

DRAFT

**Housing Authority
Of the
Town of Exeter
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**M I N U T E S
Board of Commissioners
Friday, March 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 (joining a few minutes late)
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 February 5, 2021 Meeting

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

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

Executive Director Teixeira was very pleased to report that no COVID-19 cases were reported during the month of February which is very encouraging. He stated that the vaccine clinic was held at 277 Water Street on Thursday March 4th with the second clinic to be held on Thursday April 1st to administer the second dose. Executive Director Teixeira reported that approximately 80 residents and staff received the first dose which was administered by Personnel from the Exeter Fire Department (EFD). He thanked the Exeter Housing Authority personnel for putting on their nursing hats to assist with the pre-screening off all residents. The prescreening consisted of a temperature check and answering several COVID-19 health related questions. Once the resident had successfully been screened a sticker was placed on their apartment door alerting EFD that the occupant was cleared to receive the vaccine which was administered door to door. Residents were given a timer that was set for 15 minutes and a bell to ring in the event they experienced an adverse reaction to the vaccine. Executive Director Teixeira reported

that the residents are very excited, thankful, and relieved that we were able to bring the clinic to Water Street and are looking to rollback some restrictions following the second dose of the vaccine. Commissioner Gjettum thanked Executive Director the clinic and Executive Director Teixeira stated that it was a group effort. He particularly wanted to thank Health Officer James Murray who was instrumental in organizing the clinic.

Item #4. Annual Plan Fiscal Year 2021:

Executive Director Teixeira explained that the EHA is in the process of finalizing the Annual Plan. He noted that because the EHA is a small, high performing agency; it is exempt from completing certain sections of the plan. He reported that the plan was presented to the Resident Advisory Committee on February 25th with one recommendation being proposed. The committee would like to move the toilet replacement project at Water Street forward from year five to the current year. Several of the committee members noted the current toilet sits low making it difficult to get back up, and that having a toilet that sits higher would benefit many of the residents. The cost to replace toilets in all 85 apartments would be around \$55,000. The EHA will receive an additional \$32,000 more than expected in grant funds which brings us closer however, there are three projects in last year's plan totaling \$17,200 that were not completed and will therefore need to be moved into this year's plan. This leaves a shortfall of \$40,200 which can only be made up by deferring at least 2 projects in this year's plan. Some of the projects being considered are Greenhouse Renovations at Water Street, Storage Shed replacement at Linden Fields, and Perimeter Drainage in Basements at Auburn Street. Executive Director Teixeira and Maintenance Supervisor Harding-Smith will reevaluate each of the projects and decide based on our findings.

Co Vice-Chair Peron Sherman noted that Executive Director Teixeira had done a good job on the plan and Commissioner Gjettum thought it was excellent. Executive Director Teixeira noted that it was a group effort.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that Unit #8 Linden Fields has now been completed. The move-in date had changed from February 15th to March 1st due to snowstorms and tenant readiness. The current unit turn focus is now at Water St for unit #310 which will be ready for March 15th. This unit will receive fresh paint, new smoke/carbon combo detectors, and a new range which all will be installed by maintenance staff. Maintenance Supervisor Harding-Smith stated that 13 down Portsmouth Avenue will be the next unit turn (an in-house transfer) which will receive new paint only and fresh coats of wax.

Maintenance Supervisor Harding-Smith noted upcoming projects include the range replacements for Water Street, and the smoke/carbon combo detectors. Both projects will be completed at the same time by maintenance staff and should take approximately 30 minutes total for each unit. Staff will be designating a specific day each week which will be reserved solely for project completions in a timely manner. Maintenance Supervisor

Harding-Smith mentioned that the project also includes a separate smoke detector to be placed in each bedroom.

Item #6. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures.

February Totals as of 1 st of the Month	169 Unit	\$127,778
Mid-month lease up		<u>0</u>
February Totals as of last day of Month	169	\$127,778

Housing Choice Voucher Manager Dooling noted that it is early in the calendar year, but that we are starting out on track. Once we see what our budget is, we will know better how to proceed. Currently the HAP is running slightly high (\$756 per unit average). however, it is difficult to plan when you do not have a budget. Co Vice-Chair Peron Sherman commented that she should go for the gold.

Item #7. Audience Participation

Chair Person O'Barton inquired if any audience members had joined the call. Public Housing Manager Birch stated that one individual had requested the access information, however the individual had not joined the call.

Item #8. Executive Directors Report

Financial Report:

Executive Director Teixeira inquired if the board would like to return to Item #4 and review each line item of the plan and it was agreed that it was not necessary.

Executive Director Teixeira also reported that the residents presented plaques of appreciation to both the fire and police departments acknowledging all their efforts to keep Water Street residents safe. Executive Director Teixeira stated that resident Suzanne D'Amato presented to the fire department and Commissioner Matick to the police. Co Vice-Chair Peron Allen inquired if it would be in the newspapers and Executive Director Teixeira noted that it would likely be posted on social media of the fire department and the Exeter Newsletter had featured an article on the vaccine clinic last week. Commissioner Matick inquired who an audience member was during the plaque presentation and Executive Director Teixeira noted that he thought it was a staff member from the Health Network she was referring to.

Executive Director Teixeira noted that both programs look good through four months. He further explained that we should be hearing soon what our Housing Assistance Payment (HAP) budget authority will be for FY21. The Public Housing Operating Subsidy is expected to be released in early April. Both programs saw increased levels over last year's budget so it is expected that the funding will be adequate to effectively operate both programs. Co Vice-Chair Peron Sherman inquired if Executive Director Teixeira thought the increase would be substantial and he stated that it was likely for the Housing Choice Voucher program however he was unsure about the Public Housing program. He

noted that Senator Warren reintroduced a 70 billion appropriation to address the backlog of public housing maintenance and repairs.

Executive Director Teixeira mentioned that perhaps the board would consider meeting in person in May provided attendees were limited and social distanced. Commissioner Gjettum suggested that perhaps it could be held outdoors if weather permitted.

Chair Person O'Barton made a motion to adjourn the meeting, seconded by Co Vice-Chair Peron Sherman and Chair Person O'Barton adjourned the meeting at 3:31PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person