

**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, August 6, 2021 - 3:15 PM**

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

Executive Director	Tony Teixeira
Chair Person	Renee O'Barton (arrived late)
Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Maintenance Supervisor	C.J. Harding-Smith
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Item #2. Approval of the Minutes of the May 7, 2021, Meeting

Co Vice-Chair Person Allen began the meeting as Chair Person O'Barton had not yet arrived. Commissioner Gjettum made a motion to approve the minutes of the June 4, 2021, meeting, as amended; 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 no COVID-19 cases were reported during the months of June and July making it seven months since one of our residents tested positive for COVID-19. On July 1st the EHA began to roll back some of the safety measures that were implemented to keep residents and staff safe. Residents who are fully vaccinated were given the option to wear a face covering in the common areas of the building and the building was opened to the public. Visitors are still required to wear a face covering when travelling throughout the building. Executive Director Teixeira further explained that delivery personnel are now entering the building and making deliveries directly to the apartments which has freed up the maintenance staff and homemakers can now utilize the laundry facilities. For the most part we have returned to normal operations however, with the positivity rate climbing across most of the country

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as the Delta variant spreads among unvaccinated people we will need to keep a close watch and be prepared to respond if things get worse.

Item # 4. Housing Pro Upgrade and Cloud Migration:

Executive Director Teixeira stated that the EHA will be upgrading the housing software to a newer version and at the same time will migrate the housing data to the cloud.

Although the software company is the same, the new version is somewhat different and will require staff training. We are working with a new IT person (Susan Scannell) who will assist us with the upgrade and cloud migration. Susan has spent the last couple of weeks getting familiar with our systems and has started completing some of the projects that TJ was working on. The software upgrade project is scheduled to begin in late September and wrap up around the first week in November.

Co Vice-Chair Person Allen inquired if the upgrade would have any impact on fiscal year end reporting and Executive Director Teixeira explained that it would not.

Item #5. Eviction Moratorium:

Executive Director Teixeira reported that on August 3rd the Centers for Disease Control and Prevention (CDC) extended the eviction moratorium through October 3rd. The original order expired on July 31st placing millions of renters who have fallen behind on their rent at risk of being evicted. The modified extension only applies to U.S. counties experiencing substantial and high levels of community transmission. Rockingham county is currently at the substantial level. The hope is that the extension will provide more time for Emergency Rental Assistance Program funds to get out to renters. The program was launched in March to assist renters, but checks have been slow getting out to landlords. Executive Director Teixeira noted that the EHA has a handful of residents on the Public Housing Program who remain behind on rent and most have applied for assistance. On the Housing Choice Voucher Program side things look better. We are not aware of anyone on the program that is in jeopardy of being evicted for non-payment of rent.

Item #6. Maintenance Supervisors Report

Public Housing Manager Birch reported on behalf of Maintenance Supervisor Harding-Smith that July had one unit turn at Water Street, unit 303. The move-in was scheduled for August 1st. and the unit received new paint, heat strips, and carpet. Other maintenance projects have been focused on exterior property repairs in anticipation of the future R.E.A.C. inspection.

Public Housing Manager Birch stated that the upgrade of the EHA fire panel radio boxes at Linden Fields and Water St. were completed by July 1st. The Exeter Fire Department has terminated the receiving of incoming transmissions from local radio boxes throughout the entire community. The EHA has contracted with a central monitoring station which communicates through an independent GSM cellular network to our fire panels.

Public Housing Manager Birch noted that the smoke/CO detector installation and replacement project is nearing completion. Water St., Auburn St., and Portsmouth Ave are fully operational, and the Linden Fields property has a few more units to complete.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

July Totals as of 1 st of the Month	166 Units	\$125,583
Mid-month lease up		<u>145</u>
July Totals as of last day of Month	167	\$125,728

Housing Choice Voucher Manager Dooling noted that they were now looking at an overage of approximately \$25,000 as opposed to the \$35,000 which was initially expected.

Housing Choice Voucher Manager Dooling explained that the new fair market rents had just been released and that payment standards would be established soon.

Item #8. Ten-Minute Audience Participation

Executive Director Teixeira explained that residents seemed to have a positive reaction to the new stoves and one resident noted that she liked the clock display feature. Another resident commented that the new washers were appreciated as well.

Item #9. Executive Directors Report

Financial Report:

The Executive Director Teixeira reported that the Public Housing Program looks okay through nine months. There are a few line items that are running over but those are being offset by some of the line items that are running under budget. Barring any major expenses, we should be good for the remainder of the fiscal year and fully expect to finish in the black. We did receive dividend checks totaling just over \$15,000 from our insurance carrier Housing Authority Risk Retention Group, Inc. which was a pleasant surprise. The dividends were based on the company's performance for the 2020 fiscal year which proved to be one of their most successful years. Commissioner Gjetum inquired why the return was so substantial and Executive Director Teixeira noted that there were likely far fewer claims during COVID-19.

Executive Director Teixeira explained that the Housing Choice Voucher Program looks good at this time but as previously mentioned we expect to exceed our budget authority. He reiterated that the amount of approximately \$25,000 rather than \$35,000 as initially anticipated will be drawn from the HUD held reserves.

Cook-out:

Executive Director Teixeira announced that the second summer cookout will be held on Friday August 20th at 12:00. We were forced to delay the cookout by one week to accommodate Elvis who will be in the building and providing the entertainment.

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Executive Director Teixeira noted that it should be a good time and hoped the commissioners could attend. Chair Person O'Barton was pleased to hear that Elvis would be attending.

Foot Clinic:

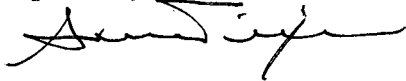
Executive Director Teixeira stated that Catherine Languedoc from Simply Footcare will resume holding foot clinics in the community room beginning on Wednesday August 18th. He further explained that a signup sheet was posted on the bulletin board next to the mailboxes and that services are by appointment only.

Resident Yard Sale:

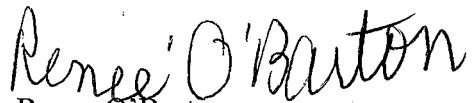
Executive Director Teixeira reported that residents of 277 Water Street will be holding a building wide yard sale on Saturday September 11th from 9:00am to 2:00pm. The residents held a similar yard sale a few years ago and it proved to be very successful.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Co Vice-Chair Person Sherman and the meeting adjourned at 3:35PM.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person