



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Wednesday December 10, 2025, 10:30 a.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett, Chairperson
Susan Mochel
Michelle Aiken, Executive Director/Secretary

Mark Chamberlain
Candance Reed - Absent

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 10:30 a.m. Roll call was taken; 3 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. Mochel; seconded by Mr. Chamberlain. **Motion carried, 3 Ayes.**
- 3. Public Comment –** Ms. Bonnies Sczukadodson voiced her concerns about the chipmunk population, and she was upset that we do not find other ways to keep rodents out of the building.
- 4. Guest speak Isaiah Higgins –** Mr. Higgins is a builder, property owner and developer in Claremont and in Massachusetts, North Carolina and Washington State. He sees potential in Claremont and knows there is a need. He would like to build some new construction. He has met with council members, the planning board and is working with city officials to build a lot of housing in one area. He was interested to see if the Housing Authority was interested in working with him. The board will do some research and see what the best way to work with him is. There is a definite need for housing as the Housing Authority itself has over 600 people on their waiting list. Ms. Lovett thought it would be a good idea to give a presentation to the City Council voicing concerns for the need for housing for everyone.
- 5. Approval of the minutes of the meeting on November 21, 2025, minutes,** A motion was made by Mr. Chamberlain to approve the minutes as amended; seconded by Ms. Mochel. **Motion carried 3 Ayes.**
- 6. Housing Choice Voucher / Section 8 Program Report –** Ms. Tara Stevens advised the Board that we are down another voucher, as someone gave up their voucher to move to massachusetts. Ms. Stevens advised that we have received another couple foster vouchers 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 and they only have to be in foster care for a minimum of one day. A motion was made by Mr. Chamberlain to approve the Housing Choice Voucher report; seconded by Ms. Mochel. **Motion carried 3 Ayes.**
- 7. Treasurer’s Report:** The board reviewed the treasurer’s report and spoke with the accountant via phone to clarify some of the numbers. Ms. Aiken advised the funds are low right now and their was a hiccup with the CDBG money as the City says they cannot give the money directly to the CHA and are sending a check to the vendor, who then in turn will write us a check, it is very frustrating but work has started on the elevators, so we will have to wait for snail mail to receive our funds. A Motion to accept the treasurers’ report was made by Ms. Mochel; seconded by Mr. Chamberlain **Motion carried 3 Ayes.**
- 8. Executive Director’s Report:** Ms. Aiken reviewed the action items. Ms. Aiken advised that she is still waiting on a tree estimate, but Gallaghers did come and remove the tree branches hanging over the side walk.

Ms. Aiken advised that she will be meeting with Comcast to work out all the details of the new wifi installation and a notice will be sent to all the tenants when she has details to give them, she does know that it will be about a 6 month process to get it up and running.

Ms. Aiken advised that one eviction that was pending will have the sheriff here on Friday 12/12 and we will change the locks and the tenant will have a week to retrieve his things and then we will dispose of them. We also have one eviction pending the 30-day notice for smoking. Ms. Lovett asked to provide dates on the evictions for the future.

Ms. Aiken advised that the Elevators and the fire panel; are being installed simultaneously and have both started this week. Ms. Aiken advised that she is sure the fire panel company will be looking for their 50% deposit.

Ms. Aiken advised that the IT department gave Ms. Aiken instructions on how to clear the computer and she has ordered a new desk and a couch and recliner for the lounge area which should be delivered in the next couple of weeks.

Ms. Aiken advised that the Admin plan and being prepared by Nelrod and once its complete she will submit to the board.

A motion was made by Ms. Mochel to approve the Executive Directors report; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

9. Marion L. Phillips Report – Ms. Aiken advised that there are 221 people on the waiting list. The building is 100% occupied as of right now, although we did have an untimely death in the building yesterday. There is a moveout expected at the end of the month, we also have the eviction that will leave that unit empty at the end of next week. Then we also have the eviction for sometime in January, which will be some turnover for the building. Ms. Aiken advised that the tenants had a great time at the Imperial dinner, with 47 tenants attending. There were some issues with the bus. Ms. Lovett advised to check with the Community Center bus which is very underutilized. A motion was made by Ms. Mochel to approve the Marion L. Phillips Report as presented; seconded by Mr. Chamberlain. **Motion carried 3 Ayes.**

10. New Business – Ms. Lovett would like the board to do a presentation to the new City council at the February 11th meeting to discuss housing.

11. Adjournment – A motion to adjourn the meeting was made by Ms. Mochel; seconded by Mr. Chamberlain at 12:28pm p.m. Motion carried **3 Ayes.**

Respectfully submitted,
Michelle Aiken, Secretary