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Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
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M I N U T E S
Board of Commissioners
Friday, January 14, 2022 - 3:15 PM

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

Chair Person	Renee O’Barton
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling

Absent:

Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen

Item #2. Approval of the Minutes of the November 12, 2021, Meeting

Commissioner Gjettum made a motion to approve the minutes of the November 12, 2021, meeting, seconded by Commissioner Matick and the minutes were approved with a vote of 2 ayes and 0 nays. Chair Person O’Barton abstained from the vote as he was absent at the previous meeting.

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

Executive Director Teixeira reported that since we last met in November, both residents and staff have managed to stay relatively healthy through the holiday season. In late November we did have one resident at 277 Water Street test positive for COVID-19 who has since fully recovered and is doing well. In early December, the EHA held a vaccine booster clinic at 277 Water Street that produced a high turnout rate. Like the previous clinics, the vaccine was administered by the Exeter Fire Department who did a fantastic job and continue to be a great resource to our residents and staff. Being able to host these vaccine clinics provide a great service to the residents who lack transportation which has directly contributed to the high vaccination rate in the building and the very low reports of positive cases.

Executive Director Teixeira announced that residents are now required to wear a mask in the common areas of the building when social distancing is not possible in order to comply with the Town of Exeter's recently adopted masking requirement. Previously, masking was optional for residents and mandatory for visitors. In efforts to minimize the transmission of the virus, high touch surfaces in the common areas of the building continue to be disinfected on a routine bases and safety precautions are taken when staff members meet with residents and clients, and when entering apartments for repairs.

Executive Director Teixeira noted that New Hampshire has seen a recent drop in COVID-19 cases but very recently ranked number one in the country for most COVID cases per capita. The EHA will therefore continue to remain vigilant and do all we can to keep residents and staff as safe as possible while trying to maintain a sense of normalcy. Chair Person O'Barton commented that this is our "new normal."

Item #4. Award Contract for Water Closet Replacement at 227 Water Street

Maintenance Supervisor Harding-Smith stated that the EHA is approaching the start of two projects that are both covered under the Capital Fund for fiscal year 2021. On November 30th, 2021, the bid openings were conducted for both projects. The first project being the Toilet Replacement Project at Water Street for all eighty-five units

Maintenance Supervisor Harding-Smith reported the bid amount, for installation only, was provided by Palmer and Sicard, Inc. in the amount of \$14,700.00. Although many communications were made to a total of seven contractors, Palmer and Sicard, Inc. was the only submitted bid to the Exeter Housing Authority and it is recommended that the bid be awarded to Palmer and Sicard for the amount of \$14,700.00.

Commissioner Gjettum questioned why only one bid was submitted and Maintenance Supervisor Harding-Smith noted that many of the companies do not have the manpower right now. Commissioner Gjettum made a motion to award the contract to Palmer and Sicard in the amount of \$14,700 for toilet replacement. The motion was seconded by Commissioner Matick and the contract was approved with a vote of 3 ayes and 0 nays.

Executive Director Teixeira commented that Palmer and Sicard has been around for over 40 years and very reputable. One of the Water Street residents noted the same and Commissioner Gjettum reported that they had done HVAC work at the library in town as well. Maintenance Supervisor Harding-Smith stated that Palmer and Sicard seem to be able to take on any size project and always show up when they are supposed to. Chair Person O'Barton inquired if the bids had come in where expected and Executive Director Teixeira stated that the consultant for the EHA thought they were reasonable. He noted that if approved they were hoping to start the furnace replacement on the 18th and the toilet replacement on the 24th. Executive Director Teixeira also noted that he and Maintenance Supervisor Harding-Smith had a plan in place that he felt most residents would be comfortable with: Contractors would be wearing masks and gloves and would be screened for COVID symptoms each morning. Residents would be asked to leave their apartments during the replacement and maintenance staff would accompany contractors

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and sanitize following completion. Maintenance would also take care of any wall repair and as Executive Director Teixeira noted that this toilet footprint is larger so the flooring would not be an issue. Any residents that are not comfortable could be postponed. A 277 Water Street resident in attendance raved about how much she loved the sample toilet that had been installed in her unit. Chair Person O'Barton wondered where the project would begin, and Maintenance Supervisor Harding Smith noted it would begin on the south side of the first floor with the handicap units and they would be aiming to complete ten each day.

Item #5. Award Contract for HVAC Replacement in Maintenance Shop and Office at 277 Water Street

Maintenance Supervisor Harding-Smith noted the second project is the Replacement of HVAC Office Furnace & Community Room condensing unit. The bid opening for this project was also only submitted by Palmer and Sicard, Inc. The total for this project is \$26,735.00 and was recommended to be awarded to Palmer and Sicard, Inc. as well.

Commissioner Gjettum made a motion to award the contract to Palmer and Sicard for the amount of \$26,735.00 and the contract was awarded with a vote of 3 ayes and 0 nays.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that we had one unit turn at 11 down Portsmouth Ave in December which was leased 1-1-22. This is a 2-bedroom unit that recently had been completed back in June. During this turn-over, the unit had minor maintenance tasks, light paint touchups, cleaning, and multiple coats of floor wax.

Maintenance Supervisor Harding-Smith noted that Maintenance staff has also been concentrating on the painting of all three stairwells and common area touchups at Water Street. Apartment door touch ups will also be done in the coming months.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

December Totals as of 1 st of the Month	168	Units	\$122,724
Mid-month lease up	0		<u>0</u>
December Totals as of last day of Month	168		\$122,724

November Totals

November Totals as of 1 st of the Month	165	Units	\$123,561
Mid-month lease up	0		<u>0</u>
November Totals as of last day of Month	165		\$123,561

Housing Choice Voucher Manager Dooling noted that the EHA ended the calendar year pretty well. Utilization for the unit count was 99:45% (2017/2028) and of course the

dollars spent went over budget in the amount of \$23,996. Overall, considering COVID, we did not do too badly, and the overage has decreased due to some residents who have reached full rent yet remain as a unit count for 6 months. Housing Choice Voucher Manager Dooling also mentioned that she was able to obtain a couple new landlords despite the tough market which does not appear to be changing anytime soon. Chair Person O'Barton noted a job well done.

Item #8. Ten Minute Audience Participation

Executive Director Teixeira acknowledged the ongoing complaints regarding the washing machines and was happy to report that the card reader on the third floor and the pump on the second floor had been replaced. A Water Street resident thanked him for his recent memo addressing fecal matter in the machines and for letting them know that maintenance will be disinfecting the machines monthly.

A Water Street resident also questioned the procedure for snow removal if the storm is overnight or late in the day on a weekend and Maintenance Supervisor Harding-Smith advised that clean up would likely be the following day and that residents would never be asked to move vehicles in the dark.

Item #9. Executive Directors Report

Financial:

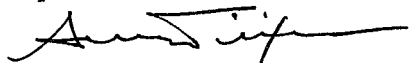
Executive Director Teixeira reported that both programs look good through two months. HUD programs are expected to be well funded this year so financially speaking we should be fine. One of the categories we will be watching closely is utilities as the cost of electricity, natural gas, and oil all experienced significant increases so, we can expect to see these line items begin to go into the red as we move forward.

Financial and Compliance Audit FY2021:

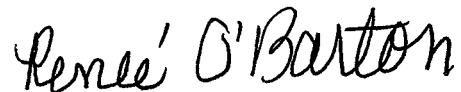
Executive Director Teixeira announced that the auditors have reached out to let us know they are in the process of wrapping up some loose ends and expect to be finished soon. It appears the audit went well but we will not know for certain until the final report is submitted. Copies will be provided to Commissioners once they are received.

Commissioner Gjetton made a motion to adjourn the meeting, seconded by Commissioner Matick and the meeting was adjourned at 3:53 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person