Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES
Tuesday
November 10, 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 1:30 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 Mr. Chamberlain; seconded by Ms. Reed. **Motion carried, 5 Ayes**.

3. **Public Comment –** There 2 people in attendance. There were questions regarding the Wi-Fi and if the office had the tenants' passwords and there was a question regarding the lobby entrance camera and the availability of the acop on the website and the community computer not working.

4. **Approval of the minutes of the meeting on September 25, 2026, minutes,** A motion was made by Ms. Mochel to approve the minutes; seconded by Ms. Reed. Motion carried **5 Ayes. Approval of the minutes of the meeting on October 14, 2026, minutes,** A motion was made by Ms. Reed to approve the minutes as amended; seconded by Ms. Bruce. Motion carried **5 Ayes. Approval of the minutes of the meeting on October 19, 2026, minutes,** A motion was made by Ms. Reed to approve the minutes; seconded by Ms. Bruce. Motion carried **5 Ayes.**

5. **Marion L. Phillips Report –** Ms. Amy Morin presented the Marion Phillips report and advised that the waiting list purge has been completed, the wait list went from 280 to 80 people. Ms. Morin advised that we are required to give 10 business days, but they always give a little more, this time we gave them 30 days to respond.

   Ms. Morin advised we had the health inspector in the building in regard to a tenant who left feces in the common area and smoking area and was very helpful talking with tenant, who ended up in the hospital but is due to come back by the end of the week. Ms. Morin advised that they are working on getting Serv Pro in to clean up the interior of the apartment.

   Ms. Morin also advised that we had a former employee complain to the labor department regarding biohazard conditions and she spoke with the Department of Labor and the talked about the training we provide, and they reviewed concerns and shared information about our training courses. He had a few things he felt we should add but they had nothing to do with the complaint. Ms. Morin is going to update him on a couple training courses we are adding but otherwise we should be able to close the complaint.

   Ms. Amy Morin discussed the CFI report and advised that the numbers are better this month, and we are continuing to add CFI tenants to our program which has resulted in a full schedule for the new housekeeper. We may need to consider hiring someone part-time as there is one CFI client that has the

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ability for 5 more hours and others could also be added. The Board would like us to provide a projection of what we think we might need as far as our budget.

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

6. **Section 8 Voucher Report** – Ms. Stevens presented the section 8 voucher report. Ms. Stevens advised she is down one voucher, but she lost 2 and gained one. She also will be leasing up another foster youth voucher after she lost one. Ms. Stevens is also working on getting another Foster youth, we need to contact HUD and there is not an infinite number but plenty available according to HUD. A motion was made by Ms. Bruce to approve the Section 8 Voucher report; seconded by Ms. Reed. **Motion carried 5 Ayes.**

7. **Treasurer's Report:** Ms. Kayla Putnam from Maki Financial came to present the board with the laddering proposal. The board reviewed the proposal and was pleased with the proposed interest rates. Ms. Aiken will provide Ms. Putnam with the minutes advising Ms. Aiken to work with Maki Financial for the proposed laddering.

   Ms. Advised reviewed the bank accounts and has moved some money around for the new CDs and the Citizens account is only a 2.8% interest rate, when it started it was 4. Claremont Savings Bank has a 4% Money Market we can put it in. Mr. Chamberlain asked about the 250k FDIC and Ms. Aiken advised she will talk to CSB and see where we are with that and find an account with a higher interest rate that won't affect our FDIC.

   The board reviewed the treasurer's report and reviewed the final comparative for the 25/26 year and overall, the Housing Authority is in a great spot but could tighten up on some over budget items. There was also a question regarding the Pilot and Ms. Aiken advised that the Pilot is created after the budget is complete, but we could make sure it is right this year as Ms. Aiken has received the pilot for this year. A Motion to accept the treasurers' report was made by Ms. Reed; seconded by Ms. Mochel Motion carried **5 Ayes.**

8. **Executive Director's Report:**. Ms. Aiken reviewed the action items and provided a report showing the past few years with the evictions and their reasons for being evicted and also provided the screening process advising that even with screening it is hard to know what kind of tenant they will be..

   Ms. Aiken advised where we are with the evictions and that there are 3 new evictions on the list for unhealthy living conditions that have until December 5th.

   A motion was made by Ms. Reed to approve the Executive Directors report; seconded by Ms. Bruce. **Motion carried 5 Ayes.**

9. New Business: Ms. Mochel was advising on the benefits of led spectrum lighting. Ms. Aiken advised that all the lighting throughout the property has been replaced with led lighting, but she will have to look into whether or not they are full spectrum.

10. **Unfinished Business –** Ms. Mochel provided a copy of the police logs she received from the police department.

11. **Non Public session** - The board decided a non-public session was not necessary.

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12. Adjournment – A motion to adjourn the meeting was made by Ms. Reed; seconded by Mochel at 3:16 p.m. Motion carried **5 Ayes**.
Respectfully submitted,
Michelle Aiken, Secretary

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