

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, September 9, 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    |
| Commissioner           | Pam Gjettum        |
| Executive Director     | Tony Teixeira      |
| Maintenance Supervisor | C.J. Harding-Smith |
| Public Housing Manager | Jill Birch         |

Absent:

|                                |                  |
|--------------------------------|------------------|
| Commissioner                   | Renee O'Barton   |
| Housing Choice Voucher Manager | Margaret Dooling |

**Item #2. Approval of the Minutes of the June 3, 2022, Meeting**

Commissioner Gjettum made a motion to approve the minutes of the June 3, 2022, meeting; seconded by Vice-Chairperson Sherman and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Approval of Operating Budget Fiscal Year 2023 (Board Resolution):**

Executive Director Teixeira had attached a copy of the FY 2023 budget for the board's review and approval. He explained that both programs are projected to have small surpluses, however final figures will not be available until Congress reaches an agreement on the FY23 spending bill which will likely take place after the mid-term election in November. The House is proposing an \$8.9 billion increase over FY22 budget, and the Senate is proposing a \$4.3 billion increase; we will have to wait to see what number they can agree on. Below are some of the FY23 Operating Budget highlights.

- Both programs are project to produce around a \$5,000 surplus.
- Revenue is consistent, except for Operating Funding which is projected to be a \$30,000 reduction. The reduction is due to HUD returning to the formular that was used to calculate PHA operating subsidies prior to COVID-19. To

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offset the projected loss, we will draw an additional \$25,000 from the FY23 Capital Fund Operations and Administration accounts.

- Apart from utilities which was increased by nearly 10%; most of the expense categories are up 5% based on the current spending and market conditions.
- Housing Assistance Payments (HAP) is projected to see an increase of \$20,000 and the Administration Fee is projecting a \$27,000 increase.

Commissioner Gjettum expressed concern regarding electrical rates and Executive Director Teixeira noted that other providers were even more expensive and that Unitl's rates had decreased in June.

Chairperson Allen read the following board resolution and the budget was approved with a vote of 4 ayes and 0 nays.

**HUD-9014**

**(11-68)**

**Board Resolution of the Exeter Housing Authority to Approve the Operating Budget for Fiscal Year 2023**

The following resolution was introduced by Chairman Allen on September 9, 2022, and read in full and considered:

**RESOLUTION NUMBER 09-01-2022**

**Resolved:**

**Be it resolved by the Board of Commissioners to approve the Operating Budget for Fiscal Year 2023.**

**AYES**

**NAYS**

Chairperson Allen  
Vice-Chairperson Sherman  
Commissioner Matick  
Commissioner Gjettum

**Item #4. Elevator Modernization at 277 Water Street**

Maintenance Supervisor Harding-Smith reported that sealed bids were opened on September 1<sup>st</sup> for the Elevator Modernization Project at 277 Water Street. The project consists of major renovations to both the north and south elevators and will be funded under the FY22 Capital Fund. (See enclosed Bid form 00410 for details on the scope of work). In addition to advertising the project in the construction journals, the EHA had contacted several contractors but unfortunately only received the one bid from T.K.

Elevator in the amount of \$205,000. The consensus from the other companies was that there was either too much workload currently or there has been a shortage of staffing. Maintenance Supervisor Harding-Smith noted that the good news is that T.K. Elevator has serviced our elevators for 40 years, so we are very familiar with their service, and they are very familiar with our elevators. The EHA also checked references which ranged from multiple Housing Authorities to large College Campuses, and all came back with high marks. The EHA was therefore recommending the contract be awarded to T.K. Elevator in the amount of \$205,000 based on submitting a reasonable bid amount in relation to the scope of work, our history with the company, and solid references.

Commissioner Gjettum inquired if the bid was inclusive of both elevators which Maintenance Supervisor Harding-Smith confirmed that it was. A resident inquired elevators would be done at the same time. Executive Director Teixeira noted that one side would be done at a time. Vice-Chairperson Sherman inquired how long each elevator would take to complete and Maintenance Supervisor Harding-Smith thought about a week for each. Chairperson Allen wondered if it would be subject to a state inspection and Maintenance Supervisor Harding-Smith noted that the inspections are completed annually. Commissioner Gjettum asked if the quote included maintenance and Executive Director Teixeira noted that the work would be warrantied for a year and that we pay for a monthly service agreement monthly as it is. Chairperson Allen took a vote, and the Elevator Renovations bid was approved in the amount of \$205,000.00 with a vote of 4 ayes and 0 nays.

**Item #5. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that many projects, unit turns, and upkeep of grounds at all properties had been completed during June, July, and August. In July, deterioration of two corner light post bases that were pitching towards the parking lots at Linden Fields was discovered. This was a result of weather and many decades of erosion of the post concrete footings. As a safety measure, it was decided to relocate light posts to a more secure location at the inside corners of the playground. Kevin Fuller Excavating handled the relocation of the poles, and our electrician handled the electrics. The total cost of the project was just under \$8000.

Maintenance Supervisor Harding-Smith noted that the Greenhouse Refinishing Project, which was covered under Capital Fund 2021, has also been completed. This project consisted of full glass replacement, two swing-out casement windows with modern locking latches, two coats of paint on the frame, vinyl decking for the potting benches, and all interior painting of walls and bench legs. Also included in this project was the addition of the replaced interior community room glass panes. The glass replacement totaled \$28,790 and was performed by Exeter Glass.

Maintenance Supervisor Harding-Smith explained that both domestic hot water holding tanks would be replaced next Wednesday September 14<sup>th</sup> at 277 Water Street. This project will be funded out of the FY21 Capital Fund. EHA will be purchasing the materials and our plumber will be doing the installation.

Maintenance Supervisor Harding-Smith reported three recent move-ins: Unit #315 Water Street on August 1<sup>st</sup> which received new paint, carpet cleaning, and minor maintenance tasks; Unit #218 Water Street on August 15<sup>th</sup> which received minor paint touchups, minor maintenance tasks, and a carpet cleaning and Unit #305 on September 1<sup>st</sup> which received new paint, carpet, and heat strips.

Maintenance Supervisor Harding-Smith reported that the Seacoast School of Technology has agreed to have their construction students take on the Linden Fields Shed Replacement Project. The Building Construction Technologies Instructor is highly motivated to include this project in this year's curriculum. They will be building a total of nine sheds each with one five-foot-wide barn style door on each side. Six of these sheds are fourteen feet long, three feet wide, and seven feet tall. Three of the sheds are seven feet long, three feet wide, and seven feet tall.

Maintenance Supervisor Harding-Smith explained that we are still searching for the correct product to install for the window shade replacement product. Window treatment manufacturing has increased following a couple of years with limited availability.

Maintenance Supervisor Harding-Smith stated that he has reached out to the Exeter Fire Department to schedule an informational and interactive discussion with Fire Department personnel to discuss what residents should do in case of an emergency at the Water Street facility. We are anticipating scheduling this in November.

**Item #6. Housing Choice Voucher Managers Report**

Public Housing Manager Birch reported the following figures on behalf of Housing Choice Voucher Manger Dooling.

|  |     |       |            |
|--|-----|-------|------------|
| August Totals as of 1 <sup>st</sup> of the Month | 169 | Units | \$129,210  |
| Mid-month lease up                               | 1   |       | <u>387</u> |
| August Totals as of last day of Month            | 170 |       | \$129,597  |

Public Housing Manager Birch reported that the EHA will be receiving four additional vouchers effective October 1<sup>st</sup>. These vouchers are encouraged to be used for survivors of domestic violence, individuals and families who are homeless, or at risk of homelessness. Housing Choice Voucher Manger Dooling has reached out to Seacoast Family Promise to work with families as well as checking our waitlist for qualified applicants. These additional vouchers are part of the Consolidated Appropriations Act President Biden signed into law.

Commissioner Gjettum wondered if we had anywhere to house the new voucher holders and Chairperson Allen stated that Margaret would be busy working with current landlords.

**Item #7. Ten Minute Audience Participation**

A resident inquired if the elevators would be done at the same time and were advised that they would be done one at a time.

Another resident was concerned about fire emergencies and getting out of the building from the higher floors when residents have mobility issues. Maintenance Supervisor Harding-Smith explained that unless the fire is in your unit it is safest to stay in your unit till fire department personnel advise what to do. Fire doors and walls are in place for this reason. He also suggested that she attend the fire presentation when scheduled.

A resident inquired if it would be possible to have a large shade installed on the new greenhouse window as the glare is quite strong. Executive Director Teixeira stated that he would do so.

Another resident inquired if the morning coffee group should purchase cups with lids and Executive Director Teixeira stated that would be great so that carpets would not be stained with spills.

A resident asked when the new shades or blinds would be arriving, and Maintenance Supervisor Harding-Smith noted that as previously mentioned the project is still in the research stages.

A resident complained about the urine odor in the halls and Executive Director Teixeira noted that he has addressed the issue with the individuals.

Another resident complained how awful the carpets looked at the north entrance hallway. Executive Director Teixeira noted that this is a result of the gardeners tracking in dirt and that it would be professionally cleaned following the close of the season. Maintenance Supervisor Harding-Smith reported that maintenance staff is constantly extracting the dirt from the carpet trying to resolve the issue and that he would investigate the possibility of an entryway mat.

A resident inquired if AARP would be here for taxes and Commissioner Gjettum stated that they would come tax season.

### **Item #8. Executive Directors Report**

#### **COVID-19 Update:**

Executive Director Teixeira reported that residents and staff remained relatively healthy over the summer months. We did have a handful of residents test positive however they only experienced mild symptoms and all fully recovered. As a precaution we are still requiring visitors to wear a mask in the common areas of the building and continue to disinfect high touch surfaces.

#### **Flu-Clinic**

Executive Director Teixeira announced that the annual flu-clinic will be held in the

community room on Friday September 23<sup>rd</sup> starting at 9:00am. Approximately forty residents are currently registered for the vaccine.

**Financial Report:**

Executive Director Teixeira stated that the Public Housing budget looks great through ten months running around \$71,000 under budget and the HCV budget is running close to even through the same period. There are no concerns at this point and both programs are expected to close in the black.

**Independent Financial Auditor:**

Executive Director Teixeira announced that Otis Atwell recently informed us they are moving away from conducting independent financial and compliance audits for public housing authorities. The EHA has worked Otis Atwell for many years and will certainly miss working with them. The EHA is in the process of finalizing a Request for Proposals (RFP) for this service and are shooting to have a recommendation for the October meeting.

**Employee Evaluations:**

Executive Director Teixeira noted that employee evaluations will be conducted during the month of September with the goal of having them all completed for the October board meeting. Board members will be notified when they are ready to be reviewed.

**Resident Yard sale:**

Executive Director Teixeira reported that the residents will be holding their annual craft and yard sale on Saturday September 17, starting at 9:00am. A portion of the proceeds are used to fund resident activities and social events throughout the year.

**Open Grill Fridays:**

Executive Director Teixeira was happy to report that open grill Fridays are back by popular demand. EHA staff will be firing up the grills each Friday during the month of September for residents who would like their favorite meal prepared over an open flame. This has become a popular event that also presents an opportunity for residents and staff to gather in a social setting.

**Phillips Exeter Academy (PEA) Students Return to Water Street:**

Executive Director Teixeira announced that after a long absence due to COVID-19, PEA students will resume gathering with residents in the community room on Sundays to play board games and socialize. The first gathering is set for Sunday October 2<sup>nd</sup>.

Chairperson Allen made a motion to adjourn the meeting, seconded by Vice-Chairperson Sherman and the meeting was adjourned at 3:45 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Boyd Allen  
Chairperson