

**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, May 8, 2020 3:15 PM
Via Teleconference**

Executive Director Teixeira welcomed all board, staff, and attendees to the first teleconference board meeting and provided instruction for the audience participation section prior to turning the meeting over to Chair Person O'Barton. He noted that our IT consultant, TJ Marks was on the call as well in the event technical difficulties are encountered.

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

Chair Person	Renee O'Barton
Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen
Commissioner	Pam Gjetum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Item #2. Approval of the Minutes of the February 14, 2020 Meeting

(The originally scheduled March meeting had been cancelled)

Commissioner Gjetum made a motion to approve the minutes as presented, seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 4 ayes and 0 nays. Co Vice-Chair Allen abstained as he was not in attendance at the February meeting.

Item #3. Update on Response to COVID-19:

Executive Director Teixeira noted that not much has changed since his last report to the board. 277 Water Street continues to be closed to all visitors except for nurse's aides, home health aides, and emergency personnel. All packages delivered to the building continue to be received by EHA personnel and are disinfected and held overnight before delivery by maintenance staff. Maintenance is also delivering meals on wheels to residents on Mondays, Wednesdays, and Fridays, and continue to disinfect the common areas twice daily Monday thru Sunday. Kim Lord who typically handles our landscaping

has been moved indoors to assist with the general cleaning and disinfecting of the common areas.

Executive Director Teixeira explained that office personnel continue to work remotely on a rotating schedule so that just one person is in the office Monday thru Friday. This approach appears to be working and will likely continue until the end of May. He noted that the IT consultant, TJ Marks did a remarkable job in short time of getting staff setup to work from home and his assistance during the crisis has been invaluable. We are very fortunate to have him on our team.

Executive Director Teixeira noted that considering the magnitude of the crisis, most residents appear to be doing well however, social isolation has, and is affecting some of the residents. We have a good sense of who we need to be checking in on and we will continue to make sure these folks are safe, cared for, and have access to the available services. The EHA is researching the availability of on-site testing for residents. Assistant Fire Chief, Eric Wilking and Health Officer, James Murray are assisting with this effort. We have been successful in scheduling off-site staff testing for this coming Wednesday.

Executive Director Teixeira reported that St. Vincent DePaul has been one of our greatest supporters providing residents with food and other essentials. They have ramped up delivery to the building doubling the number of deliveries per month which has been such a great help to the folks who do not have access to transportation or who do not want to leave the building.

Co Vice-Chair Person Sherman commented that the EHA has done a nice job trying to keep residents safe. Commissioner Gjettum also commented that the efforts seemed complete. Chair Person O'Barton inquired if the COVID-19 testing was mandatory for staff and Executive Director Teixeira responded that it was not.

Item #4. Adopt COVID-19 Response Plan:

Executive Director Teixeira inquired if board members had any comment or changes to the COVID-19 Response Plan. He noted a typo correction had been made in Section 3. He informed the board that this plan was a boiler plate plan used by many of the housing authorities. Chair Person O'Barton inquired how the staff meeting listed under Section 2, A would occur and Executive Director Teixeira noted it would be by teleconference. Chair Person O'Barton read the following board resolution and the corrected plan was adopted with a vote of 5 ayes and 0 nays.

**HUD-9014
(11-68)**

Board Resolution of the Exeter Housing Authority to Adopt Covid-19 Response Plan

The following resolution was introduced by Chair Person O'Barton on May 8, 2020 and read in full and considered:

RESOLUTION NUMBER 05-1-2020

Resolved:

Be it resolved by the Board of Commissioners to adopt COVID-19 Response Plan

AYES

NAYS

Commissioner Gjettum
Co Vice-Chair Person Sherman
Co Vice-Chair Person Allen
Commissioner Matick
Chair Person O'Barton

Item #5. Adopt COVID-19 Statutory and Regulatory Waivers:

Executive Director Teixeira reported that the CARES Act which was signed into law on March 27, 2020 provides broad waiver authority and flexibilities, to allow Public Housing Authorities to continue the mission of providing decent, safe, and affordable housing. The EHA has reviewed the waivers and selected two that will provide relief to residents during these challenging times. Executive Director Teixeira read the following two waivers.

Housing Choice Voucher Program: Increase in payment standard under HAP contract term

Description: The regulation requires that if the payment standard amount is increased during the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard.

HUD is waiving this requirement and as an alternative requirement allowing PHAs to apply the increased payment standard at any time (e.g., interim reexamination, owner rent increase,). The waiver period of availability ends on December 31, 2020.

Public Housing Program: Community Service and Self-Sufficiency Requirement (CSSR)

Description: The statute and regulations require that each adult resident of public housing, except for any family member that is exempt, must contribute 8 hours per month of community service or participate in an economic self-sufficiency program or a combination of both. A family's noncompliance with the service requirement is grounds for non-renewal of the lease at the end of the lease term.

HUD is waiving this requirement and is alternatively suspending the community service and self-sufficiency. The waiver period availability ends on December 31, 2020

Executive Director Teixeira asked Housing Choice Voucher Manager Dooling to elaborate on the payments standard waiver and she noted that it would allow tenants to reap the benefits of a new payment standard during an interim reexamination rather than waiting until their annual recertification. Public Housing Manager Birch noted that the Community Service waiver would be one less thing that residents would have to worry about in Public Housing.

Chair Person O'Barton read the following board resolution and the waivers were adopted with a vote of 5 ayes and 0 nays.

**HUD-9014
(11-68)**

**Board Resolution of the Exeter Housing Authority to Adopt
COVID-19 Statutory and Regulatory Waivers**

The following resolution was introduced by Chair Person O'Barton on May 8, 2020 and read in full and considered:

RESOLUTION NUMBER 05-2-2020

Resolved:

Be it resolved by the Board of Commissioners to adopt COVID-19 Statutory and Regulatory Waivers

AYES

NAYS

Commissioner Gjettum
Co Vice-Chair Person Sherman
Co Vice-Chair Person Allen
Commissioner Matick
Chair Person O'Barton

Item #6. Amend Section Eight Admissions and Continued Occupancy Policy (ACOP) to provide for Biennial Apartment Inspections.

Executive Director Teixeira explained that EHA's current inspection policy requires all Section Eight apartments under HAP contract be inspected annually. COVID-19 has made it nearly impossible to conduct these annual inspections in a timely manner. This will create a backlog of units that will need to be inspected once things return to normal. This will also place the EHA in non-compliance with this requirement.

Small High Performing Public Housing Authorities have the authority to conduct biennial inspections however, this policy must be adopted by the EHA and documented in the Section Eight Admissions and Continued Occupancy Policy. To avoid the backlog of inspections and non-compliance we are recommending that biennial inspections be adopted on a temporary basis. Once things return to normal. We will resume conducting inspections annually.

Chair Person O'Barton read the following board resolution and the Section Eight Admissions and Continued Occupancy Policy was amended with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Amend the
Section Eight Admissions and Continued Occupancy Policy to
Provide for Biennial Inspections**

The following resolution was introduced by Chair Person O'Barton on May 8, 2020 and read in full and considered:

RESOLUTION NUMBER 05-3-2020

Resolved:

Be it resolved by the Board of Commissioners to Amend the Section Eight Admissions and Continued Occupancy Policy to Provide for Biennial Inspects

AYES

NAYS

Commissioner Gjettum
Co Vice-Chair Person Sherman
Co Vice-Chair Person Allen
Commissioner Matick
Chair Person O'Barton

Item #7. Approve Annual Plan FY20:

Executive Director Teixeira inquired if anyone had any questions on the Annual Plan provided. Chair Person O’Barton asked why the operations section labeled 1406 increased from \$10,000 to \$29,500. Executive Director Teixeira noted that the laundry room renovation, the wifi project and the walkway landscaping projects were moved to different line items to satisfy HUD requirements. Chair Person O’Barton read the following resolution and the plan was approved with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve
the Annual Plan FY2020**

The following resolution was introduced by Chairwoman O’Barton on May 8, 2020 and read in full and considered:

RESOLUTION NUMBER 05-4-2020

Resolved:

Be it resolved by the Board of Commissioners to Approve the Annual Plan FY2020

AYES

NAY

Commissioner Gjettum
Co Vice-Chair Person Sherman
Co Vice-Chair Person Allen
Commissioner Matick
Chair Person O’Barton

Item #8. Award Contract for Roofing and Siding Replacement at Linden Fields:

Executive Director Teixeira reported that sealed bids were opened on Monday, May 4,2020 with two (2) contractors responding to the solicitation.

They are as follows:

MCCI Construction	\$389,653
Schroeder Construction	\$273,240

Executive Director Teixeira informed the board that the low bid amount far exceeded the budget for this project and that the EHA is not willing to sacrifice other projects at this time. The EHA is therefore separating the projects into two and will act as the general

contractor on each. The revised project specifications are expected to go out to bid next week. Commissioner Gjetum inquired if the EHA staff was comfortable with being the general contractor for the project. Executive Director Teixeira noted that Maintenance Supervisor Harding-Smith had some background in the siding business and he did not foresee it as a problem. Maintenance Supervisor Harding Smith agreed and noted that he was quite comfortable overseeing the project. Co Vice-Chair Person Sherman suggested utilizing the company that had done work on the Water Street roof.

Item #9. Award Contract for Repaving the Sidewalk at Linden Fields:

Executive Director Teixeira reported that sealed bids were opened on Monday May 4, 2020 with four (4) contractors responding to the solicitation.

They are as follows:

Syvinski Landscaping Inc.	\$20,890
Durell Paving	\$20,500
Clarr Paving	\$8,500
Site Improvements Inc.	\$13,640

Executive Director Teixeira noted that the EHA is recommending the bid be awarded to Clarr Paving based on submitting the lowest responsible bid and receiving a positive reference response. Commissioner Gjetum inquired why the Clarr Paving bid was so much lower than the others and Executive Director Teixeira could not provide an answer however he did note that he was familiar with Clarr Paving. Co Vice-Chair Person Allen mentioned that the company may be hungry for business at this time and Maintenance Supervisor Harding-Smith noted that the references received for Clarr Paving were stunning. The project was awarded to Clarr Paving in the amount of \$8,500.

Item #10. Award Contract for Removal and Replacement of Diseased Trees at 277 Water Street

Executive Director Teixeira reported that three (3) contractors responded to the solicitation.

They are as follows:

\$4,071.16	JTW Land & Tree, LLC
\$9,050.00	Seacoast Tree Care
\$11,350.00	Carson Landscape & Irrigation

The EHA is recommending the project be awarded to JTW Land & Tree, LLC based on submitting the lowest responsible bid and receiving a positive reference response. Maintenance Supervisor Harding-Smith noted that the project would remove the diseased trees inclusive of stump grinding and replace the trees with ivory silk lilac trees which

will be placed three feet inward. He noted that JTW Land & Tree, LLC is a smaller and younger company that he was quite comfortable with. Executive Director Teixeira noted that the trees would be purchased by the EHA and are not included in the bids. He stated that this particular type of tree height was selected to avoid interference with power lines.

The bid was awarded to JTW Land & Tree, LLC in the amount of \$4,071.16.

Item #11. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the department is continuing with exterior cleanup, loam, and seeding on all properties while making sure that all common areas are disinfected 7 days a week. During business hours, the sanitation is done twice daily. He noted that the cleaning process is quite time consuming and works out to be about 5 hours of the 8-hour day. He noted that he is thankful for both Paul and Kim. Chair Person O'Barton mentioned that she was sure the residents all appreciate the efforts to keep them safe.

Maintenance Supervisor Harding-Smith explained that the smoke detector and CO Smoke/Carbon combo detector project, for all properties, has been postponed due to Covid-19. The specs for these detectors are as follows: For the smokes they are Kidde brand Photoelectric, hardwired, 10-year sealed Lithium ion battery (no low battery chirping), wireless interconnectivity, and voice alert. The Kidde brand CO smoke/combo units are Electrochemical, Photoelectric, hardwired, 10-year sealed lithium ion, and voice alert. Originally, maintenance was going to include the CALL-FOR-AID apartment pull chord lights in the detector project to be included altogether but decided on getting ahead and have now completed the Water Street CALL-FOR-AID lights already.

Maintenance Supervisor Harding-Smith reported that the Auburn Street remaining vinyl fence replacement along with the fence around the Water Street dumpster will be installed by 125 Fence however, the start date is yet to be confirmed.

Maintenance Supervisor Harding-Smith reported that the in-house project of bathroom ceiling replacement at the family-unit properties was put on hold due to the COVID-19 pandemic. 8 out of the 15 units at the Linden Fields location have were completed prior to the outbreak.

Maintenance Supervisor Harding-Smith reported that there are two unit turns at Water Street that are in progress. Unit 205 will receive new carpet, bathroom vinyl flooring, and new paint. Unit 202 will receive new carpet and paint. Both units have a move-in date of June 1st. Maintenance Supervisor Harding-Smith also noted that the Water Street property now has a positive snapshot of the Wi-Fi data from the South wing therefore, once some of the COVID-19 restrictions are lifted we can move ahead with the installation of the remaining infrastructure to provide internet access to our residents.

Item #12. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following totals for April.

April Totals as of 1 st of the Month	168 Units	\$113,500
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Housing Choice Voucher Manager Dooling explained that with the COVID19 pandemic, 6 HCV residents required rental adjustments. Some of those residents lost all income, while some just partial income during the waiting period for unemployment. She noted that the HAP amount may increase by \$4000 from March to June. Executive Director Teixeira inquired if this figure reflected the same unit count and Housing Choice Voucher Manager Dooling stated that the count remained around the same. Executive Director Teixeira inquired if the EHA could absorb some vouchers from New Hampshire Housing and Housing Choice Voucher Manager Dooling stated that she had reached out to them and is awaiting a response. Co Vice-Chair Person Sheman inquired what the number of vouchers was and Housing Choice Voucher Manager Dooling stated it was around 168. Co Vice-Chair Person Sheman commended Housing Choice Voucher Manager Dooling for keeping the numbers up during the pandemic. Housing Choice Voucher Manager Dooling expressed concern that the numbers would be dropping and that the EHA has a good size budget to spend.

Housing Choice Voucher Manager Dooling noted that the process for screening potential voucher recipients by mail instead of in person has slowed the process dramatically due to the pandemic.

Item #13. Public Housing Managers Report

Public Housing Manager Birch noted that the financial impact of the COVID-19 pandemic for residents of Water Street has been minimal since there have not been changes to social security and pensions. Of the 22 family units, 7 families have been impacted by job loss and a few others are experiencing periods of uncertainty with their jobs. Rents have been adjusted to reflect the loss of wages for those residents and to their benefit the EHA is not required to include the additional \$600 weekly payment unemployment recipients will receive until July. The job loss accounts for about \$1200 in monthly revenue for the Housing Authority.

Public Housing Manager Birch noted that filling the two vacant units at Water Street has presented a challenge with contactless screening and asking applicants to move during a pandemic. We are hopeful to be able to lease both units for June 1st.

Item #14. Ten Minute Audience Participation

Maintenance Supervisor Harding-Smith announced that the stove replacement project is out to bid with a bid opening on May 26th. He thought residents would be happy to hear this.

A Water Street resident thanked the EHA staff for keeping residents safe and is hopeful that the stoves will not be installed until COVID-19 restrictions are lifted. She also stated

that she was very happy to hear that staff will be getting tested for COVID-19 and is advocating for on-site testing to be done for all the residents of Water Street.

Item #15. Executive Directors Report
Financial Report:

Executive Director Teixeira announced that as part of the Coronavirus Aid, Relief, and Economic Security Act, (CARES Act) the EHA will be receiving additional funding for both programs. The funds are being provided to prevent, prepare for, and respond to the impacts of COVID-19. Public Housing will receive \$28,894 and Section Eight will receive \$31,876.

Executive Director Teixeira stated that both programs look great thru six months. The EHA has incurred some unexpected expenses responding to COVID-19, but those costs will likely be reimbursed or offset with the additional funding. Current guidelines only allow for expenses after April 27th however, this date is receiving some kickback and may change.

Executive Director Teixeira expressed thanks to the Seacoast Mask Makers, PEA staff and local resident Ken Damsel for obtaining mask donations. He also thanked the North Hampton Book Depot who donated an abundance of books as they were closing their doors. 25-30 residents have already taken advantage of the book donations. Maintenance Supervisor Harding-Smith added a thank you to Smoky Quartz Distillery for their donation of sanitizer.

Executive Director Teixeira then thanked the EHA staff for their amazing response to the pandemic, particularly the maintenance staff who is on the frontlines with disinfection and interaction with residents. Co Vice-Chair Person Sherman commented that the EHA is doing a great job

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick. Vice-Chair Person O'Barton adjourned the meeting at 4:16P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person