

**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, November 6, 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	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

**Absent:**

Commissioner	Pam Gjetum
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**Item #2. Approval of the Minutes of the October 2, 2020 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes with the date revision from October 6<sup>th</sup> to 2<sup>nd</sup>; seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Response to COVID-19 Update**

Executive Director Teixeira reported the residents and staff continue to remain healthy with no COVID-19 cases being reported. Like most of the country New Hampshire is seeing an uptick in COVID-19 infections therefore the EHA will continue to take the safety measures we implemented early on to combat the virus and will make any needed changes as new COVID data and information becomes available.

Executive Director Teixeira explained that the CDC recently reported that until a vaccine is found that wearing a protective mask, practicing social distance, and using good hygiene are the most powerful weapons we have to slow and stop the spread of the virus. For most residents it can be difficult and expensive to obtain these personal protection items. The EHA therefore made the decision to use some of our CARES Act money to purchase these items and distribute them to all 276 households on our programs. Each

household received a care package that contained one box of 50 disposable protective masks, one 10.2- ounce container of hand sanitizer with pump, and one 2.02- ounce container of hand sanitizer. Making these items available at no cost will make it easier for folks to do their part to lower the risk of transmitting the virus and slow down the spread.

Executive Director Teixeira inquired how many care packages of the 169 Housing Choice Voucher Manager Dooling had distributed at the drive-up distribution held at our family property this past Monday and she stated that about 63 picked up on Monday and another 12 since then.

Executive Director Teixeira noted that going forward the focus will remain on keeping residents and staff as safe as possible particularly the senior population as they are the most vulnerable to experiencing serious effects caused by the virus. As we enter the winter months our senior population will be spending more time indoors and often alone so will need to keep a close watch and provide support to anyone who is exhibiting COVID fatigue.

Executive Director Teixeira added that meals-on-wheels was forced to shut down their local delivery due to COVID exposure which many residents rely on. Co Vice-Chair Person Sherman noted that the EHA was doing a great job.

**Item #4. Award Purchase Electric Ranges at 277 Water Street**

Executive Director Teixeira reported the following bids for the purchase of 77 electric ranges with new cords that will replace the existing ranges at 277 Water Street. Three companies responded to our solicitation; they are as follows:

HD Supply Facilities Maintenance	\$49,776.65
Barons Appliances	\$49,200.00
Appliance Warehouse	\$48,890.38

Executive Director Teixeira recommended the purchase be awarded to Appliance Warehouse based on submitting the lowest bid. Appliance Warehouse also provided a separate quote to swap out the stoves. The scope of work would also include installing the new power cords and taking away the old stoves. The cost for this service would be \$2,695 which is very reasonable however due to COVID concerns we are not sure at this time if the swap out will be contracted out or handled inhouse. The two other companies could not provide this service.

Co Vice-Chair Person Sherman made a motion to award the bid to Appliance Warehouse in the amount of \$48,890.38 for the purchase of the 77 electric ranges. The motion was seconded by Commissioner Matick and the bid was awarded with a vote of 4 ayes and 0 nays.

**Item #5. Yearend Financial Report**

Executive Director Teixeira reported that the Public Housing Program ended the year with a \$62,021 surplus. Some of the line items that jump out are Maintenance Labor down \$29,462, Employee Benefits down \$12,726, Legal Expenses down \$5,534, Water and Sewer up \$17,486, and Contract Costs up \$7,764.

Executive Director Teixeira noted that the Housing Choice Voucher Program ended the year about even. You will note that we spent just over \$61,000 more in Housing Assistance Payments (HAP) than we received in HAP assistance during the fiscal year. This is due to carrying \$55,415 in overpayment HAP assistance in into FY20. Essentially what HUD did is rather than pulling back the \$55,415 at the end of FY19 they opted to offset future payments by this amount.

Co Vice-Chair Person Sherman commented that the figures look good for the year we have had.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the Water Street property had one unit turn this month, #322 which received only paint touchups and a full cleaning including carpet extraction. The unit was leased on November 1<sup>st</sup>. This minor turnover allowed maintenance staff to concentrate on exterior cleanup and winterization going into the colder months. Snow machines and truck fleet has been gone through fully and prepped for snow cleanup to ensure proper durability for the months ahead. The Water Street property is also awaiting an installation date from C.S.C. (formerly Mac-Gray) for laundry machine upgrades.

Maintenance Supervisor Harding-Smith noted that the Linden Fields property vinyl siding project is nearing completion however the siding of the maintenance garage has yet to be scheduled.

Maintenance Supervisor Harding-Smith reported the Dave Rucco has done a great job on the Auburn Street mini-split heat pump installation for the 3 units and that there has been a positive response from residents so far.

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

Housing Choice Voucher Manager Dooling reported the following figures and noted that the numbers look good and should finish at 99% for units and that budget will fall short by approximately 16,000 to 18,000.

October Totals as of 1 <sup>st</sup> of the Month	168 Units	\$125,140
Mid-month lease up		<u>747</u>
October Totals as of last day of Month	169	\$125,887

Executive Director Teixeira noted that both programs will finish at 99% and all the commissioners thought that was great news.

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

No audience members joined the call; therefore, no audience participation took place.

**Item #9. Executive Directors Report  
Financial and Compliance Audit:**

Executive Director Teixeira reported that Otis Atwell Certified Public Accounts will be coming here sometime in December to conduct the annual financial and compliance audit. Due to COVID concerns they will be working out of the community room at Linden Fields. You may recall this space was set up for Margaret to conduct annual recertifications and for screening of new voucher holders, so the space is already equipped with Wi-Fi, phone, fax, and copy machine.

**Craft Fair:**

Executive Director Teixeira reminded everyone that the residents of 277 Water Street would be holding their annual craft fair this coming Saturday. The fair will be held on the front lawn at 277 Water Street from 9:00am – 2:00pm.

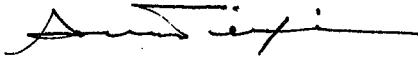
**Item #10. Non-Public Session per NH RSA91A-A:II(a)**

Co Vice-Chair Person Allen made a motion to adjourn the public portion of the meeting and enter into Non-Public Session per NH RSA91A-A:II(a), seconded by Commissioner Matick.

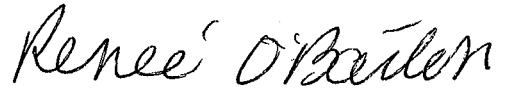
The Board returned from Non-Public Session per NH RSA91A-A:II(a) and authorized employee salary increases and bonuses totaling \$30,549.

Chair Person O'Barton adjourned the meeting at 3:51PM.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person