



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

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

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Charlene Lovett
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 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 amended with the addition of a guest speaker by Ms. Reed; seconded by Ms. Mochel. **Motion carried, 4 Ayes.**
- 3. Public Comment** – Mr. John Smigiel voiced his concern about his neighbor who recently flooded his apartment and has a real problem with noise at all hours of the night.
- 4. Guest Speaker** – Ms. Pascale Graham of Turning Points/The Center for Safer Communities came to speak to the board and advised that they have purchased a property and are interested in subsidizing the 4 units. Ms. Aiken advised that there is potential to put project-based vouchers in there but there is a process, we would need HUD approval and then to go in front of the City Council for approval. Ms. Tara Stevens also advised that there are Emergency Housing Vouchers that we could look into. Ms. Aiken advised that she would keep everyone up to date after she speaks with HUD.
- 5. Approval of the minutes of the meeting on February 24, 2026, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; 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 accounts look great and the consolidated budget appears to be on track. With the recent travel Ms. Lovett asked if there was a travel policy and Ms. Aiken advised we did not and Ms. Lovett would like to add it to Mays agenda. 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 addressed the public comment and advised that the tenant has been given multiple verbal warnings for the noise issue and a written notice. Ms. Aiken plans to give him his last warning and then it would be an eviction letter.

Ms. Aiken reviewed the action items. Ms. Aiken advised that the state inspector was here yesterday, and she believes the elevators are good to go (since people are using them). She has not heard anything from Pine State, but she is sure she will in the next day or so.

Ms. Aiken advised that they are still waiting for a start date from Comcast for the wifi. The board voiced concern as to how long the process was taking and that possibly we should inquire as to why this is taking so long to implement.

Ms. Aiken advised that last time she was told the fire panel was in place and now they were removing all the old parts of the fire panel. The final step is testing the new fire panel.

A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel.
Motion carried 4 Ayes.

8. **Section 8 Voucher Report** – Ms. Stevens advised that she is currently at 123 vouchers, although today she issued another voucher. She has spoken with the accountant, and he advised with the updated funding we could possibly lease up to 10 more people. Ms. Stevens has started a purge and hopefully this will help her weed out those who are interested or not. She has the potential for 5 new vouchers and then she will reach out to the accountant again to see how many more we could issue. A motion was made by Ms. Reed to approve the Section 8 Report as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.**
9. **Marion L. Phillips Report** – Ms. Aiken advised that there are 247 people on the waiting list. The building has two vacant units that should be occupied for April.

The Resident Services Coordinator Amy Morin advised that we have had a few people fall off the program due to moving or passing away, but we have added another person to the program. One of the people added to the program was someone that we were funding due to need, so now that will be paid by Medicaid. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 4 Ayes.**

10. **New Business** – Ms. Lovett would like to add the travel policy to new business for the next meeting.

11. **Unfinished Business** – Ms. Lovett would like to add the Health benefits to the agenda for the next meeting.

12. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 2:46 p.m. Motion carried **3 Ayes.**

Respectfully submitted,
Michelle Aiken, Secretary