

**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, November 12, 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	Boyd Allen
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Public Housing Manager	Jill Birch
Maintenance Supervisor	C.J. Harding-Smith

Absent:

Chair Person	Renee O'Barton
Co Vice-Chair Person	Vernon Sherman
Housing Choice Voucher Manager	Margaret Dooling

Item #2. Approval of the Minutes of the October 1, 2021, Meeting

In the absence of Chair Person O'Barton; Co Vice-Chair Person Allen conducted the meeting. Commissioner Gjettum made a motion to approve the minutes of the October 1, 2021, meeting, seconded by Commissioner Matick and the minutes were approved with a vote of 2 ayes and 0 nays. Co Vice-Chair Person Allen abstained from the vote as he was absent at the previous meeting.

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

Executive Director Teixeira was pleased to report that no COVID-19 cases were reported during the month of October. He was also excited to report that a vaccine clinic will be held later this month at 277 Water Street to administer a booster dose of the Moderna vaccine. The clinic will once again be funded by the State and run by the Exeter Fire Department. Executive Director Teixeira explained that he had hoped to get the clinic scheduled before Thanksgiving, but the timing made it impossible. The EHA will be meeting with members of the fire department next week to set a firm date and to iron out the details. He stated that 45 residents have already expressed interest. Co Vice-Chair Person Allen noted that it would be important to sign up to obtain an accurate count.

Item #4. Year-End Financial Report:

Executive Director Teixeira reported that both programs closed out the fiscal year with surpluses. The Public Housing Program finished \$57,134 in the black and the Housing Choice Voucher program closed out the year \$39,834 in the black. A key factor was the emergency CARES ACT funding we received to combat the virus. Between both programs we received just under \$100,000 and some of these funds were utilized to pay for allowable operating expenses. The surplus funds will be placed in the reserve accounts.

Item #5. Award Purchase of Water Closets at 277 Water Street:

Maintenance Supervisor Harding-Smith reported that EHA was able to bypass the procurement process due to the state contract that F.W. Webb has secured. The state contract proposal from F.W. Webb includes fill lines, fill tanks (both left and right handles to accommodate A.D.A. specifications), toilet bowls, toilet seats, and rubber seal gaskets. The total of this project is \$39,203.15. The savings will allow funding for installation of the toilets as well. Maintenance Supervisor Harding-Smith noted that a sample of the “handsome” toilet has been tested in one of the residents’ apartments and has received great reviews. Co Vice-Chair Person Allen made a motion to approve the purchase per the F.W. Webb quote in the amount of \$39,203.15 and the motion was approved with a vote of 3 ayes and 0 nays.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith stated that yearly preventative maintenance cleaning of mini-split heat pump filters at Linden Fields and Auburn Street had been completed. This will ensure these heating systems work efficiently throughout the winter.

Maintenance Supervisor Harding-Smith reported that the current unit turn at #9 Linden Fields will be completed by December 1st. The former resident transferred into #11 as discussed at the last meeting. Unit #9 will receive the paint color change to Revere Pewter from Linen White and 6-panel doors throughout. The floors and bathtub were replaced 2 years ago.

Executive Director Teixeira also mentioned that bid openings for the toilet installation and HVAC condensers for Water Street would take place later this month as well on November 30th.

Item #7. Housing Choice Voucher Managers Report

Public Housing Manager Birch read the following totals on behalf of Housing Choice Voucher Manager Dooling and noted that she is continually trying to keep up the numbers. Executive Director Teixeira commented that she was doing a great job and had obtained two new landlords recently.

October Totals as of 1 st of the Month	167	Units	\$125,792
Mid-month lease up	1		<u>501</u>
October Totals as of last day of Month	168		\$126,293

Item #8 Ten Minute Audience Participation

No audience members had any questions. Executive Director Teixeira inquired about resident's plans for Thanksgiving and one member reported that 17 residents had already signed up to receive Thanksgiving Day meals here at Water Street.

Item #9. Executive Directors Report

Housing Software Upgrade/Cloud Migration:

Executive Director Teixeira reported that the staff received training on the new housing software last week and are currently operating in the new system. The new version has similarities which is making the transition a bit easier, however, staff is still feeling their way through the new program and will need some time to become proficient. The housing data was also migrated to the cloud, replacing the need to store the data on a local server. The next step is to replace an aging server that stores all our internal programs. The equipment has been purchased will be installed by the IT person.

Financial and Compliance Audit:

Executive Director Teixeira noted that the audit appears to be going well. The auditors spent a few days on site focusing on the compliance portion of the audit. Due to the early start this year the financial work was not available during their prior visit however they are scheduled to return on Monday.

Commissioner Gjettum reminded folks to sign up for the COVID-19 Vaccine Booster. Executive Director Teixeira noted that the board would not be meeting in December and would resume in January. Co Vice-Chair Person Allen wished all a happy holiday.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick and the meeting was adjourned at 3:27 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person