

**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, October 14, 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	Renee O'Barton
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

**Item #2. Approval of the Minutes of the September 9, 2022, Meeting**

Commissioner Gjettum made a motion to approve the minutes of the September 9, 2022, meeting as corrected; seconded by Vice-Chairperson Sherman and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Approve Contract for Audit and Compliance Services FY2022:**

Executive Director Teixeira reported that this service was previously performed by Otis Atwell Public Accountants who no longer provide these services. A Request for Proposals was issued on September 12, 2022, with a closing date of October 5, 2022. We had two accounting firms request bid packets however only the firm of Marcum LLP submitted a proposal which would cover audit and compliance services for fiscal year 2022 with a renewable two-year option based upon performance. The cost for year one (1) is \$19,200, year two (2) \$20,200, and year three (3) \$21,200. Marcum LLP provides these services for many housing authorities in New England including several in New Hampshire. Executive Director Teixeira obtained references from the Housing Authorities of Portsmouth, Dover, and Somersworth and all provided a positive recommendation. It is therefore recommended that we enter into a one (1) year contract with Marcum LLP with a renewable two (2) year option which would be based on performance. A copy of the proposal was attached for commissioners. Commissioner Gjettum inquired if there were no other auditors and Executive Director Teixeira explained that it is a rather specialized field and that the only other firm that he knew of

in Buxton, ME did not submit a bid. He did note that the cost is substantially higher, however it seemed to be in line with what other housing authorities are paying.

Chairperson Allen requested a vote to approve the contract for Audit and Compliance Services with Marcum, LLP in the amount of \$19,200 and the contract was approved with a vote of 5 ayes and 0 nays.

**Item #4. Approve Shed Replacement Project at Linden Fields**

Maintenance Supervisor Harding-Smith announced that the Seacoast School of Technologies has agreed to manufacture 9 sheds within this current school semester once all materials are ordered and on hand for production. This project total is \$15,000.24 as indicated in the quotation provided to the board. This amount includes all building materials, hardware, fasteners, labor, and transportation. Maintenance Supervisor Harding-Smith reminded folks that the original budget for this project was \$30,000 and Executive Director Teixeira noted that most quotes were between 25,000 and 45,000 and that the project was long overdue as the sheds were original to the property. Chairperson Allen inquired what the time frame for building would be and if the EHA would be obtaining the supplies. Maintenance Supervisor Harding-Smith thought completion would be by January and that we would in fact order supplies. Commissioner Gjetton inquired if the EHA had reached out to school and Maintenance Supervisor Harding-Smith said that he and Tony had reached out and she congratulated them on this great idea.

Chairperson Allen requested a vote, and the Shed Replacement Project was approved in the amount of \$15,000.24 with a vote of 5 ayes and 0 nays.

**Item #5. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith noted that the month of October had one move-out in unit #207 at Water Street. Maintenance Supervisor Harding-Smith noted that the unit was leased on October 15<sup>th</sup>. This unit received a fresh coat of paint on walls and trim, new heat strips, and new carpet. Due to minimal unit turns this month, maintenance is working towards completing exterior work and winterization on all properties to get ready for the winter months. This includes carpentry, painting at multiple properties, yearly air conditioner removal at Water Street and filter cleaning of mini-split heat pump systems at Linden Fields and Auburn Street.

Maintenance Supervisor Harding-Smith advised the board and attendees that the Elevator Renovation Project would be pushed till spring to ensure safety and convenience for residents in the winter months. The company also had some difficulty obtaining parts and we want to be certain that all parts are on hand prior to construction. Each elevator will be down for approximately four weeks during the renovation.

Maintenance Supervisor Harding-Smith announced that the Exeter Fire Department will be here on Thursday, November 19, 2022, at 1p.m. in the community room. This will provide an opportunity for residents to ask questions or voice concerns that they may have in the event of an emergency.

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

September Totals as of 1 <sup>st</sup> of the Month	170	Units	\$131,040
Mid-month lease up			
September Totals as of last day of Month	170		\$131,040

Housing Choice Voucher Manager Dooling reported that she had been working with different organizations (Seacoast Family Promise, Town Welfare Department, Crossroads) to lease the additional four vouchers received from HUD. Three were leased on October 1<sup>st</sup> and the fourth is anticipated to be leased on November 1<sup>st</sup>. Housing Choice Voucher Manager Dooling projects the year to end between 99%-100% and that the new payment standards will go into effect on December 1<sup>st</sup> and reflect an increase between \$150 -\$180. Chairperson Allen commended her on working so diligently utilize the new vouchers and Vice-Chairperson Sherman inquired how the vouchers were obtained. Executive Director Teixeira explained that they received notification from HUD that they were available to those authorities who wanted them, and that Housing Choice Voucher Manager Dooling was fortunate with the landlords and able to house them quickly. The fourth voucher expected to lease in November is facing eviction.

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

No audience members had any questions, one member commented that they were all happy to live here.

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

Executive Director Teixeira stated that the fee account will be in next Thursday to begin the process of closing out FY22. Both programs are expected to close out the year under budget and the hope is to have the final numbers available for the November meeting. As for the FY23 budget, Congress passed a continuing resolution on September 30<sup>th</sup> to extend level funding for federal programs through December 16<sup>th</sup>, giving law makers additional time to reach an agreement on funding levels for FY23 and averting a partial government shutdown.

**Update on Response to COVID-19:**

Executive Director Teixeira reported that there has been a slight uptick in the number of positive cases at 277 Water Street. The residents who tested positive have fully recovered and are doing well. The number of cases will continue to be monitored as we move into the winter months and the EHA will respond in a manner that keeps residents and staff as safe as possible.

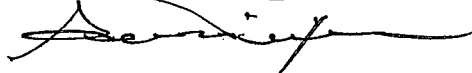
**Coffee with a Cop:**

Executive Director Teixeira announced that members of the Exeter Police Department will in on Tuesday October 25<sup>th</sup> to answer resident questions over a cup of coffee. This will also present the opportunity for residents to meet Maple who is the new four-legged member of the PD.

Chairperson Allen made a motion to adjourn the public session of the meeting and enter Non-Public Session Per NH RSA 91-A:3 II (a) at 3:38 P.M.

The Board of Commissioners returned from Non-Public Session Per NH RSA 91-A:3 II (a) and Commissioner O'Barton made a motion to provide pay increases and bonuses to EHA employees in the amount of \$17,671.00 and all were in favor. The meeting adjourned at 4:02 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Boyd Allen  
Chairperson