

**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  
Friday, April 5, 2024 – 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	Pam Gjettum
Commissioner	Margaret Matick
Commissioner	Renee O’Barton (arrived at 1:15 p.m.)
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

**Item #2. Approval of the Minutes of the March 7, 2024, Meeting**

Commissioner Gjettum made a motion to approve the minutes of the March 7, 2024, meeting, seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Seeking Approval to Award Elevator Service Agreement:**

Executive Director Teixeira explained that with the elevator renovations now complete we have negotiated a new service agreement with our current service provider TK Elevator. EHA legal counsel assisted with the negotiations and as a result various sections of the agreement that we were not comfortable with were struck.

The term of the agreement is five (5) years with provisions written in that would allow the EHA to terminate the agreement for mediocre performance or exceeding the 5% annual cost adjustment. The monthly fee is \$612 which represents an annual savings of \$6,662 over our current agreement. This is a full-service agreement that covers the cost of replacing many of the components, including labor. The agreement also covers service calls that TK Elevator responds to during normal business hours. Because many of the components that were replaced are under warranty for one year TK Elevator provided a ten percent (10%) discount in year one of the contract. The EHA will not be billed for the first month of service as compensation for the construction period when elevators were inaccessible. Executive Director Teixeira noted that this agreement also includes the electronic monitoring system.

Commissioner Gjettum made a motion to award the elevator service agreement to TK Elevator, seconded by Commissioner Matick and the agreement was approved with a vote of 4 ayes and 0 nays.

**Item #4. Seeking Approval to Award the Contract for Apartment Renovations at Linden Fields:**

Executive Director Teixeira noted that this project falls under the Capital Grant for 2023 and 2024 with a \$200,000 budget between both grants. The project will consist of completing major renovations to three apartments which will consist of scraping the popcorn ceilings, full kitchen and bathroom renovation, all interior doors along with hardware, bathroom exhaust fans, vinyl plank flooring, stair treads, and a fresh coat of paint to ceilings and walls.

Sealed bids were opened on March 27<sup>th</sup> with four (4) contractors submitting bids. They are as follows:

Knollmeyer Building Corp. N. Andover MA.	\$322,719
Triple Construction Merrimack NH.	\$219,880
Moreau & Welch Exeter, NH.	\$199,075
Paxor Construction Merrimack NH.	\$424,115.39

Executive Director Teixeira stated that the EHA is recommending that the contract be awarded to Moreau and Welch based on submitting the lowest bid of \$199,075 and having favorable references. Commissioner Gjettum inquired about the popcorn ceiling and Executive Director Teixeira replied that it was a type of ceiling texture which is rather outdated and produces a fair amount of dust. It was noted that references for Moreau & Welch revealed a great deal of pride in their work.

Commissioner Gjettum made a motion to award the contract to Moreau & Welch in the amount of \$199,075.00, seconded by Commissioner Matick and the bid was awarded to Moreau & Welch with a vote of 4 ayes and 0 nays.

**Item #5. Seeking Approval of the FY24 Annual Plan: (Board Resolution):**

Executive Director Teixeira announced that development of the Annual Plan for fiscal year 2024 had been completed. 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 and are exempt from completing certain sections of the annual plan which is why some of the sections are not completed. The Annual Plan was reviewed

with the Resident Advisory Committee on March 14th, and the Public Hearing was held on March 27th. A copy of the plan was attached for board review. Commissioner Gjettum asked Executive Director Teixeira to summarize the plan as she found it confusing. Executive Director Teixeira outlined the plan for the board. Chairperson Allen read the following Board Resolution and the Annual Plan 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 Annual Plan for Fiscal Year 2024**

**The following resolution was introduced by Chairperson Allen on April 5, 2024, and read in full and considered:**

**RESOLUTION NUMBER 04-01-2024**

**Resolved:**

**Be it resolved by the Board of Commissioners to approve the Annual Plan for Fiscal Year 2024**

**AYES**

**NAYS**

Chairperson Boyd Allen  
Vice-Chairperson Vernon Sherman  
Commissioner Pam Gjettum  
Commissioner Margaret Matick

**Item #6. Seeking Approval of the FY24 Annual Statement (Capital Fund Budget): (Board Resolution)**

Executive Director Teixeira stated that the EHA had finalized the Capital Fund Budget for fiscal year 2024. The projects were pulled from year 5 of the 5-Year Plan and totaled \$305,000. The budget was presented to the Resident Advisory Committee on March 14th, and the Public Hearing was held on March 27<sup>th</sup>. A copy of the budget was attached for board review. Executive Director Teixeira reviewed the projects earmarked for 2024. Commissioner Gjettum inquired if the EHA would be replacing the part-time maintenance staff member and Executive Director Teixeira noted that they would, however following the first advertisement, there was not much of a response but that they would be posting again and that it is still in the budget. Chairperson Allen inquired if the engineering and architecture fees were project specific and Executive Director Teixeira noted that they were.

Chairperson Allen read the following Board Resolution and the Annual Statement was approved with a vote of 5 ayes and 0 nays.

**Board Resolution of the Exeter Housing Authority to Approve the Annual Statement for Fiscal Year 2024**

**The following resolution was introduced by Chairperson Allen on April 5, 2024, and read in full and considered:**

**RESOLUTION NUMBER 04-02-2024**

**Resolved:**

**Be it resolved by the Board of Commissioners to approve the Annual Statement for Fiscal Year 2024**

**AYES**

**NAYS**

Chairperson Boyd Allen  
Vice-Chairperson Vernon Sherman  
Commissioner Pam Gjettum  
Commissioner Margaret Matick  
Commissioner Renee O'Barton.

**Item #7. FY23 Financial and Compliance Audit:**

Executive Director Teixeira noted that the draft copy of the FY23 financial and compliance audit was hot off the press and that it revealed no findings. He added that the Marcum Aduit firm has offered to present the final audit at a future board meeting if requested. A copy of the draft was attached for board review.

**Item #8. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the Maintenance Department is in progress of a unit-turn at #1 Linden Fields. This unit is an A.D.A., two-bedroom single floor unit, which will receive a fresh coat of paint on the ceiling, walls, and trim. Multiple coats of wax will be applied to the floor following stripping of the old layer of the existing vinyl composite tile. This unit has a move-in date of April 15<sup>th</sup>.

Maintenance Supervisor Harding-Smith noted that the next unit turn would be unit #311 at Water Street. This unit will receive minor wall touchups, cleaning, and general maintenance. This unit will have a move-in date of May 1<sup>st</sup>.

Maintenance Supervisor Harding-Smith reported that next Wednesday, April 2nd, the Vegetable Garden meeting will be held at 1pm. We will discuss the allocation of the raised beds, yearly cleanup procedures, irrigation, and water usage conservation. The

Flower Garden meeting will follow at 2pm. We encourage all residents that are interested in each of these activities to come to attend the meetings.

Commissioner Gjettum voiced her concern over the vacant part-time maintenance position and Maintenance Supervisor Harding-Smith assured her that the maintenance staff was cross trained and managing the workload at the moment.

**Item #9. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following figures.

March Totals as of 1 <sup>st</sup> of the Month	174	Units	\$164,009
Mid-month lease up	0	<u>0</u>	
March Totals as of last day of Month	174		\$164,00

Housing Choice Voucher Manager Dooling stated that program was fully leased up as of April 1<sup>st</sup> and actually over by one. The EHA is still waiting on the budget from HUD so that we can see where we stand financially. Executive Director Teixeira noted that the budgets are generally appropriated within 60 days of the bill passing and that he expects to see it over the next couple of weeks. Vice-Chairperson Sherman asked how many vouchers there normally was and Housing Choice Voucher Manager Dooling stated that they previously had 169 and were awarded four additional vouchers a couple years ago. Commissioner Gjettum inquired how the program could be over by one and Housing Choice Voucher Manager Dooling stated that the total is over a 12-month span so they can allow the program to be over now, knowing some will drop off later in the year.

**Item #10. Ten Minute Audience Participation**

A Water Street resident wondered why possible projects such as new windows or showers at Water Street was not mentioned in the Annual Statement in Item #6. Executive Director Teixeira explained that those projects are possibilities being proposed for the next five-year plan and that the Annual Statement was for 2024 projects.

Another Water Street resident inquired if the property could have a stronger Wi-Fi signal for the free Wi-Fi. Executive Director Teixeira noted that he has not received other complaints of a weak signal and Maintenance Supervisor Harding-Smith explained that her device may be older and that the internal components are not grabbing the signal. He suggested she move her device close to the signal and Commissioner O’Barton suggested replacing her device with a reasonably priced tablet.

**Item #11. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira reported that both programs look good through the first five months and that Congress passed the FY24 spending bill last month. The Public Housing Operating Fund and Voucher Contract Renewal budgets saw modest increases while the

Public Housing Capital Fund budget saw level funding. We are still waiting for HUD to announce how much funding the EHA will receive.

Chairperson Allen made a motion to adjourn the public portion of the meeting and enter non-public session.

Commissioner Gjettum made a motion to enter into Non-Public Session Per NH RSA 91-A:3 II (a), seconded by Commissioner Matick.

An increase for a staff member was proposed and a percentage of 10.29% was established. Vice-Chairperson Sherman made a motion to approve the increase, seconded by Commissioner Matick and the increase was approved with a vote of 5 ayes and 0 nays.

Commissioner Gjettum made a motion to exit Non-Public Session Per NH RSA 91-A:3 II (a) and adjourn the meeting, seconded by Commissioner Matick and the meeting was adjourned at 1:49 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Vernon Sherman  
Vice-Chairperson