

Housing Authority  
Of the  
Town of Exeter  
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**M I N U T E S**  
**Board of Commissioners**  
**Thursday, October 5, 2023 – 1:00 PM**

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

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

Absent:  
Commissioner Pam Gjettum

**Item #2. Approval of the Minutes of the September 7, 2023, Meeting**

Commissioner Matick made a motion to approve the minutes of the September 7, 2023; seconded by Commissioner Gjettum and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Approve Proposal from Virginia Viles to Update and Customize Admissions and Continued Occupancy Policy (ACOP) and Administration Policy**

Executive Director Teixeira explained that HUD recently released implementation guidance on HOTMA sections 102 and 104 and the need to update our policies. Given the extent of the changes, it would be a good time to conduct a thorough review of the EHA ACOP (Admissions and Continued Occupancy and Administration policies and make any needed updates.

Executive Director Teixeira proposed that the EHA hire Virginia Viles who provides this service for multiple Housing Authorities across the country. Virginia purchased the company that completed our current policies and is somewhat familiar with them. Virginia has worked with Public Housing Authorities since the early seventies and has a great deal of experience interpreting HUD regulations and preparing policies. The proposal (which was attached for commissioners) is to review, update, and customize both policies for \$4,000 and will provide any regulatory updates to the policies at no cost during calendar year 2024. The board approved the proposal with a vote of 4 ayes and 0 nays.

**Item #4. Approve Housing Choice Voucher (HCV) Payment Standards**

Housing Choice Voucher Manager Dooling reported that the new Fair Market Rents (FMR's) had been released and it seems HUD has finally made some big changes. The new FMRs have gone up quite a bit more in comparison to prior years. Housing Choice Voucher Manager Dooling reviewed the changes noted below:

Zero bedroom	\$1112 to \$1481	+\$369
One Bedroom	\$1232 to \$1582	+\$350
Two Bedroom	\$1563 to \$2003	+\$440
Three Bedroom	\$2034 to \$2557	+\$523
Four Bedroom	\$2488 to \$2999	+\$511

Housing Choice Voucher Manager Dooling explained that the EHA has been using 110% of the FMR for the payment standards and proposed to do the same again this year, effective 12/1/23. The following payment standards were proposed:

Zero bedroom	\$1629
One bedroom	\$1740
Two bedroom	\$2203
Three bedroom	\$2812
Four bedroom	\$3298

Housing Choice Voucher Manager Dooling noted that it was the only way to keep up with the current market and allow the EHA to continue working with current landlords. She noted that other local housing authorities were doing the same. Executive Director Teixeira noted that the new standards would make landlords happy. The board approved the new payment standards with a vote of 4 ayes and 0 nays.

**Item #5. Approve New Utility Allowance Schedule**

Housing Choice Voucher Manager Dooling reported that NHHFA has come out with a second utility allowance this year because the rates have dropped quite a bit in the last few months compared to when it came out in February (effective for tenants April). She noted that although it is unusual for a utility allowance to come out more than once a year, and for the Housing Authority to change the schedule in the middle of the year, we are purposing to change the allowance schedule mid-year. The change would allow the Housing Authority to save a little on the monthly HAP expense. Rockingham County utility schedules were provided to commissioners for comparison. Vice-Chairperson Sherman inquired about the effect it would have and Housing Choice Voucher Manager Dooling explained that many tenants had excessive credits with utility companies as a result. The board approved the change for the new utility schedules effective December 1, 2023, with a vote of 4 ayes and 0 nays.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith During stated that maintenance was concentrating on ground maintenance and exterior painting while the fall weather was

still warm enough. Areas of erosion from the previous rainy months are being loomed and overseeded which can provide a resilient root system throughout the winter ahead.

Maintenance Supervisor Harding-Smith reported that air conditioner removal was completed at Water Street last week and mini-split heat pump cleanings will be performed at Linden Fields and Auburn Street next week. October is also the time to winterize and replace screens with heavy plastic on the Gazebo. Tables, chairs, and umbrellas will also be removed and transported to the Auburn Street garage for storage towards the end of October.

Maintenance Supervisor Harding-Smith explained that the South Elevator modernization project is in the final stages and nearing completion. Issues that have arisen with the operation of the North Elevator have now been corrected. The Inspection date for the re-opening of the South Elevator is yet to be determined, however, the goal for completion is the end of next week. Timing for operation is dependent on the State Inspector's ability to put us on the schedule. The South Elevator has moved along efficiently with all contractors including the completion of the new vinyl resilient flooring installation.

Executive Director Teixeira noted that Maintenance Supervisor Harding-Smith would be speaking about the elevator project at the Tenant's Council meeting next week and would provide answers to questions. Maintenance Supervisor Harding-Smith noted that the timing of the new north elevator is different and that the buttons to operate the elevator are reversed which could seem confusing initially. He did note that following the problems with the north elevator last week, this week had been perfect. It is believed that the issue has finally been resolved. It was also explained that should you press the emergency call button in the elevator that residents will first hear a voice prompt and then within seconds they will be speaking with a live representative at the call center.

A Water Street resident complained that there had been what looked like grease stains in the north elevator on the new flooring and Executive Director Teixeira wondered if it was related to the pavement patching outside. Maintenance Supervisor Harding-Smith reported that the stain was cleaned immediately.

**Item #7. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following figures:

September Totals as of 1 <sup>st</sup> of the Month	171	Units	\$149,754
Mid-month lease up	0		<u>0</u>
September Totals as of last day of Month	171		\$149,754

Housing Choice Voucher Manager Dooling explained that we lost a few tenants for September, but have already leased four new tenants, effective October 1<sup>st</sup>. She noted that the EHA will see a drastic change in the HAP totals next month with rental increases resulting in figures around \$156,000 and bringing the budget over by about \$21,000. Chairperson Allen inquired if a continuing resolution would tie up funds and Executive Director Teixeira explained that it would not as we have reserves to rely on. Chairperson Allen thanked Housing Choice Voucher Manager Dooling for all her efforts.

**Item #8 Ten Minute Audience Participation**

No comments were made during the audience participation period.

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

Executive Director Teixeira noted that both programs look good through eleven months. Our Fee Accountant will be out to visit us later this month to close out fiscal year 2023 and we anticipate having year ends figures available for the November Board meeting.

**Update on Housing Through Modernization Act (HOTMA) Sections 102, 104**

Executive Director Teixeira reported that HUD recently released implementation guidance on HOTMA sections 102, and 104. As previously discussed, section 102 makes changes to income reviews and section 104 restricts families from receiving assistance in the Public Housing or Housing Choice Voucher Program if their net family assets exceed \$100,000 or if the family owns a home that is suitable for the family to live in.

Executive Director Teixeira further explained that the \$100,000 asset limitation was not included in the implementation notice, HUD is still trying to determine how this will be handled after several housing advocate organizations challenged the regulation. Once we receive full guidance, we will update our policies which needs to be done before January 1, 2024.

**National Standards Physical Inspection Real Estate: NSPIREV:**

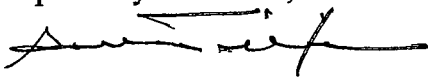
Executive Director Teixeira noted that HUD recently announced they will be extending the NSPIREV implementation date from January 1, 2024, to no later than January 1, 2025. After this date NSPIREV will become the new inspection protocol used to conduct Housing Choice Voucher inspections which is going to upset landlords as the standards are higher than the standards currently being used. New software will also be necessary to make the change. Vice-Chairperson Sherman indicated that this new standard would be difficult for landlords and Housing Choice Voucher Manager Dooling agreed that it would be quite challenging. Chairperson Allen inquired why HUD was making the change and Executive Director Teixeira noted that the focus seems to be more on the individual apartments rather than common areas. He hopes that the payment standards will help lighten the blow of the new inspection criteria. Vice-Chairperson Sherman inquired if there was some kind of manual, and Housing Choice Voucher Manager Dooling stated that she has obtained a checklist so far and has been warning current landlords of the upcoming change.

Chairperson Allen made a motion to adjourn the public portion of the meeting and enter Non-Public Session Per NH RSA 91-A:3 II (a)

The Board of Commissioners returned from Non-Public Session Per NH RSA 91-A:3 II (a) and Vice-Chairperson Sherman made a motion to provide pay increases and bonuses to EHA employees in the amount of \$10,143.00, seconded by Commissioner Matick and all were in favor. The meeting was adjourned at 1:58 P.M.

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Respectfully Submitted,



Antonio Teixeira  
Executive Director



Boyd Allen  
Chairperson