

**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, March 4, 2022 - 3:15 PM**

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

| | |
|------------------------|--------------------|
| Co Vice-Chair Person | Boyd Allen |
| Commissioner | Margaret Matick |
| Commissioner | Pam Gjettum |
| Executive Director | Tony Teixeira |
| 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 |

In the absence of Chair Person O'Barton, Co Vice-Chair Person Allen conducted the meeting.

Item #2. Approval of the Minutes of the February 11, 2022, Meeting

Commissioner Matick made a motion to approve the minutes of the February 11, 2022, meeting, seconded by Commissioner Gjettum and the minutes were approved with a vote of 3 ayes and 0 nays

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

Executive Director Teixeira commented that it was nice to see resident's faces. Executive Director Teixeira reported that on February 22nd, the Exeter Select Board voted unanimously to lift the mask mandate that was originally set to expire later this month on March 21st. The decision was based on the steady decline in the number of positive case and hospitalizations in New Hampshire. With that announcement the EHA modified the mask mandate at 277 Water Street requiring only visitors to wear a protective face covering in the communal areas of the building. As a precautionary measure members of the staff will continue to wear a mask when meeting with residents and visitors.

Executive Director Teixeira noted that Residents and staff have remained relatively healthy since our last report however, we did have one resident at Water Street test positive for COVID-19 earlier in the week. The resident seems to be doing well.

Item #4. Review Annual Plan and Annual Statement Fiscal Year 2022:

Executive Director Teixeira stated that the EHA is moving through the process of finalizing the Annual Plan and Annual Statement. The Annual Plan basically lays out the EHA's policies, programs, operations, and objectives for serving low-income households while the Annual Statement lays out capital improvement projects the EHA has planned in fiscal year 2022. As required, both were presented to the Resident Advisory Board and a Public Hearing to review the plan will be held on March 22nd. Co Vice-Chair Person Allen inquired if copies of the plans were posted, and Executive Director Teixeira stated that they were.

Executive Director Teixeira reviewed both the Annual Plan and the Annual Statement and noted section C4 would be completed following the Public Hearing. Co Vice-Chair Person Allen inquired if the figure for the truck was realistic and Executive Director Teixeira responded that projects would likely have to be moved around to accommodate the purchase.

Item #5. Approve Contract for Laundry Equipment Services:

Executive Director Teixeira explained that the contract for laundry equipment services is up for renewal. The current vendor is CSC Service Works, Inc. located in Westbrook, Maine who the EHA has worked with for many years and have been satisfied with their service. The language in the contract has pretty much remained the same with the exception of the term of the contract which was reduced from 10 years to 5 years. The new contract would trigger the replacement of the laundry equipment at the family developments. The new equipment will provide the option of paying by credit card and offers an App that can be downloaded to track a person's wash and to check on equipment availability, like the machines at Water Street. A copy of the contract was attached for board review. Executive Director Teixeira further explained that the profits are split, and our portion typically covers the water, sewer, and electricity for operation. Commissioner Gjettum made a motion to accept the contract, seconded by Commissioner Matick and the contract was approved with a vote of 3 ayes and 0 nays.

Item #6. Maintenance Supervisors Report

Executive Director Teixeira commended maintenance staff on a job well done with snow removal this past month. Maintenance Supervisor Harding-Smith appreciated the cooperation of residents with the moving of vehicles.

Maintenance Supervisor Harding-Smith reported that there is one unit turn in progress at #12 Linden Fields. This is a two-bedroom unit that will receive an upgraded tub surround, new 1st floor VCT flooring, new 6 panel interior doors, and the paint color will be upgraded from Linen White to Revere Pewter. Maintenance is aiming for the move-in date April 15th.

Maintenance Supervisor Harding-Smith noted the Hot Water Tank Replacement Project and the Window Shade Replacement Project both at Water Street are still in the beginning research stages.

Item #7. Housing Choice Voucher Managers Report

Public Housing Manager Birch reported the following figures in the absence of Housing Choice Voucher Manager Dooling:

| | | | |
|--|-----|-------|-----------|
| February Totals as of 1 st of the Month | 169 | Units | \$124,211 |
| Mid-month lease up | 0 | | <u>0</u> |
| February Totals as of last day of Month | 169 | | \$124,211 |

Executive Director Teixeira noted that it is anticipated that 7-10 tenants will drop off the program in the coming months and with the lack of reasonable inventory he hopes the current landlords will continue to work the us.

Item #8. Ten Minute Audience Participation

A Water Street resident thanked C.J. for cleaning the washing machines monthly. The same resident asked that when exploring options for the shade replacement project that they consider that most residents prefer three separate shades for the large picture window as opposed to one long shade. Executive Director Teixeira noted that it seemed to be the consensus among residents, and we obviously want to purchase what works best for residents. Maintenance Supervisor Harding-Smith noted that the weight of one long shade could also be a factor. Executive Director Teixeira also noted that they would be exploring the option of a cordless mini blind.

Item #9. Executive Directors Report

Financial Report:

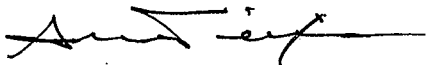
Executive Director Teixeira reported that both programs look good through four months and that we are still waiting to see what the funding levels will be for fiscal year 2022. The continuing resolution that was set to expire on February 18th was pushed out to March 11th which gives Congress just over a week to strike a deal on a spending bill.

Executive Director Teixeira announced that Coffee with a Cop would be held on Friday, April 1, 2022, in the community providing an opportunity for residents to interact and ask any questions of the Exeter Police.

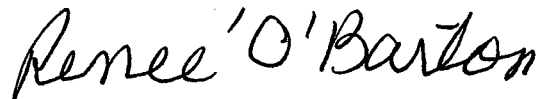
Commissioner Gjettum mentioned that Tax Assistance would return on Monday, March 14th for any residents who may be interested.

Co Vice-Chair Person Allen made a motion to adjourn the meeting, seconded by Commissioner Gjettum and the meeting was adjourned at 3:37 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person