



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday January 27, 2026, 2:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

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

Mark Chamberlain – Via phone  
Candance Reed

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 2:30 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** – No one from the public was present.
- 4. Approval of the minutes of the meeting on December 10, 2025, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; seconded by Ms. Lovett. Ms. Reed abstained due to not being present at the meeting. **Motion carried 3 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised the Board that we are staying steady and she has leased up another Foster Youth voucher which of course does not count against our funding because they will continue to fund those. Ms. Stevens did point out the excessive amount of fails but did note that most were not anything life threatening, with exception of the smoke detector which was fixed right away. Then there was discussion on the waiting list and closing the HCV list since we are unable to lease anyone else up at this time due to funding. The waiting list can be reopened when the funding changes. A motion was made by Ms. Reed to close the HCV waiting list until the financial situation changes; seconded by Ms. Mochel. **Motion carried 4 Ayes.** A Motion to accept the Housing Choice Voucher report was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 4 Ayes**
- 6. Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that we have received the reimbursement check from Pine State Elevator for the deposits we made, so now we are in a better financial state. Ms. Aiken advised that the CD is due to be renewed and Ms. Aiken looked around at CD rates and renewing this one seems to be the best option and the Board agreed. The Board discussed the consolidated budget report, and it appears we are doing well with the exception of the water line does not appear to be right since in December a bill of \$6,000 was paid and it's not reflected in the report, Ms. Aiken will check with the accountant. 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 that she is still waiting on a tree estimates and Ms. Lovett recommended adding dates to the list, so things do not just sit on the to-do list. Ms. Aiken advised that Comcast should be starting anytime now, she is waiting to hear from them and then she will have a tenant meeting to talk about the new Wi-Fi. The Board discussed the new smoke detectors and agreed that paying the \$35k up front is a good savings and as long as we can get a guarantee they will work and a refund if for some reason they do not. Ms. Aiken is going to check with her

NHHAC board tomorrow and see if anyone has gone this route. Ms. Aiken will also send it to the attorney to see if they think it will hold up in court.

Ms. Aiken advised that we have one eviction pending but she talked with the tenant today and he said he will be out in 2 weeks.

Ms. Aiken advised that the Elevators and the fire panel work has started. The small elevator was given the state approval last week and next week they will start working on the large elevator.

Ms. Aiken advised the computer in the ballroom is ready to go and she is just waiting for the furniture to get everything set up. The Board would like Ms. Aiken to check on a delivery date.

Ms. Aiken talked with the Board about questions they had on the Admin plan and some corrections that need to be made. Ms. Aiken will work with Ms. Stevens on the weights of the preferences and then submit them to Nelrod to make the changes and then resubmit to the Board for approval.

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 237 people on the waiting list. The building has one vacant unit at this time but there are about 5 units that will be vacant throughout the month, one being an in-house transfer. Ms. Aiken advised she has people lined up for each one of the units.

Ms. Aiken advised that we have lost one of our CFI clients to eviction, so now we have 1 client and 11 private pay clients. Ms. Aiken advised that the month is not complete yet so that number for income will go up and she will update it next month. Also Ms. Morin should return from maternity leave for the next meeting. There was discussion about opening up to outside HCV CFI clients, which we plan on pursuing once the Resident Services Coordinator returns. 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** – Ms. Lovett advised that she received a call from Pasquel and she would like to meet with the Board at their next meeting in February. Ms. Aiken will put her on the agenda for the next meeting.
10. **Follow up items** – Ms. Lovett will be out of town for the next meeting and would like to meet with the Council in March to discuss housing.
11. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 4:07 p.m. **Motion carried 4 Ayes.**

Respectfully submitted,  
Michelle Aiken, Secretary