

DRAFT

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Wednesday, July 3, 2024 – 1:00 PM

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

| | |
|--------------------------------|--|
| Chairperson | Boyd Allen |
| 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 – arrived late at 1:09 P.M. |

Absent:

| | |
|------------------|----------------|
| Vice-Chairperson | Vernon Sherman |
| Commissioner | Pam Gjettum |

Item #2. Approval of the Minutes of the June 6, 2024, Meeting

Commissioner Matick made a motion to approve the minutes of the June 6, 2024, meeting, seconded by Chairperson Allen and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Seeking Approval of Five-Year Action Plan 2025-2029:

Executive Director Teixeira thanked the commissioners for moving the meeting to accommodate the holiday. Executive Director Teixeira explained that the EHA had finalized the Five-Year Action Plan that covers the years 2025 through 2029. Housing Authorities are required to complete the plan which essentially provides general information about operations, rules, programs, and services. In addition, the plan lays out goals the EHA has set for the next five years and provides an update on the goals from the previous Five-Year Plan. The plan was presented to the EHA Advisory Committee on June 20th, and the public hearing was held on June 25th. A copy of the plan was attached for board review. Executive Director Teixeira referred the board to Attachment A of the plan and reviewed both the future goals and the accomplishments of the previous 5 years. Chairperson Allen read the following resolution and the resolution was approved with a vote of 3 ayes and 0 nays.

HUD -9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Five-Year Action Plan 2025-2029

The following resolution was introduced by Chairperson Allen on July 3, 2024, and read in full and considered:

RESOLUTION NUMBER 07-01-2024

Resolved:

Be it resolved by the Board of Commissioners to approve the Exeter Housing Authority Five-Year Action Plan 2025-2029

AYES

NAYS

Chairperson Allen
Commissioner O'Barton
Commissioner Matick

Item #4. Seeking Approval of Annual Plan Fiscal Year 2025:

Executive Director Teixeira stated that the EHA had also finalized the Annual Plan for FY25. The information contained in the Annual Plan is similar to the information you will find in the Five-Year Plan. The plan was also presented to the EHA Advisory Committee and a public hearing was held. A copy of the plan was attached for board review.

HUD -9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Annual Plan for Fiscal Year 2025

The following resolution was introduced by Chairperson Allen on July 3, 2024, and read in full and considered:

RESOLUTION NUMBER 07-02-2024

Resolved:

Be it resolved by the Board of Commissioners to approve the Exeter Housing Authority Annual Plan for Fiscal Year 2025

AYES

NAYS

Chairperson Allen

Commissioner O'Barton
Commissioner Matick

Item #5. Seeking approval of Five-Year Capital Action Statement 2025-2029:

Executive Director Teixeira noted that the EHA finalized the Five-Year Capital Action Statement that covers the years 2025-2029. This plan lays out the capital improvement projects that the EHA has planned over the next five years. Some of the projects are routine and appear in all years. The balance of the projects were pulled from our Twenty-Year Capital Improvement Plan along with input from staff and the Resident Advisory Board. Executive Director Teixeira highlighted the following projects at Water Street outlined in the plan:

- Window replacement over 4 years
- Awning installation
- Doorknob replacement
- Intercom system replacement
- Exhaust vent replacement
- Common area fire door replacement
- Valve replacement
- Conference Room construction

Like the previous plans, the Five-Year Plan was presented to the Resident Advisory Committee and a public hearing was held. A copy was attached for board review.

HUD -9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Five-Year Capital Fund Action Plan for 2025-2029

The following resolution was introduced by Chairperson Allen on July 3, 2024, and read in full and considered:

RESOLUTION NUMBER 07-03-2024

Resolved:

Be it resolved by the Board of Commissioners to approve the Exeter Housing Authority Five Year Capital Fund Action Plan for 2025-2029.

AYES

NAYS

Chairperson Allen
Commissioner O'Barton
Commissioner Matick

Item #6. Seeking Approval to Update EHA Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher (HCV) Administration Policy in

Compliance with Sections 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA) of 2016:

Executive Director Teixeira explained that HUD is requiring all Housing Authorities to update their policies in compliance with sections 102 and 104 of (HOTMA). Section 102 changes requirements related to income reviews and section 104 sets asset eligibility limits and establishes exclusions from net family assets. The EHA has completed updating the policies; however, the policies will not be implemented until HUD has completed developing the new Housing Information Portal (HIP) and can migrate housing authority data from the old system. This was scheduled to happen this fall, however, in mid-June HUD announced they would be extending this date due to various complications.

The policy changes are quite extensive, and we are still in the process of fully understanding all the changes. The office staff has completed several training webinars and recently registered for a three-day rent calculation course. Policy changes were attached for board review and Executive Director Teixeira highlighted the following significant changes noting that the regulations are printed in italics:

Eliminating Earned Income Disallowance:

The program allowed qualified tenants who have been out of work to accept a job without having their rent increase right away.

Dependent Deduction:

The \$480 dependent allowance that is deducted from annual income will now be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers.

Elderly or Disabled Deduction:

This annual income deduction has been increased from \$400 to \$525 and the dependent deduction will be adjusted annually by HUD.

Health and Medical Care Expenses Deductions:

Unreimbursed health and medical care expenses may be deducted to the extent that, in combination with any disability assistance expenses, they exceed ten percent of annual income.

This deduction is permitted only for families in which the head, spouse, or cohead is at least 62 or is a person with disabilities. If a family is eligible for a medical expense deduction, the medical expenses of all family members are counted.

Restrictions on Assistance Based on Assets:

There are two circumstances under which a family is ineligible for housing assistance based on asset ownership.

First, assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD).

Second, the family has real property that is suitable for occupancy by the family as a residence.

There are exceptions to this rule such as, the property is not suitable for occupancy, property does not meet disability related needs, property is not sufficient for the size of the family, property is jointly owned.

Initially this policy applied to current tenants and applicants however after hearing concerns from Housing Authorities regarding the impact it would have on current tenants HUD changed course granting Housing Authorities discretion on whether to exclude current tenants. The EHA adopted a non-enforcement policy for current tenants and HCV participants.

Chairperson Allen read the following resolution and the resolution was approved with a vote of 3 ayes and 0 nays.

HUD -9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve Updating the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Administrative Policy in Compliance with Sections 102, 104 of the Housing Opportunities Through Modernization Act (HOTMA) of 2016

The following resolution was introduced by Chairperson Allen on July 3, 2024, and read in full and considered:

RESOLUTION NUMBER 07-04-2024

Resolved:

Be it resolved by the Board of Commissioners to approve Updating the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Administrative Policy in Compliance with Sections 102, 104 of the Housing Opportunities Through Modernization Act (HOTMA) of 2016

AYES

NAYS

Chairperson Allen
Commissioner O'Barton
Commissioner Matick

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that many projects are expected to be completed in the month of July: First is the camera upgrade project at Linden Fields where installation has concluded and only has minor buttoning up of the media room

electronics mounting. Next is the Remodeling Project at unit #12 at Linden Fields. The intended date of completion is July 12th. This 2-bedroom, single bath, two floor unit, has received new paint, ceiling texture removal, new bathroom tub surround, new appliances, and new cabinets. This is the second unit of three that are to be completed this year.

Maintenance Supervisor Harding-Smith noted that the last project is the door replacement at Auburn Street units 16, 18, and 20 of 6 exterior entry doors. The doors now have a screen and window built into the door slab and come with new door handle hardware, finish trim work, and new kickplate. The project was completed earlier this week.

Maintenance Supervisor Harding-Smith also reported that the annual Fire Extinguisher Inspection would take place on July 9th. This includes all common areas at Water Street, maintenance and electrical or boiler rooms, shops, and garages, and 22 family unit apartments in the inspection. He also mentioned that maintenance is working on the weeding and mulching of flower beds at Water Street.

Chairperson Allen commended the maintenance department of their work and noted how nice the apartment renovation at Linden Fields looked. Executive Director Teixeira added that the Resident Advisory Board would be seeing the second completed unit on July 12th.

Item #8. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

| | | | |
|--|-----|-------|-----------|
| June Totals as of 1 st of the Month | 173 | Units | \$167,794 |
| Mid-month lease up | 0 | | <u>0</u> |
| June Totals as of last day of Month | 173 | | \$167,794 |

Chairperson Allen inquired if the program had cap on subsidy and Housing Choice Voucher Manager Dooling replied that they were not able to cap the subsidy payment however they do monitor it closely. Chairperson Allen stated that she was doing an amazing job.

Item #9. Ten Minute Audience Participation

No attendees had any comments or questions.

Item #10. Executive Directors Report

Financial Report:

Executive Director Teixeira noted that both programs look good through seven months with no concerns to report at this time.

Reported Wi-Fi Issues:

Executive Director Teixeira stated that at the June Board meeting there were a few residents who expressed issues they were having connecting to the building wide Wi-Fi system. This was somewhat surprising because we had not received many reports. We are not sure if the problem is with the Wi-Fi system or individual tenant devices. To determine this, we have asked our IT person to come out and visit tenants who are having

connectivity issues. Executive Director Teixeira noted that the IT consultant would be replacing two antennas that have been identified as possibly requiring an upgrade prior to scheduling a date to come in. Chairperson Allen inquired if there would be a memo notifying residents and Executive Director Teixeira noted that there would.

Chairperson Allen inquired if the board would be meeting in August and Executive Director Teixeira noted that he was not planning to unless something came up. Chairperson Allen stated that Public Housing Manager Birch would advise members if a meeting were required.

Commissioner Matick made a motion to adjourn the meeting, seconded by Commissioner O'Barton and the meeting was adjourned at 1:43P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Boyd Allen
Chairperson