

00440

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Friday, August 7, 2020 3:15 PM
Via Teleconference

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 June 12, 2020 Meeting

Co Vice-Chair Person Allen made a motion to approve the minutes with minor corrections seconded by Commissioner Gjetum and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Response to COVID-19 Update:

Executive Director Teixeira reported that both residents and staff have managed to stay healthy during these very challenging times with no COVID-19 cases being reported. He noted that the health crisis is far from over and we must continue to be vigilant and take the necessary measures to keep residents and staff as safe as possible by reducing the risk of exposure to the virus. All the health and safety measures that were implemented early on to combat the virus remain in effect. Executive Director Teixeira stated that the EHA did make a modification to the No Visitor Rule and are now allowing Homemakers to access the building to assist residents with general cleaning and upkeep of their apartments. Exceptions are also being made for family members of residents who are returning from a medical procedure and require assistance during their recovery. The EHA has also resumed morning coffee in the community room from 6:00am – 8:00am. Coffee is provided for takeout only; however, residents are welcome to hang out in small groups but must wear protective masks and maintain social distance.

Executive Director Teixeira explained that health crisis has been very difficult for many of our residents particularly some of our senior citizens who are struggling with social isolation and the inability to have guests. To provide some level of normalcy we recently started holding outdoor bingo. The weekly event is hosted by the Exeter Recreation Department and is held just outside the community room under a large tent that we purchased specifically for the occasion. For added fun the Tenant Council is serving up root beer floats on Thursday August 6, in celebration of National Root Beer Float day and on Friday August 28th we will hold the last cook-out of the summer. In addition to the cookout and due to popular demand, we will once again be firing up the grills every Friday during the month of September for the folks who would like something cooked up on the grill.

Executive Director Teixeira reported that the family population appear to be managing well however, several residents have fallen behind on their rent and we are working with them to arrive at a repayment plan that fits into their budget. Some residents have taken advantage of the \$35 million allocated from the \$1.25 billion in federal funds that New Hampshire received from the CARES Act State -Local Coronavirus Relief Fund towards a new Housing Relief Program that assists families and individuals who are facing housing insecurity as a result of COVID-19.

Vice Chair-Person Allen inquired who provided the meats for the grilling and Executive Director Teixeira noted that residents bring their own for Friday grilling in September, however the Tenants Council would provide the meats for the cookout this month.

Commissioner Gjettum inquired if the residents could visit with friends and family outside and Executive Director Teixeira noted that they could. He further explained that some residents are quite anxious while others are ready for visits but safety must take precedence.

Item #4. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that the Water Street property had one unit turn since the last meeting. Unit 204 was leased on July 15th. This unit received new paint only. The carpet was previously replaced before the last tenant. Unit 215 currently has a lease date of September 1st and will receive new carpet and paint.

Maintenance Supervisor Harding-Smith reported that the flower garden walkway project at Water St, has now been completed by JTW Land and Tree. This walkway has a six-foot-wide surface of Econo-stone with a landscape locking sealant to provide easy travel for four-wheeled walkers, wheelchairs, and persons with limited mobility. Steel edging has been utilized as a retainer between ground and walkway materials. Also, redesigned entry points to both the rear asphalt walkway and gazebo walkway have had great reviews for easier and complete travel of the flower garden bed. The irrigation system, in multiple areas of the walkway, have been run through an underground conduit to ensure an easy watering passageway for future repairs as needed. A new easy gardening raised bed was also provided in the center turn around point complete with a newly built bench.

Maintenance Supervisor Harding-Smith explained that at the community room at the Linden Fields property has been painted and is now ready for use. Section 8 Manager Dooling will be conducting recertification meetings at the Linden Fields location and Public Housing Manager Birch may also utilize the building for meetings with public housing family tenants.

Maintenance Supervisor Harding-Smith reported that the Roofing project at Linden Fields is nearing completion by Williams Roofing. The Siding project by JJS Construction is in the beginning stages. Both projects provide a modernized face-lift to the Linden Fields property inclusive of architectural shingles and Cedar Impressions vinyl shake on the gables and the centers of the residential buildings.

Maintenance Supervisor Harding-Smith also noted that the electric range replacement project at Water Street has been send back out to bid with a bid opening scheduled for August 31st. He mentioned that the EHA is hopeful for a better response.

Item #5. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures.

June Totals as of 1 st of the Month	170 Units	\$119,310
July Totals as of 1 st of the Month	170 Units	\$121,272

Housing Choice Voucher Manager Dooling explained that the program is doing well through July as far as utilizing our unit counts however utilizing dollars is more difficult. Housing Choice Voucher Manager Dooling noted that HAP figures have increased steadily due to unemployment and landlord rent increases.

Housing Choice Voucher Manager Dooling noted that she utilized the newly painted community room at Linden Fields to conduct meetings this week and that all went great. Commissioner Gjettum commented that she thought that was excellent.

Executive Director Teixeira noted that utilization of dollar figures was about \$40,000 under. Housing Choice Voucher Manager Dooling noted that utilization should end up at about 99% for units and 96% for dollars.

Item #6 Ten Minute Audience Participation:

No additional callers joined the call therefore no audience participation took place.

Item #7. Executive Directors Report

Financial Report:

Executive Director Teixeira explained that both programs look great through nine months and both are expected to close out the year under budget. As reported in June; both programs received additional funding under the CARES ACT. Public Housing received

\$28,894 and \$10,370 has been expended. HCV received \$31,876 and \$7,700 has expended. A second round of funding for the HCV program is expected sometime this month and will equal what we received in the first round. The additional funds are primarily being used to prevent, prepare for, and respond to COVID-19 however, the CARES Act provides a great deal of spending flexibility and funds can also be used for eligible Operating Fund and Capital Fund activity. Executive Director Teixeira explained that he would be speaking to the fee accountant for further clarification on expenses.

Financial and Compliance Audit FY19:

Executive Director Teixeira noted that the EHA finally received the results of the audit for FY19 and was pleased to report that the audit was clean with no findings. Staff members are to be commended for their dedication and commitment to carrying out their responsibilities in a professional manner. A copy of the report will be mailed to each commissioner and should arrive sometime next week.

Vice Chair-Person Sherman mentioned he read something about REAC inspections resuming and Housing Choice Voucher Manager Dooling noted she had read and forwarded a copy of a similar article. Executive Director Teixeira noted that he was under the impression that HUD would focus inspections on multi-family first and that initially they were put off until March of 2021. He further explained that he did not anticipate inspectors going into apartments at this point and that he was sure further guidance would follow. Commissioner Gjettum noted that an inspector could undergo a COVID-19 test and Vice Chair Person Allen reminded folks that the test is only as good as the time it is taken.

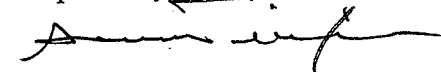
Summer Cook-Out:

Executive Director Teixeira reminded commissioners that the last of the summer cookouts will be held on Friday August 28th at 12:00. Once again, the Tenants Council will be boxing up prepared meals and delivering them to residents however, if weather permits, we plan on setting up multiple tents for the folks who prefer to eat outdoors.

Public Housing Manager Birch mentioned that the first Friday of September is Labor Day weekend and Chair Person O'Barton confirmed that the next board meeting would be held on September 11th.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Co Vice-Chair Person Allen and Chair Person O'Barton adjourned the meeting at 3:35 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person