

Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
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M I N U T E S
Board of Commissioners
Friday, February 3, 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	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

Absent:
Commissioner Vernon Sherman

Item #2. Approval of the Minutes of the January 6, 2016 Meeting

Commissioner Allen made a motion to approve the minutes, seconded by Commissioner Gjettum and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Financial/Compliance Audit Report FY2016

Executive Director Teixeira distributed copies of the audit report to each of the Commissioners. Executive Director Teixeira explained that report revealed no compliance findings and that the EHA closed out the fiscal year with a surplus of \$111,000 with \$87,000 for Public Housing and \$24,000 for Section 8. He also reported that he was able to close out three Capital Grants and that it had been a good year.

Item #4. 2017 Capital Fund (Draft)

Executive Director Teixeira reviewed all the projects outlined on page 4 of the draft of the 2017 Capital Fund Budget. The draft budget reflects some of the projects that are earmarked for completion in year three of our five year capital improvement plan. He noted that it is unclear how much congress will appropriate for capital improvements so

we may need to tweak the budget once the amount is announced which is expected sometime next month.

Commissioner Gjettum inquired if the carpeting project would extend to all the floors of Water Street. Executive Director Teixeira noted that 2017 would only include the first floor. Chair Person O'Barton asked if all of the projects outlined would be contracted out and Executive Director Teixeira noted that all would with the exception of the landscape improvements. Executive Director Teixeira also noted that he would like to run the draft by the Maintenance Committee for their input and that they would likely have to make some cuts somewhere.

Item #5. Temporary Construction Access Agreement for Sewer Force Main Line Improvements (Draft):

Executive Director Teixeira reviewed a draft copy of the temporary construction access agreement for the sewer line improvements that will take place at the rear of the property. The language in the agreement is similar to what was used for the sewer interceptor improvements that were completed on the North West portion of our property. Executive Director Teixeira explained that the work would be completed in two phases: The first being the Pump Station and the second being the actual Sewer Lines. He further explained that project would result in the EHA relocating 10 parking spaces for about 8 weeks.

Executive Director Teixeira noted the following concerns with the construction project.

- Caps and Limits: Time-line for parking space use and restoration when completed.
- Coordination of meetings
- Fencing
- General Presentation to include all residents
- Progress Reports

A 277 Water Street resident inquired what the anticipated start date for the project would be and Executive Director Teixeira explained that the project would go out to public bid next month and then begin the evaluation process. He further noted that he hoped that the draft would be updated for the March meeting.

Commissioner Gjettum made an inquiry regarding item number 9 of the draft as to what the "caliper" of the tree referred to. Commissioner Allen explained that this was the diameter of the tree and Commissioner Gjettum also questioned the type of tree. A Water Street resident mentioned an article she would post regarding the importance of trees. Commissioner Gjettum mentioned that the Boy Scouts often volunteer to plant Elm Trees for free.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following numbers and noted that it is the beginning of the year with the usual juggle and she was attempting to lease as much as possible to offset those falling off.

January Unit Totals and Figures:

January:	170 Units	\$101,815	Hap (excluding Port In)
	2 Ports	473	Utility Reimbursement
Total	168 Units	\$102,288	Total HAP

Item #7. Maintenance Supervisor's Report

Maintenance Supervisor Harding-Smith reported that during the month of January two units have been completed for move in. Unit 13 down at Portsmouth Avenue and number 103 at Water Street with 0 days lost on 103. The next unit turn scheduled is for 7 Linden Fields with a projected unit turn time of February 15th.

Maintenance Supervisor Harding-Smith explained that the exterior building lighting overlooking the parking lots at Water Street project was now complete with LED bulbs which shall prove to be cost efficient.

Maintenance Supervisor Harding-Smith noted that maintenance has also been busy with three snow storms to date for the season.

Item #8. Ten Minute Audience Participation

A 277 Water Street resident inquired if it were possible to change the timer of the lights for the community room as it was dark at 5 A. M. It was determined that residents entering at the early hour could simply turn on the light switch as opposed to wasting energy by increasing the lighting time on the timer.

Maintenance Supervisor Harding-Smith mentioned that he would like to see the interior lighting converted to LED eventually when a resident inquired what the most economical lighting would be.

Another resident inquired if there was some sort of anonymous survey for tenants living in Public Housing. Chair Person O'Barton mentioned that the Audience Participation portion of the meeting was the perfect opportunity for any question with regards to housing. A resident mentioned a previously addressed issue of apartment style stoves and one resident reported that they felt the laundry was a rip-off. Executive Director responded by reminding residents that we do not have control over the price of the laundry as we utilize an outside vendor and that the pricing is actually in accordance or lower than what you would find at a traditional laundry mat. One resident suggested using a local laundry service which charges by the pound.

Item #9. Executive Directors Report

Budget Report:

Executive Director Teixeira explained that the budget looked good through the first three months and that it is still early in the fiscal year.

Commissioner Gjettum inquired if there were any possibility of the LIHTC project resurfacing to which Executive Director noted that it was unlikely unless the property holder's sale fell through and he reconsidered the offer.

Commissioner Gjettum also mentioned that AARP Foundation Tax-Aide services were now available at Exeter Housing Authority.

Chair Person O'Barton adjourned the meeting at 3:55 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person