



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday February 24, 2026, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Mark Chamberlain
Susan Mochel
Michelle Aiken, Executive Director/Secretary

Charlene Lovett, - Absent
Candance Reed

- 1. Roll Call, Quorum.** Mr. Chamberlain called the meeting to order at 1:30 p.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. Reed; seconded by Ms. Mochel. **Motion carried, 3 Ayes.**
- 3. Public Comment** – No one from the public was present.
- 4. Approval of the minutes of the meeting on January 27, 2026, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; seconded by Ms. Reed. **Motion carried 3 Ayes.**
- 5. Housing Choice Voucher / Section 8 Program Report** – Ms. Tara Stevens advised the Board that we are at 123 vouchers and she has leased up another Foster Youth voucher which makes 3 FYI vouchers and because of our success HUD hired a company to interview Ms. Stevens about the success of the program so far. The waiting list has now been closed and Ms. Stevens will have a letter to send out to any applicants that submit their applications and advise them to check back later for when the waiting list is re-opened. A Motion to accept the Housing Choice Voucher report was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 3 Ayes**
- 6. Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that the accounts look healthy and the CD has been renewed for another 3 months. The board agreed that the consolidated budget also looked good and at this point with all the work to be done in the spring we have done most of the project we set out to do this year. It was agreed that next budget cycle the board will review replacing the heaters/a/c units in the common areas. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 3 Ayes.**
- 7. Executive Director's Report:** Ms. Aiken reviewed the action items. Ms. Aiken advised that she received a fair estimate from Gallaghers for the tree removal and it will be done in the spring. Ms. Aiken advised that Comcast did contact her for a point of contact for when they start the project, but they have still not given us a date to start, but she assumes it should be sometime very soon. The elevators are nearing completion, and we are now just waiting for the state inspection for the large elevator. The Fire panel is also nearing completion. Ms. Aiken advised there are no pending evictions at this time. The furniture and desk area with the community computer was delivered and the board agreed that the area looked nice and Ms. Aiken confirmed that she has seen people using the area and they seem to like it.

Ms. Aiken previously sent the board the updated administrative plan and confirmed that all the requested changes were made and questions were answered. A motion was made by Mr. Chamberlain to adopt Resolution 776 and accept the revised housing choice voucher administrative plan; seconded by Ms. Reed. **Motion carried 3 Ayes.**

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

8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 240 people on the waiting list. The building has one unit that will be vacant probably mid march and we already have that held for someone.

Ms. Aiken advised that the resident services coordinator is back from maternity leave and staff has tried to make her return easy for her and she will be working on getting a few more clients on the program and also that one of the CHA funded clients has been removed, so that burden will be less for the coming months. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 3 Ayes.**

9. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 2:17 p.m. Motion carried **3 Ayes.**

Respectfully submitted,
Michelle Aiken, Secretary