

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
(603)778-8110
FAX: (603)772-6433**

**M I N U T E S
Board of Commissioners
Friday, May 13, 2022 - 3:15 PM**

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

Chairperson	Boyd Allen
Vice-Chairperson	Vernon Sherman
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

Absent:

Commissioner	Pam Gjettum
Commissioner	Renee O'Barton
Maintenance Supervisor	C.J. Harding-Smith

Item #2. Approval of the Minutes of the April 1, 2022, Meeting

Commissioner Matick made a motion to approve the minutes of the April 1, 2022, meeting, seconded by Vice-Chairperson Sherman and the minutes were approved with a vote of 3 ayes and 0 nays

Item #3. Financial and Compliance Fiscal Year 2021:

Executive Director Teixeira announced that we recently received the audit report for FY21 and are pleased to report that we achieved a clean audit with no findings. Executive Director Teixeira mentioned the following financial highlights:

- EHA assets exceeded its liabilities by \$2,708,824.
- The EHA's cash and investment at the close of FY21 was \$1,117,306 representing an increase of \$43,839 from the close of FY20.
- The EHA had tenant rental revenues of \$547,629, HUD operating grant revenues of \$2,008,098, HUD capital grant revenues of \$249,877 and other program revenues of 46,005. The total expenses for the year were \$2,492,684.
- Capital outlays for the year for FY21 were \$249,877

Copies of the full audit report were provided to the commissioners at the meeting.

Executive Director thanked Housing Choice Voucher Manager Dooling and Public Housing Manager Birch for their hard work. Chairperson Allen inquired if residents could see the audit and Executive Director Teixeira responded that they could certainly request to see it.

Item #4. Section Eight Management Assessment Program (SEMAP) score FY21:

Executive Director Teixeira was very pleased to report that the EHA recorded a SEMAP score of 100 % for FY21 placing the EHA in the category of High Performer. This is quite an accomplishment considering the challenges that COVID-19 and the competitive housing market presented. This achievement is credited to Margaret's determination and commitment to ensuring the Housing Choice Voucher (HCV) program performs at a high level. A copy of the SEMAP report was attached for commissioners.

Chairperson Allen inquired about the benefits of a high performer and Executive Director Teixeira stated that it provides some regulatory relief.

Item #5. Closeout of Capital Fund Program Grants FY19 and FY20:

Executive Director Teixeira explained that HUD recently completed reviewing the auditor's report for the subject capital fund grants and have determined that funds obligated, expended, and disbursed agree with those noted in the Line of Credit Control Systems (LOCCS). Between both grants the EHA received \$452,164 and completed the following projects:

Repainted 14 apartments	Recarpeted 10 apartments
Replaced 4 water heaters	Renovated 2 bathrooms
Resided all buildings @ LF	Replaced roofing on 4 buildings
Replaced trees @ WS	Replaced fencing @ Auburn St.
Replaced fence around dumpster @ WS	Installed walkway along flower garden
Replaced walkway @ LF	Replaced laundry room flooring @ WS
Repainted laundry rooms @ WS	Replaced stoves at WS
Expanded Wi-Fi throughout building WS	A/E costs for various projects

Vice-Chairperson Sherman inquired how well the Wi-Fi was working throughout the building and Executive Director Teixeira noted that it was working very well.

Chairperson Allen commended that staff and explained to attendees that all this work requires a tremendous amount of paperwork and tracking and that in the past two years nearly a half a million was expended on these projects.

Item #6. Approve Contract for Greenhouse Renovations at 277 Water Street:

Executive Director Teixeira noted that the greenhouse renovation project would be funded under the 2021 Capital Grant. The scope of work consists of replacing all the existing glazing and metal trim. The frame will also receive a fresh coat of paint which will be completed under a different contract.

Sealed bids were opened on April 15th with one contractor responding to the solicitation.

Exeter Glass Company, LLC
269 First NH Turnpike, Unit 4
Northwood, NH 03261

Bid Amount \$24,555

Executive Director Teixeira explained that the EHA has previously contracted with Exeter Glass Company on several projects, and all were completed to satisfaction. The EHA therefore recommends the contract be awarded to Exeter Glass Company, LLC based on submitting a bid amount that aligns with the scope of work and past performance.

Chairperson Allen inquired if the bid was in line with the engineer's estimate and Executive Director Teixeira noted that it was close.

The contract for the Greenhouse Renovations was approved in the amount of \$24,555 with a vote of 3 ayes and 0 nays.

Item #7. Maintenance Supervisors Report

Public Housing Manager Birch reported on behalf of Maintenance Supervisor Harding-Smith. She noted that the month of May always has many challenges for maintenance. The Gazebo was unbuttoned from the winter and included pressure washing of the entire structure, spindles, and decking as well as screen installation. Patio furniture will receive a fresh coat of paint and any decking repairs will be made. The smoking area tent has also been set up.

Public Housing Manager Birch noted that maintenance is also in the process of repairing the grounds from the plow damage and will follow with loam, seed, fertilizer for the lawns, and mulch. The vegetable garden area and flower garden are also a work in progress from the winter damage. There are two raised vegetable garden beds that are currently being rebuilt due to the deterioration from the elements. Coats of landscape gravel locking spray is applied to the flower garden walkway to ensure stable ground for our residents. Public Housing Manager Birch reported that maintenance is also turning unit 225 at Water Street for a move-in date of June 1st. The unit will receive a fresh coat of paint and new carpet.

Item #8. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

April Totals as of 1 st of the Month	168	Units	\$124,730
Mid-month lease up	1		<u>394</u>
April Totals as of last day of Month	169		\$125,124

Housing Choice Voucher Manager Dooling reported that the EHA received the budget from HUD for this year and the good news is it has increased from \$1,493,794 to 1,585,274; an increase of \$91,480.00! Both Housing Choice Voucher Manager Dooling

and Executive Director Teixeira noted the difficulty would be spending the increase due to the lack of affordable apartments.

Item #9. Ten Minute Audience Participation

A Water Street resident commented that the Housing Authority had done a nice job completing projects, despite COVID. Another Water Street resident inquired if the air conditioners could be cleaned prior to installation and Executive Director Teixeira stated that he would speak to Maintenance Supervisor Harding-Smith regarding it. Another Water Street resident commented that she was lucky to live here. Executive Director Teixeira noted that residents seem to be enjoying their new stoves, and many seem to like the new clock feature.

Item ##10. Executive Directors Report

Update on Response to COVID-19:

Executive Director Teixeira reported that like most of the country New Hampshire is experiencing an uptick in the positivity rate and unfortunately, the EHA is seeing those results firsthand with two residents at 277 Water Street and one staff member testing positive since our last report. We were considering lifting the mask requirement for visitors entering 277 Water Street however, with the positivity rate going in the wrong direction the responsible thing to do is to keep things as they are. We will continue to track the positivity rate and make adjustments that align with CDC guidelines.

Financial Report:

Executive Director Teixeira noted that both programs look great through six months. Both programs were well funded this year and are expected to yield surpluses. Chairperson Allen had noticed some line items were over however Executive Director Teixeira has no concerns at this time as those line items will even out.

Cookout:

Executive Director Teixeira announced that the first of two summer cookouts will be held on Friday June 17th at 12:00. Once again staff members will be grilling up hamburgers and hot dogs and an assortment of side dishes will be prepared by our talented residents.

Vice-Chairperson Sherman commented that he thought staff had done an excellent job.

Commissioner Matick made a motion to adjourn the meeting, seconded by Vice-Chairperson Sherman and the meeting was adjourned at 3:40 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson