Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday
October 14, 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 Ms. Mochel. **Motion carried, 5 Ayes**.

3. **Public Comment –** There 3 people in attendance. There were questions regarding the wifi, the Sex offender, the security guard and the fruit flies in the building.

4. **Approval of the minutes of the meeting on September 22, 2026, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Bruce. Motion carried **5 Ayes.** The minutes for the September 25, 2026 meeting needed adjustments and will be reviewed at the next meeting.

5. **Treasurer's Report:** The board reviewed the treasurer's report and Ms. Aiken advised that she had talked with Martha Maki and was planning on scheduling an appointment with her to do some work on laddering the CDs. The board agreed that the 203K CD should be used for that. Ms. Aiken will let the board know when that appointment has been set up. 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 NERC/NAHRO conference is coming up and provided the dates for anyone who would like to go. When the agenda comes out Ms. Aiken will notify the board to see if there is anything of importance for them to attend.

   Ms. Aiken advised that eviction #1 has until November 30th to find another apartment, although she continues to do damage to the apartment. Ms. Aiken has provided the attorney with the incident report and she plans to send the invoice also to see if we can get her out before that or at the least make sure she is out on the 30th, as we do not want to wait around for a new court date or the sheriff.

   The next eviction had until September 11th to move out, and Ms. Aiken is still waiting on a court date. Ms. Aiken advised that the security guard notified her in the middle of the night that the guys car was in the parking lot, Ms. Aiken came to the building and told him to get out and that he would not be allowed on the property anymore. Ms. Aiken also wrote him a letter advising him of this and also sent a copy to the police department.

   The next eviction is for smoking in the apartment, and they had until October 8, 2026, to move out, they asked for an extension, and hopes to be out before the end of November. The board would like an eviction report of the past 5 years and list the ages and reasons for eviction. Ms. Aiken advised she would try to get that together.

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Ms. Aiken advised that she has talked with the lawyer of the sex offender who is living in the building and she has submitted all the paperwork to the court and is waiting to hear back. Ms. Lovette advised that the board wants a weekly update on the status. 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 the section 8 report, she is up one more voucher and plans to lease up one more person this month. She also will be leasing up another foster youth voucher and potentially a 6th one. If she gets an additional one we will notify HUD.

   Ms. Stevens also presented to the board new payment standards for the MLP building only, as the payment standards have not been increased since the conversion in 2022. A motion was made by Ms. Reed to approve the revised payment standards for the Marion L Phillips building; seconded by Ms. Mochel. **Motion carried 5 Ayes.** A motion was made by Ms. Reed to approve the Section 8 Voucher report; seconded by Ms. Bruce. **Motion carried 5 Ayes.**

8. **Marion L. Phillips Report –** Ms. Amy Morin advised that we have recently started the purge, we have a few apartments vacant and are working on leasing up and we have a few people who have given their notice and then those will be renovated. There was also discussion on the upcoming parties and activities for the tenants. There was discussion regarding the food questionnaires and Ms. Lovett thought it would be beneficial to see if another survey went out and if anything has changed.

   Ms. Amy Morin discussed the CFI report and advised that the numbers were going up but then our housekeeper quit. The new housekeeper started today and is completing her training and then Ms. Morin will bring her around to meet people and start the schedule back up.

   There was discussion regarding the MLP resident feedback form and trying to make sure it was user friendly, putting a place for a date and also noting that it could also be for positive feedback. Mr. Chamberlain will make the changes and Ms. Aiken can implement it.

   A motion was made by Ms. Reed to approve the Marion L. Phillips Report as presented; seconded by Ms. Mochel. **Motion carried 5 Ayes.**

9. **2026/2027 Operating Budget** – Ms. Aiken called Mr. Griffin the accountant and there was discussion regarding the increased payment standards and the new operating budget. With the increased standards the budget is now in the black and also made a few changes to the final budget. A motion was made by Ms. Mochel to approve the 2026/2027 Operating Budget Resolution #777; seconded by Ms. Reed. **Motion carried 5 Ayes.**

10. **Unfinished Business –** The board decided there was not enough time for the non-public session and rescheduled it for Monday October 19th at 2:00pm. The regularly scheduled meeting in November was changed to November 10th at 1:30pm.

11. **Adjournment** – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mochel at 3:36 p.m. Motion carried **5 Ayes**.
    Respectfully submitted,
    Michelle Aiken, Secretary

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