

**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, March 2, 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 February 2, 2023, Meeting

Commissioner Gjettum made a motion to approve the minutes of the February 2, 2023, meeting as corrected; seconded by Commissioner Matick and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Public Housing Assessment System Fiscal Year 2022:

Executive Director Teixeira reported that the EHA received the Public Housing Assessment System (PHAS) Score for fiscal year 2022 and was excited to announce that the EHA has once again achieved the designation of High Performer. Public Housing Authorities (PHAs) are assessed annually on four indicators. Physical, Financial, Management, and the Capital Fund. Each indicator has a set point value ranging from 10-40 points that when total equals 100 maximum points. The EHA scored a 98 losing just 2 points on the Physical indicator. This is not easily accomplished and requires a team effort. We are very fortunate to have a staff that takes pride in the work they produce and share the same commitment of achieving the high standard of excellence.

Executive Director Teixeira also noted that the high-performance status qualifies the EHA to receive an additional \$12,000. He noted the occupancy rate of 99% and attributed that success to the joint effort of Public Housing Manager Birch with waitlist management and Maintenance Supervisor Harding-Smith with apartment preparation.

Item #4. Approve Annual Plan Fiscal Year 2023: (Board Resolution)

Executive Director Teixeira stated that he had completed developing the Annual Plan for fiscal year 2023. Public Housing Authorities are required to complete the plan annually which lays out goals and any activities the EHA has planned for the current year. Small PHA's are exempt from completing certain sections of the annual plan which is why some are left blank. The Annual Plan was reviewed with the Resident Advisory Committee on February 8th, and the public hearing was held on February 28th. A copy of the plan was attached for board review.

Chairperson Allen read the following resolution and the resolution was approved with a vote of 3 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve
the Annual Plan Fiscal 2023**

The following resolution was introduced by Chairman Allen on March 2, 2023, and read in full
and considered:

RESOLUTION NUMBER 03-01-2023

Resolved:

Be it resolved by the Board of Commissioners to approve the Annual Plan for Fiscal Year 2023.

AYES

Boyd Allen
Margaret Matick
Pam Gjettum

NAYS

Executive Director Teixeira advised that a copy would be posted on the bulletin board.

**Item #5. Approve Annual Statement (Capital Fund Budget) for Fiscal Year 2023:
(Board Resolution)**

Executive Director Teixeira reported that he had finalized the Capital Fund Budget for fiscal year 2023. The projects were pulled from year 4 of our 5-Year Plan for a total budget of \$305,847. The budget was presented to the Resident Advisory Committee on February 8th, and the public hearing was held on February 28th. HUD announced our actual budget amount after the budget was presented to the Resident Advisory Committee

so the additional \$9,461, we received was spread amongst a couple of the projects. A copy of the budget was attached for board review.

Chairperson Allen read the following resolution and the resolution was approved with a vote of 3 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Annual Statement Fiscal 2023

The following resolution was introduced by Chairman Allen on March 2, 2023, and read in full and considered:

RESOLUTION NUMBER 03-02-2023

Resolved:

Be it resolved by the Board of Commissioners to approve the Annual Statement for Fiscal Year 2023.

AYES

NAYS

Boyd Allen
Margaret Matick
Pam Gjettum

A Water Street resident inquired about the window shade project from another fiscal year and Executive Director Teixeira noted that Maintenance Supervisor Harding-Smith would touch on that in his report.

Item #6. Award Proposal Cyber Crime Insurance:

Executive Director Teixeira reported that this coverage was previously offered at no cost by our insurance carrier, Housing Authority Insurance (HAI), but due to the increase in the number of cyber-attacks and the cost associated with the attacks they will no longer be able to include cyber- crime coverage in our insurance policy. Housing Authority Insurance specializes in providing property and liability insurance to Public Housing Authorities (PHAs nationwide and insures many of the 3200 PHAs across the country). Knowing the importance and urgency of having this coverage HAI worked with PHAs' to obtain adequate coverage at a competitive cost by soliciting coverage from three insurance carriers on PHAs behalf. They are as follows.

Hiscox Inc. Coverage \$1,000,000 Premium \$4,531

CFC Underwriting Ltd. Coverage \$1,000,000 Premium \$2,519

Travelers Coverage \$1,000,000 Premium \$5,518

Executive Director Teixeira stated that the EHA is recommending the proposal submitted by CFC Underwriting Ltd. based on HAI recommendation and cost. Chairperson Allen took a vote and board members awarded the coverage to CFC Underwriting Ltd. In the amount of \$2,519.00 with 3 ayes and 0 nays.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that February had seen many weather changes including spring-like conditions to ice and snowstorms. During the warmer weather, Maintenance staff was able to concentrate on some minor plow damage on all properties created from the ground not being frozen. Plow repairs were followed by snow and ice cleanup from multiple storms which persisted into March. Following sub-zero temperatures, the Seacoast School of Technologies teacher and students were able to complete the installation of two of the sheds at Linden Fields. Maintenance staff demolished the existing sheds and organized the materials into a dumpster for immediate removal a couple days prior to installation.

Maintenance Supervisor Harding-Smith stated that the next project in the works is the Window Roller Shades Project at Water Street. There is a company, by the name of Levolor, that has cornered the market of roller shade manufacturing. The only company that they sell the exact item we are looking for is to Lowe's Home Improvement Centers. This proves to be extremely beneficial to Exeter Housing Authority since Lowe's is also affiliated with Omnia Partners. Omnia Partners and Lowe's have the national government contract which allows us to purchase items directly from them without having to find comparative prices for the procurement policy. The downside now is that the brackets that are incorporated with the new roller shades aren't as rigid and durable as our existing brackets. We are actively searching for a bracket manufacturer that can accommodate our desired specifications. Maintenance Supervisor Harding-Smith noted that the shades were previously called "Room Darkening" and are now called "Black Out" shades. Once the "Black Out" roller shades are ordered it should take approximately 3 weeks for delivery. Maintenance will then schedule the installation.

A Water Street resident inquired if the current brackets could be used with the new shades and both Maintenance Supervisor Harding-Smith and Executive Director Teixeira confirmed they do not recommend that.

Item #8. Housing Choice Voucher Managers Report

Executive Director Teixeira reported the following revised figures on behalf of Housing Choice Voucher Manager Dooling who had to leave the meeting unexpectedly.

January Totals as of 1 st of the Month	172	Units	\$130,204
Mid-month lease up	1		<u>2,170</u>
January Totals as of last day of Month	173		\$133,374

February Totals as of 1 st of the Month	173	Units	\$134,397
			0
February Totals as of last day of Month	173		\$134,397

Executive Director Teixeira noted that Housing Choice Voucher Manager Dooling has done a great job finding apartments for voucher holders.

Item #9 Ten Minute Audience Participation

Executive Director Teixeira inquired if residents were prepared for the expected snow storm over the weekend and residents agreed they did not really need to do anything but stay home. Maintenance Supervisor Harding-Smith reported that current predictions are between 5 and 10 inches and at a rate of 2 inches of snow an hour at some points.

Someone inquired if it would be possible to have water bottles as an option in the soda machine and Public Housing Manger Birch stated that she would inquire with the company.

A Water Street resident inquired if Executive Director Teixeira had inquired with the laundry service company about platforms and dryer times. Executive Director Teixeira stated that he had discussed both issues with the company and they had advised against both based on past experience. They have found that dryer times of 30 minutes is not sufficient and that platforms create difficulty for some people to access the card system mounted towards the back of the machines.

A resident also inquired if the new machines would accept debit cards and Executive Director Teixeira noted that funds would be added by cash onto a card in a kiosk in the building and then the laundry card would be used to operate the machine.

Item #10. Executive Directors Report

Budget Report:

Executive Director Teixeira reported that both programs are running relatively even through 4 months. On the Public Housing side, there are a few line items that are running over budget, but it is more of a seasonal effect, and they should begin to level off as we move towards warmer weather. Shelter rents are down by nearly \$5,000 which is partly due to increasing our utility allowance coupled with a few residents who are in arrears. He noted there are not any concerns on the HCV side at this time. The EHA is currently waiting for HUD to announce our budget authority for calendar year 2023. HUD is reporting that we can expect to receive a 9.3% increase over last year's spending which would amount to an additional \$142,000 in HAP subsidy. It is expected that it will be announced in April.

Financial and Compliance Audit:

Executive Director Teixeira advised that the onsite testing went well with just a handful of recommendations that were promptly implemented. The balance of the audit is being

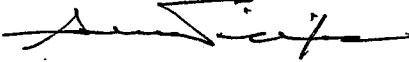
completed remotely with the focus placed on the financial information the auditors requested.

Town of Exeter Housing Advisory Committee:

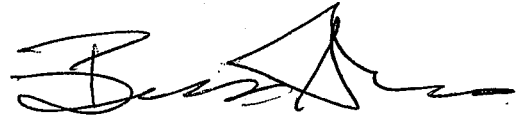
Executive Director Teixeira announced that he and Housing Choice Voucher Manager Dooling attended a Housing Advisory Committee meeting last month. The committee was interested in learning more about the programs we offer. We came away from the meeting sensing the committee has a strong interest in bringing more affordable housing to Exeter. We are planning to attend their next meeting to further discuss potential locations including converting a portion of the old High School to Workforce Housing and a possible two-acre property located on Kingston Road. Chairperson Allen inquired if this type of development would be a tax credit building and Executive Director Teixeira responded that it would be.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner Gjettum and Chairperson Allen adjourned the meeting at 1:33 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson