

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 4, 2024 – 1:00 PM

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

Chairperson	Boyd Allen
Commissioner	Renee O’Barton
Commissioner	Margaret Matick
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	Pam Gjettum

Item #2. Approval of the Minutes of the November 2, 2023, Meeting

Public Housing Manager Birch noted one rewording correction and Commissioner Matick made a motion to approve the minutes of the November 2, 2023, meeting as corrected; seconded by Commissioner O’Barton and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Seeking Approval to Extend Contract for Fee Accounting Services:

Executive Director Teixeira explained that the EHA is seeking approval to extend the contract of Gordan and Griffin LLC for Fee Accounting Services. The agreement was attached for board review detailing the full scope of accounting services they provide. The annual fee is \$24,000 which amounts to an increase of \$900 over last year. Executive Director Teixeira noted that the EHA has contracted with Gordan Griffin for many years, and they have proven to be dependable and trustworthy. The contract was approved with a vote of 3 ayes and 0 nays.

Item #4. Seeking Approval to Award Contract to Replace Roof System on Gazebo:

Executive Director Teixeira requested approval to award the gazebo roof replacement contract to Lane Roofing. Two other roofing contractors were contacted, but they declined to submit a proposal due to the size of the project. The proposal submitted by Lane Roofing was attached for board review and outlined the scope of the project and price of Three Thousand Nine Hundred and Seventy-Five Dollars. \$3,975.00.

Maintenance Supervisor Harding-Smith noted that the cedar shakes would be upgraded to asphalt and that Lane Roofing seemed to have a good reputation and could complete the project soon. The contract was awarded to Lane Roofing at \$3,975 with a vote of 3 ayes and 0 nays.

Item #5. Exeter Housing Authority’s Annual Report to The Town of Exeter:

Executive Director Teixeira provided the board with a copy of the EHA’s annual report to the Town which was submitted on December 26, 2023.

Item #6. Housing Authority Insurance Low Loss Achievement Award:

Executive Director Teixeira announced that the EHA was recognized by our property and liability insurance company for achieving low loss ratio for policy years 2019, 2020, and 2021. Award recipients are determined using general liability claims data over the three policy years. The average low loss ratio must be below 50% over the three-year period to receive the Certificate of Achievement which was attached for board members.

Chairperson Allen thanked the staff and residents.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that December had two unit turns. Unit #124, which had a move-in of the 15th, received only minor paint touchups, carpet cleaning, general maintenance and cleaning. Unit #222 had a move-in scheduled for January 1st and received a new carpet, full paint including ceilings, general maintenance, and cleaning. During these final 2 of 7 units in a wave of turnovers, maintenance staff was able to set up the holiday decorations and prepare the trucks, sander, bobcat, and mount plows for the snowy season ahead.

Maintenance Supervisor Harding-Smith reported that the EHA would be meeting with contractors for our Linden Fields Camera Upgrade Project in January. The walkthrough is scheduled for January 16th on-site and the prospective companies will have this time to ask any questions and discuss design aspects that we may want to see implemented to ensure the security of our residents. All bids will be due by January 31st.

Maintenance Supervisor Harding-Smith noted other projects in the works are the Auburn Street Front and Rear Door Replacement and the Linden Fields Unit Remodel. The door replacement is straight forward however the logistics of the Linden Fields remodeling will require many factors to be incorporated over the duration of the project while providing temporary living conditions for any residents involved. Executive Director Teixeira explained that the EHA is considering converting the community room at Linden Fields into temporary housing which would require approval from the town and the insurance company. A shower and some sort of temporary room dividers would also be required.

Item #8. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures.

December Totals as of 1 st of the Month	173	Units	\$160.628
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Mid-month lease up	1	786
December Totals as of last day of Month	174	<u>\$161,414</u>

Housing Choice Voucher Manager Dooling noted that overall, the program had a good year. 2023 ended with a 99.8% lease up rate and utilized 100% of the budget. The EHA went over budget by \$21,177 and spent over \$1,748,000 helping families with their rents this year. Executive Director Teixeira stated that Housing Choice Voucher Manager Dooling had done a good job maintaining the numbers.

Item #9. Ten Minute Audience Participation

A Water Street resident inquired if the heat in the community room was programmed to decrease in the evening. Executive Director Teixeira explained that it is difficult to please everyone with the heat temperature and that the thermostat is set at a steady 73 degrees and suggested bringing a sweater. Commissioner Matick suggested sitting away from the exit as chilly air enters when residents use the community room door. Maintenance Supervisor Harding-Smith reminded residents of the gas fireplace they could turn on for warmth. The resident exclaimed that she was under the impression that the fireplace was for aesthetics only.

The same resident wondered if there was something that could be done regarding a smell in the second-floor hall and indicated that it was a chemical smell. Public Housing Manager Birch responded that she could send a memo reminding residents about chemical sensitivity.

Item #10. Executive Directors Report

Financial Report:

Executive Director Teixeira explained that the EHA is currently operating under 2023 funding levels. Congress passed a Continuing Resolution (CR) resolution in mid-November averting a government shutdown. The CR adopts a laddered approach that established two deadlines for congress to pass the appropriations bills. The deadline to pass the Transportation, Housing and Urban Development and related agencies bill is January 19, 2024, and congress would have until February 2, 2024, to pass the remaining eight appropriation bills.

Squamscott River Sewer Siphon Upgrades:

Executive Director Teixeira noted that the second phase of the Squamscott River Sewer Siphon Upgrades is underway. The contractor began mobilizing equipment to the site in mid-December with drilling expected to begin around January 2nd and wrapping up around mid-June. The project will create noise like the first phase.

Financial and Compliance Audit:

Executive Director Teixeira reported that the FY23 financial and compliance audit is underway. Staff began uploading requested information in the Inflo portal in mid-December and all requested information from the auditors has been submitted. We are waiting to hear when the onsite portion of the audit will be conducted.

Internal Revenue Service (IRS) e-filings:

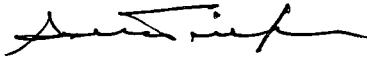
Executive Director Teixeira announced that the IRS is now requiring all filings to be submitted electronically. The new requirement caught us by surprise, and we will not have the time needed to register with the IRS to submit electronically. We located a company that provides this service for a reasonable fee. They would e-file approximately one hundred filings for just under \$500.00.

Part-Time Maintenance Position:

Executive Director Teixeira noted that the part-time maintenance position is still vacant. Our advertisement yielded little response and the folks who did respond were looking for full-time work. With the holiday season behind us we will attempt advertising a second time.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner O'Barton and the meeting was adjourned at 1:21 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson