

**Housing Authority
Of the
Town of Exeter
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Exeter, NH 03833
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**M I N U T E S
Board of Commissioners
Thursday, September 7, 2023 – 1:00 PM**

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

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

Absent:

Chairperson	Boyd Allen
Housing Choice Voucher Manager	Margaret Dooling

Item #2. Approval of the Minutes of the June 1, 2023, Meeting

Commissioner Gjettum made a motion to approve the minutes of the June 1, 2023, with a spacing correction; seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Approve Fiscal Year 2024 Operating Budget

Executive Director Teixeira reported that the EHA will be operating under a tight budget for both programs, which has become the norm. He highlighted some of the line items below that are seeing noteworthy changes:

- Shelter rents are projected to be down by around \$12,000. The primary reason is the higher cost of utilities which has increased the utility allowance that is provided to residents.
- Audit expenses will see an increase of \$7,000. This is a result of contracting with a new audit firm.
- Electricity is expected to see an increase of \$12,500.
- Maintenance labor is down by \$12,420. This is the result of one of our part-time employees resigning and electing not to fill the position.
- Property and liability insurance is expected to see a \$10,000 increase. This is the result in receiving dividend payments in fiscal year 2023.

- Employee benefits are up by \$11,460. This is the result of a staff member switching to the family plan coupled with the anticipated increase in health insurance premiums.
- Operating subsidy is expected to see an increase of \$55,000. This is due to the decrease in shelter rents being collected coupled with HUD increasing the Utility Expense Level (UEL).

Vice-Chairperson Sherman read the following resolution and the Operating Budget for Fiscal Year 2024 was approved with a vote of 4 ayes and 0 nays.

**HUD-9014
(11-68)**

Board Resolution of the Exeter Housing Authority to Approve the Operating Budget for Fiscal Year 2024

The following resolution was introduced by Vice-Chairperson Sherman on September 7, 2023, and read in full and considered:

RESOLUTION NUMBER 09-07-2023

Resolved:

Be it resolved by the Board of Commissioners to Approve the Operating Budget for Fiscal Year 2024.

AYES

Vice-Chairperson Sherman
Commissioner O'Barton
Commissioner Matick
Commissioner Gjettum

NAYS

Item #4. Financial and Compliance Audit FY2022

Executive Director Teixeira noted an error on the agenda; Item #4 was the audit for fiscal year 2022, not 2023.

Executive Director Teixeira provided a hard copy of the Financial and Compliance Audit FY2022 for each of the commissioners. Executive Director Teixeira stated that as mentioned previously, there was one finding and the corrective action is noted in the audit. He also noted that the EHA would be gearing up for the next audit shortly. He mentioned the following financial highlights and stated that the EHA seemed financially solid:

- Operating revenues decreased by \$90,999, or 3%, due to a decrease in revenues associated with the CARES act, as funding for those programs expired.

- Nonoperating revenues decreased by \$71,565, or 28%, due to a decrease in Public Housing Capital Fund revenues which resulted from the timing of the capital improvements.
- Administrative expenses decreased by \$22,956, or 5.42%, due to slight decreases in salaries and benefits which were related to expenditures associated with CARES Act in the prior year.
- Utilities increased by \$21,956, or 19.94%, due to increases in electricity rates in December 2021.
- Insurance expenses increased by \$18,797, or 52.19%, due to the authority receiving insurance dividends in the prior year that were offset against the insurance premiums for that year.

Item #5. Approve Proposal from Affordable Housing Network, LLC for Reasonable Rent Software

Executive Director Teixeira stated that the EHA was recommending that we accept the proposal submitted by Affordable Housing Network, LLC for \$3,000 to provide Rent Reasonable Software. This software is used to determine whether the rent amount that a landlord requests is considered reasonable. This information was previously provided by New Hampshire Housing and Finance at no cost however, they recently informed all New Hampshire PHA's that they will no longer provide this service. A copy of the proposal was provided to commissioners for review. Vice-Chairperson Sherman took a vote, and the proposal was approved with a vote of 4 ayes and 0 nays.

Item #6. Update on Sections 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA)

Executive Director Teixeira explained that HUD recently announced they will be moving the implementation date to sections 102 and 104 from January 1, 2024, to January 1, 2025. HUD is however still requiring all Public Housing Authorities (PHA's) to update their Admissions and Continued Occupancy Policies (ACOP) before January 1, 2024. Section 102 makes changes to annual income reviews and section 104 imposes a \$100,000 asset limit for eligibility and continued occupancy. Public Housing Authorities are waiting on HUD to release implementation guidance and once it is released, we will begin the process of updating our policies and notifying the residents. He also mentioned that he had reached out to a firm who provides policy updates to assist in updating our Admissions and Continued Occupancy Policy and Administrative Plan.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that during July and August, many different projects were completed. To start, there were three unit-turns at Water Street. Unit #314 had a move-out of July 31st and a move-in of August 15th. This unit had received a fresh coat of paint, carpet cleaning, and general maintenance performed. Unit

00600

#111 had a move-out date of August 15th and a move-in date of September 1st which received minor paint touchups and general maintenance. Also, due for move-in on September 1st was unit #209 and this unit received newly installed carpet, a fresh coat of paint, and general maintenance performed.

Maintenance Supervisor Harding-Smith stated that the North Elevator Modernization Project began on Monday, July 22nd and was completed, inspected, and re-opened Tuesday, August 29th. It also received a new vinyl resilient plank flooring upgrade. The scheduled start date for the South Elevator is Monday September 11th.

Maintenance Supervisor Harding-Smith noted that Maintenance staff were able to assist with the Boxes of Love event held on July 22nd. The event provided activities, hairdressers, a vegetable cart, a live band, pizza, clothing donations, and a variety of free household items for our senior residents. The event received wonderful reviews from residents and staff.

Maintenance Supervisor Harding-Smith reported that despite the rain staff were able to complete the shed painting, at Linden Fields, with a gray color match to the vinyl siding.

Maintenance Supervisor Harding-Smith announced that he was able to attend an NSPIRE (National Standards for Physical Inspection of Real Estate) training session in Auburn, Maine on August 21st. NSPIRE will replace the REAC physical inspections required by H.U.D.

Maintenance Supervisor Harding-Smith also mentioned that part-time maintenance staff member, Kim Lord has moved on to future opportunities with another company and the EHA will not be filling the position. He thanked Kim for his work here at the Exeter Housing Authority.

Item #8. Housing Choice Voucher Managers Report

Public Housing Manager Birch read the following figures on behalf of Housing Choice Voucher Manager Dooling:

July Totals as of 1 st of the Month	170	Units	\$144,332
Mid-month lease up	3		<u>1,205</u>
July Totals as of last day of Month	173		\$145,537
August Totals as of 1 st of the Month	173	Units	\$149,676
Mid-month lease up	1		<u>680</u>
August Totals as of last day of Month	174		\$150,356

Public Housing Manager Birch note that the program is doing well. Housing Choice Voucher Manager Dooling is currently screening applicants for a few vouchers as some current voucher holders are vacating the program for various reasons. Fortunately, there are a few apartments that landlords are willing to give to the EHA when ready which will make placing these new voucher holders much easier.

Item #9 Ten Minute Audience Participation

A Water Street resident mentioned that the clock in the community room was slow, and it was noted that a work order had been completed for this.

Public Housing Manager Birch mentioned that the EHA would not be holding a flu clinic this year as our health care provider has discontinued this service.

Item#10. Executive Directors Report

Financial Report:

Executive Director Teixeira reported that the Public Housing budget is running over by around \$11,000 however, with some of the higher seasonal expenses behind us it is expected to be fine. The Housing Choice Voucher (HCV) budget shows that we are running around \$30,000 over on Housing Assistance Payments (HAP) however that number is skewed because our HAP funding is based on calendar year rather than fiscal year. HAP funding is actually running slightly under budget through ten months.

Annual Performance Reviews:

Executive Director Teixeira announced that employees would be evaluated on their performance over the past year during the month of September. He would advise Commissioners when the performance reviews are ready to be viewed.

Vice-Chairperson Sheman made a motion to adjourn the meeting, seconded by Commissioner Gjetum and the meeting was adjourned at 1:24 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson