

**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, November 4, 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 October 14, 2022, Meeting**

Commissioner Gjettum made a motion to approve the minutes of the October 14, 2022, meeting; seconded by Commissioner Matick and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Fiscal Year 2022 Year-End Financial Report:**

Executive Director Teixeira had attached the year-end financial report for fiscal year 2022 for board review. He reported that both programs closed out the fiscal year with modest surpluses. The Public Housing program yielded a surplus of \$11,216 and the Housing Choice Voucher Program yielded a surplus of \$19,256. Executive Director Teixeira reviewed the following budget highlights:

- Line Item 3190 - Operating Transfer from Capital Fund Program (CFP). We only transferred \$6,596 of the \$20,000 that was budgeted. We had a couple of CF21 projects that still needed to be completed and felt the money would be better utilized funding those projects.
- Line Item 4190 – Sundry Administration was over by nearly \$6,000 which was mostly due to the need for additional IT services.
- Line Item 4310 – Water & Sewer. Despite water consumption levels going down the water/sewer budget was over by nearly \$4,600. This is the result of the steady

increase to water and sewer rates Exeter has experienced over the past several years.

- Line Item 4320 – Electricity was over budget by nearly \$9,400. This was due to the significant utility rate increase that went into in December of 2021 coupled with higher consumption levels. Electrical consumption increased in part due to the use of electric heat during the loss of the gas furnace.
- Line Item 4540 – Employee Benefits were under budget by just over \$18,000. This was due to a decrease in health insurance premiums.
- Line Item 4570 – Collection Losses. We had collection losses totaling \$7,867 which was due to writing off two (2) bad debts.
- Line Item 4610 – Extra Ordinary Maintenance. We had a few unplanned projects/repairs come up that needed to be addressed as they presented health and safety concerns. These included booster panels and light fixtures on the Linden Fields property. All totaled \$16,041.
- Line Item 8020 – Operating Subsidy. We received just under \$22,000 less than what was budgeted. There are several factors that come into play when calculating the operating fund subsidy and some are not available at the time the budget is prepared.

Commissioner Gjettum thought we were lucky that the losses and gains had evened out one another. She also inquired if the budget had been adjusted to reflect the high water/sewer and electrical rates going forward and Executive Director Teixeira noted that it had.

**Item #4. Real Estate Assessment Center (REAC) Physical Property Inspection:**

Executive Director Teixeira announced that he recently received word from HUD that a REAC inspector will be out to conduct a physical inspection of all properties. The inspection is scheduled for November 15<sup>th</sup> – 17<sup>th</sup> and will include project grounds, common areas, offices, maintenance work areas, laundry rooms, community room, and apartments which will be randomly selected on the morning of the inspection. The maintenance department has been preparing for the inspection and are currently conducting a pre-inspection of all apartments and inspectable areas. Executive Director Teixeira noted that the EHA has traditionally scored very well on the inspection and anticipates similar results. He also noted that it is a nerve-racking process as it represents 40 points of our PHAS score.

**Item #5. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith further explained that the Maintenance Department has been working diligently to prepare for the REAC inspection. The focus for the past few weeks has been on exterior deficiencies while the weather is still warm. He noted that on Monday they began to inspect and complete all deficiencies at the 22 family units at Linden Fields, Portsmouth Ave, and Auburn Street properties. Proper

scheduling and planning of materials needed to complete repairs is critical to the overall goal to achieve the high performer status received in the past. High performers are only required to be inspected every 3-years. The scheduling for our Water Street property is next week on Monday through Wednesday. Maintenance will be conducting a pre-inspection and performing general maintenance fixes as we move to each unit.

Maintenance Supervisor Harding-Smith noted that following the REAC inspection, the Maintenance Department will then focus on preparation for the winter months ahead with the mounting of our plows, sander, and overall preventative maintenance of the trucks, snowblower, and Bobcat skid steer. Maintenance also has a unit turn of #123 at Water Street scheduled for move-in on December 15<sup>th</sup>. This unit will receive a new coat of paint, cleaning, general maintenance, and carpet cleaning.

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

Housing Choice Voucher Manager Dooling reported the following figures:

October Totals as of 1 <sup>st</sup> of the Month	169	Units	\$133,163
New Vouchers	3		2,572
Mid-month lease up			<u>0</u>
October Totals as of last day of Month	172		\$135,735

Housing Choice Voucher Manager Dooling noted that she had not had a lot of changes and that the final of the 4 new vouchers was leased on November 1<sup>st</sup>. She is hopeful to end the calendar year with a full house

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

Executive Director inquired if residents liked the new shades in the community room and residents commented that they did.

One resident inquired about an odor on the second floor and both Executive Director Teixeira and Public Housing Manager Birch noted that they found no odor when investigating immediately following the report earlier in the day. It was therefore believed to be a temporary odor of perhaps trash being taken out.

Another resident complained about the smell of deodorizing spray or candles seeping into halls and wondered if residents were allowed to burn candles as they did not find that to be a safe practice. Executive Director Teixeira noted that it was not prohibited in the lease and Public Housing Manager Birch agreed it may not be a safe practice for some.

**Item #8. Executive Directors Report**

**Utility Allowance Adjustment Public Housing:**

Executive Director Teixeira stated that Unitil has announced a significant rate increase for electricity and natural gas which will go into effect on December 1, 2022. The rate increase will trigger an adjustment to the utility allowance that we provide to residents which will then trigger a rent adjustment at time of annual recertification. He noted that

the allowances have yet to be finalized for the effective date of January 1<sup>st</sup> however the rate increase is estimated to yield the following increases.

1 Bedroom \$30.00

2 Bedroom \$71.00

3 Bedroom \$83.00

4 Bedroom \$109.00

One resident inquired when this would go into effect for rental amounts and Public Housing Manager Birch responded that it would be factored into their annual recertification.

Commissioner Gjettum mentioned that she was not surprised that the electric was increasing dramatically.

A Water Street resident stated that she has joined the Exeter Aggregate and encouraged others to join and to watch the select board meetings to see if the program will pass. The intention is for Until to offer a better rate for the town for electricity. Executive Director Teixeira inquired if this would be implemented for 2023 and the resident was unsure.

Executive Director Teixeira mentioned to board members that typically, the next meeting would be in January with December off and everyone agreed unless a pressing matter emerged. He also noted that in January the Board Meeting would return to its former day and time of Thursdays at 1:00 PM beginning January 6<sup>th</sup>.

Chairperson Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick and the meeting adjourned at 3:45 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Boyd Allen  
Chairperson