

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, June 4, 2021 - 3:15 PM

**Item #1. Roll Call** – The roll call was taken. Present at the meeting were:

Executive Director	Tony Teixeira
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

**Absent:**

Chair Person	Renee O'Barton
Public Housing Manager	Jill Birch

**Item #2. Approval of the Minutes of the May 7, 2021 Meeting**

Commissioner Gjettum made a motion to approve the minutes of the May 7, 2021, as presented; seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

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

Executive Director Teixeira was pleased to report that there were no COVID-19 cases during the month of May making it five months since one of our residents tested positive for COVID-19. It truly feels like things are slowly returning to normal which has the residents very upbeat and very much looking forward to the summer months. With the steady decline in positivity cases in New Hampshire and the recent announcement by The Center of Disease Control (CDC) that in most cases fully vaccinated people can start taking their masks off in indoor settings; we are proposing to modify the mask requirement at 277 Water Street so that residents who have been fully vaccinated would no longer be required to wear a mask in the community room. Residents who have not been vaccinated should continue to wear a mask indoors in social settings per CDC recommendations. The no mask option for fully vaccinated residents applies to the

community room only. All other common areas of the building would require the use of a protective face covering.

Executive Director Teixeira noted the EHA is planning to scale back the disinfecting of high touch areas in the common areas of the building and will soon resume the normal delivery of Meal on Wheels to residents. These have been time consuming tasks that have pulled maintenance staff from other responsibilities. Freeing up this time will allow the maintenance department to catch up on some of the things that have been put on hold and return to a more normal schedule.

**Item #4. Financial and Compliance Audit Fiscal Year 2020:**

Executive Director Teixeira reported that the financial and compliance audit for FY20 has been completed and we are pleased to report that no negative findings were reported. The EHA saw an increase in assets totaling just under \$111,000. Most of the increase was due to the Cares Act money we received to combat COVID-19. Overall, the EHA had a financially sound year.

**Item #5. Approve Contract to Seal and Restripe Parking lots at all Properties**

Maintenance Supervisor Harding-Smith explained that this project will be funded under the Capital Improvement 2021 plan. There were five companies contacted and NH Blacktop Sealers, Inc. was the only company to submit a proposal. They are the same company that completed our most recent sealcoating in 2017 and we were happy with their work. Based on their prior performance and submitting a competitive bid we are recommending the contract be awarded to NH Blacktop Sealers, Inc. for \$18,790.00. If awarded Water Street will be starting on Monday June 7<sup>th</sup> which will take two days to complete. Our residents will be able to park at the P.E.A. parking lot, on the other side of the Harris-Family daycare, during the project. Linden Fields, Auburn St., and Portsmouth Ave will be completed the following week starting on June 14<sup>th</sup>.

The list of companies contacted are as follows:

- NH Blacktop Sealers, Inc.
- NE Sealcoating
- Chase Sealcoating
- One-Way Paving
- Black Dog Sealcoating

Commissioner Gjettum inquired why no other companies bid on the project and Maintenance Supervisor Harding-Smith attributed it to the Texas freeze resulting in lack of striping product.

Co Vice-Chair Person Allen asked all who were in favor and the project was approved with a vote of 4 ayes and 0 nays.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith noted that the month of June has two move-ins for the 15<sup>th</sup>. Last month 11 down was moved to a completion date of June 15<sup>th</sup> due to the

extensive number of projects within the unit. Also, Unit 115 Water Street is a handicapped unit and will be ready on June 15th. This unit will be an in-house transfer from 217 which is a two bedroom. Completion date for #217 move-in is July 1<sup>st</sup>. Both units will receive new paint only.

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

Housing Choice Voucher Manager Dooling reported the following figures and were amended to reflect both May (corrected) and June figures:

**June Totals**

June Totals as of 1 <sup>st</sup> of the Month	169 Units	\$126,780
Mid-month lease up		
June Totals as of last day of Month		\$126,780

**May Totals - (corrected figures)**

May Totals as of 1 <sup>st</sup> of the Month	169 Units	\$126,763
Mid-month lease up		
May Totals as of last day of Month	169	\$126,763

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

A resident inquired about parking during the paving project and Maintenance Supervisor Harding-Smith noted that spaces would be allotted in the PEA lot on Sunday evening for the south side residents.

Another resident inquired when the toilet project would take place and Executive Director Teixeira responded that a date has not been set for the project yet.

A resident wondered if a memo would be sent out regarding mask wearing and covid protocols. Executive Director Teixeira noted that a memo would go out.

A Water Street resident asked when shades would be replaced in the apartments and Executive Director Teixeira noted that the project would take place later in the year.

**Item #9. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira stated that aside from the anticipated Housing Assistance Payments (HAP) shortage, both programs continue to look good through seven months. Barring any unplanned expenses, both programs are expected to trend in the current direction for the remainder of the fiscal year.

**Summer Cookout:**

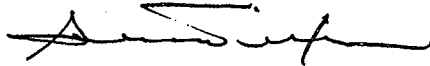
Executive Director Teixeira reminded board members and attendees that the first of two cookouts will be held next Friday June 11<sup>th</sup> at 12:00pm. Executive Director Teixeira mentioned that the Exeter Fire Department had been invited as a thank you for the vaccine administration and that several members were planning to attend. Also invited were Town Manager, Russ Dean and Executive Assistant/Human Services.

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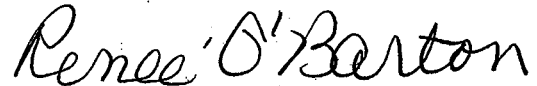
Administrator Pam McElroy. Commissioner Gjettum commended staff on handling COVID and Executive Director Teixeira noted that 99% of the building had been vaccinated. A resident inquired who was not vaccinated and Executive Director Teixeira stated that we could not disclose that information.

Co Vice-Chair Person Sherman made a motion to adjourn the meeting, seconded by Commissioner Gjettum and Co Vice-Chair Person Allen adjourned the meeting at 3:40PM.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person