

**DRAFT**

**Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
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**M I N U T E S  
Board of Commissioners  
Thursday, June 6, 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
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

Absent:  
Commissioner Renee O'Barton

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

Commissioner Gjettum made a motion to approve the minutes of the May 2, 2024, meeting with minor corrections, seconded by Vice-Chairperson Sherman and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Consider Proposal from Renewables Worldwide to Procure HUD Compliant Community Solar Agreement**

Executive Director Teixeira inquired if the board was in favor of entering into an agreement with Renewables Worldwide to procure solar power utilizing a HUD compliant Agreement. He noted that in addition to lowering our energy costs the program would increase our Operating Subsidy under the Rate Reduction Incentive which allows Housing Authorities to keep 50% percent of the savings. Chairperson Allen took a vote, and the proposal was approved with a vote of 4 ayes and 0 nays.

**Item #4. Five-Year Agency Plan 2025-2029 (Draft)**

Executive Director Teixeira explained that the EHA is in the process of completing the Agency Five-Year Plan. In addition to providing general agency information, the plan lays out goals the EHA has set over the next five years and provides an update on the goals from the previous Five-Year Plan. A meeting with the Resident Advisory Committee will be held on June 20<sup>th</sup> to review the plan and a Public Hearing will be held

on June 25<sup>th</sup>, for interested people wanting to learn more about the plan. Comments from both the Advisory Committee and the Public Hearing will be documented and inserted in the Plan with the expectation of seeking Board approval at the July Board meeting. Executive Director Teixeira reviewed the goals and noted that both draft plans are posted on the bulletin board in the back hall. Commissioner Gjettum noted that we are already doing many of the things outlined in the goals and Executive Director Teixeira explained that it is a work in progress, and he welcomed comments or suggestions.

**Item#5. Five-Year Statement (Capital Improvement Fund) 2025-2029 (Draft)**

Executive Director Teixeira explained that the Five-Year Statement lays out projects the EHA plans to complete over the next five years under the Capital Improvement Fund. He noted that some of the projects are cyclical, such as unit carpet replacement and unit painting, while some of the larger projects were pulled from the twenty-year capital needs assessment. The 5-Year Statement will also be presented to both the Resident Advisory Committee and at the Public Hearing. Executive Director Teixeira highlighted some of the following projects outlined in the statement:

- Window Replacement at Water Street spread out over four years.
- Irrigation Replacement
- Motorized Awning at Water Street
- Doorknob Replacement
- Intercom System Replacement
- Exhaust Vent Replacement
- Chain-link fence Replacement
- Mixing Valve Replacement
- Storage Room Conversion to Conference Room
- Apartment Door Magnetic Release Replacement

**Item#6. Board Member Training June 25, 2024**

Chairperson Allen announced the Town of Exeter will be having an All Boards/Committees/Commissions Meeting on Tuesday, June 25, 2024, at the Exeter Public Library at 6:30 pm and would like at least one board member to attend. He noted that he would not be available to attend, however Commissioner Gjettum stated that she would attend although she thought it would be similar to the last one, she attended.

**Item #7. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that staff is currently concentrating on outdoor projects such as pressure washing and painting at all properties. During this next month we will have a transfer of unit #12 move over to unit #3, at Linden Fields, into the newly remodeled apartment. This three-bedroom, single bath unit, has received newly upgraded plank flooring, newly styled cabinetry, new appliances, new bathroom fixtures including vanity and medicine cabinet, freshly painted walls, refinished stairs, and the ceiling texture was removed and painted. This fully remodeled unit has a move-in date for Friday, June 7<sup>th</sup>.

Board members were invited to see the newly remodeled unit following the meeting.

Maintenance Supervisor Harding-Smith reported that the annual elevator inspection will take place on June 11<sup>th</sup>. Fire extinguisher annual inspection and seasonal inspection of all family unit HVAC heat pumps and mini splits at Linden Fields and Auburn Street would take place shortly as well.

Maintenance Supervisor Harding-Smith announced that the Auburn Street Door replacement project would begin on June 11<sup>th</sup>. The project includes installation of both front and rear doors at units 16, 18, and 20. It is expected to take one week to complete and will be performed by Bangor Abatement.

Commissioner Gjettum inquired about an applicant that was suggested for the part-time maintenance position and the rate of pay and Executive Director Teixeira indicated that the rate of pay she was thinking of was for a different position.

**Item #8. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following figures:

May Totals as of 1 <sup>st</sup> of the Month	173	Units	\$165,040
Mid-month lease up	0		<u>0</u>
May Totals as of last day of Month	173		\$165,040

Housing Choice Voucher Manager Dooling reported that the budget was received and was much higher than anticipated and that now it may be difficult to spend all the money. It was noted that if the HAP payment comes in under the actual budget it will result in less funding in the 2025 year.

Executive Director Teixeira explained that the budget comes out so late in the year that it is difficult to balance the HAP spending with only a few months left in the fiscal year. Commissioner Gjettum stated she was not sure how Housing Choice Voucher Manager Dooling does it. Chairperson Allen noted that she had worked hard to develop the relationships with both past and new landlords. Housing Choice Voucher Manager Dooling noted that she was recently able to bring on a new landlord which provided the opportunity for the client to remain in their current environment. Chairperson Allen commented that it was a job well done.

**Item #9. Ten Minute Audience Participation**

A Water Street resident inquired when the window project would begin, and Executive Director Teixeira replied that it would begin in 2025.

Another Water Street resident wondered if it would be possible to have her tub cut out for easier access and Executive Director Teixeira asked Maintenance Supervisor Harding-Smith to schedule it.

Commissioner Gjettum inquired with the audience if there were any internet or plumbing problems anyone wanted to talk about. A couple residents reported that they are now

purchasing their own internet due to spotty service and Maintenance Supervisor Harding-Smith thought it could be related to multiple device use and Housing Choice Voucher Manager Dooling thought maybe a new modem would be a good idea. Executive Director Teixeira stated that it appears that approximately 45-50 people are utilizing the service without problem but asked Maintenance Supervisor Harding-Smith to investigate it.

**Item #10. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira reported that both programs look good through seven months. The Housing Assistance Payment (HAP) budget for CY25 was received and we were pleasantly surprised to see that we received a 22% increase over last year's budget which is going to allow us to maximize voucher utilization without having to dip into our reserves.

**Cookout:**

Executive Director Teixeira announced that the first of two summer cookouts is planned for Friday June 21, at 12:00. Burgers and hotdogs will be served along with various side dishes prepared by residents and staff. Live entertainment will be provided by the band Three Shades of Gray.

**Squamscott River Siphon Improvement Project (Update)**

Executive Director Teixeira reported that as of 6/4/24 the contractor was successful in drilling all the way across the river from the Mill side and was currently 300' off the Swazey Bank drilling towards the Mill side with the final 18' ream. If all continues to go well, they will begin pulling the new siphon pipe under the river this coming Thursday and would not need to access our property.

Executive Director Teixeira suggested the next board meeting be held on Wednesday, July 3, 2024 on the Thursday would be the 4<sup>th</sup> of July. Vice-Chairperson Sherman noted that he would be unable to attend that day, however the other board members confirmed that they would be available.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick and the meeting was adjourned at 1:32P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Boyd Allen  
Chairperson