business** – The Board questioned if there are any rumblings about tenants not receiving their snap benefits. Ms. Aiken advised that snap is not something we consider into rent but there may be a larger food need that we may need to help out with. There has been talk about the state helping with rolling food pantries. Ms. Aiken is going to speak to some other the other housing landlords, such as Earl Borden and Sugar River Mills to possibly get a group together to help each other out and talk about whats working and whats not.

- 10. Adjournment** – A motion to adjourn the meeting was made by Ms. Mochel; seconded by Ms. Reed at 2:42 p.m.

Respectfully submitted,  
Michelle Aiken, Secretary