

DRAFT

**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, May 7, 2021 - 3:15 PM**

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
Commissioner	Pam Gjettum
Housing Choice Voucher Manager	Margaret Dooling
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Absent:

Executive Director	Tony Teixeira
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Chair Person O’Barton welcomed everyone back and thanked the residents and staff for a job well done in COVID times.

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

Commissioner Gjettum made a motion to approve the minutes of the April 2, 2021 as presented; seconded by Co Vice-Chair Person Allen and the minutes were approved with a vote of 5 ayes and 0 nays.

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

Public Housing Manager Birch explained that although Executive Director Teixeira would have loved to have been here for the first in person meeting that he was unable to do so. Public Housing Manager Birch noted that copies of the Audit had been provided for each commissioner and it would be discussed at next months meeting.

In the absence of Executive Director Teixeira, Public Housing Manager Birch reported that no COVID-19 cases were reported during the month of April making it four months since the last resident tested positive for COVID-19. With a very high percentage of residents receiving the vaccine the EHA has begun to roll back some of the health and safety measures that were in place. On April 16th, the building was opened to visitors

which was welcomed by many of the residents. The community room was also opened at this time but to residents only. Public Housing Manager Birch noted that the office is now fully staffed however, meetings with clients and applicants are still remote. EHA staff does plan to hold some in person meeting in the month of June. Public Housing Manager Birch further explained that the maintenance department has resumed performing annual apartment inspections which comes at a good time as HUD has announced that REAC inspections will resume in June. Some of the safety measures that remain in place are common area cleaning of high touch surfaces, delivery of meals on wheels to residents, receiving and sanitizing packages delivered to the building, and masks are still required to be worn in the common areas of the building.

Item #4. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the range replacement project has now been completed at Water Street and will be followed by the Smoke Detector project which is nearing completion. Maintenance Supervisor Harding-Smith noted that unit turns consist of #118 and #304 at Water Street which will be leased on May 15th. Both units have received a deep cleaning and paint touch-ups. The next unit turns of concentration are units #218 and #124 at Water Street and #11 down Portsmouth Ave. All three have a lease date of June 1st. Unit #124 will receive a deep cleaning and paint touch-ups only. Unit 218 will receive new carpet and paint and 11 down Portsmouth Ave. will receive new paint, a newly remodeled bathroom, and new interior doors.

Maintenance Supervisor Harding-Smith explained that gazebo has been updated with removable screens, patio table refinishing, and new patio chairs. The gazebo floor and deck also received a fresh coat of paint.

Maintenance Supervisor Harding-Smith explained that the parking lot seal coat and line stripe project has been put out to public bid with a deadline for proposals of May 18th. He also mentioned that resuming the monthly unit inspections will provide insight into the unit conditions at all properties.

Chair Person O’Barton inquired what the residents thought of the new stoves and residents in attendance thought they were great except for one who reported a problem with a burner. Maintenance Supervisor Harding-Smith suggested she request a work order to examine the problem.

Item #5. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures.

April Totals as of 1 st of the Month	169 Unit	\$126,249
Mid-month lease'up		<u>0</u>
April Totals as of last day of Month	169	\$126,249

Housing Choice Voucher Manager Dooling noted that the budget authority was received and would be addressed in the financial portion of the meeting. Commissioner Gjettum inquired if landlords were reporting any tenants not paying their rents and Housing Choice Voucher Manager Dooling responded that she has not had any and only one

eviction which was a resident who was not impacted by COVID and evicted for reasons other than non-payment.

Item #6. Ten Minute Audience Participation

Residents in attendance did not have questions or comments at this time.

Item #7. Executive Directors Report

Financial Report:

Public Housing Manager Birch reported that both programs look good through 6 months. The Housing Assistance Payments (HAP) budget authority is less than we expected leaving the EHA with the options of either cutting back on the number of households we subsidize or dipping into the HUD- Held HAP reserve. After consulting with the fee accountant, it was determined that it would be best to utilize our HUD-Held HAP reserves as this would help increase next year's HAP's budget authority. Public Housing Manager Birch explained that the EHA has approximately \$97,000 in HUD-Held HAP reserves and would need around \$40,000 to maintain the current utilization rate. The EHA could also utilize the Administration reserves to help support our HAP, and that amount is just under \$175,000.

Public Housing Manager Birch reported that the Public Housing Operating Budget has not yet been released. The budget eligibility has been determined but we are still waiting for HUD to post the proration rate. On a good note, we recently received access to the capital improvement funds and have started lining up projects for the year.

Boxed Dinners for Residents:

Public Housing Manager Birch explained that the Tenant's Council would be sponsoring a catered boxed lunch for all residents and staff on Friday May 14th. The meals will be prepared by Paul Wilber's catering service and will consist of chicken, ham au gratin potatoes, glazed carrots, green beans, and strawberry shortcake. EHA staff will deliver the meals to each of the resident who will then have the option of eating in their apartment or taking it outdoors and sitting under one of the canopies that will be placed out back.

Return of Summer Cookouts:

Public Housing Manager Birch announced that the first of two planned cookouts will be held on Friday June 11th at 12:00. Burgers and hotdogs will be served up with side dishes prepared by talented residents. As a show of our appreciation for holding the vaccine clinic at 277 Water Street, members of the Exeter Fire Department and the Town Manager have been invited.

Co Vice-Chair Person Sherman complimented staff and residents on a good job in a bad year and Chair Person O'Barton agreed an awesome job has done. Commissioner Gjettum extended her thanks to staff, particularly Maintenance Supervisor Harding-Smith.

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

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person