Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday
September 22, 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 1:35 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. Mochel; seconded by Ms. Reed. **Motion carried, 5 Ayes**.

3. **Public Comment –** There was one member of the public present Ms. Joan Lawrence. Ms. Lawrence was concerned about the sex offender living in the building. Ms. Lovett advised that we would discuss this further once we get to the executive directors' report.

4. **Approval of the minutes of the meeting on August 25, 2026, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Mochel. Motion carried **5 Ayes. Approval of the minutes of the meeting on August 28, 2026, minutes,** A motion was made by Ms. Bruce 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 there was a discussion regarding doing some CD laddering and Maki Financial can do some CDs that are around 4.5%. There was discussion on the consolidated budget and to confirm that the insurance is for property/liability and the health insurance is part of the employee benefits, Ms. Aiken will confirm this with the accountant. 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 action items and advised that the smoke detectors have been shipped and should be here anytime. When we get them we will send out a notice and maintenance just needs to plug them into an outlet and we will be able to monitor.

   Ms. Aiken advised that eviction #1 has until November 30th to find another apartment. The next eviction had until September 11th to move out, and Ms. Aiken contacted the attorney, and now they are waiting for a court date. Ms. Aiken advised the overnights with this person appeared to stop but they were caught again recently and Ms. Aiken told him she would ban him from the building if he spent the night again, he said he understood. The next eviction is for smoking in the apartment, and they have until October 8, 2026, to move out, they asked for an extension, but it appears they have continued to smoke in the apartment, so we will not approve that request.

   Ms. Aiken addressed the sex offender who is living in the building and advised that the lawyer for this person was trying to get the record expunged and have him removed from the list. Ms. Aiken advised that she has not heard anything new on the case but will check in with the attorney. The board advised that this needs to be made a priority and keep the board aware.

Ms. Aiken continued with the action items and advised that the contractor doing the concrete work advised they would start in the beginning of October.

Ms. Aiken advised that the security guard started on September 14th. He comes at random times during the night and walks outside the grounds and then walks around the building making notes of any unlocked facility doors, any smoking he detects from apartments. Ms. Aiken receives a report from the night before each day.

Finally, Ms. Aiken advised that all the Wi-Fi seems to be up and running. The board thought it would be a good idea to write a letter to comcast advising of the troubles we experienced and to advise them to be upfront with any elderly buildings that are going to have this service, they will need to hire someone to help with installation. Ms. Aiken advised she could write up her experiences and Ms. Lovett would sign it from the Board. 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 with the waitlist open she has received almost 100 new applications. She also advised that the inspections this month went smoothly, there were only a few fails that were remedied right away. She also has received another foster youth voucher which will bring her to 4. A motion was made by Ms. Mochel to approve the Section 8 Voucher report; seconded by Mr. Chamberlain. **Motion carried 5 Ayes.**

8. **Marion L. Phillips Report –** Ms. Amy Morin advised that we have 276 people on the waiting list, we have 2 units being renovated and one was recently leased up. Ms. Morin provided more detail for the work order report as requested. There was some discussion on the balance of the ball fund and Ms. Aiken advised the letter was sent to the Trustees of Trust Funds and usually when they have their meeting is when they approve the request and send out the check. Ms. Aiken will check in to see when their next meeting is. There was also some discussion on transportation issues, and it was noted that the bus comes through several times a day, although it is a little cumbersome as there are long wait periods in between drop off and pickups. We also discussed the upcoming parties and activities for the tenants and finding ways to reduce costs but still be beneficial to the tenants and it was noted that maybe free bus passes as a prize.

   Ms. Amy Morin discussed the CFI report and advised that the numbers are going up, and we were able to get a new CFI client just as, although we have lost another one. With the new CFI client, we have had to do some rearranging based on needs. A motion was made by Ms. Mochel to approve the Marion L. Phillips Report as presented; seconded by Ms. Reed. **Motion carried 5 Ayes.**

9. **Unfinished Business** – Ms. Mochel advised that she has found that the Police Chiefs assistant has been able to give her information regarding the calls to the property, noting that this past month there were 13 calls. We still need more information about what kind of calls, are they disturbances, ambulances, well checks and so on. Ms. Mochel will work with the police department to find out how we can get more information.

   There was discussion regarding the budget meeting from last week and the changes that occurred and the board made a few more changes that Ms. Aiken will send to the accountant and at the next meeting the board can approve the budget.

10. **Adjournment** – A motion to adjourn the meeting was made by Ms. Bruce; seconded by Mr. Chamberlain at 3:17 p.m. Motion carried **5 Ayes**.
    Respectfully submitted,
    Michelle Aiken, Secretary