Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday
July 28, 2026, 1:30 p.m.
Ball Room, 243 Broad St., Claremont, NH

<u>Commissioners in Attendance</u>:
Charlene Lovett Mark Chamberlain Susan Mochel
Candance Reed Erin Bruce – Resident Commissioner
Michelle Aiken, Executive Director/Secretary – via phone

1. **Roll Call**, **Quorum.** Ms. Lovett called the meeting to order at 1:33 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. Mochel; seconded by Ms. Bruce. **Motion carried, 5 Ayes**.

3. **Public Comment –** Mr. John Smigiel was present and advised that he is concerned that his neighbor who is being evicted and could do damage to the apartment before he is forced to leave. Ms. Aiken advised that she can have maintenance do daily checks on the apartment to make sure there is no damage being done to the apartment.

4. **Approval of the minutes of the meeting on June 18, 2026, minutes,** A motion was made by Ms. Bruce to approve the minutes as amended; seconded by Ms. Mochel. Motion carried **5 Ayes. A motion was made to approve the minutes of the meeting on June 30, 2026**; by Ms. Reed to approve the minutes as amended; seconded by Ms. Bruce. Motion carried **5 Ayes. A motion was made to approve the minutes of the meeting on July 8, 2026**; by Ms. Reed to approve the minutes as amended; seconded by Mr. Chamberlain. Motion carried **5 Ayes.**

5. **Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that the accounts look good. Mr. James Griffin joined the board via phone and discussed the previous question regarding the new smoke detectors and advised that although we feel there is value being added to the building if they were removed it would not take away from the value of the building, so it would not be considered betterments and additions when something like a roof would be considered that. There was also talk about capital needs assessment and all the work that we have completed this year, and it was suggested that we possibly cut back on improvements because at this point we are spending more because of unexpected items such as the fire panel. There was also discussion regarding the CD which is up at the end of July and Ms. Lovette advised that she did find some CD rates that were a few points higher, but it was not much and might be easier to just keep the money where it is. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel Motion carried **5 Ayes.**

6. **Executive Director's Report:**. Ms. Aiken reviewed the actions items and advised that Pascale Graham had an appointment with our inspector but she canceled it and we had not heard when it would be rescheduled. Ms. Aiken and Ms. Stevens will reach out to find out when it was rescheduled for and how it went.

   Ms. Aiken advised that the Wi-Fi installation is still a work in progress. They have had several issues with being able to get technicians here to work on getting things up and running. Ms. Aiken will contact her rep to get help with getting everyone up and running. Ms. Aiken also advised that the Wynd devises require a

connection to the Wi-Fi and that has been difficult to obtain so far but they are working on getting that information to Ms. Aiken so she can have the Wynd people program the units to be installed.
Ms. Aiken advised that the concrete pad contractor said his insurance would not cover him for the work because the generator units could not be removed. Ms. Aiken advised they found another contractor who is willing to do the work and should have an estimate to us in the next couple of days. Mr. Chamberlain advised that if no real progress is made reach out to the CEO of Comcast and he will answer you and get it done.

Ms. Aiken advised that there are 2 evictions still pending, one had a court hearing the other day and the tenant did not show up so we are waiting to hear when we can have him removed. The lawyer said that they have received nothing and advised it is probably sent through the mail so we need to wait to receive that. The other eviction has a court day of August 3rd and someone from maintenance will be there to represent us. We also have 2 new evictions in the works, one if for housekeeping/sanitary health issues and the other is for smoking in the apartment. Ms. Aiken will advise on those as they progress. 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 and she hopes to lease up another 2 more this week and mid August. Ms. Stevens also advised she would like to open up the waiting list around September 1st and as of right now we have 29 local residents on the list. A motion was made by Ms. Reed to approve the Section 8 Voucher report; seconded by Mr. Chamberlain. **Motion carried 5 Ayes.**

8. **Marion L. Phillips Report –** Ms. Aiken advised that there are 270 people on the waiting list. The building has one unit that has been leased up, and another is being renovated.

   Ms. Aiken advised that the new Administrative Assistant started on July 21st. Our maintenance manager and the housekeeper are back full-time, we still have our part time maintenance worker to help with the heavy lifting until school starts back up at the end of August.

   The Resident Services Coordinator, Amy Morin, advised that the month before last was our best month but the past month has been hard with the housekeeper out, but everyone is happy she is back. 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 advised they would like to keep the health insurance on the agenda and would like a breakdown of what is paid and what the options are. Ms. Lovette advised Ms. Aiken to ask the insurance company about MLR.

10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Ms. Mochel at 2:11 p.m. Motion carried **5 Ayes**.

Respectfully submitted,
Michelle Aiken, Secretary