

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, April 1, 2022 - 3:15 PM

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

Chair Person	Renee O’Barton
Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling
Maintenance Supervisor	C.J. Harding-Smith

Absent:
Commissioner Pam Gjettum

Co Vice-Chair Person Allen conducted the meeting at the request of Chair Person O’Barton

Item #2. Approval of the Minutes of the March 4, 2022, Meeting

Commissioner Matick made a motion to approve the minutes of the March 4, 2022, meeting, seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 4 ayes and 0 nays

Item #3. Approval of Fiscal Year 2022 Annual Plan

The Annual Plan essentially lays out the EHA’s programs, operations, and objectives for serving low-income households. As a small agency, the EHA is exempt from having to complete portions of the plan which is why some of the sections have been left blank. As required the Annual Plan was presented to the Resident Advisory Committee for comment and a Public Hearing was held. Co Vice-Chair Person Allen read the following Board Resolution and the Annual Plan for fiscal year 2022 was approved with a vote of 4 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve the Annual Plan for
FY2022**

The following resolution was introduced by Co Vice-Chair Person Allen on April 1, 2022, and read in full and considered:

RESOLUTION NUMBER 04-01-2022

Resolved:

**Be it resolved by the Board of Commissioners to approve the Annual Plan for
FY2022**

AYES

NAYS

Chair Person O'Barton
Co Vice-Chair Person Sherman
Co Vice-Chair Person Allen
Commissioner Matick

Item #4. Approval of Fiscal Year 2022 Annual Statement

The Annual Statement lays out capital improvement projects that the EHA plans to undertake in fiscal year 2022. The projects were pulled from year three of the Five-Year Capital Improvement Plan with no changes. As required the Annual Statement was presented to the Residents Advisory Committee for comment and a Public Hearing was held. Co Vice-Chair Person Allen read the following Board Resolution and the Annual Statement for fiscal year 2022 was approved with a vote of 4 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve the Annual
Statement for FY2022**

The following resolution was introduced by Co Vice-Chair Person Allen on April 1, 2022, and read in full and considered:

RESOLUTION NUMBER 04-01-2-2022

Resolved:

**Be it resolved by the Board of Commissioners to approve the Annual Statement for
FY2022**

AYESNAYS

Chair Person O'Barton
 Co Vice-Chair Person Sherman
 Co Vice-Chair Person Allen
 Commissioner Matick

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that many projects are starting to come together for the month of April. #12 Linden Fields is the current unit turn in progress which upon further discussion is was decided to upgrade the bathroom floor to vinyl sheet flooring. The unit will be leased on April 20th.

Maintenance Supervisor Harding-Smith stated that Water Street has a few projects underway. The Greenhouse Renovation Project has now been out for public bid since March 23rd. The bid opening will be held on Friday, April 15th at 10:00 a.m. Maintenance Supervisor Harding-Smith also noted that the window shades installation project is still awaiting final samples of shades and blinds prior to making a final decision on the proper material for the project.

Maintenance Supervisor Harding-Smith also reported that a window was installed by Portland Glass in the Maintenance back hallway entry door. This will provide a much safer form of entry to our building with direct sight from interior to exterior traffic.

Maintenance Supervisor Harding-Smith announced that contractor walkthroughs for the replacement of the storage sheds at the Linden Fields Property are currently underway. There is a total of 9 sheds that are on poured concrete slabs. They are going to be custom build to fit onto these slabs which measure 3ft wide by 14ft long and 7 ft tall. Six of these sheds are built to those dimensions and 3 sheds are only different by overall length of 7 ft for the right-end units of the buildings due to a total of 5 units each building.

Maintenance Supervisor Harding-Smith also reported that on March 15th-17th, he participated in a two-day Supervisory Maintenance Training and Proficiency Examination of generalized knowledge of HUD and Affordable Housing Practices. Co Vice-Chair Person Allen jokingly inquired if he had a full understanding of HUD practices now and Co Vice-Chair Person Sherman asked where the training was held. Maintenance Supervisor Harding-Smith explained that the training was a webinar with PDF materials and a multiple-choice examination.

Item #6. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

March Totals as of 1 st of the Month	166	Units	\$121,317
Mid-month lease up	0		<u>0</u>
March Totals as of last day of Month	166		\$121,317

Housing Choice Voucher Manager Dooling noted the program did see a dip this month, however she was able to lease three more for April however the struggle continues.

Co Vice-Chair Person Allen commented that her efforts are appreciated.

Item #7. Ten Minute Audience Participation

Executive Director Teixeira inquired if folks enjoyed Coffee with a Cop which was held earlier in the day and residents all had a positive response and found the topic on current scams of interest.

Item #8. Executive Directors Report
Update on Response to COVID-19:

Executive Director Teixeira noted that not much has changed since our last report. We are still requiring guests and clients to wear a face covering in the communal areas of the building and high touch surfaces continue to be routinely disinfected. Both residents and staff have remained Covid free since our last report

Financial Report:

Executive Director Teixeira reported that both programs look good through 5 months. Congress recently passed the long-awaited spending bill for FY 2022 with most of HUD programs receiving significant increases over last year as follows:

The Public Housing Operating Fund saw an increase of \$200 million.

HCV Housing Assistant Payments saw an increase of 1.015 billion.

Administration Fees saw an increase of \$252 million.

Public Housing Capital Fund saw an increase of \$435 million which represents the largest ever annual funding for the Capital Fund Program.

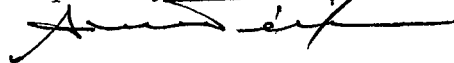
Tax Assistance:

Executive Director Teixeira mentioned that volunteers from AARP would be in the Community Room on Tuesday April 11th from 9-11:30am to assist with tax filings for calendar year 2021 and this would be their last visit before the filing deadline.

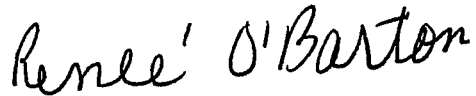
Co Vice-Chair Person Sherman commented that Executive Director Teixeira had done an excellent job on the Annual Plan & Annual Statement.

Co Vice-Chair Person Sherman made a motion to adjourn the meeting, seconded by Commissioner Matick and the meeting was adjourned at 3:30 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person