

**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 6, 2017 3:15 PM  
Community Room, 277 Water Street  
Exeter, NH 03833**

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

Chair Person	Renee O’Barton
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Commissioner	Boyd Allen
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

During roll call the new Resident Commissioner Margaret Matick was welcomed.

**Item #2. Approval of the Minutes of the November 4, 2016 Meeting**

Commissioner Allen made a motion to approve the minutes with two corrections on page 3 and 4, seconded by Commissioner Sherman and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Adopt Code of Ethics for Aspects Related to the Procurement of The Community Development Block Grant (CDBG)**

Executive Director Teixeira explained that the Community Development Finance Authority is requiring that we adopt a code of ethics for the procurement of the Community Development Block Grant that the EHA was awarded. Commissioner Gjettum inquired if this document was drawn up by the Community Development Finance Authority to which Executive Director Teixeira noted that it was. Commissioner Gjettum made a motion to adopt the Code of Ethics which was seconded by Commissioner Sherman and adopted with a vote of 5 ayes and 0 nays. Commissioner Allen asked what the process was from this point. Executive Director Teixeira explained that the Environmental Review which was about 1000 pages was out for public comment

for 30 days and that if no comments were noted that he anticipated commencing work in mid to late February.

**Item #4. Financial/Compliance Audit FY2016**

Executive Director Teixeira reported that Otis Atwell completed the on-site portion of the audit during the first week of December and they expect to have the audit fully completed this week. Early indications are that it went well. An exit meeting has been scheduled for Wednesday, January 11, 2017 with the goal of having the audit report available to board members for the February meeting.

**Item #5. Section Eight Managers Report**

Section 8 Manager Dooling reported the following figures.  
December Unit Totals and Figures:

December:	170 Units	\$101,476	Hap (excluding Port In)
	2 Ports	473	Utility Reimbursement
Total	168 Units	\$101,949	Total HAP

Section 8 Manager Dooling noted that 2016 was another successful year, utilizing 100% HAP and utilizing 99.3% Units. She expressed that she is looking forward to working toward another successful year in 2017.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith noted that December started off wonderfully; Unit 201 was completed a week early and the unit was leased on December 1st. Unit 13 down Portsmouth Ave is scheduled to lease next Friday the 13<sup>th</sup> and is near completion and in the final stages.

Maintenance Supervisor Harding-Smith reported that during the few snowstorms all our machines functioned properly and the tenants were in full cooperation with the maintenance staff in regards to the cleaning off and removing their vehicles in a timely manner.

Maintenance Supervisor Harding-Smith explained that 167 lineal feet of 6 foot high white vinyl Cambridge style privacy fence has been installed by 125 Maintenance and Fence Inc. at Auburn Street and the project is now complete. Dig Safe inspected the ground prior to the installation. The removal of the existing fence was done by maintenance to cut some costs. There was a little extra money available in the Capital Fund so an additional section of fencing was added towards the back of the property. He also noted that maintenance would be installing two french drains in the rear of numbers 16, 18, and 20 Auburn street. Commissioner Gjettum inquired what a French drain was and Maintenance Supervisor Harding-Smith explained that french drains are for the sump pumps in the basements to remove the ground water from each of the units.

It diverts water away from the foundation so there is no future issues with water seeping back into foundation. He also reported that one french drain has already been installed in the front of 20 Auburn street during the parking lot paving project which was previously completed by Durrell Paving and looks absolutely wonderful.

Maintenance Supervisor Harding-Smith reported that exterior lighting at Water Street is a current work in progress as we are upgrading to LED lighting fixtures. This project will be covered under the Community Development Block Grant.

#### **Item #7 – Ten Minute Audience Participation**

A Water Street resident inquired what the Community Development Block Grant was and Executive Director Teixeira noted that this was a grant awarded by HUD in the amount of \$500,000 for energy upgrades. He noted that the funds would support Solar panels at the Auburn Street property, conversion to natural gas project at the Portsmouth Avenue property, conversion to heat pumps at the Linden Fields property and exhaust fans and exterior lighting projects at the Water Street property.

Another new tenant of 277 Water Street inquired about her stove, stating that she found that it did not keep an accurate temperature and asked if it were a possibility to purchase her own stove. She was also unsure what could be discussed at this meeting to which Chair Person O'Barton stated that she was welcome to bring up any issue. Executive Director Teixeira explained that a work order should be processed through the office to inspect the stove and that purchasing one on her own was not an option. Another tenant inquired if the stoves would ever be replaced. Executive Director Teixeira explained that they would eventually be replaced but they were not very old and that they have had relatively few complaints.

#### **Item #8. Executive Directors Report**

##### **HUD Issues Final Smoke –Free Public Housing Rule:**

Executive Director Teixeira reported that HUD recently issued a final rule that will require all Public Housing Authorities to provide a smoke-free environment for all residents by prohibiting the use of tobacco products in all apartments, common areas, administrative offices, and all outdoor areas within twenty five (25) feet of dwelling structures. Public Housing Authorities will be given approximately 18 months to implement these new policies. He further noted that a smoke-free policy was implemented at the 277 Water Street building several years ago so the focus will be on the 22 family units. An implementation plan will be started with the goal of having the smoke free policy in place before the end of the year. Commissioner Sherman noted that the 277 Water Street policy may need to be updated to the sample policy HUD has proposed.

**Consolidation of Local Public Housing Authorities:**

Executive Director Teixeira explained that some members of Congress are proposing consolidation of local Public Housing Authorities based on the assumption that there are too many agencies administrating the rental voucher program. They contend that having smaller agencies operate the program increases administrative costs, and makes it difficult for HUD to oversee the program. They also contend that that it makes it difficult for low-income households to access neighborhoods of opportunity. Executive Director Teixeira expressed his concern of losing local control with this proposal. Commissioner Allen noted that it seems housing would become less accessible for people with fewer agencies. Section 8 Manager Dooling noted that portabilities can no longer be denied which would lessen the need for consolidation. Commissioner Gjetton inquired if that meant we would pay for example a Los Angeles payment standard if a tenant were to port there to which Section 8 Manager Dooling noted that this is correct. Executive Director Teixeira further explained that HUD is subsidizing it either way. Commissioner Sherman explained that the goal of the consolidation is to lower administrative costs but that he would prefer additional smaller agencies over consolidation. Section 8 Manager Dooling expressed her concerns with the turnaround time for payments to landlords with larger agencies. Commissioner Sherman commented that smaller agencies allow for nicer facilities and better community involvement. Executive Director Teixeira concluded that he would continue to monitor the situation.

**Budget Report:**

Executive Director Teixeira noted that both programs look good thru two months. The Section 8 program is showing a deficit which is due to receiving a reduced housing assistance subsidy for the month of November. This was due to the recapture of restricted assets from our HUD held reserves. We expect this line item to even out as we move forward.

Chair Person O'Barton adjourned the meeting at 3:45 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person