

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
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**M I N U T E S**  
**Board of Commissioners**  
**Friday, June 12, 2020 3:15 PM**  
**Via Teleconference**

**Item #1. Roll Call** – The roll call was taken. Present at the meeting were:

Chair Person	Renee O’Barton
Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen
Commissioner	Pam Gjetum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

**Item #2. Approval of the Minutes of the May 8, 2020 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes as presented, seconded by Commissioner Gjetum and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Response to COVID-19 Update:**

Executive Director Teixeira reported that not much has changed in terms of the health and safety measures that were implemented early on to combat the COVID-19 disease. Residents and staff remain healthy and all are very anxious to return to some level of normalcy. With Governor Sununu slowly beginning to reopen the State we felt this was a good time to revisit the safety measures we implemented and to develop our own plan that would allow office staff to safely return to work.

Executive Director Teixeira explained that starting next week, EHA staff will begin to slowly transition back to the office with the goal of having all three office staff members back at the office on July 6<sup>th</sup>. At this time, we will also begin utilizing the community room at Linden Fields to conduct intakes and to meet with clients who need assistance with gathering information needed for their annual recertifications.

Executive Director Teixeira noted that 277 Water Street will pretty much remain locked down. We are considering allowing homemakers to enter the building as some residents

are finding it very difficult to maintain their apartments. Another request being considered is the use of the community room for morning coffee. Residents truly miss meeting up over a cup of coffee and the social interaction. Executive Director Teixeira is confident that the EHA can come up with plan that will allow for a small group to gather safely and allow homemakers to access the building. It appears we will be living with the effects of COVID-19 for some time recognizes the need to consider loosening some of the restrictions in a safe way that will not jeopardize the health and safety of residents and staff.

Commissioner Gjettum thought the morning coffee reinstatement was a great idea and Co Vice-Chair Person Sherman suggested keeping a close eye on things as other states are seeing spikes. Executive Director Teixeira noted that he would monitor things closely and that the EHA would resume some of the restrictions if necessary. Co Vice-Chair Person Sherman inquired if the community room at Linden Fields would be used for Section 8 intake and Executive Director Teixeira noted that primarily it would as Housing Choice Voucher Manager Dooling has client who struggle with some of the paperwork and require assistance. The room would also be used to meet with Public Housing families. Executive Director Teixeira mentioned that the room already has a former commissioners table that is 10-12 feet long which we provide room to social distance. The community room will be painted prior to scheduling meeting as the multicolored walls are quite outdated. Co Vice-Chair Person Sherman noted that the kids years ago liked the multicolored walls.

**Item #4. Award Contract for Roof Replacement Project at Linden Fields**

**Apartments:**

Executive Director Teixeira explained that this is a Capital Fund 2020 Project that consists of roof replacement on the three apartment buildings, community room, and maintenance garage. To allow for project cost flexibility two deduct alternates were requested in the bid. Deduct #1 eliminates removal of existing shingles from scope of work and Deduct #2 eliminates roof replacement on back portion of garage. Sealed bids were opened on June 10, 2020 with nine contractors responding to our solicitation. They are as follows.

Contractor:	Base bid	Bid alt. #1	Bid alt. #2
Exeter Roofing	\$ 92,850	No response	\$7,000
NH Grand Roofing	\$63,680	\$12,085	\$5,015
Corolla Construction	\$86,370	\$18,190	\$5,745
DeSalvo Construction	\$77,700	\$18,900	\$5,745
Williams Roofing	\$63,140	\$24,000	\$5,600

Schroder Construction	\$89,390	\$14,457	\$5,700
Lane Roofing	\$67,700	\$25,700	\$5,200
JJS Universal Construction	\$75,890	\$21,440	\$7,456
Granite State Home Improv.	\$78,850	\$9,100	\$5,100

Executive Director Teixeira noted that the EHA is recommending the contract be awarded to Williams Construction less bid alternate number two for adjusted contract amount of \$57,540. Commissioner Gjettum inquired about the deduct #1 & 2. Executive Director Teixeira explained that one option would allow for the roof to be shingled over the existing shingles but noted that they are recommending avoiding that as it voids the warranty and makes future roofing much more costly. He noted that eliminating the back side of the garage roof (deduct Bid alt #2) would provide additional funds in case the siding project finds rot when the old siding is removed. Commissioner Matick noted that in her experience it is always best to remove the old shingles. Commissioner Gjettum made a motion to award the contract to Williams Construction less bid alternate number two in the amount of \$57,540, seconded by Commissioner Matick.

**Item #5. Award Contract for Siding Replacement Project at Linden Fields**

**Apartments:**

Executive Director Teixeira explained that this is a Capital Fund 2019 Project that consists of replacing the siding on the three apartment buildings, community room, and maintenance garage. To allow for project cost flexibility one deduct alternate was requested in the bid. Deduct alternate would remove siding replacement on maintenance garage. Sealed bids were opened on June 10, 2020 with four contractors responding to our solicitation. They are as follows:

Contractor:	Base bid	Bid alt. #1
Solid Roots Construction	\$219,000	\$20,000
Schroeder Construction	\$212,000	\$8,572
JJS Universal Construction	\$189,900	\$15,000
DeSalvo Construction	\$199,600	\$17,600

Executive Director Teixeira state that the EHA is recommending the contract be awarded to JJS Construction less bid alternate number 1 for an adjusted contract amount of \$174,900. Executive Director Teixeira noted that the references have all been positive and Maintenance Supervisor Harding-Smith further explained that he received 10 out of 10 positive responses and stated that the company would be ready to roll in early July,

Commissioner Gjettum made a motion to award the contract to JJS Construction led bid alternate number 1 in the amount of \$174,900. Co Vice-Chair Person Allen

congratulated Maintenance Supervisor Harding-Smith on the receipt of such positive responses.

**Item #6. Award Contract for Electric Range Replacement at Squamscott View Apartments**

Executive Director Teixeira announced that there was no response to the solicitation. The project will go back out to bid in August with the hopes of attracting more interest. Executive Director Teixeira noted that the project consultant though the COVID-19 was likely the reason no one responded as contractors are hesitant to enter units. Maintenance Supervisor Harding-Smith added that many of these companies work force have been cut in half and that the work they are doing seems to be primarily residential single-family homes.

**Item #7. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the Auburn Street vinyl fence and Water Street dumpster vinyl fence projects have been completed. Vacant unit #205 at Water Street was leased on June 1<sup>st</sup> and Unit #202 was pushed out to Monday June 15<sup>th</sup>. He explained that the tree replacement project has been completed by JTW Land and Tree who planted 9 Japanese Ivory Silk Lilac trees along the front of Water Street. It was noted that the irrigation system has been positioned to hydrate the new plantings. JTW Land and Tree has also designed the layout of the future flower garden walkway

Maintenance Supervisor Harding-Smith explained that Claar Paving has completed the Linden Fields walkway that abuts the entrance to Linden Fields. They have extended the width to 6 feet from the original 4ft and widened the curvature of the original layout with a total length of 350ft. The new layout provides a safer path for children walking to the bus stop, improved water runoff and will make snow plowing easier. There same company will also be line striping from the first speed bump to Linden Street to ensure pedestrian roadway safety.

Maintenance Supervisor Harding-Smith reiterated that the painting of the Linden Fields community room would be scheduled soon.

**Item #8. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following May Totals.

May Totals as of 1 <sup>st</sup> of the Month	169 Units	\$115,612
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Housing Choice Voucher Manager Dooling reported that through 5 months, the average is 168.8. The HAP for 5 months is averaging \$113,313. She noted that HAP has continued to increase due to COVID19 job loss. The program has had the luxury of taking on some extra vouchers from NHHFA for June and July. This is a bonus and will help keep the average high. Co Vice-Chair Person Sherman stated that it looked good

and Commissioner Gjettum exclaimed “Wow 168.8”. Co Vice-Chair Person Allen agreed it was well done.

**Item #9 Ten Minute Audience Participation:**

Water Street resident Vienneau noted that she does not participate in the morning coffee group but thought it would be nice. Co Vice-Chair Person Sherman inquired if residents were using the gazebo and Commissioner Matick responded that many residents were utilizing it. She stated that she enjoys bird watching there in the late afternoon. Co Vice-Chair Person Sherman also wondered how the gardens were looking and Water Street resident Vienneau remarked that they were gorgeous and that it was a very special place. Commissioner Matick agreed that they were beautiful to look at. Maintenance Supervisor Harding-Smith noted that he has placed the beautification award from last year to face the parkway.

**Item #10. Executive Directors Report**  
**Financial Report:**

Executive Director Teixeira reported that both programs look good through nine months. The EHA has started drawing down the additional CARES Act funding to pay for COVID-19 expenses. He noted that both he and Public Housing Manager/Bookkeeper Birch are carefully tracking all expenditures as HUD is reporting these funds will likely be scrutinized during the next audit. Executive Director Teixeira explained that the EHA is still waiting on Otis Atwell to submit the final audit report for FY2019. The verbal report stated that the audit was clean without any findings. Executive Director Teixeira will forward a hard copy of the audit to commissioners when it is received.

Commissioner Gjettum inquired what could be paid for with the CARES Act funding. Executive Director Teixeira noted that it could be used for laptops, cleaning supplies etc. and mentioned that the EHA has utilized some of the funds for our contractor who has been doing cleaning as well as out IT Consultant who has set up the remote work. Co Vice-Chair Person Sherman inquired if there was a timeline to utilize the funding and Executive Director Teixeira explained that right now the date is December 31<sup>st</sup> however it could be extended.

**Election of Officers:**

Executive Director Teixeira reminded commissioners that the election of officers for FY2020 has yet to be held. Co Vice-Chair Person Allen suggested freezing the elections till next year if everyone was comfortable with that. All commissioners agreed that they would stay in their current position on the board.

**Summer cookouts:**

Executive Director Teixeira announced that the two Summer cookouts are still in the plans. The first is scheduled for Friday June 26<sup>th</sup>. Unfortunately, we will not be able to gather as we have done in previous years. The plan is to provide residents with a menu

that will need to be filled out and returned to the office and on the day of the cookout meals will be boxed up and delivered to residents. This is certainly not the ideal way of having a cookout, but it is impossible to gather safely. Perhaps things will be better in August

**Window Entertainment:**

Executive Director Teixeira reported that residents of 277 Water Street were recently treated to some window entertainment courtesy of Gary Sredzienski. Gary is an accomplished accordionist who provided Water Street residents with some much needed entertainment. Gary spend about two hours circling the exterior of the building performing for residents outside of their windows while staff members handed out ice cream. Gary promised to come back and perform at the August cookout if we can safely gather. Co Vice-Chair Person Sherman noted that Gary had performed for the Housing Authority years ago and Commissioner Matick noted that he was a great local guy.

Chair Person O'Barton inquired if the board would meet in July and Executive Director Teixeira replied that we would leave it open for the time being since we did not meet in March or April with the pandemic. Chair Person O'Barton noted that if a meeting were held it would be on July 10<sup>th</sup> due to the 4<sup>th</sup> holiday. Co Vice-Chair Person Sherman commended the EHA staff on doing a great job during this pandemic.

Commissioner Gjetum made a motion to adjourn the meeting, seconded by Co Vice-Chair Person Allen and Chair Person O'Barton adjourned the meeting at 3:58 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person