

**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, May 2, 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
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 April 5, 2024, Meeting**

Commissioner Gjettum made a motion to approve the minutes of the April 5, 2024, meeting, seconded by Commissioner Matick and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Presentation on New Hampshire’s Low-Moderate Income Community Solar Program.**

Chairperson Allen introduced Chad Whittaker from Renewables Worldwide and Mr. Whittaker provided an information packet to staff and board members and presented the program to all in attendance. Mr. Whittaker explained that the New Hampshire’s Low to Moderate Income Solar Program provides incentives to solar farm owners to work with Public Housing Authorities (PHA’s) so the PHA can receive savings on their electric bills, without needing to install solar panels on their properties. The program can also increase the PHA’s Operating Subsidy under the Rate Reduction Incentive. Commissioner Gjettum noted that there has not been much sun lately and Mr. Whittaker explained that here in New England the summer months generally offset the winter months. Commissioner Gjettum inquired if their organization was looking into hydro power and Mr. Whittaker explained that they did not have an opportunity for that right now. Executive Director Teixeira advised Mr. Whittaker that the town of Exeter is enrolled in a community solar program and that our current provider was Unitil. Mr. Whittaker explained that this is not a conflict and that the PHA could benefit from both programs. Chairperson Allen inquired what would happen if Renewables Worldwide

was unable to find a solar farm to work with and Mr. Whittaker explained that there is no risk for the PHA, they would only receive a fee from the farm developer if an agreement was reached. He stated that there are currently some farms in development in the Unital territory, however there are not any completed yet. Mr. Whittaker explained that they have worked with PHAs in Massachusetts and New York and were now moving into the New Hampshire territory. He noted that the program offers a HUD compliant means of savings and that a cancellation clause with notice would be included. Chairperson Allen thanked Mr. Whittaker for his presentation.

**Item #4. Fiscal Year 2023 Financial & Compliance Audit.**

Executive Director Teixeira explained that the FY23 financial and compliance audit has been completed with no reported findings. Executive Director Teixeira noted the following highlights and economic factors affecting the EHA's budget for next year.

**Highlights:**

- Assets and deferred outflows of resources of the Authority exceeded liabilities and deferred inflows of resources on September 30, 2023, by \$2,851,632 (net position), representing an increase of \$108,034 from the prior year.
- Total revenues increased by \$315,546 from the prior year, while total expenses increased by \$242,286.
- The Authority's current ratio that measures liquidity decreased during the year from 9.31 to 6.04.
- Operating revenues increased by \$234,731, or 9.35%, due to an increase in funding for the Housing Choice Voucher Program. The increase was offset by a slight decrease in tenant rental revenue.
- Nonoperating revenues increased by \$80,815, or 45.04%, due to an elevator modernization program funded through the Capital Fund Program.
- Housing assistance payments increased by \$166,396, or 11.01%, due to an increase in contract rents in the Town of Exeter. The Authority leases approximately the same number of vouchers through the Housing Choice Voucher Program as the prior year.
- Administrative expenses increased by \$58,600, or 14.63%, due to an increase in employee salaries and benefits.

**Economic Factors Effecting Next Years's Budget:**

- The Authority is primarily dependent upon HUD for the funding of its federal programs therefore, the Authority is affected more by the federal budget than by local economic conditions.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflationary, recessionary and employment trends, which can affect resident incomes and, therefore, the amount of rental income.
- Inflationary pressure on utility rates, housing costs, supplies, and other costs.
- Current trends in the housing market.

- Local and national property rental markets that determine Housing Assistance Payments.

Executive Director Teixeira noted that he would provide copies to the board members when received and Chairperson Allen noted that two copies in the office would be sufficient.

**Item #5. Squamscott River Siphon Improvement Project:**

Executive Director Teixeira announced that the town siphon improvement project has encountered a major setback which may impact the EHA. On March 19<sup>th</sup> while drilling under the Squamscott River. The drilling rod disconnected from the 18-inch reamer and multiple attempts to remove the reamer have proved to be unsuccessful. The reamer has now been abandoned requiring a new hole to be drilled. The contractor is currently performing exploratory drilling to determine if the new hole can be drilled in the same area as the first hole. If not, the contractor would need to access a portion of the EHA property to complete the second hole. A diagram indicating the area was provided for the board members. Executive Director Teixeira further explained that if the contractor must access the EHA property, a memorandum of understanding would be prepared laying out the conditions of the access agreement. Executive Director Teixeira noted that Steve Cronin, Director of Public Works and Assistant Town Manager Melissa Roy would provide an informational presentation to the Tenants' Council if requested.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith explained that maintenance staff is now gearing up for the winter to spring transition. This includes unbuttoning the Gazebo which consists of removing the plastic enclosure, pressure washing, painting the decks and railings, installing the screens and frames, setting up the patio tables and chairs, and making sure that the grills are ready for the summer months. He noted that staff is also removing the plows and sander from the trucks, pressure washing and scrubbing all snow machines and oiling and lubing for sitting until next winter. Work has also begun outside on loaming, seeding, and fertilizing of the yards starting with Water Street.

Maintenance Supervisor Harding-Smith stated that they have one unit turn for this month which is a two floor, 3-bedroom unit at Portsmouth Ave unit #11 up. This unit will receive a fresh coat of paint, new bathroom fixtures including ceiling, tub surround, toilet, medicine cabinet, and vanity. Resilient Floating Plank Flooring is also being considered. Move-in is scheduled for June 1<sup>st</sup>.

Maintenance Supervisor Harding-Smith noted that maintenance staff will be in training on May 14<sup>th</sup> at the N.E.A.H.M.A (New England Affordable Housing Management Association) Expo at Gillette Stadium.

Maintenance Supervisor Harding-Smith explained that the two projects in motion at Linden Fields are showing progress. First, the Camera Replacement Project now has a few cameras and wiring installed alongside the new integration of the video surveillance

system infrastructure. The existing system is still recording and will be online until the final stage of installation is completed.

The Linden Fields unit #3 Renovation is also progressing along with the walls, ceiling, prep, and painting being the first of the job tasks within the renovation. The electrical and plumbing fixtures have been removed and the new items are on site awaiting installation. The flooring, cabinets, countertops, and vanity are also ordered and should arrive in approximately 2 weeks. The appliances have also been ordered and will be white G.E. 18 cubic refrigerators, 30-inch G.E. Ranges, and G.E. under the cabinet hood vents. There will be quite a transformation and we are all eager to see the final product.

**Item #7. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following totals:

April Totals as of 1 <sup>st</sup> of the Month	173	Units	\$165,269
Mid-month lease up	0		<u>0</u>
April Totals as of last day of Month	173		\$165,269

Housing Choice Voucher Manager Dooling noted that the EHA is still awaiting the budget and Executive Director Teixeira stated that he expects it by next Wednesday.

**Item #8. Ten Minute Audience Participation**

A Water Street resident noted the drilling for the town siphon project would impact their outdoor enjoyment. Executive Director Teixeira agreed that it would, however there was not much that we could do about it as drilling in the proximity of the pump station was critical.

**Item #9. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira reported that both programs look good at the halfway point of the fiscal year. We are still waiting for HUD to announce how much subsidy each of the programs will receive, which has made it particularly challenging for the Housing Choice Voucher Program. HUD typically provides funding notices to Public Housing Authorities within sixty days of the President signing the spending bill, so we expect to hear something soon.

**Exeter Hospital iPad Donation:**

Executive Director Teixeira noted that the Exeter Hospital has been kind enough to donate an iPad that can be used by residents for virtual doctor appointments. This is especially convenient for residents who do not own a vehicle and rely on other means of transportation. He thanked Drew Olick at Exeter Hospital and Jill Birch for putting this together.

**Agency Five Year Plans:**

Executive Director Teixeira explained that the EHA is in the process of developing the Five-Year Agency Plan and Five-Year Capital Fund Action Plan. The Agency plan provides an update on the goals that were set for the previous five-year plan and goals that are set for the next five years. The Capital Fund Action Plan lays out capital improvement projects the EHA has planned over the next five years. Some of the projects are recurring while others were pulled from the EHA's 20-year capital needs assessment report. The goal is to have draft copies available for the June board meeting and approval at the July board meeting.

Chairperson Allen noted that the board would review the Renewables Worldwide proposal prior to the next meeting.

Chairperson Allen made a motion to adjourn the meeting, seconded by Vice-Chairperson Sheman and the meeting was adjourned at 1:53 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Boyd Allen  
Chairperson