

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
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**M I N U T E S
Board of Commissioners
Friday, February 5, 2021 - 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 Gjettum
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 January 8, 2021 Meeting

Co Vice-Chair Peron Allen made a motion to approve the minutes of the January 8, 2021 as corrected; seconded by Commissioner Matick and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Response to COVID-19

Executive Director Teixeira reported that the health and safety measures that were implemented to combat the virus remain in effect. He noted that during the month of January, we did not have anyone amongst our resident population at Water Street test positive for the virus however we did have another staff member test positive in early January. The staff member is doing well and has returned to work after following CDC quarantine guidelines.

Executive Director Teixeira explained that we are still waiting on a date for the vaccine clinic. The challenge appears to be finding people who are qualified to administer the vaccine along with the high demand for this personalized service. Some of the other New Hampshire Public Housing Authorities who already held a clinic were able to partner with their fire department to administer the vaccine door to door and we just received word this morning that this may be an option for us. In the interim we are reminding residents they can register for the vaccine through the State.

Item #4. Annual Plan FY2021

Executive Director Teixeira stated that the EHA is in the process of finalizing the Annual Plan for fiscal year 2021 and have set the following target dates:

- Present plan to the Resident Advisory Committee for comments on Thursday, February 25th.
- Present plan to Board members at the March 5th meeting.
- Hold public hearing to review the plan on Tuesday March 23rd.
- Approve plan at the April 2nd board meeting.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that maintenance staff is currently working on Unit #8 at Linden Fields. The flooring is still being installed and the painting has been completed. Minor tasks to complete this unit will have it ready for February 15th including a new hot water heater after the flooring and fresh wax. Our next focus will be on unit 13 down at Portsmouth Ave and following the in-house transfer to #8 Linden Fields. We are aiming for a completion date of March 15th due to the short month of February.

Maintenance Supervisor Harding-Smith updated the board about the Range Replacement Project for Water Street, noting that he recently we had a discussion with Appliance Warehouse. He reported that the ranges are currently being built and will have a scheduled shipment date within the next few weeks.

Item #6. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

January Totals as of 1 st of the Month	170 Unit	\$128,670
Mid-month lease up		0
January Totals as of last day of Month	170	\$128,670

Housing Choice Voucher Manager Dooling reported that January is off to a great start. It will be interesting to see how things go with the market here on the seacoast. She explained that she is currently dealing with a complex in Exeter that has been sold and the new owners are notifying all the tenants that they will need to relocate as they will be renovating and raising the rents significantly. This will be a challenge to place the tenants we have into new units.

Housing Choice Voucher Manager Dooling reported that the new utility allowance is out from NHHFA. It will go into effect April 1st for our clients as they come up for their Annual Recertification.

Executive Director Teixeira noted that it will be interesting to see how the budget comes in which will hopefully be sometime in March. Housing Choice Voucher Manager Dooling stated that she is hoping it will be higher since we did so well last year. She noted that HAP payments are very high right now with so many tenants on unemployment, however, the EHA did receive a substantial increase last year so we are hopeful. Commissioner Gjettum commented that this was very good.

Item #7. Ten Minute Audience Participation

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

Item #8. Executive Directors Report

Budget Report:

Executive Director Teixeira noted that both programs look good through three months. There are few line items that are running over and some that are running under, but overall, the budgets look good currently.

Tax Support:

Executive Director Teixeira reported that Pam Gjettum along with her associate Melinda have agreed to provide tax support to residents of 277 Water Street. To avoid crowding; tax support will be provided to residents by appointment only likely beginning later this month. Currently 21 residents had signed up for assistance. Executive Director Teixeira explained that he would work out the particulars with Commissioners Gjettum who stated she was awaiting materials and would be in touch early next week.

Meal Donation/Volunteers:

Executive Director Teixeira acknowledged Philips Exeter Academy (PEA) for donating two prepared meals to residents of 277 Water Street. The first is a braised short rib with mushrooms and fresh cut green beans and the second meal will be a vegan shepherd's pie. PEA staff will deliver the meals on Wednesday February 10th. Executive Director Teixeira thanked Public Housing Manager Birch for coordinating with PEA staff to make this happen.

Executive Director Teixeira also acknowledged the missionaries from the Church of Jesus Christ of Latter-Day Saints for volunteering their time to help residents clean snow of their cars after a storm. The help was greatly appreciated by residents after the last storm.

Pen Pal Program:

Executive Director Teixeira reported that first grade students from the Main Street School will soon be connecting with residents of 277 Water Street as part of a pen pal program. With seniors spending more time alone and children learning remotely this a great way to connect with other people who may be feeling the effects caused by COVID-19.

Executive Director Teixeira thanked Public Housing Manager Birch for all her efforts and time spent coordinating with PEA staff for the meal donations and the Main Street School for the pen pal program.

Chair Person O'Barton noted that the next meeting would be held on Friday, March 5, 2021.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick and Chair Person O'Barton adjourned the meeting at 3:31PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person