

00962

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, March 10, 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
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Commissioner	Vernon Sherman
Commissioner	Margaret Matick

Item #2. Approval of the Minutes of the February 3, 2016 Meeting

Commissioner Gjettum made a motion to approve the minutes, seconded by Commissioner Allen and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Public Housing Assessment System (PHAS)/Section Eight Management Assessment Program (SEMAP) Score FY2016:

Executive Director Teixeira stated he was happy to report that both programs scored a perfect one hundred percent (100%) on both the Public Housing and Section 8 Assessment Programs. He further explained that this is a challenging accomplishment that can only be achieved by having a dedicated well trained staff that truly cares about the work we do and the service we provide.

Item #4. Annual Agency Plan:

Executive Director Teixeira reported that the Exeter Housing Authority has started the process of developing the Annual Plan with the expectation of having the plan complete and ready for approval at the May meeting. The plan will include the implementation of a Smoke Free Policy at our family developments. The policy will ban the use of tobacco products in all dwelling units, indoor common areas, and will extend to all outdoor areas up to 25 feet from all EHA owned buildings. We will be meeting with residents next week to share more information on this new HUD regulation, and to also seek their input. He noted that there are currently eight families out of twenty-two that smoke.

Executive Director Teixeira explained that the plan will also include amending the Violence Against Women’s Act (VAWA) Policy. The amended version provides expanded protection to victims of violence by ensuring survivors are not denied assistance as an applicant, or evicted due to the individual’s victim status, or for being affiliated with a victim. The rule also includes adopting an emergency transfer plan which explains how the EHA will address a tenant request for an emergency transfer. He outlined the plan process as follows:

- Public Comment Period – March 10, 2017 thru April 24, 2017
- Residents Advisory Committee Review – March 28, 2017
- EHA Board Review – April 7, 2017
- Public Hearing – April 26, 2017
- EHA Board Approval – May 5, 2017

Item #5. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and noted that the program was holding steady although she was experiencing a large amount of turnover and rapidly moving through the waitlist. A 277 Water Street resident inquired what the voucher program was and it was explained by Section 8 Manager Dooling that applicants are housed out in the community with individual landlords and that their rental amount is based on their income with the remainder being subsidized by the Exeter Housing Authority. Executive Director Teixeira noted that he found it interesting that we were housing tenants that had only applied in the fall of 2016.

February Unit Totals and Figures:

February:	170 Units	\$101,145	Hap (excluding Port In)
	2 Ports	319	Utility Reimbursement
Total	168 Units	\$101,464	Total HAP

Item #6. Maintenance Supervisor’s Report

Maintenance Supervisor Harding-Smith reported that snow persisted throughout the month of February along with extremely warm temperatures which resulted in some

overnight freezing. He reported that Unit 7 Linden fields was completed for the move-in date of March 1st. Unit 302 at Water Street was completed as of March 9th which was 8 days ahead of schedule. The current work-in-progress is 8 Linden Fields which will have a move-in date of April 1st which also includes the replacement of 7 Windows. The existing windows will then be used for any repairs at the same property whether it be to repair broken hardware or sash replacement. Maintenance Supervisor Harding-Smith noted that he is currently receiving carpet proposals for the first floor common area hallways, community room, and office. The carpet material will be carpet tiles for easy maintenance replacement.

Item #7. Ten Minute Audience Participation

A 277 Water Street resident spoke of a personal issue regarding a recent encounter of her pet bird with another tenant in a common area of the building. Executive Director Teixeira reiterated the solution he had come to with the tenant explaining that the rules had to be enforced due to health and safety concerns and that she could transport the bird in a cage to visit other friends in the building. Two other tenants spoke of the incident citing that they enjoyed the bird and that perhaps tenant communication could improve to solve problems of this nature in the future.

Item #8. Executive Directors Report

New HUD Secretary:

Executive Director Teixeira reported that Dr. Ben Carson, Sr. was sworn in last week as the 17th Secretary of the Department of Housing and Urban Development (HUD). Secretary Carson will lead an agency with approximately 8,000 employees and an annual budget totaling more than \$40 billion. Among his first actions in his new role, Secretary Carson plans an ambitious listening tour of select communities and HUD field offices arounds the country. Executive Director Teixeira also expressed concern about the recent talk of a 6 billion dollar cut to the HUD budget

Senior Fraud Prevention:

Executive Director Teixeira announced that Attorney Brandon Garod from the State Attorney's office will be here on Tuesday, April 25th to educate our residents on how to avoid falling victim to fraud. Attorney Garod is a Prosecutor with the Elder Abuse and Exploitation Unit which should provide for a very informative session. Mike Schwartz who is with the Newfield's Police Department helped coordinate the visit and he will also be present.

Election of Officers:

Executive Director Teixeira reminded the Commissioners that the election of officers is scheduled to take place at the April meeting. Chair Person O'Barton suggested that the Commissioners gather following the next meeting.

Budget Report:

Executive Director Teixeira noted that programs continue to look good. The Section Eight budget is showing a deficit, but that mainly has to do with HUD recapturing excess Housing Assistance Payments (HAP) that were previously made to the EHA.

A 277 Water Resident inquired about the status of the construction to which Executive Director Teixeira noted that he had not heard anything yet.

Chair Person O'Barton adjourned the meeting at 3:50 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person