

Exeter Housing Authority
277 Water Street
Exeter, NH 03833
Board of Commissioners Meeting
September 10, 2021, 3:15 PM

Agenda

1. Roll Call
2. Approval of Minutes of the August 6, 2021, Meeting
3. Update on Response to COVID-19
4. Approval of Operating Budget FY2022
5. Maintenance Supervisors Report
6. Housing Choice Voucher Managers Report
7. Ten Minute Audience Participation
8. Executive Directors Report
9. Adjournment

**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, September 10, 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
Maintenance Supervisor	C.J. Harding-Smith

Item #2. Approval of the Minutes of the August 6, 2021, Meeting

Co Vice-Chair Person Allen made a motion to approve the minutes of the August 6, 2021, meeting; seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 4 ayes and 0 nays. Chair Person O'Barton abstained from the vote as she arrived late to the meeting on August 6, 2021.

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

Executive Director Teixeira reported that one resident at 277 Water Street tested positive for COVID-19. The resident was fully vaccinated and experienced only mild symptoms and is doing well. With the use of the security cameras, we were able to identify several residents who came in close contact with this person. They were notified and asked to get tested and all came back negative. As a precaution we temporarily put a hold on resident activities during this period and recommended that residents wear a mask in the common areas of the building. The EHA will continue to monitor the positivity rate in New Hampshire and is prepared to respond accordingly.

Item #4. Approval of Operating Budget FY2022:

Executive Director Teixeira referenced the copy of the FY2022 operating budget that was provided to board members and inquired if there were questions on the budget.

Commissioner Gjettum inquired how there could be \$0 Covid expenses. Executive Director Teixeira explained that we will not receive any Covid funding in 2022 therefore the line item shows zero for expenses. Commissioner Gjettum also inquired how the utilities figure was determined and Executive Director Teixeira noted that this figure is provided by the fee accountant and reflects our usage over the last ten months.

Executive Director Teixeira reported that both program budgets look very good going into the new fiscal year due in part to robust funding that is anticipated in FY22. The Public Housing Program is projected to see a revenue increase of \$70,000, most of which is additional operating subsidy. Expenses are up around \$30,000 and that is attributed to several line items that we expect to see increases.

Executive Director Teixeira further explained that the Housing Choice Voucher Program (HCV) is projected to see a revenue increase of \$141,000, most of which is additional subsidy for Housing Assistance Payments (HAP), however that will be offset by an expected increase in HAP payments to landlords.

Chair Person O'Barton read the following board resolution and the budget was approved with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve
the Operating Budget for FY2022**

The following resolution was introduced by Chairman O'Barton on September 10, 2021, and read in full and considered:

RESOLUTION NUMBER 09-10-2021

Resolved:

Be it resolved by the Board of Commissioners to approve the Operating Budget for FY2022

AYES

NAYS

Pam Gjettum Commissioner

Boyd Allen Co-Vice Chairman

Vernon Sherman Co-Vice Chairman

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Maggie Matick Commissioner

Renee O'Barton Chairman

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that maintenance has recently started to turn-over #16 Auburn Street. This unit is a two floor, two bedroom complete with a basement and washer/dryer hookups. This unit shall receive fresh paint and waxed floors only. The bathroom has already had a tub upgrade from cast iron to an acrylic base and wall set. The unit will be completed for October 1st.

Maintenance Supervisor Harding-Smith noted that first of two large projects that maintenance staff is working diligently on is the rear discharge toilet replacement project for Water Street. This project has taken some time however there has been recent advancements on the specifics of the product that residents have suggested and comply with ADA specifications. He explained that the toilets would not be loud like the ones in the common area and that they have a sample in house that they will test in an apartment before ordering in bulk. Commissioner Gjetton inquired if they were low flush to which Maintenance Supervisor Harding-Smith noted that they were, however, they are double the velocity. He stated that tenants would be happy with the height and Commissioner Gjetton joked that he was flushed with pride. Maintenance Supervisor Harding-Smith also noted that the manufacturer is American Standard which is generally easier to obtain replacement parts for than other manufacturers.

Maintenance Supervisor Harding-Smith noted that the second project is the works is the Greenhouse replacement project. The plan is now to have a contractor install new glass panes while keeping the existing frame. The frame will be painted and the mortar, for the brick half wall, will be refinished.

Item #6. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures. She mentioned that she had a lot of tenants dropping off the program and that it is difficult for new voucher holders to find apartments with the pricy market. She hopes to finish with a high utilization rate as that determines future funding. Co Vice-Chair Person Sherman wondered if this issue is nationwide with only 30% at high utilization across the country. Housing Choice Voucher Manager Dooling noted that with the FMRs only increasing \$75-\$100 that it would be an uphill battle with these prices. Co Vice-Chair Person Sherman reminded folks that the market can drop quickly as well. Co Vice-Chair Person Allen inquired why tenants were leaving the program and Housing Choice Voucher Manager Dooling stated that some were terminated for non-compliance, some went to nursing homes or moved for various reasons. She noted that she is screening and forecasting as quickly as possible, and it would be an interesting couple of months. Executive Director Teixeira commended Housing Choice Voucher Manager Dooling for

her consistently high utilization rate and Co Vice-Chair Person Sherman noted that it was very hard to juggle.

August Totals as of 1 st of the Month	168 Units	\$126,814
Mid-month lease up		<u>550</u>
August Totals as of last day of Month	169	\$127,364

Item #7. Ten Minute Audience Participation

A resident inquired about the status of the new window shade project and Maintenance Supervisor Harding-Smith noted that exact measurements still need to be determined prior to taking bids and that there seems to be a wide variety of price.

Commissioner Matick inquired if anyone had heard of a large COLA increase and Housing Choice Voucher Manager Dooling noted that she had heard it may be 6.2 % however it is not yet been determined what the Medicare increase would be.

Item #8. Executive Directors Report

Budget Report:

Executive Director Teixeira noted that both programs look good through ten months and are expected to close out the fiscal year in the black. Our fee accountant will be closing out the fiscal year next month and we should have year-end figures available at the November meeting.

Flu Shot Clinic:

Executive Director Teixeira announce that a flu shot clinic will be held in the community room on Friday September 24th from 9:00am – 11:30am. A sign-up sheet can be found on the bulletin board to the left of the mailboxes for residents to select a time slot.

Yard Sale at 277 Water Street:

Executive Director Teixeira stated that residents are gearing up for the yard sale that will be held this Saturday on the front lawn. The yard sale will kick off at 9:00am and wrap up at 1:00pm. Good weather is expected, and residents are hoping for a good turnout and profitable day.

Elvis Visit:

Executive Director Teixeira reminded residents that Elvis is going to make a second attempt to perform for our residents on Friday September 17th. He was scheduled to be here last month, but the performance was postponed when one of the residents tested positive for COVID-19. The event will be held outdoors, and the seats will be positioned to allow social distance.

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Prior to the close of the meeting a Water Street resident inquired if the new boiler had an issue and if they are ok following the weekend without hot water recently. Executive Director Teixeira noted that the boiler did not need replacement but needed a gas valve which is on order and that during that weekend there was no way of knowing when it needed to be reset and maintenance was resetting as quickly as possible. He apologized for not making an announcement regarding the situation prior to the weekend.

Co Vice-Chair Person Allen made a motion to adjourn the meeting, seconded by Commissioner Gjettum and the meeting adjourned at 3:53 PM.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person