

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
Thursday, February 2, 2023 – 1:00 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
Commissioner	Renee O’Barton
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

Absent: None

Item #2. Approval of the Minutes of the January 5, 2023, Meeting

Commissioner Gjettum made a motion to approve the minutes of the January 5, 2023, meeting; seconded by Commissioner Matick and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Section Eight Management Assessment Program (SEMAP) Score FY2022:

Executive Director Teixeira reported that the EHA recently received the SEMAP score for fiscal year 2022 and was excited to report that we achieved a perfect score of 100%. He explained that the HCV Program’s performance is graded on 15 indicators each having a point value ranging from 5-20 points totaling a maximum of 135 possible points. The EHA earned all 135 points. This is quite an accomplishment when you consider the extremely low vacancy rate in New Hampshire coupled with the high rents we are seeing. Executive Director Teixeira noted that Margaret had once again done a great job managing the HCV program under some very challenging conditions and deserves a great deal of credit for the program’s success.

Item #4. Award Contract for Laundry Equipment Services:

Executive Director Teixeira explained that CSC Service Works is currently providing this service. The EHA has entered into an agreement with CSC Works in March of 2022 with the understanding that the laundry equipment at the family properties would be replaced

with new washers and dryers along with technology upgrades. They have failed to honor the agreement and we are therefore terminating the contract. CSC Service Works initially attributed the delay to supply chain issues due to COVID-19 however, after several months of failed promises, excuses, and chronic equipment failure we have completely lost confidence in their ability to honor the agreement and provide decent service.

Executive Director Teixeira noted that the search for a new service provider led us to Automatic Laundry Services Company, Inc, based out of West Newton, MA. They came out to visit the properties, assess our needs and provided a proposal which was attached for Commissioner's review. They are proposing two lease terms options. Option 1 is a 5-year term with rebuilt washers/dryers and option 2 is an 8-year term with new machines. The commissioner structure would be 50/50 split which is what it is currently however, Automatic Laundry does not charge an administrative fee which amounts to approximately \$1,700 in additional revenue. He noted as outlined in their proposal, they work with a large number of Housing Authorities including several in New Hampshire. We contacted three of the PHA's and received positive feedback. We are recommending that we enter into an agreement with Automatic Laundry Services Company, Inc for an 8-year term.

Commissioner Gjettum inquired how we found them, and Executive Director Teixeira stated that CJ had run into them and reiterated that the poor service with CSC was deplorable. Executive Director Teixeira noted that response time for Automatic Laundry is same day or next day.

Chairperson Allen took a vote to enter an 8-year contract with Automatic Laundry Services Company, Inc. and the proposal was approved with a vote of 5 ayes and 0 nays.

A Water Street resident inquired if there was a penalty to terminate the contract with CSC and Executive Director Teixeira noted that they could terminate for poor performance.

Item #5. Revise Personnel Policy:

Executive Director Teixeira noted that the EHA is proposing to revise the vacation leave section of the Personnel Policy to reflect the ability of earning additional vacation time based on years of service. Under the current policy employees receive 10 days for the first 5 years, 15 days after 5 years, and 20 days after 10 years of service. We are proposing 25 days after 20 years of service and 30 days after 30 years of service. Executive Director Teixeira added that the job seems to get harder each year and that this would provide an opportunity to recharge.

Commissioner Gjettum noted that the EHA has a lot of long-time employees and Executive Director Teixeira agreed stating that he had been here for 29 years, Margaret for 18 years, Jill for 15 years and CJ for 6 years.

Chairperson Allen took a vote to approve the proposal of increased vacation time as outlined and the increase was approved with a vote of 5 ayes and 0 nays.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that Water Street had two move-outs within the past month. Unit #210 and #311 which will receive a fresh coat of paint, general maintenance tasks performed, cleaning, and the carpets will be high heat steam cleaned. Unit #210 has a move-in date scheduled for February 15th and unit #311 has a move-in scheduled for March 1st.

Maintenance Supervisor Harding-Smith stated that delivery of the first two sheds of the Shed Replacement Project, at Linden Fields, has been postponed due to the recent warm weather in the past couple of weeks. The warm weather mixed with snow and rain has created a spongy soft ground that poses to be troublesome for the delivery of these structures. The weather is cooling down within the next week, which should prove to be more manageable for delivery.

Maintenance Supervisor Harding-Smith explained that throughout the nation, companies are now getting back to a strong manufacturing and inventory overhead throughout all sectors since the year 2020. The EHA is working diligently to find the proper room-darkening roller shade manufacturing company that can accommodate our quantities of window treatments for all 85 units at Water Street. This installation will be handled in-house by maintenance staff. This project is covered under the Capital Fund Program FY2021. Chairperson Allen inquired if lumber prices were coming down and Maintenance Supervisor Harding-Smith stated that he did not anticipate any price reduction with the high gas prices and limited inventory of naturally grown trees. He is now seeing wood manufactured from fast growing trees in Asia which are not as strong.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

January Totals as of 1 st of the Month	172	Units	\$130,204
Mid-month lease up			<u>0</u>
January Totals as of last day of Month	172		\$130,204

Housing Choice Voucher Manager Dooling noted that the figures may change for January. There could possibly be a mid-month portability. This portability would have a large HAP, however she was experiencing problems with the voucher holder's portability.

Chairperson Allen thanked Housing Choice Voucher Manager Dooling for managing the program well and Vice Chairperson Sherman inquired how large the portability HAP would be. Housing Choice Voucher Manager Dooling noted that it would likely double the current HAP of \$2000 and Executive Director Teixeira noted that it may require legal involvement.

Item #8. Ten Minute Audience Participation

A Water Street resident inquired what a portability consisted of, and Housing Choice Manager Dooling explained that she has a voucher holder who lived in NH and is moving

to another state and technically the voucher still belongs to the EHA unless the receiving Housing Authority absorbs it into their budget, otherwise they bill the EHA along with an administrative fee. She noted that this portability was a mess with possible fraudulent documents and that legal aid was involved. Vice Chairperson Sherman asked if it were possible to terminate for nonpayment of back rent and Housing Choice Voucher Manager Dooling responded that it was debatable.

Another Water Street resident questioned if you had a voucher in New Hampshire that you could move to other states with it and Housing Choice Voucher Manager Dooling noted that was correct.

Item #9. Executive Directors Report

Budget Report:

Executive Director Teixeira reported that both programs look good through the first 3 months with no surprises. The Public Housing operating subsidy is up around \$5,000 through 3 months and the HAP Fee received is down around \$20,000 over the same period. The shortfall is due to HUD recapturing HAP Fee overpayments the EHA previously received and had not earned. It is expected that the funding will level off as we move forward and will have a much better sense when HUD announces our calendar year budget authority.

Coffee with a Cop:

Executive Director Teixeira announces that members of the Exeter PD will be here on Friday, February 17th to gather with residents over a cup of coffee. This a great opportunity for residents to gather with members of the PD in a relaxing setting to ask questions and share concerns. The PD will also be sharing plans for the proposed safety complex off Epping Road.

EHA Annual Report to the Town:

Executive Director Teixeira stated that he had submitted the annual report to the Town that basically provides a summary of events over the past year. He attached a copy for commissioners and noted that next year he would share it with them prior to the deadline.

Financial/Compliance Audit FY22:

Executive Director Teixeira stated that the audit is currently underway. Auditors were here on Tuesday of this week to conduct the onsite testing of the programs and completed that portion in one day instead of two. The process is not yet complete, however there were not any findings, only recommendations. He noted that Housing Choice Voucher Manager Dooling did endure a lengthy session reviewing selected files with the auditor.

Meeting with the Town Housing Advisory Committee:

Executive Director Teixeira announced that he and Housing Choice Voucher Manager Dooling will be meeting with the Housing Advisory Committee next week to provide general information about housing programs the EHA has to offer. They are interested in learning more about the EHA's Public Housing stock and the number of HCV's we

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administer. They are also interested in learning more about the waitlist and funding sources.

Chairperson Allen inquired if Commissioner Gjettum wanted to announce the AARP Tax Assistance and she stated that they would be here once each month in February, March, and April.

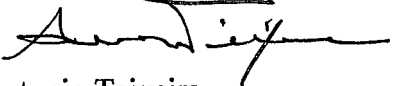
Vice Chairperson Sherman announced that he would be renewing his term on the board.

Maintenance Supervisor Harding-Smith added an example of the increase in lumber prices: he noted a door previously cost \$32 is now \$84 but was pleased to report the Exeter Lumber was honoring the prices of the original quote for the sheds.

Chairperson Allen noted that he would like to see that collaboration between the EHA and the Seacoast School of Technology in a news article and Executive Director Teixeira stated that it would be.

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

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson