

Claremont Housing Authority
Board of Commissioners Meeting Minutes
Friday
August 28, 2026, 1:00 pm
Ball Room, 243 Broad St, Claremont, NH

Commissioners in Attendance:

Charlene Lovett Mark Chamberlain Susan Mochel Candance Reed

Erin Bruce-Resident Commissioner

Absent : Michelle Aiken, Executive Director/Secretary

1. **Roll Call, Quorum.** Ms. Lovett called the meeting to order at 1:02 pm. 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 rescind and modify to remove Non-Public Session. A motion was then made to accept the agenda as amended by Susan Mochel and seconded by Candy Reed. Motion carried with 5 Ayes.
3. **Public Comment.** There was 1 member of the public. Craig Avery inquired about the HUD Complaint filed in 2017 that has never been resolved.
4. **New Business- 2026/2027 Operating Budget**

List of questions sent for clarification:

1. What are the quarterly bills for water?
2. What makes up other income?
3. What does excess utilities consist of?
4. What is Medicare private Funding? Does it have to do with CFI?
5. Admin Salaries, is it reflective of all salaries?
6. Tenant Services is the increase due to potentially more CFI clients in the future?
7. Is there a reason that you are looking to increase Sharon's pay by 14%?
8. Why are the legal numbers reduced? We feel they should stay flat.
9. Why is 8K needed for travel?
10. Why is more funding not put in to training instead of travel?
11. Why such an increase in technology?
12. Why an increase in communication to 8K?
13. What does other admin for 15K consist of?
14. Why was landscaping not included?
15. Why is there only a 1% increase to the Employee benefits line? Should it be more considering the rising cost in insurance?
16. When was the last time research was done for pricing in property insurance?

17. 23% of salary is for benefits correct?
18. Should we have a separate line item for floors?
19. Should we not reduce bathroom upgrades?
20. Do we need another line item for special items non-routine?

Conversations on what the Commissioners would like to see.

Request a fee schedule

Is 2% enough? 24k

Add 50k to Admin Salaries

We need a full-time employee/guard to monitor nighttime activities

Fuel should be cut back to 40K

Material and supplies at 30K

Contracted cost leave as is

Salaries for Maintenance leave where it is at

Insurance increase up 6K for property and liability

Reserves change to 9K

Next Meetings

September 22nd at 1:30 discuss and adopt the budget. Request for James to be on standby for that meeting

September 25th at 1:30 Evaluation discussion

Adjournment- A motion to adjourn was made by Ms. Reed seconded by Mr. Chamberland at 2:35. Motion Carried with 5 Ayes

Submitted by Candance Reed