

**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  
Thursday, January 5, 2023 – 1:00 PM**

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

Chairperson	Boyd Allen
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

Absent:

Vice-Chairperson	Vernon Sherman
Commissioner	Renee O'Barton

**Item #2. Approval of the Minutes of the November 4, 2022, Meeting**

Commissioner Matick made a motion to approve the minutes of the November 4, 2022, meeting; seconded by Commissioner Gjettum and the minutes were approved with a vote of 3 ayes and 0 nays.

**Item #3. Real Estate Assessment Center (REAC) Physical Inspection Results:**

Executive Director Teixeira stated that in mid-November, the EHA underwent a physical inspection of all properties, and was pleased to report that the EHA received ninety-six (96) out of a possible one hundred (100) points. The inspection was conducted over a three-day period and included site, building exterior, building systems, common areas, and twenty-one apartments that were randomly selected. What makes the score notable is that it was performed by a HUD Quality Control Inspector over a three-day period while all other prior inspections were completed in one day by a HUD inspection contractor. He noted that we were unaware of these circumstances prior to the inspection. Executive Director Teixeira also mentioned that typically the inspections are conducted during the winter months where snow typically hides some exterior imperfections. CJ and his staff are to be commended for doing a solid job maintaining the properties and for putting in extra hours preparing for the very important inspection. Because we scored a ninety (90) or above the EHA will not be subject to another inspection until 2025.

Executive Director Teixeira further explained that the physical inspection is one of four indicators that make up the overall Public Housing Assessment System (PHAS) score and it has a point value of 40. The 96 score we received translates to obtaining a thirty-eight (38) out of a possible forty (40) points. The other three indicators are Management and Financial each having a point value of twenty-five (25) and the Capital Fund Program which has a point value of ten (10). The results of the remaining three indicators will be available following the financial and compliance audit.

Maintenance Supervisor Harding-Smith added that he felt great about receiving a 96. He stated that the inspector indicated he had not previously given a score above a 93. He also noted that preparation time has previously been 2-3 months and this inspection only received a 21-day notice; creating grueling overtime for maintenance staff. Executive Director Teixeira noted the largest finding was a family unit who pinned a blanket over a window to minimize a draft which is considered a blocked egress.

**Item #4. Approve Contract for Accounting Services:**

Executive Director Teixeira attached the Engagement Letter from Gordon/Griffin, LLC for accounting services for the board to review. He noted that Gordon/Griffin has been our fee accountants for many years, and that we have been pleased with their level of service. Gordon/Griffin works with many Housing Authorities across New England including several here in New Hampshire. Sections 1-4 lay out the accounting services they will provide. The annual fee is \$23,100 which is up from last year's fee of \$22,200. Commissioner Gjettum made a motion to approve the contract for the accounting services, seconded by Commissioner Gjettum and the contract was approved with a vote of 3 ayes and 0 nays.

**Item #5. Financial and Compliance Audit FY22:**

Executive Director Teixeira reported that the financial and compliance audit for FY22 is currently underway. The new audit firm does things a bit differently from the previous firm, so it has been somewhat of an adjustment for us. The previous firm conducted just about the entire audit onsite while the new firm utilizes a secure portal to request audit related information which is then uploaded by us. Executive Director Teixeira explained that all requested audit information has been submitted and we just received word that they will be out on January 31, and February 1, to complete the onsite portion of the audit.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the month of December was a great start to a mild winter so far. A couple of small storms were a great warmup for the months ahead with performing the cleanup and safety procedures of parking lots and walkways. He added that residents and maintenance staff did an excellent job.

Maintenance Supervisor Harding-Smith noted that there is currently one unit turn to focus on; unit #120 Water Street. This unit has received new carpeting, a fresh coat of

paint, full cleaning, and general maintenance tasks performed. The scheduled move-in date is January 15th.

Maintenance Supervisor Harding-Smith stated that the annual Fire Alarm inspections at Water Street and Linden Fields were completed in late November and the Portsmouth Ave property was completed last Thursday, December 29th. The Portsmouth Ave property required replacement of expired heat detectors to bring the building up to current standards.

Maintenance Supervisor Harding-Smith reported that two sheds (which accommodates four units) have completed for the Linden Fields shed replacement. The construction was completed by the students at Seacoast School of Technology and the delivery and installation will begin in the next couple of weeks. There is a total of 9 sheds that are currently being worked on in three waves of 2 and then a final three for completion. This first delivery will accommodate units 2,3, 4, and 5.

Maintenance Supervisor Harding-Smith then took a moment to recognize and acknowledge the incredible job done by maintenance staff in preparation of the R.E.A.C. inspection. Their hard work, dedication, and achievement of an incredible score ensuring the three-year inspection goal was a great success.

**Item #7. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following figures:

December Totals as of 1 <sup>st</sup> of the Month	169	Units	\$129,112
New Vouchers	4		3,507
Mid-month lease up			<u>0</u>
December Totals as of last day of Month	173		\$132,619

Housing Choice Voucher Manager Dooling explained that the program ended the year on a pretty good note with a lease up rate of 99.8% and a utilization rate of approximately 96.8% of the budget. Over \$1.5 million was spent helping families with rent this past year. Housing Choice Voucher Manager Dooling noted that we should still receive an increase in funding for next year and that the programed turned over about 29 families and utilized the funding as best possible. She also noted that she is currently screening 6-7 potential clients now however the challenge of finding available and affordable apartments remains.

Chairperson Allen thanked Housing Choice Voucher Manager Dooling for providing great figures in difficult times.

**Item #8. Ten Minute Audience Participation**

A Water Street resident reported a strip of wallpaper that was falling in the second-floor hallway. Maintenance Supervisor Harding-Smith noted that he would take care of it.

The same resident also noted that exiting the north parking lot is dangerous with the way the water pools in the lot and heading out into the busy traffic. Maintenance Supervisor

Harding-Smith stated that he has spoken with the Public Works Department to regrade the area to fix the pitch which would eliminate the pooling as it is on town property. In the meantime, the maintenance staff will continue to salt the area.

Another comment was made about the street light pole bulb being out and Executive Director Teixeira noted that he would contact Unital.

Commissioner Gjettum notified folks that the AARP Tax Assistance would be offered here at Water Street and inquired if residents wanted it to be exclusive to residents and the consensus was yes. A resident stated that she was told she did not have to file, and Commissioner Gjettum advised it was a good idea to file to protect from identity theft.

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

##### **Financial Report:**

Executive Director Teixeira noted that both programs look good through two months. Congress was able to reach an agreement on a spending bill before the continuing resolution expired on December 23, avoiding a government shutdown. Except for the Capital Fund Program which received slightly less funding all our other programs saw increases.

##### **Annual Plan and Capital Fund Budget FY23:**

Executive Director Teixeira reported that he has started preparing the Annual Plan and Capital Fund budget for fiscal year 2023. The goal is to advertise the required Public Notice on January 13, present both plans to the Resident Advisory Committee on February 8, for comment, hold the Public Hearing on February 27, and approve both plans at the March 2, Board meeting.

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

Executive Director Teixeira announced that the EHA has not made any changes to the health and safety measures we implemented since the last report. The maintenance department continues to disinfect high touch surfaces and guests are still required to wear a mask in the common areas of the building. We have also made residents aware of the recent uptick in the number of positive cases and have recommended wearing a mask in large social settings. He was thankful that all who had COVID had recovered well.

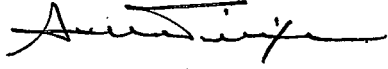
A resident inquired if the PEA students who would be coming on Sunday for games would be wearing masks and it was noted that they would.

Commissioner Gjettum inquired what was happening on the Swasey Parkway and Executive Director Teixeira stated that it was part of the town Sewer Siphon Construction Project.

Chairperson Allen noted that the next board meeting would take place on Thursday, February 2, 2023, at 1:00 PM.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner Gjettum and Chairperson Allen adjourned the meeting at 1:45 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Boyd Allen  
Chairperson