

**Exeter Housing Authority
277 Water Street
Exeter, NH 03833
Board of Commissioners Meeting
October 1, 2021, 3:15 PM**

Agenda

1. Roll Call
2. Approval of Minutes of the September 10, 2021, Meeting
3. Update on Response to COVID-19
4. Housing Software Upgrade/Cloud Migration
5. Financial & Compliance Audit FY21
6. Maintenance Supervisors Report
7. Housing Choice Voucher Managers Report
8. Ten Minute Audience Participation
9. Executive Directors Report
10. Non-Public Session Per NH RSA 91-A:3 II (a)
11. 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, October 1, 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
Co Vice-Chair Person	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch
Maintenance Supervisor	C.J. Harding-Smith

Absent:

Co Vice-Chair Person	Boyd Allen
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Item #2. Approval of the Minutes of the September 10, 2021, Meeting

Commissioner Gjettum made a motion to approve the minutes of the September 10, 2021, meeting; with minor corrections, 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 in the month of September. The temporary hold on resident activities that was put in place when one of the residents came down with the virus has been lifted, however large indoor gatherings are still not permitted. The common area of the building continues to be disinfected three times a week and guests are required to check in at the Kiosk and wear a mask. Masks continue to be optional for residents.

Executive Director Teixeira noted that the CDC and FDA recently approved a booster dose of the Pfizer vaccine for people who are 65 and older, have underlying health conditions or are at high risk for exposure to the virus. Many of our residents received the Moderna vaccine so they will have to wait and see if Moderna gets approval. If they are granted approval, the EHA will attempt to hold another onsite vaccine clinic.

Item #4. Housing Software Upgrade/Cloud Migration:

Executive Director Teixeira reiterated as previously discussed at the August meeting, that the EHA will be upgrading the housing software to a new version and at the same time begin backing up our housing data to the cloud. He noted that the kickoff call with the software provider was held earlier this week with EHA staff and IT consultant. The plan is to migrate our housing data to the cloud on October 7th followed by training on the new version November 2nd through November 4th. The office will be closed during this training period. Co Vice-Chair Person Sherman inquired if everything would be in the cloud and Executive Director Teixeira responded that at this point only the Housing Pro information.

Item #5. Financial and Compliance Audit:

Executive Director Teixeira announced that Otis Atwell will be conducting the annual financial and compliance audit the week of October 25th. At this time, we are not sure if the audit will be held on or offsite. Last year the auditors worked out of the Linden Fields community room and completed most of the compliance work at that location while most of the financial portion was conducted at their offices. They are getting a much earlier start this year, so the expectation is to have the audit fully complete before the new year.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the unit turn for 16 Auburn, as stated in the last meeting was leasing today October 1st. Maintenance is currently working on #223 at Water Street which will receive new carpet and paint with a move-in date of October 15th. Unit #11 Linden Fields has a completion date of November 1. This unit is a 4-bedroom, partial handicap unit complete with two bathrooms, oversized 36" first floor bathroom and master bedroom doors, A.D.A shower, and washer/dryer hookups. This unit shall receive new replacement 6 panel doors, new paint inclusive of change of color from Linen White to Revere Pewter. All units at Linden Fields will be changed to Revere Pewter as unit turns arise. The floor in this unit was previously upgraded.

Maintenance Supervisor Harding-Smith noted current projects include shade replacements at Water Street, greenhouse rebuild, and the toilet replacement project. He noted that it has been determined that the EHA will go direct to F. W. Webb to purchase the replacement toilets as they are the state contract holder for plumbing products and provides pricing which will allow for flexibility to outsource to a contractor for installation.

Maintenance Supervisor Harding-Smith also reported that Maintenance would be removing Water Street air conditioners next week in preparation for the winter months.

Item #7. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

September Totals as of 1 st of the Month	168	Units	\$127,200
Mid-month lease up			<u>0</u>
September Totals as of last day of Month	168		\$127,200

Housing Choice Voucher Manager Dooling reported that the next few months will be very difficult with several voucher holders scheduled to drop off the program; placing new vouchers will be a grueling task with the current market. Plans are to put several vouchers out on the street but finding landlords with vacancies will be challenging.

Housing Choice Voucher Manager Dooling also noted that the new Fair Market Rents are also out for 2022 and new Payment Standards will go into effective beginning December 2021. They will be just like last year, 110% of the FMRs across the board. This will bring the Payment Standards, effective 12/1/21, to the following:

Zero Bedroom	\$1074	(+ \$9)
One Bedroom	\$1201	(+\$65)
Two Bedroom	\$1538	(+\$75)
Three Bedroom	\$2058	(+\$75)
Four Bedroom	\$2524	(+\$76)

Co Vice-Chair Person Sherman inquired if there was anything that could be done to have HUD move Exeter to the MA payment standard. Housing Choice Voucher Manager Dooling stated that she did not think Exeter would be close enough to the border and Executive Director Teixeira noted that it would kill the budget. Housing Choice Voucher Dooling stated that she has already gone through 4 pages of applicants and is very worried about the utilization rate and already being over budget by 25,000 to 30,000. She mentioned that she has been fortunate with the landlords she has and has accommodated rent increases and thinking the market will eventually level off. She did note however that she had to hold 9 HAP payments for failed inspections which she does not like to do but is forced to do to remain in compliance. Co Vice-Chair Person Sherman wondered if leeway would be provided with inspections and Housing Choice Voucher Manager Dooling noted that the EHA was already on the bi-annual inspections so that would not be an option. Executive Director Teixeira added that Housing Choice Voucher Manager Dooling has likely not been sleeping and Commissioner Gjettum thanked her for trying her best to get applicants housed in this tough market.

Item #8 Ten Minute Audience Participation

A Water Street resident reported that 3 skunks and 2 possums were seen going under the gazebo and Executive Director Teixeira added that the skunk smell was quite evident during the Elvis performance outdoors recently. Executive Director Teixeira asked Maintenance Supervisor Harding-Smith to reach out to our pest control contractor for a deterrent chemical.

Item #9. Executive Directors Report**Budget Report:**

Executive Director Teixeira noted that both programs look good through eleven months and as reported last month both are expected to yield a surplus. The proposed Housing and Urban Development Budget for FY22 looks very good with most programs being well funded. Hopefully a government shutdown will be avoided however with both parties being divided more than ever it is challenging.

Co Vice-Chair Person Sherman thought the EHA has done an excellent job and Commissioner Gjetum agreed.

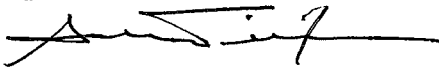
Co Vice Chair Person Sherman made a motion at 3:38 PM to enter Non-Public Session Per NH RSA91-A:3 II (a), seconded by Commissioner Matick.

Item #10 Non-Public Session Per NH RSA91-A:3 II (a).

Chair Person O'Barton Renee made the motion to provide salary/pay rate increases to EHA employees totaling \$14,476 and the motion was approved.

Commissioner Gjetum made the motion to come out of Non-Public Session Per NH RSA91-A:3 II (a), seconded by Commissioner Matick and the meeting was adjourned at 4:05 PM.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person

**Exeter Housing Authority
277 Water Street
Exeter, NH 03833
Board of Commissioners Meeting
November 12, 2021, 3:15 PM**

Agenda

1. Roll Call
2. Approval of Minutes of the October 1, 2021, Meeting
3. Update on Response to COVID-19
4. Year-End Financial Report
5. Award Purchase of Water Closets 277 Water Street
6. Maintenance Supervisors Report
7. Housing Choice Voucher Managers Report
8. Ten Minute Audience Participation
9. Executive Directors Report
10. Adjournment