



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Friday November 21, 2025, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Charlene Lovett, Chairperson  
Candance Reed  
Michelle Aiken, Executive Director/Secretary

Mark Chamberlain – via phone  
Susan Mochel

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:32 p.m. Roll call was taken; 3 commissioners were present and one via phone. 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 were no members of the public in attendance.
- 4. Approval of the minutes of the meeting on October 28, 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 down one voucher. Ms. Stevens advised that we did receive another foster voucher and this does not count against our other vouchers. These vouchers are available to kids aging out of foster care between 18-24 years old. 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 and the end of year comparative. Ms. Aiken advised the funds are low right now because we had to pay insurance and we are waiting for the CDBG money to come in. The board confirmed that they would like that money returned to the Citizens Savings account. 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 are completed but they did a poor job in one apartment, and they were supposed to come back to repair it but failed to so our plan was to have Birons come to repair it, but that would mean that all of her belongings would have to be removed and she would have to be out for about a week. We have decided to fix it when she moves out.

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 that she heard from comcast this morning and they have provided us with a contract which is about \$29/per unit with a 5-year contract. The project will take about 6 months to complete. This is the first step in being able to install the smoke detectors. A motion was made by Ms. Reed to approve the Comcast contract, removing cable from the building and installing Wi-Fi in all the apartments; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

Ms. Aiken advised that one eviction is pending, the tenant did not show up so we are just waiting on the court to tell us when we will have possession of the unit. We also have one eviction pending the 30-day notice for smoking.

Ms. Aiken advised that the Elevators and the fire panel; are being installed simultaneously and they would like to have all the wiring done for the panel before the elevator starts. The fire panel company was going to request a 50% deposit as soon as the permit was issued. Ms. Aiken advised that the fire panel is the only item left on the fire inspection list.

Ms. Aiken advised that she and maintenance have worked on the list and Mr. Chamberlain was able to format it to show the totals. Ms. Aiken advised that a lot of things are just our normal procedures, but the board will be kept updated as we move along.

Ms. Aiken advised that after speaking with Nelrod they will not just add the foster youth vouchers and the CFI program because so much has changed in the 2 years since we last received the admin plan. In order to be in compliance, Ms Aiken went ahead and signed the paperwork and completed the questionnaires for the new Admin plan.

Ms. Aiken advised that the IT department is working on the computer in the ballroom. Ms. Aiken advised that she has been unable to find anything suitable for a lounge area in the building without spending a ton of money. The board gave Ms. Aiken permission to spend up to \$3k and we would look at Facebook marketplace also and would like to have it in place for January.

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 219 people on the waiting list. The building is 100% occupied. Ms. Aiken advised that they had a nice Thanksgiving dinner for the tenants, cooked by staff on the 14<sup>th</sup>. Ms. Aiken also advised that in the month of December they will take the tenants as tradition to the Imperial for a Christmas dinner on the 3<sup>rd</sup> of December. They will also have Peter & Frank come to play some Christmas music.

Ms. Morin talked about the CFI program, and we have our numbers for paid clients has dwindled but the numbers from last month are up. Our new housekeeping is very outgoing and has helped to add some time to help the tenants. There was discussion about expanding the program to outside Section 8 tenants. Ms. Morin advised that it is a liability and insurance question and she is working on making sure we cover all our bases before reaching out to those tenants. We still are waiting on a few re-determinations.

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** – Ms. Lovett advised that a developer has reached out to her and is interested in building a subdivision in Claremont. He has already spoken with the Mayor, some Councilors and the Planning Board and would also like to meet with the Board of Commissioners. The board agreed to meet with him on December 10<sup>th</sup> at 10:30am

10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 2:53 p.m. Motion carried 4 Ayes.

Respectfully submitted,  
Michelle Aiken, Secretary