

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
(603)778-8110
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**M I N U T E S
Board of Commissioners
Thursday, February 1, 2024 – 1:00 PM**

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

Chairperson	Boyd Allen
Commissioner	Pam Gjettum
Commissioner	Margaret Matick
Commissioner	Renee O'Barton (arrived at 1:20pm)
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
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Item #2. Approval of the Minutes of the January 4, 2024, Meeting

Commissioner Matick made a motion to approve the minutes of the January 4, 2024, meeting, seconded by Chairperson Allen and the minutes were approved with a vote of 2 ayes and 0 nays. Commissioner Gjettum abstained from the vote as she was not present at the January meeting and Commissioner O'Barton had not yet arrived for the vote.

Item #3. New Hampshire's Low to Moderate Income Community Solar Program:

Executive Director Teixeira announced that Chad Whittaker from Renewables Worldwide was supposed to attend the meeting today to provide information on New Hampshire's Low to Moderate Income Solar Program. The program essentially provides incentives to solar farm owners to work with Public Housing Authorities (PHA's) so they can receive savings on their electric bills, without needing to install solar panels on their properties. The program also increases the PHA's Operating Subsidy under the Rate Reduction Incentive. Unfortunately, Chad had recorded the wrong date on his calendar and Executive Director Teixeira hoped he can reschedule for a future date.

Item #4. Fire Safety and Prevention Presentation:

Executive Director Teixeira stated that with the high volume of turnovers over the past year, the EHA thought it would be a good time to have members of the Exeter Fire Department to come out and provide information on fire prevention and how to respond

when the fire alarm is activated or if there is an actual fire. The date of the presentation is set for Wednesday, February 14th, at 10:00am.

Item #5. Coffee with a Cop:

Executive Director Teixeira announced that in addition to the Fire Department, the Exeter Police Department will be here on Friday February 16th, to share a cup of joe with residents and staff. This is a great opportunity to meet the fine women and men in blue who serve to protect our community. The event provides an opportunity to share concerns that are most important to residents in a relaxed neutral setting. The event is set to kick off at 9:00am.

Item #6. Apartment Renovation Project at Linden Fields:

Executive Director Teixeira reported that funds are programmed in the 2024 Capital Fund to renovate 2-3 apartments at Linden Fields. The renovation will be significant, requiring residents to relocate for approximately 4-5 weeks. One of the options being considered is to temporarily convert the community room into living space to house residents during the renovation. Minor construction would need to be done to make the space livable and the cost would be charged to the grant. We have received approval from the building department and the Exeter Fire Department and are currently waiting to hear back from our insurance carrier. The insurance carrier wants to ensure that the job site has sufficient protection. The other options would be to wait until an apartment becomes vacant, which is very rare, or pay to have the family stay at a local hotel. We believe utilizing the community room is the best option and if all goes well with our insurance carrier, we plan to move forward with this option. Commissioner Gjettum inquired if multiple families would be housed in the community room at the same time and Executive Director Teixeira noted that it would only be one family and the project to renovate all units is expected to take 3-5 years.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the Roller Shade Replacement Project had now been completed. The installation was broken down into half floors daily allowing time for staff to handle snow cleanup and daily work orders. Chairperson Allen inquired if there were now spare shades available and Maintenance Supervisor Harding-Smith noted that they do have a supply now if there are any issues.

Maintenance Supervisor Harding-Smith noted two projects that are currently being implemented. First is the Linden Fields Camera Replacement Project. The bid opening was held on January 31st at 10:30 a.m. Chairperson Allen inquired if they received 3 bids and Executive Director Teixeira explained that they received 3 bids however one was rejected as it was late. He noted that staff would be meeting with the low bidder next week.

Maintenance Supervisor Harding-Smith explained that the second project is the Auburn Street Exterior Door Replacement Project and that the bid opening would be held next Tuesday, February 6th at 10:30 a.m.

Maintenance Supervisor Harding-Smith reported one upcoming unit turn towards the end of February which has a scheduled lease date of March 1st. Unit #215, at Water Street, will receive a fresh coat of paint, general maintenance, and cleaning.

Commissioner Gjetton inquired how the maintenance staff was surviving without a part-time employee and Maintenance Supervisor Harding-Smith noted that they were managing quite well.

Item #8. 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	\$159,855
Mid-month lease up	0		<u>0</u>
January Totals as of last day of Month	172		\$159,855

Housing Choice Voucher Manager Dooling explained that she has some clients housing from other states and that it is difficult to know if they can be absorbed without knowing the budget. Chairperson Allen inquired if this is a result of the continuing resolution and Housing Choice Voucher Manager Dooling noted that it is and that the HAP amount is currently concerning. Chairperson Allen thanked Housing Choice Voucher Manager Dooling for juggling the program.

Item #9. Ten Minute Audience Participation

No comments were made during this time.

Item #10. Executive Directors Report

Financial Report:

Executive Director Teixeira reported that both programs look good through three months and that the EHA continues to operate under a Continuing Resolution (CR) at FY2023 funding levels. Congress failed to reach a budget agreement before the prior CR which expired on January 19th, instead Congress opted to kick the can down the road until March 1st, which is when the current CR is set to expire.

Financial and Compliance Audit:

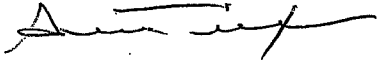
Executive Director Teixeira noted that the EHA is waiting to hear back on when the onsite portion of the audit will take place. As mentioned last month, we have already submitted a great deal of information to the auditors and at this point are just waiting for a date.

Tax Support:

Executive Director Teixeira reminded residents that AARP will once again be providing free tax support to EHA residents. They will be onsite the first Monday of the month beginning February 5th, through April 1st.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by
Commissioner Matick and the meeting was adjourned at 1:27 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson