



# Claremont Housing Authority

## BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday

April 28, 2026, 1:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

### Commissioners in Attendance:

Charlene Lovett

Mark Chamberlain

Susan Mochel

Candance Reed

Erin Bruce – Resident Commissioner

Michelle Aiken, Executive Director/Secretary

- 1. Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:30 p.m. Roll call was taken; 5 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, 5 Ayes.**
- 3. Public Comment** – No one from the public was present
- 4. Approval of the minutes of the meeting on March 24, 2026, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. **Motion carried 5 Ayes.**
- 5. Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that the accounts look good. With the additional work that needs to be completed Ms. Lovett asked for a report of the list of upcoming needs that likely will need to come from the reserves. There was some discussion on updating the budget or just keeping an eye out for changes that will be needed for next year. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Mr. Chamberlain **Motion carried 5 Ayes.**
- 6. Executive Director's Report:** Ms. Aiken discussed the potential new PBVs and has advised that HUD believes there needs to be a competitive bid and Ms. Aiken has a meeting with HUD on May 6<sup>th</sup> and she will work on getting more answers and a clearer view of what needs to be done.

Ms. Aiken advised that the Wi-Fi installation has begun. They originally said that it would be a 6-month installation to be completed but they are moving right along so it may be quicker. Ms. Aiken would like to move some money from the Citizens' savings to pay for the new smoke detectors at \$35k, since we chose the option to pay for everything at once and receive the discount. A motion was made by Ms. Reed; seconded by Ms. Mochel **Motion carried 5 Ayes.**

Ms. Aiken advised the fire panel work seems to be done, they have not asked for final payment, but the Fire Department has signed off on the work. She is guessing that they are still in the process of removing the old system and when that's done she is sure they will be requesting the final payment of \$48k.

Ms. Aiken advised that Gallaghers are coming on Thursday for tree removal. Ms. Aiken also advised that the concrete pad work will also be starting in the next couple of weeks.

Ms. Aiken advised that they have a new eviction pending. She reached out to the attorney to figure out where to go as this was a previous eviction that had a written agreement and that was not followed, so they are moving forward with the eviction.

A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Bruce. **Motion carried 5 Ayes.**

7. **Section 8 Voucher Report** – Ms. Stevens advised that she remains at 123. She has spoken with the accountant and asked if it was possible to increase the payment standards to 100% because she is finding it hard to find 1- and 2-bedroom apartments within our payment standards and he said that would be fine. A motion was made to increase the section 8 payment standards from 97% for 1 bedroom and 94% for 2 bedrooms up to 100% starting June 1, 2026, by Ms. Reed; seconded by Ms. Mochel. **Motion carried 5 Ayes.**
8. **Marion L. Phillips Report** – Ms. Aiken advised that there are 259 people on the waiting list. The building is fully occupied currently. Ms. Aiken advised that they had a very nice Easter dinner cooked by staff and a tenants meeting on the 16<sup>th</sup> that went very well. The main discussion was about the new Wi-Fi and change in cable. The tenants were very receptive, and we have made a list of residents who are unsure if they have a smart tv or not and we have 4 TVs that we will give out to who needs it the most. Ms. Aiken also advised that there are a few trips planned for the summer that the tenants voted on.

The Resident Services Coordinator, Amy Morin, advised that this has been the best month so far with the most income with 14 clients. Ms. Morin is currently working on 3 new applications and is hopeful they will be approved. The Board thanked Ms. Morin for sending out the surveys responses and are glad we can offer this program with such positive feedback. A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Bruce. **Motion carried 5 Ayes.**

9. **New Business** – The Board discussed the Health Insurance and would like to know how much of an increase we have seen for the past few years. Ms. Aiken advised that a survey was conducted with other NH Housing Authorities and most pay a significant portion as part of the benefit package. Ms. Aiken will gather information for the next meeting. The Board also requested a salary review to make sure we are in line with other Housing Authorities. Ms. Aiken advised that she may have an older survey that she can provide for the next meeting.

The Board reviewed the Travel policy, which is very broad. Ms. Lovett advised she would draft some language for the next meeting for the Board to review.

10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 3:07 p.m. **Motion carried 5 Ayes.**

Respectfully submitted,  
Michelle Aiken, Secretary