

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, April 2, 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	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

**Absent:**

Commissioner	Pam Gjettum
Housing Choice Voucher Manager	Margaret Dooling

**Item #2. Approval of the Minutes of the March 5, 2021 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes of the March 5, 2021 as corrected; seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

Executive Director Teixeira opened the meeting by thanking Renee, Boyd, and Pam for signing on to serve on the board for another term and how much their time was appreciated.

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

Executive Director Teixeira was pleased to report that no COVID-19 cases were reported during the month of March which a good indication that we are heading in the right direction. Executive Director Teixeira explained that about 80 residents and staff received the first dose of the Moderna vaccine on March 4<sup>th</sup> and the second dose was administered yesterday, April 1<sup>st</sup>. The Exeter Fire Department administered the vaccine door to door, and all went smoothly.

Executive Director Teixeira explained that with the roll out of the second dose we will look to scale back some of the health and safety measures that were implemented early on to combat the virus. The most significant measure will be reopening the building to visitors which has been closed since last March. We will also be looking to reopen the community room to residents for small gatherings and activities. The announcement has residents very excited as they see it as an indication that things are beginning to return to normal. We have set a target date of Friday April 16th to implement the changes and will be meeting with Tenant Council President to discuss activities. Executive Director Teixeira noted that the EHA would keep a close eye on the current uptick in COVID cases here in New Hampshire. Co Vice-Chair Person Sherman commented that the uptick seems to be in border towns and Co Vice-Chair Person Allen mentioned that many people are crossing the border to spend stimulus dollars in tax-free New Hampshire.

**Item #4. Approval of Fiscal Year 2021 Annual Plan (Board Resolution)**

Executive Director Teixeira attached a copy of the Annual Plan for fiscal year 2021 along with supporting documents for review by board members. He reported that since the EHA is a Small High Performing Agency, it is exempt from having to complete portions of the plan. As required the Residents Advisory Committee was presented the Annual Plan for comment on January 25<sup>th</sup> and a Public Hearing was held on March 23<sup>rd</sup>. The Resident Advisory Committee had one request which was to move the toilet replacement project at Squamscott View Apartments up from year five in the Five-Year Capital Improvement plan to the current year. To fit the project in this year's budget we had to defer the installation of perimeter drainage in the basements at Auburn Street and reduce the number of apartment renovations at Linden Fields.

Chair Person O'Barton read the following resolution and the plan was approved with a vote of 4 ayes and 0 nays.

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

**Board Resolution of the Exeter Housing Authority to Approve  
Annual Plan for FY2021**

The following resolution was introduced by Chairwoman O'Barton on April 2, 2021 and read in full and considered:

**RESOLUTION NUMBER 04-2A-2021**

**Resolved:**

Be it resolved by the Board of Commissioners to Approve the Annual Plan for FY2021

AYES

NAYS

Boyd Allen

Margaret Matick

Vernon Sherman

Renee O'Barton

**Item #5. Approval of Fiscal Year 2021 Capital Fund Budget in the Amount of \$243,853 (Board Resolution)**

Executive Director Teixeira attached a copy of the Capital Fund Budget for FY21 which lays out projects that are scheduled for completion over the next year or so for the board to review. As mentioned above projects were shifted within the Five-Year Plan to accommodate the recommendation made by the Resident Advisory Committee to move up the toilet replacement project at Squamscott View apartments. Executive Director Teixeira noted that we would now not be hearing about toilets for the next five years.

Chair Person O'Barton read the following resolution and the Capital Fund was approved with a vote of 4 ayes and 0 nays.

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

**Board Resolution of the Exeter Housing Authority to Approve the Fiscal Year 2021 Capital Fund Budget in the amount of \$243,853.**

The following resolution was introduced by Chairwoman O'Barton on April 2, 2021 and read in full and considered:

**RESOLUTION NUMBER 04-2B-2021**

Resolved:

Be it resolved by the Board of Commissioners to Approve the fiscal year 2021 Capital Fund Budget in the Amount of \$243,853.

00480  
AYES

NAYS

Boyd Allen

Margaret Matick

Vernon Sherman

Renee O'Barton

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that maintenance staff has been focused on the completion of Unit 13 down at Portsmouth Ave. This unit had a move-in date of April 1<sup>st</sup>. The next unit turn will be #11 down Portsmouth Ave. This unit will receive new Revere Pewter paint. A fully upgraded bathroom including an upgraded tub, toilet, vanity, and medicine cabinet will be installed by maintenance staff. The bathroom ceiling will also be replaced.

Maintenance Supervisor Harding-Smith stated that spring cleanup and plow damage repairs have begun now that the winter weather has subsided. Beginning the week of April 5<sup>th</sup> maintenance staff will start the installation of the new range replacement and smoke detector/carbon combo installations. Both projects will be performed by at the same time.

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

Executive Director Teixeira reported the following figures on behalf of Housing Choice Manager Dooling.

March Totals as of 1 <sup>st</sup> of the Month	169 Unit	\$127,798
Mid-month lease up		<u>0</u>
March Totals as of last day of Month	169	\$127,798

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

No audience members joined the call.

**Item #9. Executive Directors Report**

Executive Director Teixeira announced that the EHA received the budget authority for Housing Assistance Payments (HAP) for 2021. The budget amount of \$1,493,794 falls short of what is needed to maintain the current utilization rate. At the current pace we will end up about \$40,000 over budget. We will need to take a close look at our options which will likely include a combination of tapping into our reserves and income targeting new lease ups. These measures will certainly help make up the shortfall but, ultimately it will likely result in not having the financial resources to assist the number of households

we are accustom to. Executive Director Teixeira noted that the EHA would be consulting with the fee accountant for recommendations.

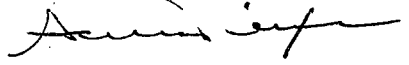
Executive Director Teixeira reported that the EHA is still waiting to hear what the Public Housing Operating Subsidy will be for FY21. The program did receive a modest bump over last year's budget, so the funding is expected to be adequate.

Co Vice-Chair Person Sherman inquired what went up or down to cause the HAP funding to decrease and Executive Director Teixeira responded that he was unsure why the funding was not what was expected. He noted that the EHA is averaging around \$127,000 in the first three months and that the EHA cannot continue at this pace. Co Vice-Chair Person Sherman inquired how much money was in reserves and Executive Director Teixeira reported about \$70,000.

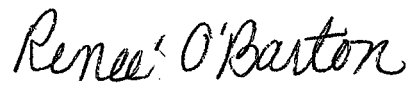
Prior to the close of the meeting, Executive Director Teixeira inquired if board members would be comfortable gathering in person for the May meeting. Board members all agreed it sounded great.

Co Vice-Chair Peron Sherman Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Matick and Chair Person O'Barton adjourned the meeting at 3:30PM.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person