

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, June 3, 2022 - 3:15 PM

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

Vice-Chairperson	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Commissioner	Renee O'Barton
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:
Chairperson Boyd Allen

In the absence of Chairperson Allen, Vice-Chairperson Sherman ran the meeting.

Item #2. Approval of the Minutes of the May 13, 2022, Meeting

Commissioner Matick made a motion to approve the minutes of the May 13, 2022, meeting as corrected with a typo and the addition of a mid-month lease up on the Housing Choice Voucher figures; seconded by Commissioner Gjettum and the minutes were approved with a vote of 4 ayes and 0 nays

Executive Director Teixeira took a moment to thank Commissioner O'Barton for her six years of service as the prior chairperson. He noted that the role of the chairperson required additional time and that the Housing Authority and the Board appreciated her dedication.

Item #3. Acceptance of Capital Fund Assistance Grant FY2022: (Board Resolution)

Executive Director Teixeira noted that HUD recently published the Capital Fund Grant amounts for FY22 and was extremely excited to report that the EHA will be receiving \$296,386 which represents a \$52,000 increase over last year's budget. The additional funds will be used to renovate one additional apartment at Linden Fields and the balance

for elevator upgrades at 277 Water Street. A copy of the revised budget was attached for Commissioners.

Vice-Chairperson Sherman read the following Board Resolution and the grant was accepted with a vote of 4 ayes and 0 nays.

**HUD-9014
(11-68)**

**Board Resolution of the Exeter Housing Authority to Accept
FY22 Capital Fund Program Assistance in the amount of
\$296,386**

**The following resolution was introduced by Vice-Chairperson Sherman on June 3,
2022, and read in full and considered:**

RESOLUTION NUMBER 04-03-2022

Resolved:

**Be it resolved by the Board of Commissioners to accept FY22 Capital Fund
Program assistance in the amount of \$296,386**

AYES

NAYS

- Vice-Chairperson Sherman
- Commissioner Matick
- Commissioner Gjettum
- Commissioner O'Barton

Item #4. Write Off of Bad Debts: (Board Resolution)

Executive Director Teixeira reported that the fee accountant is recommending that we write off two bad debts that we have determined are uncollectable. The amount we are writing off is \$10,599.65 and is the result of two tenants who left the Public Housing Program owing back rent. One of the tenants moved out willingly and the other was evicted. Most of the debt was accumulated during the eviction moratorium which prevented us from acting sooner on the eviction process.

Vice-Chairperson Sherman read the following Board Resolution and the resolution was approved with a vote of 4 ayes and 0 nays.

00540

HUD-9014
(11-68)

**Board Resolution of the Exeter Housing Authority to Write off
Bad Debts Totaling \$10,599.65**

The following resolution was introduced by Vice-Chairperson Sherman on June 3, 2022, and
read in full and considered:

RESOLUTION NUMBER 06-01-2022

Resolved:

Be it resolved by the Board of Commissioners to write off bad debts totaling \$10,599.65

AYES

NAYS

Vice-Chairperson Sherman
Commissioner Matick
Commissioner Gjettum
Commissioner O'Barton

Item #5. Restatement of Qualified Retirement Plan: (Board Resolution)

Executive Director Teixeira explained that the Internal Revenue Service requires all retirement contribution plan documents to be restated on a fixed, six-year cycle with each restatement cycle lasting 24 months. He noted that this is an opportunity to revisit the plan documents and to make any required updates. We are not proposing any changes to the plan however since the last restatement cycle there have been several regulatory and legislative changes that need to be added to the plan. All eligible employees will be provided a plan document summary.

Vice-Chairperson Sherman read the following Board Resolution and the resolution was approved with a vote of 4 ayes and 0 nays.

HUD-9014
(11-68)

**Board Resolution of the Exeter Housing Authority to Adopt the
Retirement Plan of the Exeter Housing Authority as the
Complete Cycle 3 Restatement of the Prior Plan**

The following resolution was introduced by Vice-Chairperson Sherman on June 3, 2022, and
read in full and considered:

RESOLUTION NUMBER 06-02-2022

Resolved:

Be it resolved by the Board of Commissioners to adopt the retirement plan of the Exeter Housing Authority as the complete cycle 3 restatement of the prior plan.

Resolved Further:

That plan participants shall be provided with a summary of the plan provisions within a reasonable period of time following the adoption of the restated plan.

AYES

NAYS

- Vice-Chairperson Sherman
- Commissioner Matick
- Commissioner Gjettum
- Commissioner O'Barton

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that it is an active month for unit turns. There is a scheduled move-in date for two units, at Water Street on June 15th. The first unit is #117 which will receive a fresh coat of paint and new heat strips only. The second unit is #111 which will receive a fresh coat of paint, new heat strips, and new carpet. After the 15th there will be another unit turn at Water Street at #219. This unit has a scheduled move-in date of July 1st. This unit will receive a fresh coat of paint, new heat strips, and new carpet.

Maintenance Supervisor Harding-Smith noted other projects in the works are a new basketball hoop installation, with concrete base, at Linden Fields.

Maintenance Supervisor Harding-Smith also announced and welcomed Dicky Glover back to the maintenance department as a part-time employee. Dicky is responsible for the freshly painted garden boxes and two box rebuilds that were converted to shorter more manageable sizes for our residents. This conversion doubles from 2 to 4 boxes total. Maintenance Supervisor Harding-Smith added that mulching and edging is still a work in progress alongside hedge trimming and pruning.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures and noted that she is in the process of recovering two of the units lost for June 1st.

May Totals as of 1 st of the Month	167	Units	\$125,455
Mid-month lease up	0		<u>0</u>
May Totals as of last day of Month	167		\$125,455

Vice-Chairperson Sherman commented that she was doing a good job in bad times.

Item #8. Ten Minute Audience Participation

A Water Street resident inquired if the masks for visitors would be lifted anytime soon and Executive Director Teixeira responded that with the recent uptick, it would stay in place for the time being. Vice-Chairperson Sherman compared the vaccine to that of the polio vaccine and noted it is really for your own good to be vaccinated.

Another resident wondered what could be done about packages being left out in the foyer and Executive Director Teixeira noted that UPS seems to be the only one delivering to apartments and his recommendation would be to be alert to any delivery notifications if expecting a package. Public Housing Manager Birch also suggested mentioning that you saw a package out there if you happen to see the individual and that she would put out a sign for delivery personnel to deliver direct to the apartment.

Executive Director Teixeira thanked outgoing Tenant's Council President Patricia Scott-Hall for her years serving, particularly during COVID times and noted she has also been instrumental in revising the bylaws as well. He also welcomed the potential incoming President, Lois Vienneau.

Item #9. Executive Directors Report**Budget Report:**

Executive Director Teixeira stated that both programs continue to look very good. The Public Housing budget is currently operating at \$59,834 in the black and the HCV program is running at \$18,016 in the black.

Free Annual Membership to the YMCA for all 277 Water Street Residents:

Executive Director Teixeira explained that St. Vincent DePaul and the YMCA have partnered to provide free membership to the YMCA for all residents at 277 Water Street. The membership is good for one year and goes into effect June 1st. He also noted that he had plans to meet up with the Membership Engagement Director at the YMCA to explore other possibilities that would benefit the residents.

A resident inquired if the recreation department could provide transportation for the YMCA and Public Housing Manager noted that the transportation provided in the past was a different walking program at the YMCA. She and Executive Director Teixeira both suggested carpooling and that in the past some residents with vehicles would post notes on days they would be willing to bring others.

Cook-out:

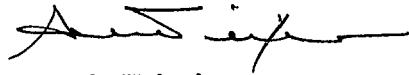
Executive Director Teixeira reminded everyone that we will be grilling up burgers and hot dogs on Friday June 17th for the first Tenant's Council Cookout and that food would be served at 12:00 pm.

Commissioner Matick inquired if the EHA would be doing the Friday Grilling and Executive Director Teixeira noted that they would, however it generally takes place in the late summer, early fall.

Commissioner Gjetum thanked HUD for the generous funding and Executive Director Teixeira agreed that all programs were well funded.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner O'Barton and the meeting was adjourned at 3:43 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson