Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday
June 30, 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 1:31 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 amended by Ms. Reed; seconded by Mr. Chamberlain. **Motion carried, 5 Ayes**.

3. **Public Comment –** There were no members of the public present.

4. **Approval of the minutes of the meeting on May 26, 2026, minutes,** A motion was made by Ms. Mochel to approve the minutes as amended; seconded by Ms. Reed. Motion carried **5 Ayes. A motion was made to approve the minutes of the meeting on June 11, 2026,** as presented; by Ms. Mochel to approve the minutes as amended; seconded by Ms. Bruce. Motion carried **5 Ayes.**

5. **Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that the accounts look good. There were some questions as to the contract costs and Ms. Aiken advised that there has been some plumbing work being completed and the boiler system received its yearly service, but there were no emergency situations. There was also discussion regarding last month's concern over the extraordinary maintenance costs, and the board would like the cost of the smoke detectors to be moved to betterments and additions as they will be permanent fixtures in the building, and they were a planned expense. Ms. Aiken advised that she would talk with the accountant regarding attending the monthly board meeting just for the treasurers' report portion. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Bruce Motion carried **5 Ayes.**

6. **Executive Director's Report:**. Ms. Aiken reviewed the actions items and advised that she has spoken to Pascale Graham regarding the new PBV project and they have had some difficulties with frozen pipes and they are working on finding a general contractor. We are having our inspector meet with Ms. Graham to do a walk through to make sure there are no surprises when they start work.

   Ms. Aiken advised that the Wi-Fi installation is still in the works. All the boxes have been installed and about a quarter of the units appear to be working. The cable at this point is still on and there is a concierge website that allows Ms. Aiken to add and remove people due to vacancies. On the website it has some red flags, and we can send a ticket when someone's unit is having issues, but after sending 3 tickets with no responses, Ms. Aiken advised the account rep, and she is going to find out what the issue is. They are also planning on having 2 or 3 technicians come out in the next week or so to help residents get their Wi-Fi working and set up the cable if they would like to pay for it on their own. Ms. Aiken also advised that the Wynd devises will be delivered when all the Wi-Fi issues are resolved.

Ms. Aiken advised she has received the final approval/completion of the fire violations; the fire department crossed them all off and said we are all set. Ms. Aiken spoke with the Fire panel company regarding the final billing and we having finally received the final invoice to be paid.

Ms. Aiken advised that the concrete pad is supposed to start this week.

Ms. Aiken advised that there are 2 evictions still pending, the writs have been issued to the Sheriff's department and the lawyer advised he would contact the sheriff's office to find out what's taking so long. A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Mochel. **Motion carried 5 Ayes.**

7. **Section 8 Voucher Report** – Ms. Stevens advised that she has been working on the applications to keep leasing up, but as she leases up another person falls off. She advised that she has leased up another Foster youth. Ms. Stevens advised she would like to get the voucher number ideally to 130. A motion was made by Ms. Bruce to approve the Section 8 Voucher report; seconded by Ms. Mochel. **Motion carried 5 Ayes.**

8. **Marion L. Phillips Report –** Ms. Aiken advised that there are 272 people on the waiting list. The building has two units that are vacant and in the process of renovations.

   Ms. Aiken advised that a new Administrative Assistant has been hired and she will be starting on July 21st. Our maintenance manager is back on light duty, and the housekeeper is out a little longer until July 15th, which puts our housekeeping in a bad situation.

   The Resident Services Coordinator, Amy Morin, advised that last month was our best month but the past month has been hard with the housekeeper out, we did try to hire another temporary housekeeper but she failed to fill out all the paperwork required and she had a back injury and he dr had not cleared her to work as of yet, so everyone is patiently waiting for the housekeeper to return. 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. **Unfinished Business** – The board discussed a public comment they had regarding a tenant's issue regarding a meeting back in 2013/2014 and Ms. Aiken advised that she believes this is referring to the whistleblower reference and the bed bug issues we had back in 2016/2018 and she knows for a fact that he has brought this up and provided the board with copies in the past. Ms. Aiken will see if she can find the HUD complaint he had brought up.

10. **Non-Public** – A motion to go into a non-public session at 2:58 in accordance with RSA 91-A:3 IIa by Ms. Mochel; seconded by Ms. Reed. **Motion carried 5 Ayes.**

    A motion to come out of a non-public session at 3:20 by Ms. Reed; seconded by Ms. Bruce. **Motion carried 5 Ayes.**

    A motion was made to seal the minutes until it becomes no longer necessary by Ms. Reed; seconded by Ms. Mochel. **Motion carried 5 Ayes.**

    The Board scheduled the next non-public meeting for July 8 at 10am.

11. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mr. Chamberlain at 3:23 p.m. Motion carried **5 Ayes**.
    Respectfully submitted,
    Michelle Aiken, Secretary