

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, January 8, 2021 - 3:15 PM**  
**Via Teleconference**

**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	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

**Absent:**

Commissioner Margaret Matick was originally on the call however the connection was lost and was unable to reconnect.

**Item #2. Approval of the Minutes of the November 6, 2020 Meeting**

Commissioner Gjettum made a motion to approve the minutes of the November 6, 2020 meeting as presented; seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. COVID-19 Update**

Executive Director Teixeira reported that since the last report the Exeter Housing Authority has had three residents at 277 Water Street and one of the staff members test positive for COVID-19. The staff member is currently in quarantine per CDC guidelines and appears to be doing well. The three residents who tested positive have all fully recovered from their symptoms and are doing well. The EHA was able to identify several other residents who were in contact with these folks and all were required to quarantine per CDC guidelines. During the quarantine period staff was in regular communication with impacted residents and aided with routine tasks such as mail, food, rubbish, and laundry services.

Executive Director Teixeira explained that the primary focus continues to keep both residents and staff as safe and as well informed as possible. In efforts to better manage authorized visitors entering 277 Water Street the EHA purchased a Temperature Scanning Kiosk. In addition to the kiosk taking a visitor's temperature, visitors will be prompted to answer several COVID-19 health related questions. If a visitor's temperature exceeds 100.4 or answers yes to any of the health questions, they will not be granted access in the building and a failed entry notification will be sent to a staff member via email. We have used the last two weeks to register authorized visitors and staff members into the kiosk data base and the kiosk is live this week. Co Vice-Chair Allen inquired how visitors become registered and Executive Director Teixeira noted that staff has been manually entering the photograph and contact information of healthcare workers that regularly enter the building.

Executive Director Teixeira reported that the EHA has also reached out to our local health official regarding the possibility of holding a vaccine clinic at 277 Water Street. We expressed our concern with the lack of public transportation coupled with the many residents who do not own a vehicle as being a major obstacle for residents who would like to receive the vaccine. We are waiting to hear back, and indications look promising at this time Commissioner Gjetum thanked Executive Director Teixeira for this information.

#### **Item #4. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the Vinyl Siding project at the Linden Fields property including the maintenance shop has now been completed by J.J.S. Construction. The project was performed by an incredibly professional and detail-oriented company that we would highly recommend for future projects. Maintenance Supervisor Harding-Smith noted another large project that has been completed was the installation of the new laundry room machines at Water Street. These 3 laundry rooms received new paint and new sheet vinyl flooring. The machines not only take coins or debit card but are also smart-app oriented. There is monitoring by the company C.S.C. that is cellular through their own GSM data port.

Maintenance Supervisor Harding-Smith reported that the Water Street property had one-unit turnover. Unit 107 received new paint and had a lease date of January 1<sup>st</sup>. The next unit turnover is at #8 Linden Fields. This 3-bedroom two floor unit will receive new paint, new flooring, and a newly remodeled bathroom which includes a medicine cabinet, toilet, vanity/sink, and shower/tub with new fixtures. All new 6 panel pre-hung doors will be installed, and this will provide a new model for the unit turn doors moving forward. The move-in is not yet scheduled but we are aiming for February 1<sup>st</sup> for completion. This unit will be an in-house transfer from another family unit.

#### **Item #5. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following figures for December.

December Totals as of 1 <sup>st</sup> of the Month	167 Units	\$125,648
Mid-month lease up		<u>1,227</u>

December Totals as of last day of Month	170	\$126,875
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Housing Choice Voucher Manager Dooling reported that the calendar year finished on a good note with a 99.8% utilization on unit count and 98.9 utilization of the budget, which was much better than earlier predicted. Co Vice-Chair Allen congratulated her on pulling more rabbits out of the hat and Housing Choice Voucher Manager Dooling noted that it would help with next years funding.

**Item #6. Ten Minute Audience Participation**

No one from the public joined the call however, Executive Director Teixeira thought it would be a good time to discuss the status of the new stoves as it is usually a topic the audience brings up. Maintenance Supervisor Harding-Smith noted that he has not yet received notification from Appliance Warehouse that the stoves order has arrived since being placed about 5-6 weeks ago. Stoves will be delivered to the maintenance garage for storage and disinfecting prior to installation.

**Item #7. Executive Directors Report**

**Budget Report:**

Executive Director Teixeira reported that both programs look good thru the first two months. The FY21 Transportation-HUD Budget provides all HUD programs with at least level funding for the current fiscal year. The Public Housing Operating Fund and Public Housing Capital Improvement Fund both received modest bumps as did the Housing Assistance Payment renewals. He noted that the audit still underway although it seems to be nearing the end. An Otis Atwell representative spent a couple days at the Linden Fields community room however most work has been conducted remotely which has produced additional work for Public Housing Manager Jill with scanning requested documents. Co Vice-Chair Sherman thought it was super that it could be concluding shortly.

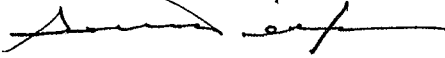
Housing Choice Voucher Manager Dooling inquired if Executive Director Teixeira wanted to share the details of the substantial fraud case. Executive Director Teixeira yielded to Housing Choice Voucher Manager Dooling to explain that she had a case of unreported income in the amount of \$22,000 which with the assistance of counsel were able to obtain in full. She noted that the EHA would be allowed to keep half. Commissioner Gjetum inquired how the fraud was discovered and Housing Choice Voucher Manager Dooling noted that she was trying to assist the client in obtaining documentation and discovered a pension which was unreported since the client joined the program and would have disqualified him initially if reported. Commissioner Gjetum found the story fascinating and commended Housing Choice Voucher Manager Dooling on a job well done.

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Chair Person O'Barton noted that the next meeting would be held on February 5, 2021.

Co Vice-Chair Allen made a motion to adjourn the meeting, seconded by Co Vice-Chair Sherman and Chair Person O'Barton adjourned the meeting at 3:51PM.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person